



Book	Policy Manual
Section	200 Pupils
Title	Admission of Students
Code	201
Status	Active
Adopted	January 28, 2015

Purpose

The Intermediate Unit provides a variety of programs and services to accommodate the needs of students.

Admission of students shall be the responsibility of the member school districts and nonpublic schools.

Authority

The Board shall approve admission criteria and screening procedures necessary for the admission of students into the specific programs provided by the Intermediate Unit. Admission requirements shall be consistent with federal and state laws and regulations, be based on sound educational practices, and ensure the equitable treatment of all eligible students.[1][2][3][8][5][6][7]

Delegation of Responsibility

The Executive Director or designee shall develop admission criteria and screening procedures for admission of students, utilizing appropriate staff.

Legal	1. 24 P.S. 914-A
	2. 24 P.S. 1301
	3. 22 PA Code 11.41
	5. Pol. 103
	6. Pol. 103.1
	7. Pol. 113
	24 P.S. 1925
	8. 22 PA Code 14.101 et seq
	Pol. 203



Book	Policy Manual
Section	200 Pupils
Title	Eligibility of Nonresident Students
Code	202
Status	Active
Adopted	January 28, 2015

Purpose

The Board shall operate the programs of the Intermediate Unit for the benefit of all students in member school districts who are eligible for attendance.[1][2]

Authority

The Board may permit the admission of nonresident students in accordance with program guidelines, Board policy, and/or approved agreements with member school districts.[3][4]

Legal	1. 24 P.S. 901-A
	2. 24 P.S. 914-A
	3. 24 P.S. 1301
	4. 24 P.S. 1316
	24 P.S. 1302
	24 P.S. 1305
	24 P.S. 1306
	24 P.S. 1306.2
	22 PA Code 11.18
	22 PA Code 11.19
	22 PA Code 11.41
	24 P.S. 1310
	22 PA Code 14.104



Book	Policy Manual
Section	200 Pupils
Title	Immunizations and Communicable Diseases
Code	203
Status	Active
Adopted	January 28, 2015
Last Revised	August 23, 2017

Purpose

The Board shares with its member school districts a responsibility to promote a healthy learning environment and to safeguard the welfare of all students and staff.

Authority

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that this policy and the adopted policy of the school district of residence concerning communicable diseases and immunizations shall be followed for school-age students admitted from that district into Intermediate Unit programs.[1][2].

Definitions

Certificate of Immunization - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.[3]

Medical Certificate - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[3]

Guidelines

Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.[1][2][4]

A certificate of immunization shall be maintained by the district of residence as part of the health record for each student, as required by the Pennsylvania Department of Health. A copy of the health record shall be submitted to the Intermediate Unit upon a student's enrollment in an Intermediate Unit program.[5][6]

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical

condition contraindicates immunization.[1][4][7][8]

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend Intermediate Unit programs, unless exempted for medical or religious reasons, or provisionally admitted by the Executive Director, in consultation with the district of residence, after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.[1][4][5][7][8]

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.[5][9]

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.[5]

Where applicable, the Executive Director or designee shall report immunization data electronically to the Department of Health by December 31 of each year. If the Intermediate Unit is unable to complete the report electronically, the Executive Director or designee shall report the immunization data on the required form to the Department of Health by December 15.[11]

The Executive Director or designee shall develop and implement administrative regulations regarding communicable diseases and immunization requirements for all students in specialized Intermediate Unit programs.

Communicable Diseases

The Board directs Intermediate Unit staff to review each diagnosed case of communicable disease to determine how the affected student's educational needs can be met and how to protect the health and welfare of students and staff with whom s/he may come in contact.[6]

Students who have been diagnosed by a physician or are suspected of having a disease by the school nurse may be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions. Exclusions of students shall be conducted in accordance with applicable law and regulations, and in consultation with the local health department and applicable physicians.[12][13][14][15][16]

The school nurse or designated Intermediate Unit staff shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.[17][18][19]

The Executive Director or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in Intermediate Unit programs.

