Student Code of Conduct

Student/Parent Responsibilities and Rights

Grades K-12

2019 – 2020
Dear Parents and Guardians:

Welcome to the 2019-2020 school year! William Penn School District is committed to growing the greatness that is within every child. As we start a new year, I encourage each student to commit themselves to a year of growth with the goal of reaching their fullest potential. As superintendent, I’m committed to ensuring that your child has a safe and productive learning environment so that they are able to reach that goal.

Our teaching staff is dedicated to ensuring that all of our students are in school and engaged in active learning. This Student Code of Conduct partnered with the implementation of Positive Behavioral Interventions and Support (PBIS) and restorative practices will make sure that teaching and learning environments are not reactionary to student misbehavior but are more engaging and responsive, establishing the behavioral supports and social culture for students to achieve academic success. Student responsibilities described in the Student Code of Conduct include attending school on time every day, being prepared with assignments and materials, practicing self-discipline, practicing goal setting, showing respect for others and their property, expressing ideas with civility and respect, and cooperating with lawful and reasonable directives from staff.

Students and parents are encouraged to read the Student Code of Conduct and become familiar with its content. Adherence to the Student Code of Conduct is an important step toward the creation of the respectful, collaborative culture that we desire in all of our campuses.

Parent Action: After you and your child review the Student Code of Conduct, please sign the Parent and Student Acknowledgement Form, which can be found on page 103.

Please submit the signed form to your child’s school. The Student Code of Conduct is available online at https://www.williampennsd.org/ under “Quick Links”. If there are updates to the code during the school year, you will find them there, too. Contact your child’s principal if you have questions about policies and procedures.

Thank you for partnering with us. We believe that parental involvement is imperative to student success, and that together, we can ensure that students graduate from the district prepared for college, career and life.

Have a great school year. Yours in service to our students,

Jane Ann Harbert
Jane Ann Harbert, Superintendent
William Penn School District
Board of School Directors

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William Penn School District Administration
100 Green Avenue
Lansdowne, PA 19050
Telephone: 610-284-8000
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<td>Business Administrator</td>
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<td>Mr. Michael Casey</td>
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For complete information, visit the William Penn School District Web Site:
www.williampennsd.org
# School Directory

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<td>Dr. Dawnee A. Watson-Bouie</td>
<td>610-626-3410</td>
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<tr>
<td>1 North Woodlawn Avenue, Aldan, PA 19018</td>
<td></td>
<td>610-284-8059 fax</td>
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<tr>
<td>Ardmore Avenue Elementary School</td>
<td>Vacancy</td>
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<td>Ms. Javon Oates</td>
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<td>Colwyn Elementary School</td>
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<td>211 Pine Street, Colwyn, PA 19023</td>
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<td>610-957-5485 fax</td>
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<td>East Lansdowne Elementary School</td>
<td>Ms. Phyllis Cubit</td>
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<td>401 Emerson Avenue, East Lansdowne, PA 19050</td>
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<td>W.B. Evans Elementary School</td>
<td>Ms. Janet Braker</td>
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<td>Park Lane Elementary School</td>
<td>Ms. Dujuana Ambrose-Dessau</td>
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<td>610-534-4495 fax</td>
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<tr>
<td>Walnut Street Elementary School</td>
<td>Mr. Joseph Williams, Jr.</td>
<td>610-534-5660</td>
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<tr>
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<td>610-534-4412 fax</td>
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<tr>
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<td>Mr. Joseph Denelsbeck</td>
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<td>121 Summit Street, Darby, PA 19023</td>
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<td>610-586-7372 fax</td>
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<tr>
<td>Penn Wood H.S. Green Ave Campus</td>
<td>Dr. H. Judy Lee</td>
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<td>100 Green Avenue, Lansdowne, PA 19050</td>
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<td>610-284-2141 fax</td>
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<tr>
<td>Penn Wood H.S. Cypress St. Campus</td>
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<td>600 Cypress Street, Yeadon, PA 19050</td>
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CHAPTER I
INTRODUCTION

The William Penn School District is dedicated to achieving the District goal of Improving the Academic Achievement of ALL Students by developing each student's potential for learning in a positive school environment. Schools must therefore be free from disruptions which interfere with teaching and learning activities. Students, parents, and school staff must be responsible for promoting behavior that encourages learning and the development of individual potential.

WHAT IS THE CODE OF STUDENT CONDUCT?
The Code is an official document of the William Penn School District Board of Education which
• Describes a positive and safe school environment.
• Specifies the rights and responsibilities of students.
• Defines attendance responsibilities.
• Safeguards the rights of students.
• Defines conduct that disrupts a positive and productive learning environment.
• Standardizes procedures for disciplinary action.
• Incorporates the State Board of Education Policy for school districts on violence, weapons, possession, use, and distribution of drugs and alcohol.

Provisions in the Code of Conduct apply to all students in Grades K-12. Differences in age and maturity are considered in determining the type of disciplinary action to be taken. All students have a greater responsibility for their actions as they increase in age. This Code does not restrict the Board's legal/statutory authority to protect the health, safety, and welfare of students and staff.

A copy of the Student Code of Conduct is given to each student on school entry. Orientation to the code is held in each school at the beginning of the school year. Questions by students or by parents/guardians concerning the code should be directed to the principal of the school.

N.B. In schools where In-School Suspension is not offered as a disciplinary consequence, detentions, parent conferences or notifications, or privilege suspensions may be substituted.
WHEN IS THE CODE IN FORCE?
The Code is in force
• On school property prior to, during, and following regular school hours.
• While students are on a school bus or in a District vehicle for any purpose.
• At all school-sponsored events and other activities at which school administrators have jurisdiction over students.

Out of School Conduct
The Code of Conduct shall also apply to out-of-school conduct by a student if the District believes that the nature of such conduct indicates that the student presents a threat to the health, safety, welfare of other students, or to the reputation of a school or the District.

Such out-of-school conduct shall include, but is not limited to
• Acts of violence which are punishable by law.
• Sexual offenses which are punishable by law.
• The sale, transfer or possession of drugs which would constitute an offense punishable by law.
• Felony charges.

Additionally, the principal/administrator is authorized to take administrative action when a student's misconduct to and from school has a harmful effect on other students, the community, or the orderly conduct of school business.

Days, as used in this document is defined as days in which school is in session. When school is out of session, such as during winter, spring, or summer breaks, the time limits shall be used as guidelines but not requirements.

WHAT IS A GOOD SCHOOL ENVIRONMENT?
A good school environment is best described as
• SAFE and POSITIVE.
• Providing a range of educational opportunities.
• Making improvement of student behavior the primary goal of disciplinary action.

It is also the presence of a friendly, yet business-like atmosphere in which students and school personnel work cooperatively toward recognized and acceptable goals. A good school environment is free from distractions, friction, and disturbances.
WHO ESTABLISHES A GOOD SCHOOL ENVIRONMENT?
The Code recognizes the need for a working, cooperative relationship among students, parents, and school personnel. This relationship is most productive when

STUDENTS
• Attend all classes daily and on time.
• Are prepared for class assignments and activities.
• Come to class with appropriate working materials.
• Respect all persons and property.
• Refrain from using profanity, abusive language or inflammatory actions in personal interactions.
• Conduct themselves in a safe and responsible manner.
• Are healthy, clean, and neat.
• Are responsible for their own work and behavior.
• Abide by the rules and regulations set forth by the school and individual classroom teacher.
• Seek changes in an orderly and approved manner.

PARENTS/GUARDIANS
• Keep in contact with the school concerning their child's progress and conduct.
• Insure that their child attends school each day and promptly report and explain an absence or tardiness to the school.
• Provide their child with resources needed to complete class work and homework.
• Assist their child in being healthy, neat, and clean.
• Refrain from using profanity, abusive language or inflammatory actions in personal interactions.
• Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
• Discuss report cards and work assignments with their child.
• Attend Parent/Teacher conferences.
• Maintain up-to-date home, work, and emergency numbers at the school.
• Seek changes in an orderly and approved manner.
SCHOOL PERSONNEL

• Are in regular attendance and on time.
• Are prepared to perform their duties with appropriate working materials.
• Respect all persons and property.
• Refrain from using profanity, abusive language or inflammatory actions in personal interactions.
• Conduct themselves in a safe and responsible manner.
• Are healthy, clean, and neat.
• Abide by the rules and regulations set forth by the school.
• Seek changes in an orderly and approved manner.
• Maintain an atmosphere which encourages good behavior and active learning.
• Plan flexible lessons to meet the needs of all students.
• Develop a good working relationship among staff and with students.
• Encourage the school staff, parents, and students to use the services of community agencies.
• Utilize good guidance procedures and practices.
• Encourage parents to maintain regular communication with the school.
• Provide opportunities for parent participation in affairs of the school.
• Encourage and maintain the involvement of students in the operation of the school, i.e., student government.
• Involve the community in order to improve the quality of life within the school and the district.
• Dialogue with parents, students, and other employees in a manner that reflects professionalism and caring.
II. STUDENT RIGHTS AND RESPONSIBILITIES

REGULATIONS OF THE STATE BOARD OF EDUCATION OF PENNSYLVANIA CHAPTER 12

STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.1. Free education and attendance.

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth’s public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

(1) The student is married.

(2) The student is pregnant.

(3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).

(4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§ 12.2. Student responsibilities.

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:

(1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
(3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
(4) Assist the school staff in operating a safe school for the students enrolled therein.
(5) Comply with Commonwealth and local laws.
(6) Exercise proper care when using public facilities and equipment.
(7) Attend school daily and be on time at all classes and other school functions.
(8) Make up work when absent from school.
(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
(10) Report accurately in student media.
(11) Not use obscene language in student media or on school premises.

§ 12.3. School rules.

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students’ rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

§ 12.4. Discrimination.

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability. (See Policies 103, 103.1 at www.wpsd.k12.pa.us).
§ 12.5. Corporal punishment.
(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
(b) Teachers and school authorities may use reasonable force under the following circumstances:
   (1) To quell a disturbance.
   (2) To obtain possession of weapons or other dangerous objects.
   (3) For the purpose of self-defense.
   (4) For the protection of persons or property.

§ 12.6. Exclusions from school.
(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).
(b) Exclusion from school may take the form of suspension or expulsion.
   (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
   (i) Suspensions may be given by the principal or person in charge of the public school.
   (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
   (iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
   (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).
   (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
   (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
   (2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.
(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection
(d) If it is determined after an informal hearing that a student’s presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
(1) The initial responsibility for providing the required education rests with the student’s parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district’s superintendent.
(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education the school entity shall, within 10 days of receipt of the notification, make provision for the student’s education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).
(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance). Regulations governing the types of offenses that would lead to exclusion from school may be published by individual schools rather than by the Board of Education itself.

§ 12.7. Exclusion from classes—in-school suspension.

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
(b) Communication to the parents or guardian shall follow the suspension action taken by the school.
(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student’s parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).

(d) The student’s school entity has the responsibility to make provision for the student’s education during the period of the in-school suspension.


(a) General. Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) Formal hearings. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

1. Notification of the charges shall be sent to the student’s parents or guardians by certified mail.

2. At least 3 days’ notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

3. The hearing shall be held in private unless the student or parent requests a public hearing.

4. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

6. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

7. The student has the right to testify and present witnesses on his own behalf.

8. A written or audio record shall be kept of the hearing. The student is entitled, at the student’s expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
(i) Laboratory reports are needed from law enforcement agencies.
(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).
(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
(c) **Informal hearings.** The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
(2) The following due process requirements shall be observed in regard to the informal hearing:
(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
(ii) Sufficient notice of the time and place of the informal hearing shall be given.
(iii) A student has the right to question any witnesses present at the hearing.
(iv) A student has the right to speak and produce witnesses on his own behalf.
(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual’s rights.
(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards must conform to the following:

1) School authorities may restrict the use of certain bulletin boards.

2) Bulletin board space should be provided for the use of students and student organizations.

3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§ 12.10. Flag Salute and the Pledge of Allegiance.

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

§ 12.11. Hair and dress.

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

(a) Use of a student’s confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student’s parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

§ 12.13. [Reserved].


(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

School authorities may search a student’s locker and seize any illegal materials. School lockers are school property loaned to the student for the student’s convenience and only for legitimate purposes. Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning. School officials have access to lockers through a master key to make unannounced repairs and inspections.

Additionally, school authorities may search the student’s person and possessions upon reasonable suspicion that the student is secreting evidence of an illegal act. Such searches are a reasonable exercise of Board power in the interests of the health, safety and welfare of all school students. Illegal or prohibited materials seized during a student or locker search may be used as evidence against a student in school disciplinary and/or legal proceedings. Searches are to be made only by an official duly authorized for that purpose by the principal or district.

It is the policy of the William Penn School District to conduct random searches of lockers and students, which may utilize hand held metal detection wands and/or drug and explosive-sniffing canines.

DISCLOSURE OF CERTAIN STUDENT INFORMATION

William Penn School District may disclose certain information, known as directory information, at its discretion without consent. Parents, or students eighteen years of age or over, may refuse to permit the release of any or all directory information. If a parent or emancipated student does not want directory information released, he or she must send written notice annually to the Director of Student Services at the address listed in the front of this booklet. Such notice must be received within 30 days of student receipt of this book. The following student information is directory information: name, address, telephone number, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, and photographs of students in school or school activities provided the photographs do not reveal information concerning academic placement.
FERPA RIGHTS
The Family Education Rights and Privacy Act (FERPA) affords parents, and students over 18 years of age, the following rights:

Inspection and Review
Parents may submit to the school principal a written request identifying records they wish to inspect. The principal will notify them of the time and place at which records may be inspected. Access shall be provided within 45 days of the receipt of the request.

Amendment of Records
Parents may ask the district to amend a record they believe is inaccurate by submitting to the principal a written request identifying the part of the record they want changed and specifying why it is inaccurate. If the district denies the request, the district will notify them of the decision, advise of the right to a hearing, and provide the hearing procedures.

Disclosure without Consent
Disclosure of personally identifiable information contained in students' education records requires parent consent with the following exceptions:
1. Such records may be disclosed to school officials with legitimate education interests. School officials include district employees; Board of Education members; a person or company retained by the district to perform a special task, for example, an attorney, auditor, medical consultant, or therapist; or a parent or student serving on a committee or assisting another school official. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.
2. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Complaint
Parents may file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA by submitting a complaint to

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
RIGHTS UNDER PPRA
The Protection of Pupil Rights Amendment (PPRA) affords parents, students who are 18, and emancipated minors the following rights regarding the district's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

Protected Information Surveys
The district is required to obtain consent permitting a child to participate in certain school activities, or parents may elect to opt out of such activities. These activities, known as protected information surveys, include a student survey, analysis, or evaluation concerning one or more of the following:

1. Political affiliations or beliefs of the student or student's parent
2. Mental or psychological problems of the student or student's family
3. Sexual behavior or attitudes
4. Illegal, anti-social, self-incrimination, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

Notice and Opportunity to Opt Out
The district will notify parents of the dates of the following activities and provide an opportunity to opt a student out of participating in such activities:

1. Any protected information survey, regardless of funding source
2. Any non-emergency invasive physical examination or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing, to sell or otherwise distribute the information to others

Inspection
Parents may, upon request, inspect the following:
- Protected information surveys of students
- Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
- Instructional materials used as part of the educational curriculum
Definitions
The following terms as used in this policy shall have the following meanings:

1.1 *Directory information.* The name, address, telephone number, electronic mail address, date and place of birth, names of parents and siblings, dates of attendance, whether the student graduated and the date of graduation, awards received, participation in District-approved extracurricular activities, weight and height of interscholastic athletic team members, photographs, schools attended within the District, and student identification number, user identification number, or code when such number or code cannot alone be used to access education records, without some other identifier known only to the authorized user of an electronically accessed information system or data base.