Health Records

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.[6]

Legal

1. 24 P.S. 1303a
2. 28 PA Code 23.81 et seq
3. 28 PA Code 23.82
4. 22 PA Code 11.20
5. 28 PA Code 23.85
6. 24 P.S. 1409
7. 28 PA Code 23.83
8. 28 PA Code 23.84
9. Pol. 251
10. 28 PA Code 27.77
11. 28 PA Code 23.86
12. 28 PA Code 27.71
13. 28 PA Code 27.72
14. Pol. 103.1
15. Pol. 113
16. Pol. 204
17. 28 PA Code 27.1
18. 28 PA Code 27.2
19. 28 PA Code 27.23
- 24 P.S. 1402
- 22 PA Code 4.4
- 22 PA Code 4.29
- Pol. 209



Book	Policy Manual
Section	200 Pupils
Title	HIV Infection
Code	203.1
Status	Active
Adopted	January 28, 2015

Purpose

The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual.

This policy is based on current evidence that HIV Infection is not normally transmissible by infected individuals within the Intermediate Unit setting, except as noted in this policy.

Definitions

AIDS - Acquired Immune Deficiency Syndrome.[1]

HIV Infection - refers to the disease caused by the HIV or human immunodeficiency virus.

Infected students - refers to students diagnosed as having HIV Infection, including those who are asymptomatic.

Authority

This policy shall apply to students in programs conducted by the Intermediate Unit that are located in a facility not governed by a school district policy. All other students shall be governed by the policy of the school district in which their class is located.

The Board directs that the established Intermediate Unit rules relative to illnesses and other diseases among students shall also apply to infected students.[2][3]

The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for attendance in an Intermediate Unit program.

Delegation of Responsibility

The Executive Director or designee shall be responsible for developing and releasing all information concerning HIV Infection and infected students.

All employees shall strive to maintain a respectful classroom climate and to prohibit physical or verbal harassment of any individual or group, including infected students.[4]

Intermediate Unit administrators shall notify students, parents/guardians and employees about current Intermediate Unit policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.

Guidelines

Attendance

Infected students have the same right to attend Intermediate Unit programs and receive services as other students and shall be subject to the same policies and rules. HIV Infection shall not factor into decisions concerning assignments, privileges or participation in any school-sponsored activity.[5][6][7]

Intermediate Unit authorities shall determine the educational placement of students on a case-by-case basis by following policies and procedures established for students with chronic health problems and students with disabilities.

When an infected student's parents/guardians voluntarily disclose information regarding the student's condition, the employee who receives the information shall obtain the written consent of the parents/guardians to disclose the information to the school nurse.[8]

First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.

An infected student who is unable to attend Intermediate Unit programs, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.[9][10][11]

An infected student may be excused from school attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student.[9][12][3]

An infected student's placement shall be reassessed if there is a change in the student's need for accommodations or services.

Confidentiality

Employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parents/guardians, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.[8]

All health records, notes and other documents referring to an infected student's condition shall be secured and kept confidential.[13][8]

Infection Control

All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times, including playgrounds and school buses. Employees shall notify the program supervisor and/or building administrator of all incidents of exposure to bodily fluids and when a student's health condition or behavior presents a reasonable risk of transmitting an infection. The Intermediate Unit shall maintain reasonably accessible equipment and supplies necessary for infection control.

Staff Development

The Intermediate Unit shall, on an annual basis, provide opportunities for employees to participate in inservice education on HIV Infection and universal precaution procedures.

Designated employees may receive additional, specialized training appropriate to their positions and responsibilities.