1.2 *Disclose; disclosure.* Permit access to or release, transfer, or otherwise communicate to any person or entity, by any means or medium, personally identifiable information contained in the education record of the student.

1.3 *Education record.* Any personally-identifiable information recorded or stored by any means—including, but not limited to, information that is handwritten, typed, printed, or stored on computer media, microfilm, microfiche, video or audio tape, film, or digital medium—that is directly related to the student and is maintained by the District or by an individual or agency acting on behalf of the District regardless of the current location of such record. The term does not include the following:

(a) records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons—including, but not limited to, instructional support teachers, counselors, therapists and clinicians, school psychologists and psychiatrists, nurses, and instructional aides—that are kept in the sole possession of the maker of the record and the contents of which are not accessible or revealed to any other person except a substitute for the maker of the record;

(b) records that contain only information about the student after he or she is no longer a student in the District or receiving District-supported education;

(c) grades and other forms of peer assessment or rating before they are collected and recorded by a teacher; and (d) other records specifically excluded from the definition of “education record” under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulation, 34 C.F.R. Part 99.

1.4 *Eligible student.* A present or former student who has attained the age of eighteen or a former student who is attending an institution of postsecondary education.
1.5 **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 or guardians. The term includes a minor living with a spouse.

1.6 **IEP.** Individualized education program.

1.7 **Service Agreement.** A written plan of adaptations or modifications, or both, developed for a student with disabilities who is eligible for protection under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, but who is not eligible for special education and related services under the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400, *et seq.*

1.8 **Maintain or maintained.**
In the case of personally-identifiable information on paper or stored on magnetic or video tape, the term shall mean information kept in a secure file or desk drawer or in the continuous and secure control of a school official with a legitimate educational interest in the content thereof. In the case of personally identifiable information that is stored electronically, including electronic mail, the term shall mean information kept in a secure electronic storage system or site, whether located locally or remotely, specifically designated by the Superintendent or his or her designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local or remote disk drives, computers, servers, portable media, or mobile devices shall not for any purpose constitute a “student records maintenance site” unless explicitly so designated by the Superintendent or his or her designee in writing, and any personally-identifiable information stored thereon shall either be deleted or moved to a “student records maintenance site” at least once annually. Personally identifiable electronic information, including electronic mail, shall not be considered to be “maintained” by the District or by any individual or agency acting on behalf of the District unless and until it is moved to or stored in or on a “student records maintenance site.”

1.9 **Parent.** The biological or adoptive parents of a student, regardless of residency or physical custodial status; the legal guardian or guardians of a student; or an individual acting as a parent in the absence of a natural parent or guardian, unless the right of any such person to receive personally-identifiable information has been terminated or restricted by order of court.

1.10 **Personally identifiable information.** Any one or more of the following:
(a) The student’s name;
(b) The name, including maiden names, of any member of the student’s family;
(c) The current or past address, or the date or place of birth, of the student or any member of the student’s family;
(d) A personal identifier such as a social security number, student number or code, or biometric information consisting of one or more measurable biological or behavioral characteristic that can be used for automatic identification of an individual;
(e) information that, alone or in combination, is linked or linkable to a specific student such that a reasonable person in the school community, who does not
have personal knowledge of the relevant circumstances, could use such information to identify the student with reasonable certainty; or (f) information requested by a person whom the educational agency or institution reasonably believes knows the identity of the student to whom such information relates.

1.11 School official with a legitimate educational interest. Any employee, officer, agent, consultant, or contractor of, or any volunteer acting on behalf of, (a) the District, (b) the Intermediate Unit, (c) a vocational technical school, or (d) any public or private school or facility that the District is using or is proposing to use to provide elementary or secondary education to the student in place of a public school, who is or will be responsible for providing or supervising the provision of education, education-related services, or extra-curricular activities or experiences to or for the student, when—
(i) particular information concerning that student is presently or potentially relevant to the design or provision of instruction or other education, education related services, testing or assessments, behavior interventions and strategies, or extracurricular activities or experiences either to the student, to particular groups of at large, regardless of whether the student is part of the group or population that will be affected; or
(ii) such information is necessary to protect the health, safety, or welfare of the student or others with whom the student might have direct or indirect contact.

The phrase also applies to clerical staff of the agencies enumerated above who are responsible for the maintenance and security of education records and to attorneys, consultants, and school board members when school 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. When the “school official with a legitimate educational interests” is not an employee of the District, such individual may receive “personally-identifiable information” only when he or she is under the direct control of the District, by contract or otherwise, with respect to the use and maintenance of education records in his or her possession and only when such individual is prohibited from re-disclosure of such information to any other party without written parent or eligible student consent.

1.12 Secure file. A student or subject-specific compilation of information stored on paper, audio or visual tape, microfiche, microfilm, computer storage disk or removable drive, or similar medium that can be maintained in a physically segregated form that is maintained in a locked file drawer, cabinet, or desk or, if unlocked, in the immediate custody and control of the custodian thereof, or a student or subject-specific compilation maintained on a computer storage system to which access is limited by security software that conforms to current computer industry standards.

1.13 Student with disabilities. A student age three through twenty-one who has or is thought to have one or more of the disabilities described in the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., or any preceding or succeeding
legislation, or a student of school age who has or is thought to have a disability as defined in Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794.

Collection, Maintenance, and Destruction of Education Records

Collection

2.1 The District shall collect and maintain the types of records described in the following subparagraphs (a) through (c) and may collect and maintain records described in following subparagraphs (d) through (j):

(a) Core data, consisting of the name of the student; last known address and domicile within the District of the parents or guardian of the student or, if the student is emancipated, of the student; the birth date of the student; the course, subject area, or project work completed by the student and the level of achievement attained; the last grade attended or the date of graduation and type diploma issued; and attendance data;
(b) Discipline and law enforcement records, including the sworn statement or affirmation of suspension or expulsion required at registration and the record of incidents of violence maintained in a form prescribed by the Pennsylvania State Police as required under Section 1307-A of the Pennsylvania Public School Code, 24 P.S. § 13-1307-A, and, in a file maintained separately from other records concerning the student, information from the Office of Juvenile Probation concerning adjudications of delinquency;
(c) Health records, including immunization information, results of vision and hearing screenings, results of state-mandated physical examinations, in-school treatment and drug dispensing or administration orders or prescriptions from physicians, treatment and drug dispensing or administration logs, and health related information provided by parents or guardians;
(d) Student work samples and teacher grade books retained for purposes of ongoing assessment, instructional planning, or grade calculation; the results of District-wide group standardized or criterion referenced testing and state-wide criterion-referenced assessments, if any, in which the student participated; and non-cumulative report cards;
(e) Guidance department, psychologist, and student assistance team records, although personal records and notes maintained strictly in accordance with Section 1.3(a) of this policy are not considered records subject to this policy;
(f) Results of vocational and career aptitude and interest surveys, or of surveys to assist in planning for and providing guidance, health, or drug and alcohol abuse prevention instruction or programs;
(g) Reports of and other information describing or summarizing the results of individual testing and assessment by instructional support, child study, multi-disciplinary, or IEP teams, or by professional staff responsible for determining eligibility for Title I, ESL, and other remedial programs, or by agencies and individuals not employed by or working on behalf of the District; instructional support or child study team action plans; IEPs; and service agreements or accommodation plans;
(h) Protocol sheets and booklets; scoring sheets; answer books; rating forms; observation notes; anecdotal logs; running record forms; and other forms of raw data gathered in the course of testing and assessment or progress monitoring and assessment;
(i) Records of awards and distinctions earned by students for work or activities in school and in the community and of participation in District-approved extracurricular activities; and
(j) Other records required by law or deemed by instructional or supervisory staff to be both accurate and necessary to the provision of education, education-related services, or extra-curricular activities or experiences.

2.2 By adoption of this policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (a), (d), and (e) of Section 2.1 of this policy.

2.3 By adoption of this policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (b), (c), and (f) of Section 2.1 of this policy, unless the collection of such records and information is accomplished by use of a survey, analysis, or evaluation that requires or encourages the student to reveal—
(a) political affiliations or beliefs of the student or the student’s family;
(b) mental or psychological problems of the student or the student’s family;
(c) sexual behavior or attitudes;
(d) illegal, anti-social, self-incriminating, or demeaning behavior;
(e) critical appraisals of persons with whom the student has close family relationships;
(f) information protected by legal privilege;
(g) income, unless income information is required by law to determine eligibility for participation in a program of assistance;
(h) religious practices, affiliations, or beliefs of the student or the student’s family.

When a survey, analysis, or evaluation is used to obtain such information, the District shall obtain prior informed consent in writing and in a form consistent with Section 2.6 of this policy. For purposes of this policy, the phrase “survey, analysis, or evaluation” shall be limited to a planned method of inquiry or information collection used on a group or individual basis. The phrase does not apply to the ordinary give-and-take exchange that occurs in the course of the counselor-student, psychologist-student, teacher-student, or nurse-student relationship when the student initiates the contact or otherwise participates in it voluntarily. Consent otherwise required by this Section is not required to investigate or substantiate a good faith suspicion of child abuse or neglect when the person from whom consent would be required is suspected of the abuse or neglect.

2.4 To collect records and information described in Subsection (g) of Section 2.1 of this policy, the District shall obtain prior informed consent in writing and in a form consistent with Section 2.6 of this policy.

2.5 To collect records and information described in Subsections (h) and (i) of Section 2.1 of this policy, other than reports and other documents provided by parents or other agencies, the District shall obtain prior informed consent in writing and in a form required by applicable state or federal law or, in the absence of a specific applicable law, in a form consistent with Section 2.6 of this policy. For purposes of collecting information in the form of an instructional support or child study team action plan, an
IEP, or a service agreement or accommodation plan, a written invitation to the parents and, when required by law, the student to participate in the development of such document shall constitute an adequate means of obtaining consent to develop the document, even if the parents or student do not participate in the meeting at which the content of the document is discussed. The description in an action plan, IEP, or service agreement or accommodation plan of a means of data collection or ongoing progress monitoring or assessment shall suffice to allow such activities without need for additional written consent.

2.6 When state or federal law does not specifically prescribe the form for obtaining prior written consent as required by this policy, such consent shall be obtained by mailing to the residence of record, as established in accordance with Section 4 of this policy, or by hand delivery to the parent or emancipated minor a written consent form that complies with the following requirements and is received a reasonable time prior to the information collection activity for which consent is sought:
(a) The form shall use language that a layperson can readily understand and shall be written in the native language of the parent or emancipated minor from whom consent is sought;
(b) The form shall contain an explanation of the type of information sought, the purpose for which the information is sought, and the specific types of testing, assessment, or data collection to be used to obtain the information;
(c) The form shall make clear to the parent or emancipated minor that consent is required to proceed with the information collection activity or activities proposed; shall contain an assurance that such activity or activities will not proceed without consent; shall specify the duration of the consent or shall clearly provide that consent shall be considered effective until revoked in writing by the person giving consent; and shall contain a clear explanation of the time and place for responding to the form;
(d) The form shall contain the name and number of a contact person whom the parents or emancipated minor can contact to obtain additional information about or seek clarification concerning the proposed activity;
(e) The form shall provide a space for the parent or emancipated minor to elect whether to grant or withhold consent by marking one of two clearly worded options and by signing their name.

2.7 When a student who has attended another public or private school registers to attend public school in the District, the District shall immediately—
(a) request a certified copy of the student’s disciplinary record and a copy of the student’s health record from the public or private school the student last attended;
(b) request all other current records, including special education records, necessary to ensure that the student is placed appropriate classes at the appropriate grade level and that the District is able to meet all obligations to the student under State and federal law.

Maintenance—Time
2.8 Core data of the kind described in Subsection (a) of Section 2.1 of this policy shall be maintained for a period of six years beyond the school year during which the student to whom such data pertains attains age twenty-one. The following additional records shall also be maintained as “core data” for this period:
(a) For students with disabilities or who are identified as mentally gifted, copies of the first and last evaluation reports of the multi-disciplinary team, the notice of recommended assignment or educational placement, or similar document by which the parents of the student initially consented to the provision of special education services, and the first and last IEP, last notice of recommended assignment or educational placement, and the summary of performance developed for the student;
(b) For students receiving accommodations or modifications to instruction or other activities under a service agreement or accommodation plan, copies of the first and last such plan and the notice by which the parents of the student initially consented to the provision of accommodations or modifications;
(c) For students evaluated to determine eligibility either for special education services in accordance with state and federal law or for accommodations or modifications in accordance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, and who were determined to be ineligible, copies of all evaluation reports supporting the determination of ineligibility and of all notices by which the parents of the student indicated agreement with such determination.

2.9 Health records of the sort described in Subsection (c) of Section 2.1 of this policy shall be maintained for a period of at least two years beyond the date on which the student ceases to be enrolled in the public schools of the District.

2.10 For students identified with disabilities or identified as mentally gifted, or for students who were evaluated and not so identified, a copy of all records identified in Subsections (b) through (g) of Section 2.1 of this Policy shall be maintained for a period of at least six years from the conclusion of the school year during which such records were made or received by the District;

2.11 All other education records described in Section 2.1 of this policy shall be maintained as long as the information contained therein remains relevant to the education of the particular student or to the design and provision of educational programs in general or as long as such information remains essential to the protection of the legal interests of the District. The District alone shall determine whether education records remain relevant to education or essential to the protection of legal interests.

Maintenance—Location
2.12 Education records that might be necessary to the provision of education, education-related services, or extracurricular activities or experiences to a student during any given school year shall be maintained during that school year in a secure file located in the building to which that student is assigned during that school year. Education records that are essential to the day-to-day provision of education, education related services, or extracurricular activities or experiences may be maintained in a secure file in the personal possession, offices, or class rooms of school officials with a legitimate educational interest therein.

2.13 The discipline record of a student shall be maintained in a secure file in the building to which that student is currently assigned. Information furnished by the Office of Juvenile Probation in accordance with Section 6341(b.1) of the Juvenile Act,
42 P.S. §6341(b.1), shall be maintained in a secure file separately from other records concerning the student.

2.14 The health record of a student shall be maintained in a secure file in the nurse’s office or health suite in the building to which that student is currently assigned or in the personal possession or office of the nurse assigned to that building.

2.15 Copies of a student’s current IEP, most recent multi-disciplinary team evaluation report, current service agreement or accommodation plan, and instructional support or child study team data and action plan shall be maintained—
(a) in a secure file in the building to which the student is currently assigned; and
(b) in a secure file in the District office of special education, together with other special education records that remain relevant to the education of the particular child or the design and provision of educational programs in general or essential to the protection of the legal interests of the District.

2.16 In addition to or in place of any of the locations identified in subsections 2.12 through 2.15, records may be maintained in a secure electronic storage system or site, whether located locally or remotely, specifically designated by the Superintendent or his or her designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local or remote disk drives, computers, servers, portable media, or mobile devices shall not for any purpose constitute a “student records maintenance site” unless explicitly so designated by the Superintendent or his or her designee in writing, and any personally-identifiable information stored thereon shall either be deleted or moved to a “student records maintenance site” at least once annually.

Maintenance—Transfer and Conversion

2.17 When a student assignment changes from one building to another within the District the education records described in Sections 2.12, 2.13, 2.14, and 2.15 of this policy, including the separately-maintained information from the Office of Juvenile Probation, shall be transferred to the new building in sufficient time to enable school officials with a legitimate educational interest to review such records, if necessary, prior to the arrival of the student in the new building or as soon as possible thereafter.

2.18 Nothing in this policy shall preclude the transfer or conversion of education records or information from one form or storage medium to another, as long as such transfer or conversion—
(a) allows for similar accessibility of information to parents, eligible students, and school officials with a legitimate educational interest;
(b) provides at least the level of security that could be obtained with physically locked conventional storage and, in the case of computer storage, conforms to the current standards established in the computer industry;
(c) clearly reproduces educationally or legally necessary graphic information, handwriting, and signatures; and
(d) allows for the use of an access record in accordance with Section 2.19 of this policy.
2.19 Every file from which access might be had by, or disclosure might be made to, persons or agencies other than the parents or the eligible student, shall have as part thereof an access and disclosure log that shall be maintained for as long as the records in that file are maintained and that shall consist of the following:
(a) The identity of such person or agency to which access is granted to or disclosure made from the file;
(b) The purpose for which access was granted or disclosure made;
(c) The date of access or disclosure;
(d) The name or initials of the person granting access or making the disclosure; and
(e) In the case of disclosures to persons who will make further disclosures or allow further access on behalf of the District, the identity of the person or agency to whom or to which, and the specific purpose for which, such further disclosure or access will be made or allowed;
(f) Any record of further disclosures made by State or federal agencies that are permitted to do so under law.

Destruction
2.20 The District may destroy core data, special education, and health records once the applicable time period for maintenance of such records, as established in Sections 2.8, 2.9, and 2.10 respectively, has lapsed.

2.21 The District may destroy all other education records once it determines at its sole discretion that such records are no longer relevant to the education of the particular student or to the design and provision of educational programs in general or that such records are not essential to the protection of the legal interests of the District.

2.22 When the time periods described in Sections 2.8 and 2.10 of this Policy have lapsed, and the District determines that any portion of the education record of a student with disabilities is or will be at a prescribed time no longer relevant to the education of the particular student, it shall so notify in writing either his or her parents or the student directly, if he or she is an eligible student, of this determination. The written notice shall be in the native language of the parents or the eligible student, shall be mailed to the last known address of the parent or the eligible student, and shall—
(a) identify the specific records or categories of record that are no longer relevant;
(b) contain an explanation that the District shall destroy the records thus identified if a parent or the eligible student so requests and that the District may destroy such records without a request; and
(c) contain the name and number of a contact person whom the parents or eligible student can contact to obtain additional information about or seek clarification concerning the records thus identified. If the parent or eligible student so requests in writing after receipt of the notice, the District shall destroy the education records thus identified or shall destroy them at the prescribed time at which they are no longer relevant.

2.23 A record is “destroyed” for purposes of this policy when, at a minimum, all personally identifiable information is removed from it or is otherwise obscured or
obliterated. Nothing in this policy shall require the destruction of an education record except under the conditions described in Section 2.22 of this policy.

2.24 The District shall not destroy any record that is the subject of a request for access from a parent or eligible student.

Amendment of Records and Due Process
3.1 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 such a request verbally, the person to whom such request is made shall inform the parent of the obligation to make such request in writing.

3.2 Within thirty 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 of whether the District will amend the record. If the District determines that it will grant the request to amend, the notice to the parent or eligible student shall either describe the amendment, which can include the expungement or deletion of records or information contained therein, or enclose a copy of the amended record. If the District determines that it will not amend the record, the notice shall so inform the parent or eligible student and shall contain a statement explaining that the parent or eligible student has the right to request in writing a hearing before a disinterested school official to challenge the determination not to amend.

3.3 Within ten school days of receipt of a request for a hearing to challenge a determination not to amend an education record, the District shall notify the parents or eligible student of the date, time, and location of the hearing. The notice shall be mailed certified, return receipt requested, or by similarly secure and verifiable means, in such time that the parent or eligible student receives it at least five school days before the hearing. The hearing shall occur within thirty days of receipt of the request for the hearing from the parent or eligible student.

3.4 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.

3.5 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.

3.6 Within thirty 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 that shall either—
(a) describe the amendment, which can include the expungement or deletion of records or information contained therein, or
(b) explain the reasons for denying the request to amend and inform the parent or eligible student of the right to place a statement 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, or both. The written decision shall be based solely on the evidence presented at the hearing and shall summarize the evidence thus presented and the reasons for the decision to amend or refuse amendment.

3.7 If the parent or eligible student chooses to submit a statement 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 such 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.

Access and Disclosure

Access
4.1 (a) Education records subject to this Policy, other than those records or portions of records that contain “directory information,” are not considered “public records” subject to access or disclosure under the Pennsylvania Right to Know Law, 65 PA. STAT §§67.101-67.3104, or any similar law affecting public records.
(b) The District shall allow the parents or eligible student to inspect and review the education record of the student within forty-five calendar days of receipt of a verbal or written request to do so. District staff shall make every reasonable effort to ensure that requested records are provided to the parents at the earliest possible date.

4.2 The District shall respond to all reasonable requests from the parents or eligible student for an explanation or interpretation of information contained in the education record.

4.3 If circumstances effectively preclude the parents or eligible student from inspecting or reviewing the education record, or any portion thereof, the District shall provide the parents or the eligible student with a copy of the record subject to the request. When copies are not required to ensure that the parents or the eligible student has the opportunity to inspect and review the education record, the District may charge a fee of twenty-five cents per page to copy requested portions of the education record, unless the parents or the eligible student can establish that they are unable to pay the amount thus charged.

4.4 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, service agreement, or multi-disciplinary team, or in anticipation of a due process hearing, the District shall respond to such request within a reasonable time prior to the meeting or hearing, the time allowed by Section 4.1 of this policy notwithstanding.
4.5 When parents or an eligible student seek to inspect and review a record that contains personally identifiable information concerning more than one student, the District shall provide access only to that portion of the record that pertains to the student in question.

4.6 School officials with a legitimate educational interest may at any time inspect and review, and obtain copies of, the education record and personally identifiable information in which they have such interest.

Disclosure
4.7 Any disclosure of personally identifiable information concerning a student to any person other than the parent, the eligible student, or school officials with a legitimate educational interest shall require the prior written consent of the parent or the eligible student. Any document providing such consent shall—
(a) identify the particular portions of the education record or the particular information or types of information concerning the student that shall be disclosed;
(b) identify the person or agency to whom or to which disclosure will be made; and
(c) contain the signature of at least one parent or the eligible student, and the date of such signature.

4.8 Prior written consent from the parent or the eligible student is not required when the disclosure of education records or information is to one of the following persons or agencies under the following circumstances:
(a) 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, as long as—
(1) the parent or eligible student is provided on request with a copy of the records thus disclosed; and
(2) the parent or eligible student is afforded on request a hearing as described in Section 3 of this policy; and
(3) the disclosure is for purposes related to the student’s enrollment or transfer.
(b) To appropriate parties in connection with an articulable and significant health or safety emergency, when such disclosure is necessary to protect the health or safety of the student or others, provided, however, that for each such disclosure, the District shall maintain a record indicating—
(1) The articulable and significant threat that justified such disclosure; and
(2) The parties to whom the District disclosed such information;
(c) To 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;
(d) To persons seeking directory information, when—
(1) parents and eligible students have received notice in the form of the annual publication of this policy in a newspaper of general distribution or a school publication of the policy of the District to disclose directory information without parental consent; and
(2) the parent or the eligible student objecting to the release of such information without consent has not notified the District in writing on or before the first day
of the school term that they object to the disclosure of some or all of the information
designated in Section 1.1 of this policy as “directory information”;
(e) To the student who is not an eligible student;
(f) To the parents of an eligible student who remains a “dependent student” as defined
in the Internal Revenue Code;
(g) To accrediting organizations to carry out their accrediting functions;
(h) 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;
(i) To a court or administrative hearing officer in the context of litigation between the
District and the parents or the eligible student, when the information disclosed is
relevant to the action or proceeding and when the District has made reasonable effort
to notify the parent or eligible student of the intent to disclose such information;
(j) To armed forces recruiters seeking such information, a list of the names, addresses,
and, if available, telephone numbers of all students expected to graduate high school
at the end of the school term during which, or in anticipation of which, such request is
made, provided, however, that such disclosure shall be subject to the limitations
established by law and this policy upon the disclosure of directory information;
(k) To State or local Juvenile justice authorities when such disclosure is in accordance
with an Act of the Pennsylvania General Assembly and enables the juvenile justice
system to serve effectively and prior to adjudication the student to whom the records
pertain, provided, however, that any such authority must certify in writing to the
District that such records will not be re-disclosed to any other party unless permitted
by State law or unless written parent or eligible child consent is obtained;
(l) To organizations conducting studies for, or on behalf of, the District to develop,
validate, or administer predictive tests; administer student aid programs; or improve
instruction, when—
(1) The organization conducting the study does not permit access to personally-
identifiable information to any party other than representatives of the organization
who have a legitimate educational interest in that information;
(2) The information is destroyed when no longer needed for the purposes for which
the study was conducted; and
(3) The organization enters into a binding agreement with the District under which the
organization is obligated to adhere to the requirements of this policy; that defines the
purposes, scope, and duration of the study and the information to be disclosed to the
organization; and that limits the use of the disclosed information to the purposes
expressly identified in the agreement;
(m) Under such additional circumstances and to such additional persons and agencies
as are permitted by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g,
and its implementing regulation.

4.9 Any disclosure made in accordance with paragraph 4.8 of this policy shall be made
under the explicit condition that the party to which or to whom such disclosure is
made shall not re-disclose such information to any other party without written parent
or eligible student consent, unless the record of the original disclosure identifies the
additional parties to whom such disclosure is to be made under Section 4.8 of this
Policy and the legitimate interest that such additional parties have in such information,
or unless such original disclosure is to State or federal agencies in accordance with the requirements of Sections 99.32(b) and 99.33(b) of the implementing regulations of the Family Educational Rights and Privacy Act, 34 C.F.R. §§ 99.32(b) and 99.33(b).

4.10 Copies of all special education and discipline records of a student currently identified as a child with a disability within the meaning of the Individuals with Disabilities Education Act shall be transmitted to a law enforcement agency to which the District has reported a crime committed by such student, provided, however, that prior to transmission of such records, the District shall obtain written consent from the parent or eligible student as required by, and in accordance with the provisions of, Section 4.7 of this Policy or that such transmission is permitted without such consent in accordance with the provisions of Subsections (b), (h), or (k) of Section 4.8 of this Policy.

Miscellaneous Provisions

5.1 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. The Superintendent or his or her designee shall ensure that all persons responsible for the maintenance of any student record are aware of the provisions of this policy and receive regular training concerning its requirements. When feasible, the Superintendent or his or her designee shall provide for the use of physical or technological access controls to ensure that access to education records by school officials with a legitimate educational interest in them is limited to that information in which those officials have a legitimate educational interest.

5.2 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; and
(b) That person notifies the District in writing that he or she is not receiving or has not had the opportunity to review and respond to notices and requests sent to the residence to which the student is registered.

6. Public Notice 6.1 Annually, at least thirty days prior to the beginning of the school term, the District shall publish to all parents of students currently in attendance and to all eligible students currently in attendance a complete copy of this policy. The following notice shall precede the text of this policy and shall appear with the heading in boldface type or other similarly conspicuous format:
NOTICE OF IMPORTANT RIGHTS


Printed below is the full text of the Education Records Policy of the William Penn School District. This policy contains information of importance to students attending public schools and public school sponsored programs. Several provisions of this policy warrant careful attention: Designation of certain records containing personally identifiable information as “directory information.” In Section 1.1 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 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, which is September 2, 2014. 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. Section 4.8(a) 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, as long as the disclosure is for purposes related to the student’s enrollment or transfer. Access to records by school officials with a “legitimate educational interest.” Section 4.6 of this policy allows school officials with a legitimate educational interest to have access to personally identifiable information without parent or student consent. In Section 1.8 of this policy, the District designates those persons who have a “legitimate educational interest” that would allow such access to education records. Amendment of education records. Section 3 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 may be addressed to the United States Department of Education as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

RESIDENTS OF THE WILLIAM PENN 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 PARENTS OR STUDENTS
III. STANDARDS FOR POSITIVE STUDENT BEHAVIOR

Effective student learning requires an orderly, cooperative atmosphere. This spirit must prevail in the classroom, gym, cafeteria, on the school bus, and on the playground. Students must learn self-control and realize that their actions affect others and that there are consequences for their actions.

Learning to use good manners and appropriate behavior is an important part of growing up. It is expected that parents will be supportive of the schools’ efforts to maintain standards of discipline and attendance, and seek Excellence in Education.

These standards exist to make possible a sound educational program. In addition, they serve to protect the welfare of those attending our schools. The home and school must work together to achieve high quality education. Student misconduct will be dealt with in a fair and consistent manner. The disciplinary procedures include: teacher-student conferences, principal-student conferences, mandatory parent conferences (MPC) with teacher and principal, Saturday detention, in-school suspension, suspension, placement in an alternative program, and expulsion from the school district. When an MPC is issued, a parent must attend the conference for his/her child to be reinstated in the classroom. Positive Behavioral Interventions and Supports, rather than negative measures shall form the basis of our disciplinary procedures.

Students with Individual Educational Plans (IEP’s) are governed by PA Code, Title 22, Part 1, and Chapter 14.133 regulations.

Corporal punishment is prohibited, however, physical restraints may be used ONLY when the student is acting in a manner as to be a clear and present danger to himself, other students, other employees, and only when less restrictive measures have proven to be less effective.

The individual schools have rules which are consistent with and complement these guidelines. The principals have the responsibility and the authority to insure proper discipline. A well disciplined atmosphere is essential to a proper learning environment and the safety of all people in the school.

In recent times, suspension has been the topic of much criticism. A concerted effort has been made to precede most suspensions (except for very serious infractions such as fighting, drug or alcohol involvement, weapons offenses, etc) with alternate disciplinary measures. However, there are certain behaviors which cannot be tolerated in our schools, and students who exhibit those behaviors must be removed from the school environment for their own improvement as well as the welfare of the entire school community.
The intent of this code is to provide students with a definition of the limits of acceptable behavior and to equip school personnel for their disciplinary responsibilities. The infractions and consequences listed are a framework and are not all inclusive. The code shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, it is understood administrators shall have the authority to enforce other reasonable disciplinary actions which they find warranted by situations not covered.

Students eligible under IDEA or Section 504 will be disciplined in accordance with state and federal law relating to disabled students.