Prevention Education

The goals of HIV Infection prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV Infection. Prevention education shall be taught at every level, be appropriate to students' developmental maturity, and include accurate information about reducing the risk of HIV Infection.[14]

Prior to HIV Infection instruction, the Intermediate Unit shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review.[15][14][16]

A student shall be excused from HIV Infection education when the instruction conflicts with the religious beliefs or principles of the student or parents/guardians, upon written request of the parents/guardians.[15][14][17]

Legal

1. 35 P.S. 7603
2. Pol. 203
3. Pol. 204
4. Pol. 248
5. 24 P.S. 1327
6. Pol. 103
7. Pol. 103.1
8. 35 P.S. 7607
9. 24 P.S. 1329
10. 22 PA Code 11.25
11. Pol. 117
12. 24 P.S. 1330
13. 24 P.S. 1409
14. 22 PA Code 4.29
15. 22 PA Code 4.4
16. Pol. 105.1
17. Pol. 105.2
- 24 P.S. 1301
- 55 PA Code 3270.138
- 35 P.S. 7601 et seq



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Active
Adopted	January 28, 2015
Last Revised	August 23, 2017

Purpose

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

Authority

Attendance shall be required of all students enrolled in Intermediate Unit programs during the days and hours that such programs are in session, except that authorized Intermediate Unit staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[2][3][4][5][6][7]

The Board shall establish attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

The member school district shall be responsible for enforcing the compulsory attendance laws for its students.[8][9][10][11]

Delegation of Responsibility

The Executive Director or designee shall ensure students enrolled in Intermediate Unit programs comply with state attendance laws, regulations and program requirements.

Intermediate Unit staff shall communicate attendance information to the school district of residence.[9]

The Executive Director or designee shall ensure the annual distribution to staff, students and parent/guardians of the Board policies and program rules and regulations governing student attendance, absences and excusals.[1]

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

1. Govern the maintenance of attendance records in accordance with law.[9]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for reporting student absences to member school districts.

Guidelines

Compulsory School Attendance Requirements

Intermediate Unit staff shall coordinate with a student's school district of residence to ensure students comply with the requirements for compulsory school attendance.[5]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[2][5][12][13][14]

Excused/Lawful Absence

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

1. Illness, including if a student is dismissed by designated Intermediate Unit staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[6]
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]
9. Observance of a religious holiday upon prior written parental request.[15]
10. Nonschool-sponsored educational tours or trips, if the following conditions are met:[6][16]
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The student's participation has been approved by the Executive Director and/or Superintendent of the student's district of residence, or their designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians, the Executive Director and/or Superintendent of the student's district of residence, or their designee.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.[3][6]

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

Parental Notice of Absence -

Absences shall be treated as unlawful until the Intermediate Unit receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

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

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

Parental Notification -

Intermediate Unit staff shall provide notice to the parent/guardian upon each incident of unexcused absence.

Enforcement of Compulsory School Attendance Requirements

Proper child accounting is an important aspect of education that is mandated by law, regulations and program requirements, and shall be strictly adhered to in all programs operated by the Intermediate Unit.[1][9]

Designated Intermediate Unit employees shall be responsible for preparing and submitting complete and accurate child accounting information for those students enrolled in their programs.[9]

Legal	1. 22 PA Code 11.41
	2. 22 PA Code 11.23
	3. 22 PA Code 11.25
	4. 22 PA Code 12.1
	5. 24 P.S. 1327
	6. 24 P.S. 1329
	7. 24 P.S. 1330
	8. 24 P.S. 1326
	9. 24 P.S. 1332
	10. 24 P.S. 1333
	11. 24 P.S. 1333.1
	12. 22 PA Code 11.28
	13. 22 PA Code 11.8
	14. Pol. 115
	15. 22 PA Code 11.21
	16. 22 PA Code 11.26
	24 P.S. 1354



Book	Policy Manual
Section	200 Pupils
Title	Confidential Communications of Students
Code	207
Status	Active
Adopted	January 28, 2015

Purpose

The Board recognizes that certain written and oral communications between students and Intermediate Unit personnel must be confidential.

Authority

The Board directs Intermediate Unit personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications of students.[1]

Guidelines

Information received in confidence from a student may be revealed to the student's parent/guardian, designated administrator or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.
[2]

Use of a student's confidential communications to Intermediate Unit personnel in legal proceedings is governed by laws and regulations appropriate to the proceedings.[2][3][4]

Delegation of Responsibility

In qualifying circumstances, a staff member may reveal confidential information to administrators and appropriate authorities.

In qualifying circumstances, the designated administrator may reveal confidential information to a student's parent/guardian and appropriate authorities, including law enforcement personnel.

Legal	1. 24 P.S. 914-A
	2. 22 PA Code 12.12
	3. 42 Pa. C.S.A. 5945
	4. 42 Pa. C.S.A. 8337



Book	Policy Manual
Section	200 Pupils
Title	Health Services/Medical Records
Code	209
Status	Active
Adopted	January 28, 2015

Authority

The Board shall require that students enrolled in programs operated by the Intermediate Unit comply with state law, regulations and program requirements, and the policy of the school district of residence governing health examinations and health services.[1][2][3][4]

The Intermediate Unit shall provide required health services when necessary.[4]

Delegation of Responsibility

The Executive Director or designee shall develop administrative regulations regarding the provision of health services, student medical records and reporting and treating accidents and injuries.[4]

Program supervisors shall be responsible for disseminating administrative regulations regarding student health services to the staff in their programs.

The Executive Director or designee shall request all medical records from the previous school district, school program or Intermediate Unit for each student transferring into an Intermediate Unit program.[5]

Guidelines

Confidentiality Of Health Records

All health records of students shall be confidential. The contents of health records shall only be released when necessary for the health of the student or to a physician at the written request of the parent/guardian.[5]

The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.[5][6]

Legal

1. 24 P.S. 1401
2. 24 P.S. 1402
3. 24 P.S. 1403
4. 22 PA Code 12.41
5. 24 P.S. 1409
6. Pol. 216
- 24 P.S. 1401-1419
- 55 PA Code 3270.131
- 28 PA Code 23.1 et seq
- 55 PA Code 3270.132
- 55 PA Code 3270.241
- Pol. 000



Book	Policy Manual
Section	200 Pupils
Title	Food Allergy Management
Code	209.1
Status	Active
Adopted	January 28, 2015

Purpose

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in Intermediate Unit programs in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in schools.[1]

Definitions

Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

Medical Plans of Care - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:

1. Emergency Care Plan (ECP) - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all Intermediate Unit personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. Individualized Healthcare Plan (IHP) - a medical plan of care that provides written directions for Intermediate Unit health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and

lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.

3. Related Services Component in Individualized Education Program (IEP) - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.[2]
4. Section 504 Service Agreement - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.[3]

Guidelines

Prior to admission of a student into an Intermediate Unit program or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the designated student's school district of residence, student's healthcare provider, the student's parents/guardians, nutrition staff at the school district of residence or the Intermediate Unit, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during Intermediate Unit-sponsored activities which take place while the student is under the Intermediate Unit's jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the Intermediate Unit or school nutrition service regarding each student with documented severe or life-threatening food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.[4][5]

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

Accommodating Students With Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the Intermediate Unit shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.[3][2]

The Intermediate Unit must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:[6]

1. The student's special dietary disability.

2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

Accommodating Students With Nondisabling Special Dietary Needs

The Intermediate Unit may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

Confidentiality

The Intermediate Unit shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. Intermediate Unit staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.[7][8][9]

Delegation of Responsibility

The Executive Director or designee, in coordination with the school nurse, Intermediate Unit and/or school nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in schools, including all classrooms and instructional areas, cafeterias, outdoor activity areas, on school buses, during field trips, and during Intermediate Unit activities held before the school day and after the school day.[10][11][15][16]

Administrative regulations should address the following components:

1. Identification of students with food allergies and provision of school health services.[13]
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.[4][5]
4. Development of a comprehensive and coordinated approach to creating a healthy school environment.[11]
5. Communication and confidentiality.[7][8][9]
6. Emergency response.[14]

7. Professional development and training for Intermediate Unit personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The Executive Director or designee shall annually notify students, parents/guardians, staff and the public about the Intermediate Unit's food allergy management policy by publishing such in handbooks and newsletters, on the Intermediate Unit's website, and through posted notices and other efficient methods.