Notification of Incidents to Law Enforcement

A. Mandatory Notification

The School Entity shall immediately report by the most expeditious means possible to the Law Enforcement Authority the occurrence of any of the following incidents occurring on school property, at any school sponsored activity or on any public conveyance providing transportation to or from a school or school sponsored activity, including but not limited to a school bus:

1. The following offenses under 18 Pa. C.S (relating to crimes and offenses):
   a. Section 908 (relating to prohibited offensive weapons).
   b. Section 912 (relating to possession of weapon on school property).
      i. As used in this Memorandum “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, metal knuckles, billy club, blackjack, grenade, incendiary device and any other tool, instrument or implement capable of inflicting serious bodily injury.
      ii. This reporting requirement does not apply to a weapon which is: (a) used, as part of a school-approved program, by an individual who is participating in the program; or (b) an unloaded weapon possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting if the entry on school premises is authorized by school authorities.
c. Chapter 25 (relating to criminal homicide).

d. Section 2701 (relating to simple assault).

e. Section 2702 (relating to aggravated assault).

f. Section 2706 (relating to terrorist threats).

g. Section 2709 (relating to harassment).

h. Section 2709.1 (relating to stalking).

i. Section 2901 (relating to kidnapping).

j. Section 2902 (relating to unlawful restraint).

k. Section 3121 (relating to rape).

l. Section 3122.1 (relating to statutory sexual assault).

m. Section 3123 (relating to involuntary deviate sexual intercourse).

n. Section 3124.1 (relating to sexual assault).

o. Section 3124.2 (relating to institutional sexual assault).

p. Section 3125 (relating to aggravated indecent assault).

q. Section 3126 (relating to indecent assault).

r. Section 3127 (relating to indecent exposure).

s. Section 3301 (relating to arson and related offenses).

t. Section 3307 (relating to institutional vandalism)

u. Section 3502 (relating to burglary).

v. Section 3503(A) AND (B)(1)(V) (relating to criminal trespass).

w. Section 3701 (relating to robbery).

x. Section 3702 (relating to robbery of motor vehicle).

y. Section 5501 (relating to riot).

z. Section 6110.1 (relating to possession of firearm by minor).
2. The possession, use or sale of a controlled substance or drug paraphernalia as defined in “The Controlled Substance, Drug, Device and Cosmetic Act.”

   a. As used in this Memorandum, “controlled substance” shall include the possession, use or sale of controlled substances as defined in the act of April 14, 1972 (P.L. 233, No. 64) known as “The Controlled Substance, Drug, Device and Cosmetic Act” (hereinafter “Drug Act”) including, but not limited to, marijuana, cocaine, crack cocaine, heroin, LSD, PCP, amphetamines, steroids and other substances commonly known as “designer drugs.” See 35 P.S. §§ 780-101 et seq.

   b. Included in this reporting provision shall be the possession, use or sale of drug paraphernalia, as defined in the Drug Act, including, but not limited to, hypodermic syringes, needles and, depending on the circumstances, rolling papers, as well as all other equipment or materials utilized for the purpose of ingesting, inhaling, or otherwise introducing controlled substances into the body. See 35 P.S. § 780-102.

3. Attempts, solicitation or conspiracy to commit any of the offenses listed in subsections (1) and (2).

4. An offense for which registration is required under 42 Pa. C.S. § 9795.1 (relating to registration).

5. Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by a person under 21 years of age. See 18 Pa. C.S. § 6308(a).

**B. Discretionary Notification**

The School Entity may report to the Law Enforcement Authority the occurrence of any of the following incidents occurring on school property, at any school sponsored activity or on any public conveyance providing transportation to or from a school or school sponsored activity, including but not limited to a school bus:

1. The following offenses under 18 Pa. C.S (relating to crimes and offenses):

   a. Section 2705 (relating to recklessly endangering another person).

   b. Section 3307 (relating to institutional vandalism).
c. Section 3503(b)(1)(i), (ii), (iii) and (iv), (b.1) and (b.2) (relating to criminal trespass).

d. Chapter 39 (relating to theft and related offenses).

e. Section 5502 (relating to failure of disorderly persons to disperse upon official order).

f. Section 5503 (relating to disorderly conduct).

g. Section 6305 (relating to sale of tobacco).

h. Section 6306.1 (relating to use of tobacco in schools prohibited).

2. Attempt, solicitation or conspiracy to commit any of the offenses listed in subsection (1).

C. Notification of the Law Enforcement Authority when incident involves children with disabilities

1. In accordance with 34 CFR 300.535 nothing will prohibit the school entity from reporting a crime committed by a child with a disability to the Law Enforcement Authority or will prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a child with a disability.

2. The school entity, when reporting a crime committed by a child with a disability, must ensure that copies of the special education and disciplinary records of the child are transmitted for consideration by the appropriate authorities to the Law Enforcement Authority to whom the incident was reported.

3. The school entity, when reporting an incident under this section, may transmit copies of the child’s special education and disciplinary records only to the extent that the transmission is permitted by the Federal Educational Rights and Privacy Act (hereinafter “FERPA”).

4. If someone other than the school entity has reported an incident, which results in the student’s arrest, the school entity may as allowable under FERPA release the student’s records.
D. Upon notification of the incident to the Law Enforcement Authority, the School Entity shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:

1. Whether the incident is in-progress or has concluded.
2. Nature of the incident.
3. Exact location of the incident.
4. Number of persons involved in the incident.
5. Names and ages of the individuals involved.
6. Weapons, if any, involved in the incident.
7. Whether the weapons, if any, have been secured and, if so, the custodian of the weapons.
8. Injuries involved.
9. Whether EMS or the Fire Department were notified.
10. Identity of the school contact person.
11. Identity of the witnesses to the incident, if any.
12. All other such information as is known to the school authority which can be deemed relevant to the incident under investigation.

E. Additionally, in anticipation of the need for the Law Enforcement Authority to respond to incidents described herein, the School Entity shall furnish the Law Enforcement Authority with the following information:

a. Blueprints or floor plans of the school buildings;
b. Aerial photo, map or layout of the school campus, adjacent properties and surrounding streets or roads;
c. Location(s) of predetermined or prospective command posts;
d. Current teacher/employee roster;
e. Current student roster;
f. Current school yearbook;
g. School fire-alarm shutoff location and procedures;
h. School sprinkler system shutoff location and procedures;
i. Gas/utility line layouts and shutoff valve locations; and
j. Cable/satellite television shutoff location and procedures.
IV. Commonwealth of PA Reportable Violations
(PDE-Safe Schools Report)

The following definitions are included to provide a uniform fundamental understanding of a particular criminal offense or key item as it relates to completion of the PA School Safety Report. Violations are classified as crimes against a person, property, society, or illegal possession.

CRIMES AGAINST A PERSON

Assault on School Employee is an unlawful attack by one person upon another. By definition there can be no attempted assaults, only completed assaults. The act should be intentionally, knowingly, or recklessly causing bodily injury or serious bodily injury to an employee(s).

First Violation

Required – Police Notification
Up to 10 days suspension & Informal Hearing

Optional
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

Subsequent Violations

Required – Police Notification
Up to 10 days suspension & Informal Hearing

Optional
1. Additional days suspension
2. Recommendation for Alternative School Placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

Assault on Student is an unlawful attack by one student upon another. By definition there can be no attempted assaults, only completed assaults. The act should intentionally, knowingly, or recklessly cause bodily injury and/or serious bodily injury to a student(s).

First Violation

Required – Police Notification
Up to 10 days suspension & Informal Hearing

Optional
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion

Subsequent Violations

Required – Police Notification
Up to 10 days suspension & Informal Hearing

Optional
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
**Aggravated Assault** is an unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease) by biting, spitting, etc.

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<td>4. Filing of criminal charges as appropriate</td>
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**Assault Involving Use of a Weapon**: An assault by one person against another where the attacker either uses a weapon or displays a weapon in a threatening manner. Weapon is defined as: Any firearm or explosive device; force-impacting device; knife or sharp-edged or sharp-pointed utensil, device or tool; or any article, instrument or substance which can or is likely to produce death or great bodily harm.

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**Fighting (Mutual altercation)** is a student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. If the incident does not rise to that level, the incident should be classified as minor disruptive behavior or a minor infraction. b) Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, tussles or other minor confrontations. Law enforcement officers may refer to this offense as simple assault. Administrators will consider age and developmentally appropriate behavior before using this category.

**First Violation**

**Required**
Up to 10 days suspension & Informal Hearing

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

**Subsequent Violations**

**Required**
Up to 10 days suspension & Informal Hearing

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School Placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

**Minor Altercation:** A minor altercation is an incident which involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault (e.g., “Student A” strikes “Student B” resulting in little injury and the “Student B” does not retaliate).

**First Violation**

**Required**
Student/Administrator Conference

**Optional**
Parental Conference Request
Up to 3 days In-School Suspension
1 day Suspension

**Subsequent Violations**

**Required**
Student/Administrator Conference
Parental Conference Request

**Optional**
Up to 3 days In-School Suspension
Up to 3 days Suspension
**Bullying:** A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another.

Direct bullying: A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names.

Indirect bullying: Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person’s wishes.

Relational aggression: Describes behavior which can undermine or destroy relationships and is often used when identifying “female” bullying. However, it should be noted that both genders can engage in direct or indirect bullying, and it can be either physical and/or psychological in nature. Bullying can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students.

The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term cyber bullying is being used to describe bullying behavior which occurs on the Internet. The term bullying should not be used when there is a mutual confrontation between two students or groups of students. Behavior is clearly bullying when:

1. **There is intent to harm** – the perpetrator appears to find pleasure in taunting and continues even when the target’s distress is obvious. Mutual “teasing” should not be confused with bullying behavior and
2. **There is intensity and duration** - the taunting continues over a period of time, and is not welcomed by the target.

### First Violation

**Required**
1. Student/Administrator Conference
2. Parental Conference Request
3. Up to 3 days Suspension

**Optional (If serious offense)**
1. Additional days suspension
2. Recommendation for Alternative School placement

### Subsequent Violations

**Required**
1. Student/Administrator Conference
2. Parental Conference Request
3. Up to 3 days Suspension

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School Placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

**Harassment.** A person commits the crime of harassment when, with the intent to harass, annoy or alarm another, the person:
(1) Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
(2) Follows the other person in or about a public place or places; or
(3) Engages in a course of conduct or repeatedly commits acts that serve no legitimate purpose other than intending to cause substantial emotional distress.

**First Violation**

**Required — Police Notification**
1. Student/Administrator Conference
2. Parental Conference Request
3. Up to 3 days Suspension

**Optional (If serious offense)**
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

**Subsequent Violations**

**Required — Police Notification**
1. Student/Administrator Conference
2. Parental Conference Request
3. Up to 3 days Suspension

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School Placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

**Harassment and Stalking by Communication or Address** — A person commits harassment by communication or address when with the intent to harass, annoy or alarm another, he/she:

(1) Communicates to or about such person any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;
(2) Communicates repeatedly in an anonymous manner;
(3) Communicates repeatedly at extremely inconvenient hours;
(4) Communicates repeatedly in any manner not covered by #2 or #3.

A person commits stalking by communication or address when he/she engages in a course of conduct or repeatedly communicates to another under circumstances which demonstrate or communicate either of the following:
(1) An intent to place such other person in reasonable fear of bodily harm;
(2) An intent to cause substantial emotional distress to such other person.

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**Sexual Harassment** – Discrimination against a student based on the student’s submission or rejection of sexual advances and/or requests, or creating an atmosphere of harassment based on sexual issues/activity. The unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender based harassment which has the purpose or effect to interfere with the individual performance, work environment, or participation in school sponsored activities, or creates an intimidating, hostile, or offensive educational environment. This includes students and staff. Examples include behaviors such as leering, pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity.

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**Sexual Related Offenses:** Sexual Offense includes sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification. This category includes rape, sexual assault, indecent assault, involuntary sexual deviate assault and aggravated indecent assault. Also included are prostitution and indecent exposure of private parts to the sight of another person in a lewd or indecent manner. This category doesn’t include kissing, mooning, swearing or profanity. Administrators will consider age and developmentally appropriate behavior before assigning the appropriate specific code to such offenses.

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**Racial/Ethnic Intimidation** is malicious intent toward another's person or property based on race, color, religion or national origin. It is classified as a hate crime.

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Kidnapping (Interference with Child Custody) is the removal, restraining or confinement of an individual by another through force, threat, or deception or (if person is under 14 years) without consent of a parent, guardian or school. Kidnapping/abduction includes hostage taking.

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Reckless Endangering is engaging in conduct that places or may place another person in danger of death or serious bodily injury.

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Robbery is the taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

First Violation

**Required – Police Notification**
Up to 10 days suspension & Informal Hearing

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

Subsequent Violations

**Required – Police Notification**
Up to 10 days suspension & Informal Hearing

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School Placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

Threatening or Intimidating a School Official or a Student (Physical, verbal, written, or electronic threat (e.g., internet) or intimidation) is to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included.

First Violation

**Required**
1. Student/Administrator Conference
2. Parental Conference Request
3. Up to 3 days Suspension

**Optional** *(If serious offense)*
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

Subsequent Violations

**Required**
1. Student/Administrator Conference
2. Parental Conference Request
3. Up to 3 days Suspension

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School Placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate
CRIMES AGAINST PROPERTY

**Arson** is the unlawful and intentional damage or attempt to damage any real or personal property by fire or incendiary device. Setting a fire (by match, lighter, fireworks, firecrackers, trashcan fires, Molotov cocktails, or any other incendiary device) providing aid, counsel or pay toward same. This category does not include a simple act of lighting a match.

**First Violation**

**Required – Police Notification**
5 to 10 days suspension & Informal Hearing

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

**Subsequent Violations**

**Required – Police Notification**
5 to 10 days suspension & Informal Hearing

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School Placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

**Burglary** is the unlawful entry into a building or other structure with the intent to commit a felony or theft. It is not necessary that force be used in gaining entry, neither is it necessary that property loss occur. Attempts to unlawfully enter a structure without expressed permission are also counted in this category.

**First Violation**

**Required – Police Notification**
1. Student/Administrator Conference
2. Parental Conference Request
3. Up to 3 days Suspension

**Optional (If serious offense)**
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

**Subsequent Violations**

**Required – Police Notification**
1. Student/Administrator Conference
2. Parental Conference Request
3. Up to 3 days Suspension

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School Placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate
**Theft by Unlawful Taking or Disposition:**
Movable property - A person is guilty of theft if he unlawfully takes, or exercises unlawful control over, movable property of another with intent to deprive him thereof.

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**Vandalism** is the unlawful desecration of a building or other structure with the intent to commit damage.

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CRIMES AGAINST SOCIETY

Bomb Threat is a threat, direct or indirect, to commit a violent crime by communicating that a bomb has been placed, or will be placed in a particular location with the intent to terrorize another person, cause evacuation of a building or other place of assembly, including transportation, or otherwise cause serious public inconvenience.

First Violation

Required – Police Notification
5 to 10 days suspension & Informal Hearing

Optional
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

Subsequent Violations

Required – Police Notification
5 to 10 days suspension & Informal Hearing

Optional
1. Additional days suspension
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Disorderly Conduct. A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he:

(1) Engages in fighting or threatening, or in violent or tumultuous behavior;
(2) Makes unreasonable noise
(3) Uses obscene language, or makes an obscene gesture; or
(4) Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

First Violation

Required
1. Student/Administrator Conference
2. Parental Conference Request
3. Up to 3 days Suspension

Optional (If serious offense)
1. Additional days suspension
2. Recommendation for Alternative School placement
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Subsequent Violations

Required
1. Student/Administrator Conference
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Optional
1. Additional days suspension
2. Recommendation for Alternative School Placement
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**Rioting.** A person is guilty of a riot, a felony of the third degree, if he participates with two or more others in a course of disorderly conduct:

1. With intent to commit or facilitate the commission of a felony or misdemeanor.
2. With intent to prevent or coerce official action or
3. When the actor or any other participant to the knowledge of the actor, uses or plans to use a firearm or other deadly weapon.

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**Terroristic Threats** (other than bomb threats) are threats, direct or indirect, to commit a violent crime, with the intent to terrorize another person, cause evacuation of a building or other place of assembly, including transportation, or otherwise cause serious public inconvenience.

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ILLEGAL POSSESSION

**Act 26** of the Pennsylvania Legislature requires “A school district...shall expel, for a period of not less than one (1) year, any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.

**Weapon** is defined as an “instrument or implement capable of inflicting serious bodily injury.”
Weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

**School Property** shall mean any public school grounds, any school sponsored activity, or a conveyance providing transportation to a school sponsored activity.

**Possession of Firearms** §6110.1a – No person age 18 or under shall possess or transport a firearm anywhere in the Commonwealth of PA. A firearm is any weapon (including a starter gun) which will, is designed to, or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or a machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (operable or inoperable, loaded or unloaded): including but not limited to hand, zip, pistol, rifle, shotgun, starter gun, flare gun.