Legal

1. 24 P.S. 1422.3
2. Pol. 113
3. Pol. 103.1
4. Pol. 210
5. Pol. 210.1
6. 7 CFR 15b.40
7. Pol. 113.4
8. Pol. 209
9. Pol. 216
10. Pol. 121
11. Pol. 246
13. Pol. 146
14. Pol. 805
15. Pol. 808
16. Pol. 810
- 24 P.S. 1422.1
- 22 PA Code 12.41
- 55 PA Code 3270.133
- 55 PA Code 3270.17
- 20 U.S.C. 1400 et seq
- 29 U.S.C. 794
- 42 U.S.C. 12101 et seq
- 7 CFR Part 15
- 28 CFR Part 35
- 34 CFR Part 104
- 34 CFR Part 300
- 34 CFR Part 99
- Pol. 103
- Pol. 113.5

Pennsylvania Guidelines for Management of Food Allergies in Schools: Recommendations and Resource Guide for School Personnel – Pennsylvania Departments of Education and Health

Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life-Threatening Food Allergies – National School Boards Association



Book	Policy Manual
Section	200 Pupils
Title	Diabetes Management
Code	209.2
Status	Active
Adopted	August 23, 2017

Purpose

The Board recognizes that an effective program of diabetes management for students participating in Intermediate Unit programs is crucial to:

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes.
3. Ensure that students with diabetes are ready to learn and participate fully in school activities.
4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and Board policies and administrative regulations, regarding the provision of student health services.
[1][2][3][4][5][6][7][8][9]

Definitions

Diabetes Medical Management Plan (DMMP) means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.[2]

Individualized Education Program (IEP) means the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. A **student with a disability** is a school-aged child within the jurisdiction of the Intermediate Unit who has been evaluated and found to have one or more disabilities as defined by law, and who requires, because of such disabilities, special education and related services.[7]

Section 504 Service Agreement (Service Agreement) means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in Intermediate Unit programs, in transit to and from Intermediate Unit programs, and in all procedures, so that the student has equal access to the benefits of the Intermediate Unit's educational programs, nonacademic services, and extracurricular activities. A **qualified student with a disability** means a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the Intermediate Unit's educational programs, nonacademic services or extracurricular activities.[1]

Trained Diabetes Personnel means nonlicensed Intermediate Unit employees who have successfully completed the required training.

Guidelines

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.[5]

Diabetes-related care shall be provided in a manner consistent with Board policy, Intermediate Unit procedures and individualized student plans such as an IEP, Service Agreement or DMMP.[1][3][4][5][7][9]

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to Intermediate Unit staff and other adults who have responsibility for the student in the school setting.[1][5][7][10]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[11][12]

Trained Diabetes Personnel

The school nurse, in consultation with the Executive Director or designee, may identify at least one (1) Intermediate Unit employee, who is not the school nurse and who does not need to be a licensed health care practitioner, in each school building operating an Intermediate Unit program attended by a student with diabetes to perform diabetes care and treatment for students. The identified Intermediate Unit employee has the right to decline this role.[4]

An identified Intermediate Unit employee who has accepted this role shall complete the training developed by the state or training offered by a licensed health care practitioner with expertise in the care and treatment of diabetes, that includes at a minimum:[4]

1. An overview of all types of diabetes.
2. Means of monitoring blood glucose.
3. The symptoms and treatment for blood glucose levels outside of target ranges, as well as symptoms and treatment for hypoglycemia, hyperglycemia and other potential emergencies.
4. Techniques on administering glucagon and insulin.

The identified Intermediate Unit employee shall complete such training on an annual basis.[4]

Upon successful completion of the required training, individual trained diabetes personnel may be designated in a student's Service Agreement or IEP to administer diabetes medications, use monitoring equipment and provide other diabetes care.[4]

If the diabetes-related care provided to a particular student by trained diabetes personnel will include administration of diabetes medication via injection or infusion, the Board shall require the following:[4]

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained diabetes personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

Training of Other Intermediate Unit Personnel

Intermediate Unit employees, including classroom teachers and aides, lunchroom staff and bus drivers, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:[3][13]

1. A written request from the parent/guardian that the Intermediate Unit comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the Intermediate Unit and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the Intermediate Unit is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times when medication is to be taken.
 - d. Times when monitoring equipment is to be used.
 - e. Length of time medication and monitoring equipment is prescribed.
 - f. Diagnosis or reason medication and monitoring equipment is needed.
 - g. Potential serious reactions to medication that may occur.
 - h. Emergency response.
 - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. 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 student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on Intermediate Unit property, at any Intermediate Unit-sponsored activity or program, and during the time spent traveling to and from Intermediate Unit programs and Intermediate Unit-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or

demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.[1][3][14][15]

If the Intermediate Unit prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the Intermediate Unit shall ensure that the diabetes medication and monitoring equipment is appropriately stored in a readily accessible location in the student's building. The school nurse and other designated Intermediate Unit employees shall be informed where the medication and monitoring equipment is stored and the means to access them.[3]

Delegation of Responsibility

The Executive Director or designee, in conjunction with the school nurse(s), shall develop administrative regulations for care and treatment of students with diabetes in the school setting.

The Executive Director or designee shall coordinate training for Intermediate Unit employees. Such training may be included in the Intermediate Unit's Professional Education Plan.[4][17][18]

The Executive Director or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.[14][18]

Legal

1. Pol. 103.1
2. 24 P.S. 1401
3. 24 P.S. 1414.5
4. 24 P.S. 1414.3
5. 24 P.S. 1414.4
6. 24 P.S. 1414.7
7. Pol. 113
8. Pol. 209
9. Pol. 209.1
10. Pol. 810
11. 24 P.S. 1409
12. Pol. 216
13. 22 PA Code 12.41
14. Pol. 218
15. Pol. 227
16. Pol. 100.1
17. Pol. 333
18. 22 PA Code 12.3
- 24 P.S. 914-A
- Pol. 210



Book	Policy Manual
Section	200 Pupils
Title	Medications
Code	210
Status	Active
Adopted	January 28, 2015
Last Reviewed	July 18, 2016

Purpose

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

Authority

The Board directs all employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.
[1][2]

Delegation of Responsibility

The Executive Director or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, an employee may administer medication when s/he believes, in good faith, that a student needs emergency care.[3]

The Certified School Nurse shall collaborate with parents/guardians, administration, program supervisors, faculty and staff to develop an individualized healthcare plan to best meet the needs of

individual students.[4][5]

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, and designated administrators, and revised as necessary.

Guidelines

The Intermediate Unit shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[6][7]

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[8][9]

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The school shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the Intermediate Unit shall require the following:[9]

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, program supervisors, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the Intermediate Unit's substitute list.

3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the Intermediate Unit and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

Legal

1. 24 P.S. 510
2. 22 PA Code 12.41
3. 42 Pa. C.S.A. 8337.1
4. Pol. 103.1
5. Pol. 113
6. 24 P.S. 1409
7. Pol. 216
8. 24 P.S. 1414.1
9. Pol. 210.1
10. Pol. 121
- 24 P.S. 914-A
- 24 P.S. 1401
- 24 P.S. 1402
- 55 PA Code 3270.133
- Pol. 000

Pennsylvania Department of Health "Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care" March 2010

210 Procedures.pdf (48 KB)



Book	Policy Manual
Section	200 Pupils
Title	Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
Code	210.1
Status	Active
Adopted	January 28, 2015

Authority

The Board shall permit students participating in Intermediate Unit programs 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]

Definitions

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.[3]

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

Guidelines

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][4]

1. A written request from the parent/guardian that the Intermediate Unit 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 Intermediate Unit is not responsible for ensuring the medication is taken and relieving the Intermediate Unit 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 student is qualified and able to self-administer the medication.

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

The Intermediate Unit 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.