**Possession of Knives/Cutting Instruments** – An object with which one can cut or stab such as, but not limited to – any type of knife including a pocket or penknife, razor blades, hatchet, ax, cleaver, scissors, glass, broken bottle, dagger, ice pick, dirks, machete, or similar instruments with sharp cutting edges including pencils and pens, nunchakus and brass knuckles. Administrators will consider age and developmentally appropriate behavior before using this category.

**Possession of Other Weapon** – Possession, use or intention of use of any instrument or object to inflict harm on another person, or to intimidate any person. Included in this category are all types of chains, metals or pipes, or any objects or instruments that are not being used for the purpose for which they were normally intended and are capable of
harming an individual. Chinese stars, billy clubs, tear gas, electrical weapon or device (stun gun), toy guns (if they are authentic replicas or are used in a threatening manner), M80’s mace, pepper gas, and any other instrument that when implemented can be capable of inflicting serious bodily injury.

CONSEQUENCES FOR ANY WEAPONS POSSESSION

**Required – Police Notification**
1. 10 days out of school suspension with Informal Hearing while processing
2. Recommendation to Board for Expulsion for not less than 1 year
3. Filing of criminal charges with law enforcement authorities
4. Immediate removal from school to alternative placement
* The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

**Possession / Use / Sale / Transfer of Controlled Substance and or Illegal Substance**
(Class I, II, III, V drugs or ALL “controlled” prescriptions) The unlawful use, cultivation, manufacture, distribution, sale, transfer, solicitation, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Infractions include being under the influence of drugs or substances represented as drugs while in school, on school transportation, or at school sponsored events.

**Use** should be reported only if the students are caught in the act of using, are tested and found positive for use by an officer during/after arrest, or are discovered to have used in the course of investigating the incident. This category does not include tobacco.

**First Violation**

**Required – Police Notification**
1. 10 days suspension & Informal Hearing
2. Mandatory enrollment in Student Assistance Program (SAP)
3. **Failure to comply with the SAP** Assessor’s recommendation will result in Expulsion recommendation.

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

**Subsequent Violations**

**Required – Police Notification**
1. 10 days suspension & Informal Hearing
2. Mandatory enrollment in Student Assistance Program (SAP)
3. **Failure to comply with the SAP** Assessor’s recommendation will result in Expulsion recommendation.

**Optional**
1. Additional days suspension
2. Recommendation for Alternative School Placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate
Possession / Use / Sale / Transfer of Alcohol – Possession of alcohol on a person; one who was caught in the act of using, selling, transferring or who tested positive for use. The violation of laws or ordinances which prohibit the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school sponsored events, and on school sponsored transportation or possessing substances represented as alcohol.

Use should be reported only if the students are caught in the act of using, are tested and found positive for use by an officer during/after arrest, or are discovered to have used alcohol in the course of investigating the incident.

First Violation

Required – Police Notification
1. 5 days suspension & Informal Hearing
2. Mandatory enrollment in Student Assistance Program (SAP)
3. Failure to comply with the SAP Assessor’s recommendation will result in Expulsion recommendation.

Optional
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

Subsequent Violations

Required – Police Notification
1. 5 days suspension & Informal Hearing
2. Mandatory enrollment in Student Assistance Program (SAP)
3. Failure to comply with the SAP Assessor’s recommendation will result in Expulsion recommendation.

Optional
1. Additional days suspension
2. Recommendation for Alternative School Placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

Possession / Use / Sale / Transfer of Tobacco – Possession of any tobacco product including cigarettes, cigars, pipe tobacco, chewing tobacco, and/or tobacco leaves. Where applicable, the possession, use, transfer, distribution or sale of tobacco products on school grounds, at school sponsored events, on transportation to and from school, or on other school transportation. Includes all “vaping” products.

First Violation

Required
1. Student/Administrator Conference
2. Parental Conference Request
3. Up to 5 days Suspension

Subsequent Violations

Required
1. Student/Administrator Conference
2. Parental Conference Request
3. Up to 5 days Suspension
V. School District Policy Violations

SCHOOL ATTENDANCE
Regular attendance and punctuality are essential traits for every successful student. It is the responsibility of each student to attend school daily and be punctual at all times.

Parents or guardians should notify the school by telephone in the event that a student is to be absent from school. These calls should be received by the school before starting time on the day of the absence. Upon return to school following an absence, all students must present a written explanation of the absence. Failure to provide written explanation of absence within three (3) school days of return to school will result in that absence being considered unexcused or unlawful, and Pennsylvania school attendance laws will be applied accordingly. Any absence of five (5) or more consecutive school days requires a written explanation from a doctor or appropriate health practitioner. In instances where the school believes that absences due to illness are chronic and irregular, the school may request a doctor’s statement justifying such absences. A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days should require an excuse from a physician. Students shall be permitted to make-up, without penalty, exams and class work missed during any excused absences from school.

Medical and other appointments should be scheduled outside of school hours. Parents desiring an early dismissal for a student must submit a written request for such to the school. State law establishes conditions under which students may be excused from attending school. The principal is responsible for enforcing the attendance laws of the state and is the person who may excuse a child for necessary and legal absence, subject to the provisions of the law. In keeping with these statutes and recommendations of the State Department of Education, students may be temporarily excused from school attendance for the following reasons:

1. Illness
2. Quarantine
3. Death in the immediate family
4. Weather so inclement as to endanger the health of the child or make roads impassable
5. A Farm or Domestic Service Emergency Permit
6. Observance of a major religious holidays
7. Religious education
8. Other exceptional reasons with the approval of the administration

Absences for other reasons are classified as unexcused or unlawful.
Class Cutting – Students are expected to attend all classes, study halls, lunch periods, assembly programs, meetings, etc., which are scheduled during the regular school hours. Failure to attend any of the above will be considered a class cut. Each class cut will be considered an offense. Leaving class without permission will be considered a class cut and will be handled as any other class cut. This applies to all unauthorized departures from class.

First Violation

Required
1. Student/Administrator Conference
2. Parental Conference Request

Optional
1. Up to 3 days detention

Subsequent Violations

Required
1. Student/Administrator Conference
2. Up to 3 days detention

Optional
1. Up to 3 days In-School Suspension
2. Out of School Suspension at discretion of administrator after third offense.

Forged Notes for Lateness/Absence/Early Dismissal/ Passes/ or any other type

In the event that a student falsifies a note for absence or lateness, that absence/lateness will be considered unexcused/unlawful and the attendance policies established for these offenses will apply. In the event that a student presents a falsified note for an early dismissal, the early dismissal will not be granted. If the student is absent from class due to a falsified note, the procedures for class cutting will be followed. In addition, the following action will be taken for falsifying a parental or teacher note:

First Violation

Required
1. Student/Administrator Conference
2. Parental Conference Request

Optional
1. Up to 3 days detention

Subsequent Violations

Required
1. Student/Administrator Conference
2. Up to 3 days detention

Optional
1. Up to 3 days In-School Suspension
2. Out of School Suspension at discretion of administrator after second offense.
**Lateness to Class** – Students are expected to be in assigned rooms and seated when the class bell rings. The following action will be taken when students are late to class without a valid pass excusing the lateness:

<table>
<thead>
<tr>
<th>First Violation</th>
<th>Subsequent Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>1. One Teacher detention/lateness for first 3 or consequence as prescribed by PBS.</td>
<td>1. Parental Conference Request</td>
</tr>
<tr>
<td><strong>Optional</strong></td>
<td><strong>Optional</strong></td>
</tr>
<tr>
<td>1. Parental Notification</td>
<td>1. Up to 3 days In-School Suspension</td>
</tr>
<tr>
<td></td>
<td>2. Out of School Suspension at discretion of administrator</td>
</tr>
</tbody>
</table>

**Lateness to School** – Lateness to school can become a serious problem because it disrupts the orderly routine of the school, and it often interferes with the student’s academic success. Some latenesses, depending on their nature, may be excused when a written explanation of the lateness is provided by the parent or guardian, and approved by the school. For example, oversleeping is never a valid excuse for lateness. Also, notes which do not state a clear or specific reason for lateness will not be accepted. No more than three (3) latenesses will be excused per marking period. Students who arrive late must check-in at the office or designated late location upon arrival to school. Failure to do so will result in the following actions.

<table>
<thead>
<tr>
<th>First Violation</th>
<th>Subsequent Violations</th>
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</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>1. One office detention</td>
<td>1. Parental Conference Request</td>
</tr>
<tr>
<td><strong>Optional</strong></td>
<td><strong>Optional</strong></td>
</tr>
<tr>
<td>1. Parental Notification</td>
<td>1. Up to 3 days In-School Suspension</td>
</tr>
<tr>
<td>2. 1 day In-School Suspension</td>
<td>2. Out of School Suspension at discretion of administrator</td>
</tr>
</tbody>
</table>
**Leaving Assigned Area** – During the regular school day, students are not permitted to leave any assigned area or school property for any reason without authorization from the administration or school nurse. Violation of this rule will result in the following action:

<table>
<thead>
<tr>
<th>First Violation</th>
<th>Subsequent Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>1. Office detention</td>
<td>1. Parental Conference Request</td>
</tr>
<tr>
<td>2. Parental Contact</td>
<td>2. Office detention</td>
</tr>
<tr>
<td><strong>Optional</strong></td>
<td><strong>Optional</strong></td>
</tr>
<tr>
<td>1. Parental Conference Request</td>
<td>1. Up to 3 days In-School Suspension</td>
</tr>
<tr>
<td>2. Up to 3 days In-School Suspension</td>
<td>2. Out of School Suspension at discretion of administrator</td>
</tr>
</tbody>
</table>

**Truancy** – Students who are absent from school without valid excuses are considered truant. These absences will be considered unlawful for those students who are sixteen (16) years of age and younger, and unexcused for those who are seventeen (17) years of age and older. Following a truancy, the student must be accompanied to school by a parent or guardian for a School Improvement Attendance Conference with the administrator. The absence will be recorded as unexcused/unlawful. Parents of students with cumulative, unexcused latenesses or failure to attend classes, and/or unlawful absences totaling more than three (3) school days are in violation of the compulsory attendance laws of the Commonwealth of Pennsylvania. Official notices will be served in such cases and the matter will be referred to the District Justice for disposition. Pennsylvania law defines “Habitually Truant” as 6 or more unexcused absences within the same school year. In addition, the following action may be taken:

<table>
<thead>
<tr>
<th>First Violation</th>
<th>Subsequent Violations</th>
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</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>1. Parental Notification</td>
<td>1. Parental Notification</td>
</tr>
<tr>
<td>2. Parental Conference Request</td>
<td>2. Up to 3 days In-School Suspension</td>
</tr>
<tr>
<td><strong>Optional</strong></td>
<td><strong>Optional</strong></td>
</tr>
<tr>
<td>1. One day In-School Suspension</td>
<td>1. Referral to Social Services agency</td>
</tr>
</tbody>
</table>
DISRUPTIVE BEHAVIOR VIOLATIONS

Bus Violations
To ensure the safety and well-being of its students, the William Penn School District provides bus transportation for those students whose place of residence and route to school meet the distance and safety requirements of the District. Students are expected to follow the rules that have been established for student conduct on school buses. A student eligible for free bus transportation will be assigned a specific bus route. This information will be imprinted on his/her ID card, which is the official bus pass. It must be presented to the driver or inspector upon request. Secondary students, who cannot present the appropriately designated card when asked, may be denied riding privileges by the bus driver.

Bus riding privileges may be suspended for offenses which may distract the driver. They include, but are not limited to:

- Not remaining seated while the bus is in motion
- Throwing items out of open windows
- Putting arms, hands or heads out of the windows
- Refusing to produce an ID card or to identify one’s self to the bus driver
- Lending or using another student’s ID card
- Riding an unassigned route
- Eating or drinking on the bus
- Bringing an animal or pet on the bus
- Acting in a manner disruptive of normal bus operation
- Acting in a manner which endangers the safety or welfare of any other person

First Violation

Required
1. Application of prescribed penalty for any WPSD Conduct Code violation

Optional
1. Up to 5 days bus suspension

Subsequent Violations

Required
1. Application of prescribed penalty for any WPSD Conduct Code violation

Optional
1. Up to 10 days bus suspension
2. Revocation of bus privilege
Cheating
The act or instance of fraudulent deception in preparing or presenting course work or class assignments as a student's own authentic work when it is not. This includes, but is not limited to, (1) copying another student's paper, (2) unauthorized use of notes or sharing answers during a test or examination, (3) presenting another person's work as one's own (4) presenting quotations, words, or ideas without proper references or credit (plagiarism).

### First Violation

<table>
<thead>
<tr>
<th>Required</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parental Contact</td>
<td>1. In-School Suspension</td>
</tr>
<tr>
<td>2. Failing Grade penalty for incident</td>
<td>2. Out-of-School Suspension</td>
</tr>
<tr>
<td>3. Referral to Counselor</td>
<td></td>
</tr>
</tbody>
</table>

**Detention Violations** – Not reporting to detentions as assigned by teacher or administrator.

### First Violation

<table>
<thead>
<tr>
<th>Required</th>
<th>Optional</th>
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</thead>
<tbody>
<tr>
<td>1. 1 detention will be added</td>
<td>1. Out-of-School Suspension</td>
</tr>
</tbody>
</table>

**Forgery**
The act of falsifying a note or document by signing another’s name or changing the text.

### First Violation

<table>
<thead>
<tr>
<th>Required</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student/Administrator Conference</td>
<td>1. Up to 3 days detention</td>
</tr>
<tr>
<td>2. Parental Conference Request</td>
<td></td>
</tr>
</tbody>
</table>

**Subsequent Violations**

<table>
<thead>
<tr>
<th>Required</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parental Conference Request</td>
<td>1. Up to 3 days In-School Suspension</td>
</tr>
<tr>
<td>2. Failing Grade penalty for incident</td>
<td>2. Out of School Suspension</td>
</tr>
<tr>
<td>3. Referral to Counselor</td>
<td></td>
</tr>
<tr>
<td>4. In-School Suspension</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Required</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parental Conference Request</td>
<td>1. Parental Conference Request</td>
</tr>
<tr>
<td>2. Failing Grade penalty for incident</td>
<td>2. In-School Suspension</td>
</tr>
<tr>
<td>3. Referral to Counselor</td>
<td>3. Out of School Suspension</td>
</tr>
</tbody>
</table>

**Required**

1. Parental Conference Request
2. Failing Grade penalty for incident
3. Referral to Counselor
4. In-School Suspension

**Optional**

1. Out-of-School Suspension
2. Referral to Alternative Program

1. Parental Conference Request
2. In-School Suspension
3. Out of School Suspension

**Subsequent Violations**

1. 1 detention will be added
2. Second detention added

1. Parental Conference Request
2. In-School Suspension
3. Out of School Suspension

**Optional**

1. Up to 3 days detention
2. Up to 3 days detention
3. On or up to 3 days detention
4. In School Suspension at discretion of administrator after second offense.
Gambling
Participation in games of chance for money and/or other things of value.

First Violation

Required
1. Reprimand
2. Detention

Optional
1. Parental Conference Request
2. In-School Suspension
3. Out-of-School Suspension

Subsequent Violations

Required
1. Parental Conference Request
2. In-School Suspension

Optional
1. Out-of-School Suspension
2. Filing of charges with Police

Hazing
For the purpose of this code of student conduct, is defined as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student 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 operating under sanction of the school.” The term shall include, but not be limited to, any brutality of 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 adversely affects physical health and safety of the 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 of public or private property.

First Violation

Required
Up to 10 days suspension & Informal Hearing

Optional
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

Subsequent Violations

Required
Up to 10 days suspension & Informal Hearing

Optional
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate
Inappropriate Behavior
Behavior which produces distractions, frictions, or disturbances which seriously or repeatedly interferes with the effective functioning of the teacher, student, class, or school.