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.[1]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[5][6]

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.[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 traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.[1][7][8][9]

If the Intermediate Unit 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 student's classroom teachers shall be informed where the medication is stored and the means to access the medication.[1]

The Intermediate Unit shall annually distribute to students and parents/guardians this policy along with the Code of Student Conduct.[1][10][8]

The Intermediate Unit shall post this policy on the Intermediate Unit's website, if available.

Delegation of Responsibility

The Executive Director or designee, in conjunction with the school nurse(s), may develop administrative regulations for student possession of asthma inhalers or epinephrine auto-injectors and self-administration of prescribed medication.

Legal

1. 24 P.S. 1414.1
2. Pol. 103.1
3. 24 P.S. 1401
4. 22 PA Code 12.41
5. 24 P.S. 1409
6. Pol. 216
7. Pol. 113.1
8. Pol. 218
9. Pol. 227
10. 22 PA Code 12.3
- Pol. 000



Book	Policy Manual
Section	200 Pupils
Title	Reporting Student Progress
Code	212
Status	Active
Adopted	January 28, 2015

Purpose

The Board believes that cooperation between the Intermediate Unit, member school district and home is a vital ingredient in the progress and education of each student.

The Board acknowledges the Intermediate Unit's responsibility to keep parents/guardians and the member school district informed of individual students' academic achievement and progress on IEP goals and objectives, where applicable. The Board also recognizes the effects of state and federal laws and regulations governing student records.[1]

Authority

The Board directs establishment of a system of reporting student progress that requires all appropriate staff members to comply, as part of their teaching responsibility, with a reporting system which may include academic progress reports; IEP progress reports, where applicable; report cards; parent/guardian conferences with teachers; and parent/guardian conferences with the member school district's staff.

Delegation of Responsibility

Since the methods and areas of progress measurement may differ among the various programs, the program supervisor shall be responsible to provide information and report forms to appropriate staff.

Internal consistency within each program shall be maintained.

Legal	1. Pol. 216
	24 P.S. 914-A
	Pol. 213



Book	Policy Manual
Section	200 Pupils
Title	Assessment of Student Progress
Code	213
Status	Active
Adopted	January 25, 2015

Purpose

The Board recognizes that a system of assessing student achievement can help students, teachers, and parents/guardians to understand and evaluate a student's progress toward educational goals and academic standards.

Definition

Assessment shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to determine a student's attainment of established academic standards, learn the student's strengths and weaknesses, and know where targeted instruction is required.[1]

Authority

The Board directs that the Intermediate Unit's educational programs shall include a system of assessing all students' academic progress. The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.[2][1][3][4][5][6][7][8]

Students with disabilities shall be provided appropriate accommodations when necessary to complete the assessment process.[6]

The assessment system shall include a variety of assessment strategies.[6]

Delegation of Responsibility

The Executive Director or designee shall develop and implement an assessment system to measure student progress, in accordance with Intermediate Unit goals and state regulations.[6]

Legal

1. 22 PA Code 4.11
2. 24 P.S. 1531
3. 22 PA Code 4.12
4. 22 PA Code 4.28
5. 22 PA Code 4.51
6. 22 PA Code 4.52
7. Pol. 102
8. Pol. 127
- Pol. 212



Book	Policy Manual
Section	200 Pupils
Title	Student Records
Code	216
Status	Active
Adopted	January 28, 2015

Authority

The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.[1][3][4][5][6][7][28][29][30][31][32][33][34]

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the Intermediate Unit and revised as required by changes in federal or state law and regulations.

Copies of the student records plan shall be submitted to the Department of Education, upon request.

Definitions

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.[9]

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized Intermediate Unit activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.[7][9]

Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one (1) or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.[9]

Education records - records that are directly related to a student, maintained by the Intermediate Unit or by a party acting for the Intermediate Unit.[7][9]

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by the Intermediate Unit after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.
4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the Intermediate Unit shall make the education records accessible to the parent of said student.[9][10]

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The Intermediate Unit shall give full rights to either parent unless the Intermediate Unit has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.[9][11]

Personally identifiable information - includes, but is not limited to:[9]

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the Intermediate Unit reasonably believes knows the identity of the student to whom the education record relates.