**First Violation**

**Required**
1. Parental Contact
2. Reprimand

**Optional**
1. Detention
2. Up to 3 days In-School Suspension

**Subsequent Violations**

**Required**
1. Parental Conference Request
2. Detention

**Optional**
1. Up to 3 days In-School Suspension
2. Up to 3 days Suspension

Inappropriate Language
Any language which is offensive to generally accepted community standards.

**First Violation**

**Required**
1. Parental Contact
2. Reprimand

**Optional**
1. Detention
2. Up to 3 days In-School Suspension

**Subsequent Violations**

**Required**
1. Parental Conference Request
2. Detention

**Optional**
1. Up to 3 days In-School Suspension
2. Up to 3 days Suspension

Incendiary / Explosive Devices
A student shall not possess any incendiary or explosive device. Incendiary means any matches, lighters, sparklers, or implement whose purpose is to create a spark or flame, or whose function is initiated by spark or flame. Explosive device means any bomb, smoke bomb, stink bomb, bullet, grenade, firecracker, fireworks, or any other incendiary or percussive device. The following action will be taken for the possession of such:

**First Violation**

**Required**
1 to 5 days suspension & Informal Hearing

**Subsequent Violations**

**Required**
1 to 5 days suspension & Informal Hearing
**Optional**
1. Additional days suspension
2. Recommendation for Alternative School placement
3. Recommendation to Board for Expulsion
4. Filing of criminal charges as appropriate

**Insubordination**
Any refusal to follow a reasonable directive of a staff member acting within his/her authority

**First Violation**

**Required**
1. Parental Contact
2. Detention

**Optional**
1. 1 day In-School Suspension

**Subsequent Violations**

**Required**
1. 1 day In-School Suspension

**Optional**
1. Up to 3 days In-School Suspension
2. Up to 3 days Suspension
Nuisance Devices
Any radio, record or tape player, MP3, iPod, electronic game, camera (except yearbook or newspaper staff), CD player, pager, beeper, game, toy, puzzle, laser pointer, or any object or device included in, but not limited to those described in district policy 237, Electronic Devices, which has no legitimate immediate educational purpose. Possession of such items may interfere with the orderly conduct of school business and are subject to confiscation. Cellular telephones may not be used in school during the school day; however, after dismissal they may be used. Prohibition of use means that they shall be turned off during instructional and class time, during passing of classes, and at any other time where such use could cause a disruption of school activities. If possession or abuse of a cell phone results in a distraction or disruption of the orderly conduct of school business, they become subject to confiscation. Parents/guardians must pick up the confiscated item(s). In addition to the confiscation, students will face disciplinary action as prescribed below, at the discretion of the administrator.
The school will not be responsible for confiscated items not retrieved by a parent/guardian after 30 days.

First Violation

Required
1. Parental Conference Request
2. Item confiscated for return to parent

Optional
1. Detention
2. 1 day In-School Suspension

Subsequent Violations

Required
1. Item confiscated for return to parent at end of school year.
2. 1 day In-School Suspension

Optional
1. Up to 3 days In-School Suspension
2. Up to 3 days Suspension

Pornography
Media; printed, graphic, photographic, electronic, audio or video, of which the primary purpose or effect of the content is to stimulate sexual excitement. Students shall not possess any pornographic material in school, on school transportation, at school sponsored events or at any time while under the supervision or authority of the school.

First Violation

Required
1. 1 day In-School Suspension
2. Item confiscated

Optional
1. Up to 3 days In-School Suspension

Subsequent Violations

Required
1. 1 day Suspension
2. Item confiscated

Optional
1. Up to 3 days Suspension
Roller-Blading, Skating, and Skateboarding on School Grounds
Students shall not roller-blade, roller-skate, or skateboard on school grounds at any time, whether during or after school hours, including all outdoor and indoor recess periods. For purposes of this ban, school grounds shall include school buildings, parking lots, paths, playgrounds, and stairwells leading to school building entrances. Students on roller blades or roller skates shall remove such equipment before entering school grounds. Students on skateboards shall dismount before entering school grounds. Students choosing to carry roller blades, roller skates, or skateboards onto school grounds shall promptly store such equipment in lockers or other approved storage areas. When leaving school grounds on roller blades, roller skates or skateboards, students shall wear safety helmets.

<table>
<thead>
<tr>
<th>First Violation</th>
<th>Subsequent Violations</th>
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<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>1. Parental Contact</td>
<td>1. 1 day In-School Suspension</td>
</tr>
<tr>
<td>2. Detention</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 1 day In-School Suspension</td>
<td>1. Up to 3 days In-School Suspension</td>
</tr>
<tr>
<td></td>
<td>2. Up to 3 days Suspension</td>
</tr>
</tbody>
</table>

Unauthorized Entry Of School Buildings
Students shall not enter school buildings during times the building is not open for district business or functions, or intrude covertly into an open building without a legitimate purpose or authorization from school personnel.

<table>
<thead>
<tr>
<th>First Violation</th>
<th>Subsequent Violations</th>
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<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>1. Parental Contact</td>
<td>1. 1 day In-School Suspension</td>
</tr>
<tr>
<td>2. Up to 3 days Detention</td>
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<table>
<thead>
<tr>
<th>Optional</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Up to 5 days Suspension</td>
<td>1. Up to 3 days In-School Suspension</td>
</tr>
<tr>
<td>2. Filing of Criminal / Civil charges as appropriate</td>
<td>2. Up to 5 days Suspension</td>
</tr>
<tr>
<td></td>
<td>3. Filing of Criminal / Civil charges as appropriate</td>
</tr>
</tbody>
</table>
ELEMENTARY SCHOOL STUDENTS UNIFORM DRESS CODE

WHEREAS, Home and School Associations and the majority of parents and staff surveyed wish to propose to the William Penn School District Board of Directors a mandatory school uniform policy to adopt for all students in grades kindergarten through sixth; and

WHEREAS, the associations firmly believe young people who are safe and secure, who learn basic American values and the essentials of good citizenship, are better students; and

WHEREAS, many parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce discipline problems, prevent future discipline problems from occurring, and increase school safety; and

WHEREAS, it has been observed that the adoption of a mandatory school uniform policy can promote school safety, improve discipline, and enhance the learning environment; and

WHEREAS, the William Penn School District Board of Directors strongly believes that the following issues would support such a uniform policy:

1. Uniforms would create security through identification, enabling school officials to recognize intruders.
2. A more positive atmosphere conducive to education will be established.
3. Similar clothing will eliminate peer pressure dealing with student attire.
4. Uniforms would promote a statement of identity.
5. A sense of school unity will be created.
6. Students will be instilled with discipline.
7. School spirit will be enhanced.
8. Uniforms will help assist families with the economic burden of clothing school age children since uniforms are less costly than most clothing.

AND, WHEREAS, The actual school uniform for students in grades kindergarten through six, commencing with the first day of classes of the 2009-2010 school year, shall be as follows:

MALE STUDENTS

Solid colored Navy Blue or Tan uniform or dress slacks or shorts of the appropriate size for the student. Shorts should be at the knee or no more than one inch (approximately) above the knees. No baggy or cargo-type pants will be permitted.
Solid colored dark or light Blue or White shirt with collar, either short or long sleeve. In cold weather, a solid colored pullover, vest, or cardigan sweater may also be worn. No logos on shirts. No sweatshirts, fleece, or hoodies will be permitted. Each elementary school may choose one additional optional color for the purpose of promoting school spirit and unity. This optional color shirt will be acceptable but not required attire.

Enclosed shoes, boots, or black sneakers will be permitted. Socks must be worn. All laces must be tied.

**FEMALE STUDENTS**

Solid colored Navy Blue or Tan uniform pants, jumper, shorts, skorts, or skirt of the appropriate size for the student. Skirts, shorts, skorts, and jumpers should not be more than one inch (approximately) above the knees. No baggy or cargo-type pants will be permitted.

Solid colored dark or light Blue or White shirt, or blouse, either long or short sleeve. In cold weather, a solid button-down sweater, pullover sweater, vest, or a cardigan sweater may also be worn. No logos on shirts or tops. No sweatshirts, fleece, or hoodies will be permitted. Each elementary school may choose one additional optional color for the purpose of promoting school spirit and unity. This optional color shirt will be acceptable but not required attire.

Enclosed shoes, flat boots, or black sneakers will be permitted. Students must wear solid colored socks, tights, or stockings. All laces must be tied.

AND WHEREAS, the School Board recognizes that certain parents who, for religious or other reasons, may choose to have their child not dress in a school uniform and shall have the opportunity to meet with the school principal and discuss their concerns and provide specific reasons for their child not to participate and sign a waiver allowing their child to opt out of the requirement to wear the school uniform, but adhere to a specific dress code as established by the principal; and

WHEREAS, legislative authority to provide for a school uniform policy has been provided through Act 46 of 1998; and

WHEREAS, a used school uniform exchange program will be established at William Penn School District elementary schools; and

WHEREAS, The William Penn School District Board of Education makes known the sanctions that will be rendered upon those students who refuse to conform to this policy requiring school uniforms.
The sanctions are as detailed on page 60 of this Student Code of Conduct.

NOW, THEREFORE, BE IT RESOLVED, that the William Penn School District Board of Directors does hereby formally propose the aforementioned policy requiring all students in grades kindergarten through sixth grade to wear the prescribed school uniform, beginning in the 2009-2010 school year. Furthermore, it is not the intention of the School Board or other groups to infringe upon the rights of any individual, but rather to provide a safe environment for all students to receive the education they so rightfully deserve.

**ELEMENTARY STUDENTS UNIFORM POLICY VIOLATIONS**

The William Penn School District Board of Directors has adopted the uniform policy requiring all students in grades kindergarten through six to wear the prescribed school uniform, beginning in the 2009-2010 school year. Furthermore, it is not the intention of the School Board or other groups to infringe upon the rights of any individual, but rather to provide a safe environment for all students to receive the education they so rightfully deserve.

The William Penn School District Board of Education has adopted sanctions that will be rendered upon those students who refuse to conform to this policy requiring school uniforms. The sanctions are as follows:

<table>
<thead>
<tr>
<th><strong>First Violation</strong></th>
<th><strong>Subsequent Violations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>1. Student / Principal Conference</td>
<td>1. Student / Principal Conference</td>
</tr>
<tr>
<td>2. Parent notified by letter</td>
<td>2. Parent notified by letter</td>
</tr>
<tr>
<td>3. Student required to change into appropriate clothes</td>
<td>3. Loss of Recess for 1 day</td>
</tr>
<tr>
<td><strong>Optional</strong></td>
<td><strong>Optional</strong></td>
</tr>
<tr>
<td>1. Parental Conference Request</td>
<td>1. Parental Conference Request</td>
</tr>
<tr>
<td></td>
<td>2. Loss of Recess for up to 5 days</td>
</tr>
</tbody>
</table>
MIDDLE SCHOOL UNIFORM POLICY
STUDENT DRESS CODE

WHEREAS, the majority of parents and staff surveyed wish to propose to the William Penn School District Board of Directors a mandatory school uniform policy to adopt for all students in grades seven and eight, and

WHEREAS, parents and staff firmly believe young people who are safe and secure, who learn basic American values and the essentials of good citizenship, are better students; and

WHEREAS, many parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce discipline problems, prevent future discipline problems from occurring, and increase school safety; and

WHEREAS, it has been observed that the adoption of a mandatory school uniform policy can promote school safety, improve discipline, and enhance the learning environment; and

WHEREAS, the parents and staff strongly believe that the following issues would support such a uniform policy:

1. Uniforms would create security through identification, enabling school officials to recognize intruders.
2. A more positive atmosphere conducive to education will be established.
3. Similar clothing will eliminate peer pressure dealing with student attire.
4. Uniforms would promote a statement of identity.
5. A sense of school unity will be created.
6. Students will be instilled with discipline.
7. School spirit will be enhanced.
8. Uniforms will help assist families with the economic burden of clothing school age children since uniforms are less costly than most clothing.

AND, WHEREAS, The actual school uniform for students in grades seven through eight, commencing with the first day of classes of the 2009-2010 school year, shall be as follows:
ALL STUDENTS
All students are required to wear in plain view, on the upper torso, the unobstructed school-issued picture ID card. Duplicate cards will be issued to repeat offenders at a cost of $5.00 per card.

MALE STUDENTS
Solid colored Khaki pants or shorts of the appropriate size for the student. Shorts should be at the knee or no more than one inch (approximately) above the knees. No baggy or cargo-type pants, sweats, or jean fabric pants or shorts will be permitted. Belts must be worn, but may not be chain metal.

Solid colored Navy Blue or White polo type, oxford, or dress shirt, either short or long sleeve. In cold weather, a white, khaki, or navy pullover, vest, or cardigan sweater may also be worn. All shirts must be tucked in. No logos on shirts. No sweatshirts, fleece, or hoodies will be permitted.

Black or brown enclosed shoes, boots, or sneakers will be permitted. Socks must be worn. All laces must be tied. No combat, steel-toed work boots, sandals, flip-flops or slippers will be permitted.

FEMALE STUDENTS
Solid colored Khaki pants, shorts, skorts, or skirt of the appropriate size for the student. Skirts, shorts, and should not be more than one inch (approximately) above the knees. No baggy or cargo-type pants, sweats or jean fabric pants, shorts, skorts or skirts will be permitted.

Solid colored Navy Blue or White polo type, golf, oxford or dress shirt or blouse, either long or short sleeve. In cold weather, a white, khaki or navy pullover, vest, or cardigan sweater may also be worn. All shirts or blouses must be tucked in. No logos on shirts or tops. No sweatshirts, fleece, or hoodies will be permitted.

Black or brown flat, enclosed shoes, flat boots, or sneakers will be permitted. Students must wear solid colored socks, tights, or stockings. All laces must be tied. No combat, steel-toed work boots, sandals, flip-flops or slippers will be permitted.
AND WHEREAS, it is recognized that certain parents who, for religious or other reasons, may choose to have their child not dress in a school uniform and shall have the opportunity to meet with the school principal and discuss their concerns and provide specific reasons for their child not to participate and sign a waiver allowing their child to opt out of the requirement to wear the school uniform, but adhere to a specific dress code as established by the principal; and

WHEREAS, legislative authority to provide for a school uniform policy has been provided through Act 46 of 1998; and

WHEREAS, the sanctions that will be rendered upon those students who refuse to conform to this policy requiring school uniforms are as follows:

### First Violation

**Required**
1. Student / Administrator Conference
2. Warning Pass carried by student for remainder of the day

**Optional**
1. Detention

### Subsequent Violations

**Required**
1. Up to 3 days In-School Suspension
2. Parental Conference Request

**Optional**
1. Up to 3 days Suspension
2. Recommendation for Alternative School Placement

NOW, THEREFORE, BE IT RESOLVED, that the William Penn School District Board of Directors does hereby formally propose the aforementioned policy requiring all Middle School students in grades seven and eight to wear the prescribed school uniform beginning in the 2009-2010 school year. Furthermore, it is not the intention of the School Board or other groups to infringe upon the rights of any individual, but rather to provide a safe environment for all students to receive the education they so rightfully deserve.
Penn Wood High School Dress Code

Students are expected to wear appropriate dress for school. Parents, teachers, and peers are encouraged to advise students about what is and is not appropriate. For health and safety reasons, shoes must be worn at all times in school and on school property. Students are not permitted to wear “hoodies” in the School Building at any time. Students will be required to remove hoodies and place them in their lockers before the start of homeroom period for the entire day. In the winter months, students may be allowed to wear hoodies should the Administration deem the climate in the building makes wearing of outside clothing necessary. The Administration will make an announcement in the case that students would be permitted to wear hoodies due to cold indoor temperatures. All students are required to wear in plain view, on the upper torso, the unobstructed school-issued picture ID card. Duplicate cards will be issued to repeat offenders at a cost of $5.00 per card.

To clarify our expectations, a committee of Student Council and teachers compiled a list of inappropriate attire. In accordance with the school board approved code, students will not be permitted to wear:

- Long shirts that hang (approximately) longer than the wrist.
- Visible underwear. Pants are to be worn at the natural waist.
- Tank tops, body shirts, or spaghetti strap tops.
- Outfits that expose the midriff, belly, or posterior.
- Skirts, shorts, or dresses shorter than the outstretched arm’s longest finger.
- Excessively torn garments that expose skin.
- Yoga Pants, short-shorts, or bike shorts.
- Tights/leggings may not be worn without a skirt, dress, or shorts of appropriate length over the tights.
- Hats, caps, scarves, or hoods. (inside the building)
- Clothing with obscene, profane, or inflammatory language or graphics.
- Flip-flops, slippers, spiked or stiletto heels.
- Outdoor coats (inside the building).
- Any other attire deemed inappropriate by the school administration
- Specific dress requirements may be issued for certain programs such as physical education, laboratory sciences, and Vo-Tech programs
- Inappropriately dressed students for whom a parent/guardian cannot be reached to bring appropriate clothes or grant permission to go home to change may be sent to In-School Suspension.
**First Violation**

**Required**
1. Student / Administrator Conference
2. Warning Pass carried by student for remainder of the day

**Optional**
1. Detention

**Subsequent Violations**

**Required**
1. Up to 3 days In-School Suspension
2. Parental Conference Request

**Optional**
1. Up to 3 days Suspension
2. Recommendation for Alternative School Placement

**VO-TECH ATTENDANCE POLICY**

The Vo-Tech School is considered an extension of the home school. Therefore, students who attend the Vo-Tech School for one part of the school day are expected to be present in the home school the other part of that day, and vice-versa. If either part of the day is missed without a reasonable excuse, without prior notice, that student will be considered cutting that part of the day, and the policy for leaving assigned area will be applied. Cutting the Vo-Tech School will be considered the second cutting offense. Students who miss the bus to the Vo-Tech School must find their own transportation. Any absence due to missing the bus will be unexcused and treated as any other cut. Additionally, all Vo-Tech students are to adhere to the attendance guidelines established by the Delaware County Area Vo-Tech Schools.

**First Violation**

**Required**
1. Parental Contact
2. Detention

**Optional**
1. Parental Conference Request
2. Up to 3 days In-School Suspension

**Subsequent Violations**

**Required**
1. 1 day In-School Suspension

**Optional**
1. Up to 3 days In-School Suspension
2. Up to 3 days Suspension
INTERNET ACCEPTABLE USAGE RULES

The William Penn Board of School Directors supports use of the Internet and other computer networks in the district’s instructional program in order to facilitate learning and teaching through interpersonal communications and access to information, research, and collaboration. The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The Board establishes the use of the Internet as a privilege, not as a right; inappropriate, unauthorized, and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

<table>
<thead>
<tr>
<th>First Violation</th>
<th>Subsequent Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>1. Up to 5 days Suspension</td>
<td>1. Up to 5 days Suspension</td>
</tr>
<tr>
<td>2. User responsible for damage to equipment, systems, and software</td>
<td>2. User responsible for damage to equipment, systems, and software</td>
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<tr>
<td>3. Loss of access</td>
<td>3. Loss of access</td>
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<table>
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<tr>
<th>Optional</th>
<th>Optional</th>
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<tbody>
<tr>
<td>1. Additional days suspension</td>
<td>1. Additional days suspension</td>
</tr>
<tr>
<td>3. Recommendation to Board for Expulsion</td>
<td>3. Recommendation to Board for Expulsion</td>
</tr>
<tr>
<td>4. Filing of criminal charges as appropriate</td>
<td>4. Filing of criminal charges as appropriate</td>
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</tbody>
</table>
Note: For student users, parent or guardian must also read and sign this agreement.

Parent’s or Guardian’s Agreement
School Year 2018 - 2019

Due to the nature of the Internet and E-mail, it is neither practical nor possible for the WPSD to ensure compliance at all times with the WPSD’s Internet Access, E-mail and Network Resources Acceptable use Policy. Accordingly, parents/guardians must recognize that each student will be required to make independent decisions and use good judgment in his/her use of the Internet and E-mail. Therefore, parents/guardians must participate in the decision whether to allow their child access to the Internet and E-mail and must communicate their own expectations to their child regarding appropriate use of the Internet and E-mail.

As a parent/guardian of a William Penn student, I/we acknowledge that I/we received and understand the Organization’s Internet Access, E-mail and Network Resources Acceptable Use Policy and the Organization’s Internet, E-mail and Network Access Agreement being signed by my child.

I/we understand that Internet and E-mail access is designed for educational and instructional purposes and that the WPSD will discourage access to inappropriate and objectionable material and communications. However, I/we recognize it is impossible for WPSD to prevent access to all inappropriate and objectionable material, and I will not hold the WPSD responsible for materials acquired or contacts made through the Internet or E-mail. I/we understand that a variety of inappropriate and objectionable materials are available through the Internet and E-mail and that it may be possible for my (our) child to access these materials if he or she chooses to behave irresponsibly. I/we also understand that it is possible for undesirable or ill-intended individuals to communicate with my (our) child over the Internet and E-mail; that there is no practical means for the WPSD to prevent this from happening; and that my (our) child must take responsibility to avoid such communications if they are initiated. While I/we authorize the WPSD to monitor and review all communications to or from my child on the Internet and E-mail, I/we recognize that it is not possible for the WPSD to monitor and review all such communications. I/we have determined that the benefits of my (our) child having access to the Internet and E-mail outweigh potential risks. I/we understand that any conduct by my (our) child that is in conflict with these responsibilities is inappropriate, and that such behavior may result in the termination of access, disciplinary action and/or legal action.
A. Student Users

- Shall not use the system to access inappropriate materials or materials that may be harmful to minors.
- Shall not use the system to upload inappropriate materials or materials that may be harmful or offensive to minors.
- Shall not disclose, use, or disseminate any personal identification information of themselves or other students.
- Shall not engage in or access social networking websites, chat rooms, video conferencing sites, or instant messaging sites without the express permission and direct supervision of a teacher or administrator.

B. Etiquette:

- Be polite. Do not become abusive in messages to others. Code of Conduct rules and school rules and policies for behavior and communicating apply.
- Use appropriate language. Do not swear, use sexual innuendo, use vulgarities, chat room slang or other inappropriate language.
- Do not reveal the personal address, email address or phone number of others.
- Do not use the Internet, email or social networking websites in any way that would interfere with or disrupt its use by other users.
- Consider all communications and information accessible via the Internet to be private property of the William Penn School District.
- Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

C. Prohibitions:

Use of the Internet, email, and network technology must be in support of the educational mission and instructional program of the William Penn School District and in accordance within policy and the Children’s Internet Protection Act. With respect to all users, the following are expressly prohibited.

- Use for inappropriate or illegal purposes.
- Use to change, modify, or improve student work in/on learning management system.
- Use in an illegal manner or to facilitate illegal activity.
- Use for commercial, private advertisement or for-profit purposes.
- Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software, or hardware components of a computer or system.
- Use for lobbying or political purposes.
• Hate mail, harassment, discriminatory remarks, threatening remarks or statements, or other antisocial communications on the network
• The illegal installation, distribution, reproduction or use of copyrighted software or music
• To view, access, or obtain material that is pornography or child pornography
• Use to transmit material likely to be offensive or objectionable to recipients; this includes texting and sexting using personal or district issued electronic equipment, including but not limited to cellphones, smartphones, pda’s, blackberry’s, digital cameras, and other electronic devices which can be used to transmit data or take pictures while in/on or near school property or during a school sponsored event
• Use to obtain, copy, or modify files, passwords, data, or information belonging to other users
• Use of another person’s email address, user account or password
• Loading or use of unauthorized games, programs, files, music or other electronic media
• Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way)
• Use to upload, create or attempt to create a computer virus
• The unauthorized disclosure, use or dissemination of personal information regarding minors or William Penn School District staff
• Use for purposes of accessing, sending, creating or posting materials that are
  • Abusive
  • Obscene
  • Sexually oriented
  • Threatening
• Contrary to the district policy on harassment, bullying, harassing or illegal
• Use which involves any copyright violation or for the copying, downloading, or distributing copyrighted materials without the owner’s permission, unless permitted in accordance with Fair Use Guidelines.
• Use to invade the privacy of other persons, minors or adults
• Posting anonymous messages
• Use to read, delete, copy, or modify email or files of other users or deliberately interfering with the ability of others to send or receive electronic messages
• Use while access privileges are suspended or revoked
• Any attempt to circumvent or disable the Filter or any other security measure; this includes accessing proxy sites and other work-around measures to access inappropriate websites
• Use inconsistent with Network Etiquette, I-Safe and other generally accepted etiquette.
• Any Internet wireless device provided to the student by the district is to be used in combination with district issued equipment only. No other wifi enabled devices may be connected to the access point. The internet access provided is for the sole use of the student and limited to the access of online approved curriculum only.

D. Security and Penalties:
Security on any computer system is a high priority especially when the system involves many users. Each user is required to report any security problems to the Office of Operational Technology or the Office of Instructional Technology. The problems are not to be demonstrated to other users.

The user, whether a student or employee shall be subject to appropriate discipline, including dismissal in the case of employees and permanent expulsion in the case of students, in the event any one or more provisions of this policy is violated.
In addition to disciplinary procedures, the user shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. Illegal activities or use (for example intentional deletion or damage to files or data belonging to others, damaging hardware i.e. keyboards; or copyright violations; etc) may be reported to the appropriate legal authorities for possible prosecution. The William Penn School District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity

The use of the Internet and email is a privilege, not a right. William Penn School District administrative staff, along with the Director of Instructional Technology will deem what is appropriate and inappropriate use and their decision is final.

E. Reporting Misuse
Any user who witnesses misuse shall be required to report misuse to teacher or immediate supervisor for investigation by the Office of Operational Technology.
# William Penn School District

<table>
<thead>
<tr>
<th>No. 815</th>
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<tbody>
<tr>
<td>SECTION: OPERATIONS</td>
</tr>
<tr>
<td>TITLE: ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</td>
</tr>
<tr>
<td>ADOPTED: May 23, 2005</td>
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<td>REVISED: August 27, 2012</td>
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### 815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES

<table>
<thead>
<tr>
<th>1. Purpose</th>
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<tbody>
<tr>
<td>The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.</td>
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</tbody>
</table>

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

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

<table>
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<tr>
<th>2. Definitions</th>
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<tr>
<td>The term child pornography is defined under both federal and state law.</td>
</tr>
</tbody>
</table>

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

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or

3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.
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<tbody>
<tr>
<td>Sec. 6312</td>
<td>Sec. 6777</td>
</tr>
<tr>
<td>Child pornography - under state law, is any</td>
<td>Harmful to minors - under federal law, is any</td>
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<tr>
<td>book, magazine, pamphlet, slide, photograph,</td>
<td>picture, image, graphic image file or other</td>
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<tr>
<td>film, videotape, computer depiction or other</td>
<td>visual depiction that:</td>
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<tr>
<td>material depicting a child under the age of</td>
<td>1. Taken as a whole, with respect to minors,</td>
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<td>eighteen (18) years engaging in a prohibited</td>
<td>appeals to a prurient interest in nudity,</td>
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<td>sexual act or in the simulation of such act.</td>
<td>sex or excretion;</td>
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<td>2. Depicts, describes or represents in a</td>
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<td>patenty offensive way with respect to what is</td>
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<td>suitable for minors, an actual or simulated</td>
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<td></td>
<td>sexual act or sexual contact, actual or</td>
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<td></td>
<td>simulated normal or perverted sexual acts, or</td>
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<td>lewd exhibition of the genitals; and</td>
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<td>3. Taken as a whole lacks serious literary,</td>
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<td>artistic, political or scientific value as to</td>
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<td></td>
<td>minors.</td>
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<tr>
<td>47 U.S.C.</td>
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<tr>
<td>Sec. 254</td>
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<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>minors.</td>
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| 18 Pa. C.S.A.                                      |                                               |
| Sec. 5903                                         |                                               |
| Harmful to minors - under state law, is any      |                                               |
| depiction or representation in whatever form,    |                                               |
| of nudity, sexual conduct, sexual excitement, or |                                               |
| sadomasochistic abuse, when it:                   |                                               |
| 1. Predominantly appeals to the prurient, shameful,|                                               |
| or morbid interest of minors;                     |                                               |
| 2. Is patenty offensive to prevailing standards  |                                               |
| in the adult community as a whole with respect to|                                               |
| what is suitable for minors; and                 |                                               |
| 3. Taken as a whole lacks serious literary,      |                                               |
| artistic, political, educational or scientific    |                                               |
| value for minors.                                |                                               |

| 18 Pa. C.S.A.                                      |                                               |
| Sec. 5903                                         |                                               |
| Obscene - any material or performance, if:        |                                               |
| 1. The average person applying contemporary       |                                               |
| community standards would find that the subject   |                                               |
| matter taken as a whole appeals to the prurient   |                                               |
| interest;                                        |                                               |
| 2. The subject matter depicts or describes in a   |                                               |
| patently offensive way, sexual conduct described  |                                               |
| in the law to be obscene; and                    |                                               |
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

47 U.S.C. Sec. 254

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

3. Authority

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

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

Pol. 218, 233, 317

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use, monitor fileserver space utilization by district users, or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

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

47 U.S.C. Sec. 254

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors. Materials that are defamatory, lewd, vulgar, or profane, threatening, harassing or discriminatory, bullying, terrorist, or promoting illegal activities.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students.

The technology protection measure shall be enforced during use of computers with Internet access.
Pol. 249

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

Pol. 218.2

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

24 P.S.
Sec. 4604
20 U.S.C.
Sec. 6777
47 U.S.C.
Sec. 254

4. Delegation of Responsibility

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

24 P.S.
Sec. 4604

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

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

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

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

20 U.S.C.  
Sec. 6777  
47 U.S.C.  
Sec. 254  
47 CFR  
Sec. 54.520

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

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.

2. Maintaining and securing a usage log.

3. Monitoring online activities of minors.

47 U.S.C.  
Sec. 254

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.

2. Cyberbullying awareness and response.

SC 1305.1-A  
Pol. 249

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.
Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Prohibitions

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

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.

10. Inappropriate language or profanity.

11. Transmission of material likely to be offensive or objectionable to recipients.

12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.

13. Impersonation of another user, anonymity, and pseudonyms.

14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.

15. Loading or using of unauthorized games, programs, files, or other electronic media.

16. Disruption of the work of other users.

17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.

18. Accessing the Internet, district computers or other network resources without authorization.

19. Disabling or bypassing the Internet blocking/filtering software without authorization.

20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:
1. Employees and students shall not reveal their passwords to another individual.

2. Users are not to use a computer that has been logged in under another student’s or employee’s name.

3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

**Copyright**

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

**District Web Site**

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

Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal.

**Consequences For Inappropriate Use**

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

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

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

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

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

References:
School Code – 24 P.S. Sec. 1303.1-A
PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312
Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.
Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256
Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777
Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254
Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520

PSBA Revision 5/10

PLEASE SIGN THE SCHOOL INTERNET USAGE FORM FOUND ON PAGE 98.
**249. BULLYING/CYBERBULLYING**

1. **Purpose**
   The William Penn School Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

2. **Definitions**
   - **Bullying** means 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. Substantial interference with a student's education.
     2. Creation of a threatening environment.
     3. Substantial disruption of the orderly operation of the school.
   - **Bullying**, as defined in this policy, includes cyberbullying.

   - **School setting** means 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.

3. **Authority**
   - The Board prohibits all forms of bullying by district students.
   - The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.
4. **Delegation of Responsibility**

   Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

   The Superintendent or designee shall develop administrative regulations to implement this policy.

   **SC 1303.1-A**
   
   The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

   **SC 1303.1-A**
   
   The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

   **SC 1303.1-A**
   
   District administration shall annually provide the following information with the Safe School Report:

   1. Board's Bullying Policy.
   3. Information on the development and implementation of any bullying prevention, intervention or education programs.

5. **Guidelines**

   **SC 1303.1-A**
   **Title 22**
   **Sec. 12.3**
   **Pol. 218**

   The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

   This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.
Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences For Violations

SC 1303.1-A
Pol. 218, 233

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: Counseling within the school, Parental conference, Loss of school privileges, Transfer to another school building, classroom or school bus, Exclusion from school-sponsored activities, Detention, Suspension, Expulsion, Counseling/Therapy outside of school, Referral to law enforcement officials.

References:
School Code – 24 P.S. Sec. 1302-A, 1303.1-A
State Board of Education Regulations – 22 PA Code Sec. 12.3
Authority

The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.\[1][2]

The Board shall authorize the district to stock epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.\[3]

Definitions

Anaphylaxis - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.\[4]

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the administration of epinephrine to provide rapid first aid for students suffering the effects of anaphylaxis.

Self-administration shall mean a student’s use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession and self-administration of asthma inhalers or epinephrine auto-injectors and emergency response, and for the acquisition, stocking and administration of stock epinephrine auto-injectors, and training of school employees responsible for the storage and use of epinephrine auto-injectors.
The Superintendent or designee shall annually distribute to students, parents/guardians, and staff this policy along with the Code of Student Conduct by publishing such in handbooks and newsletters, on the district’s website, and through posted notices and other efficient methods.\[1\][5][6][7]

The school physician shall be the prescribing and supervising medical professional for the district’s stocking and use of epinephrine autoInjectors. The Superintendent or designee shall obtain a standing order from the school physician for administration of stock epinephrine auto injectors.

The school nurse shall be responsible for building level storage of and administration of stock epinephrine auto injectors.\[3\]

The building principal shall annually notify parents/guardians of their right to opt out of the provisions of this policy related to the administration of a stock epinephrine auto injector. To opt out, a parent/guardian shall sign and return the district’s exemption form to the school nurse. The signed opt out forms shall be maintained by the school nurse, and the school nurse shall provide trained school employees with the names of students whose parents/guardians have returned a signed opt out form.\[3\]

**Guidelines**

Administration of asthma inhalers and epinephrine auto injectors shall comply with Board policy, district procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).\[2\][3][8][9][10][11]

In order to maintain a student’s health and safety, each student’s individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.\[2\][9][12][13][14]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.\[13\]

**Student Self Administration of Asthma Inhalers and Epinephrine Auto Injectors**

Before a student may possess or use an asthma inhaler or epinephrine auto injector in the school setting, the Board shall require the following:\[1\][8]

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.

2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
   a. Name of the drug.
   b. Prescribed dosage.
   c. Times medication is to be taken.
   d. Length of time medication is prescribed.
e. Diagnosis or reason medication is needed, unless confidential.

f. Potential serious reaction or side-effects of medication.

g. Emergency response.

h. If child is qualified and able to self-administer the medication.

4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student’s age, cognitive function, maturity and demonstration of responsible behavior.\[1\]

5. A written acknowledgement from the student that s/he has received instruction from the student’s licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.

The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.\[1\]

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. If there is a change in the student’s prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.\[1\]

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.\[1\]

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent travelling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards.\[1\][2][7][15][16]

If the district denies a student’s request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student’s prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other designated school employees and the student’s classroom teachers shall be informed where the medication is stored and the means to access the medication.\[1\]

Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order shall include at least the following information:
1. Type of epinephrine auto-injector.
2. Date of Issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained in the Superintendent’s office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

**Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors**

One or more school employees shall be designated within each school to be responsible for the storage and use of the stock epinephrine auto-injectors.[3]

Stock epinephrine auto-injectors shall be safely stored in the school nurse’s office or other location designated by the school nurse in accordance with the drug manufacturer’s instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse’s office or other location.

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

**Administration of Stock Epinephrine Auto-Injectors**

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:[3][17][18][19][20]

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the district. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the district for self-administration.

2. Call for medical help immediately (dial 9-1-1).

3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.

4. Stay with the student until emergency medical help arrives.

5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.

6. Notify the school nurse or designee of the incident.

**Training**

Before any school district employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training
course approved by the Pennsylvania Department of Health. [3]

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence that such training has been completed shall be placed in the employee’s personnel file.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school nurse’s office and the school district administration office.

Indemnification

The school district shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply: [3][24][22][23]

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.

2. The employee successfully completed the training required by this policy.

3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.

4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student’s individualized plan, if applicable.
I understand, accept, and will abide by the William Penn School District’s (WPSD’s) Internet Access, E-Mail & Network Resources Acceptable Use Policy. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet and access to E-Mail is a privilege and not a right. I agree that I have no expectation of privacy when I use the WPSD’s computers; I acknowledge that all aspects of my use of the WPSD’s computers is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the WPSD’s computers. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the WPSD makes no assurances of any kind, whether express or implied, regarding any Internet or E-mail services. I further understand that the use of any information obtained via the Internet and/or E-Mail is at my own risk; that the WPSD specifically disclaims responsibility for the accuracy or quality of such information; and that the Organization is not, will not be, responsible for any damage or loss which I suffer.

Requestor Copy – Please sign and return to the Homeroom Teacher

________________________________________  ______________________________________
User Name (Please print)                    Location (Building)

________________________________________  ______________________________
User Signature                              Date

________________________________________
Parent Name

________________________________________  ______________________________
Parent Signature                            Date
2019 - 2020
Consent Form for Minors - Grades K - 6

I, _______________________________ as legal guardian of
(Parent of Guardian’s Name)
__________________________________________, grade ____________
(Print Minor’s Full Name)

__________________________________________, hereby
(Name of School)

provide consent  [ ] deny consent  [ ]
(Circle One)

for the William Penn School District to photograph or otherwise record minor for the
use of William Penn School District newsletters, newspapers, web pages, bulletin
boards, professional development, and or district promotions.

Date: ____________________________
(Parent or Guardian’s Signature)

________________________________________
(Parent or Guardian’s Printed Name)

________________________________________
(Address) (City)

________________________________________
(Telephone Number)

The student’s teacher should send a copy of this form to the main office
and keep the original form in the classroom.
2019 - 2020
Consent Form for Minors - Grades 7 - 12

I,  ____________________________________________________________ as legal guardian of
  (Parent of Guardian’s Name)

  ____________________________________________________________ , grade __________
  (Print Minor’s Full Name)

  ____________________________________________________________ , hereby
  (Name of School)

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>>>>>>
Dear Parent/Guardian:

Thank you for taking the time to review this Discipline Code with your son/daughter. If either of you have any questions regarding any item in the guide, please inquire at your school.

To reaffirm your commitment to the Discipline Code and this process, please print and sign your name below.

On page 100 you will find the School Internet Usage Agreement form. Pages 101 – 102 is a permission slip to allow your student to be photographed on film or video for inclusion in district publications such as booklets, newsletters, District Web Page, Educational Cable Television Channel, or instructional and promotional program videos. Please take the time to Grant or Decline permission and return the appropriate form to your school principal’s office. Your signature on this form, page 103, indicates you have reviewed the Student Code of Conduct. Should you have any questions you should address them to your school principal. All forms should be returned to the school principal’s office by September 20, 2019.

Student Code of Conduct Sign-Off Form
2019 - 2020

Signatures affixed to this document will affirm that the parent/guardian and student have reviewed the Discipline Code, Internet Usage Agreement, and the Uniform Policy.

Parent/Guardian

Date

Student

Date

103
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<td>Oct 14</td>
<td>Act 80 In-Service Day - No School for Students</td>
<td>Act 80 In-Service Day - No School for Students</td>
</tr>
<tr>
<td>Nov 4</td>
<td>End of 1st Quarter (43 days)</td>
<td>End of 1st Quarter (43 days)</td>
</tr>
<tr>
<td>Nov 5</td>
<td>Act 80 County In-Service - No Students</td>
<td>Act 80 County In-Service - No Students</td>
</tr>
<tr>
<td>Nov 13</td>
<td>Report Cards Issued</td>
<td>Report Cards/Eligibility Reports Mailed</td>
</tr>
<tr>
<td>Nov 26 - 27</td>
<td>Parent Conferences - Act 80 No School</td>
<td>Parent Conferences - Act 80 No School</td>
</tr>
<tr>
<td>Nov 28 - 29</td>
<td>Thanksgiving Holiday - No School</td>
<td>Thanksgiving Holiday - No School</td>
</tr>
<tr>
<td>Dec 18</td>
<td>Interim Progress Reports (70 days)</td>
<td>Interim Progress Reports (70 days)</td>
</tr>
<tr>
<td>Dec 23 - 31</td>
<td>Winter Recess</td>
<td>Winter Recess</td>
</tr>
<tr>
<td>Jan 1</td>
<td>New Year's Holiday - No School</td>
<td>New Year's Holiday - No School</td>
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<tr>
<td>Jan 20</td>
<td>Dr. Martin Luther King, Jr. Day - No School</td>
<td>Dr. Martin Luther King, Jr. Day - No School</td>
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<tr>
<td>Jan 24</td>
<td>End of 2nd Quarter (88 Days)</td>
<td>End of 2nd Quarter (88 Days)</td>
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<tr>
<td>Jan 27</td>
<td>Local In-Service - No School for Students</td>
<td>Local In-Service - No School for Students</td>
</tr>
<tr>
<td>Feb 5</td>
<td>Report Cards Issued</td>
<td>Report Cards/Eligibility Reports Mailed</td>
</tr>
<tr>
<td>Feb 14</td>
<td>Act 80 County In-Service - No Students</td>
<td>Act 80 County In-Service - No Students</td>
</tr>
<tr>
<td>Feb 17</td>
<td>Presidents' Day Holiday - No School</td>
<td>Presidents' Day Holiday - No School</td>
</tr>
<tr>
<td>Feb 25</td>
<td>PASA Testing Window through Apr 12</td>
<td>PASA Testing Window through Apr 12</td>
</tr>
<tr>
<td>Mar 4</td>
<td>Interim Progress Reports (113 days)</td>
<td>Interim Progress Reports (113 days)</td>
</tr>
<tr>
<td>Mar 5 - 6</td>
<td>Parent Conferences - Act 80 No School</td>
<td>Parent Conferences - Act 80 No School</td>
</tr>
<tr>
<td>Apr 2</td>
<td>End of 3rd Quarter (132 days)</td>
<td>End of 3rd Quarter (132 days)</td>
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<tr>
<td>Apr 3</td>
<td>Local In-Service - No School for Students</td>
<td>Local In-Service - No School for Students</td>
</tr>
<tr>
<td>Apr 6 - 10</td>
<td>Spring Recess - No School for Students</td>
<td>Spring Recess - No School for Students</td>
</tr>
<tr>
<td>Apr 13</td>
<td>Contracted Act 80 In-Service No School for Students</td>
<td>Contracted Act 80 In-Service No School for Students</td>
</tr>
<tr>
<td>Apr 15</td>
<td>Report Cards Issued</td>
<td>Report Cards/Eligibility Reports Mailed</td>
</tr>
<tr>
<td>Apr 20 - 24</td>
<td>PSSA Eng/Lang Arts Grades 3 - 6</td>
<td>PSSA Eng/Lang Arts Grades 7 - 8</td>
</tr>
<tr>
<td>Apr 27 - 30</td>
<td>PSSA Exams Mathematics Grades 3-6</td>
<td>PSSA Exams Mathematics Grades 7-8</td>
</tr>
<tr>
<td>Apr 28</td>
<td>Act 80 In-Service - No School for Students</td>
<td>Act 80 In-Service - No School for Students</td>
</tr>
<tr>
<td>May 1 - 8</td>
<td>PSSA Mathematics / Science / Make-ups Grades 3 - 6</td>
<td>PSSA Mathematics / Science / Make-ups Grade 7 - 8</td>
</tr>
<tr>
<td>May 11 - 22</td>
<td>Spring Keystone Exams Window</td>
<td>Spring Keystone Exams Window</td>
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<tr>
<td>May 20</td>
<td>Interim Progress Reports (158 days)</td>
<td>Interim Progress Reports (158 days)</td>
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<tr>
<td>May 25</td>
<td>Memorial Day - No School</td>
<td>Memorial Day - No School</td>
</tr>
<tr>
<td>Jun 11</td>
<td>Last Student Day (if no make-up required - 173 days)</td>
<td>Last Student Day (if no make-up required - 173 days)</td>
</tr>
<tr>
<td>Jun 11</td>
<td>End of Fourth Quarter</td>
<td>End of Fourth Quarter</td>
</tr>
<tr>
<td>Jun 15</td>
<td>Report Cards Issued</td>
<td>Report Cards Mailed</td>
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<tr>
<td>Jun 12 - 16</td>
<td>High School Graduation Day</td>
<td></td>
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<tr>
<td>Jun 12 - 16</td>
<td>Snow Make-up Days if necessary</td>
<td>Snow Make-up Days if necessary</td>
</tr>
<tr>
<td>Jun 16</td>
<td>Last Teacher Day</td>
<td>Last Teacher Day</td>
</tr>
</tbody>
</table>
### William Penn School District

#### 2019 - 2020 School Calendar
#### Schedule of Activities and Holidays

Amended June 17, 2019

<table>
<thead>
<tr>
<th>AUGUST/SEPTEMBER 2019</th>
<th></th>
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<tbody>
<tr>
<td>SU</td>
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<td>W</td>
<td>TH</td>
<td>F</td>
<td>SA</td>
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<tr>
<td>AUG</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
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<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

**Teacher Days:** 24  
**Cum Student Days:** 19

### OCTOBER 2019

| SU  | M  | T  | W  | TH | F  | SA  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |

**Teacher Days:** 33  
**Cum Student Days:** 41

### NOVEMBER 2019

| SU  | M  | T  | W  | TH | F  | SA  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |

**Teacher Days:** 19  
**Cum Student Days:** 57

### DECEMBER 2019

| SU  | M  | T  | W  | TH | F  | SA  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |

**Teacher Days:** 15  
**Cum Student Days:** 72

### JANUARY 2020

| SU  | M  | T  | W  | TH | F  | SA  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |

**Teacher Days:** 21  
**Cum Student Days:** 92

### FEBRUARY 2020

| SU  | M  | T  | W  | TH | F  | SA  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |

**Teacher Days:** 19  
**Cum Student Days:** 110

### MARCH 2020

| SU  | M  | T  | W  | TH | F  | SA  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |

**Teacher Days:** 23  
**Cum Student Days:** 130

### APRIL 2020

| SU  | M  | T  | W  | TH | F  | SA  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |

**Teacher Days:** 17  
**Cum Student Days:** 144

### MAY 2020

| SU  | M  | T  | W  | TH | F  | SA  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |

**Teacher Days:** 20  
**Cum Student Days:** 164

### JUNE 2020

| SU  | M  | T  | W  | TH | F  | SA  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |

**Teacher Days:** 12  
**Cum Student Days:** 9

The Superintendent may adjust this calendar as necessary due to unforeseen natural or man-made circumstances.