Student - includes any individual who is or has been in attendance at the Intermediate Unit and regarding whom the Intermediate Unit maintains education records.[9]

Delegation of Responsibility

The Executive Director or designee shall be responsible for developing, implementing, and monitoring the student records plan.

All Intermediate Unit personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and

regulations as directed by the Executive Director.

Each Intermediate Unit teacher shall prepare and maintain a record of the work and progress of each student.[12]

Guidelines

The Intermediate Unit's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment.[13]
3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The Intermediate Unit may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The Intermediate Unit shall not charge a fee to search for or to retrieve information in response to a parental request.[14][15][16]
4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.[17]
5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.[18][19]
6. Enumerating and defining the types, locations and persons responsible for education records maintained by the Intermediate Unit.
7. Determining the types of personally identifiable information designated as directory information.[9][20]
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.[21]
9. Reasonable methods to ensure that Intermediate Unit officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes an Intermediate Unit official and what constitutes a legitimate educational interest.[13][22]
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.[23]
11. Ensuring appropriate review, retention, disposal and protection of student records.[24]
12. Transferring education records and appropriate disciplinary records to other school entities.[1]

Student Recruitment

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.[25]

Missing Child Registration

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the Intermediate Unit is notified by the appropriate law enforcement agency that a missing child has been recovered.[26]

In the event the Intermediate Unit receives a request for information from the school records of a missing child, the Intermediate Unit shall:[27]

1. Attempt to obtain information on the identity of the requester.
2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.

Legal

1. 24 P.S. 1305-A
3. 22 PA Code 4.52
4. 22 PA Code 12.31
5. 22 PA Code 12.32
6. 22 PA Code 15.9
7. 20 U.S.C. 1232g
9. 34 CFR 99.3
10. 34 CFR 99.5
11. 34 CFR 99.4
12. Pol. 213
13. 34 CFR 99.7
14. 34 CFR 99.10
15. 34 CFR 99.11
16. 34 CFR 99.12
17. 34 CFR 99.20
18. 34 CFR 99.21
19. 34 CFR 99.22
20. 34 CFR 99.37
21. 34 CFR 99.30-99.39
22. 34 CFR 99.31
23. 34 CFR 99.32
24. Pol. 113.4
25. Pol. 250
26. 35 P.S. 450.403-A
27. 35 P.S. 450.404-A
28. 24 P.S. 1532
29. 24 P.S. 1533
30. 24 P.S. 1306-A
31. 24 P.S. 1402
32. 24 P.S. 1409
33. 34 CFR Part 300
34. 34 CFR Part 99
- 35 P.S. 450.401-A et seq
- 22 PA Code 16.65
- 55 PA Code 3270.181-3270.185
- Pol. 113
- Pol. 113.1
- Pol. 216.1



Book	Policy Manual
Section	200 Pupils
Title	Supplemental Discipline Records
Code	216.1
Status	Active
Adopted	January 28, 2015

Authority

The Intermediate Unit shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property. [1][4][6][3]

Guidelines

Adjudicated Students

Building administrators or program supervisors shall receive from the court, through the juvenile probation department, information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary. [3]

The building administrator or program supervisor must share this information with the student's teacher and the principal of another school to which the student may transfer.

Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.

Transfer Students

Upon enrollment in an Intermediate Unit program, or in coordination with the school district of residence, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons. [1]

Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree. [1]

This registration statement shall be maintained as part of the student's disciplinary record.

When a student transfers to a school or program from another school district, a nonpublic school, or other school within this Intermediate Unit, the Intermediate Unit shall request a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This

record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.[4][5]

When a student transfers from a school or program to another school district, a nonpublic school or other school within the Intermediate Unit, the Intermediate Unit shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred.

Legal

1. 24 P.S. 1304-A
3. 42 Pa. C.S.A. 6341
4. 24 P.S. 1305-A
5. Pol. 216
- 20 U.S.C. 1232g
- 20 U.S.C. 7165
6. 24 P.S. 1307-A



Book	Policy Manual
Section	200 Pupils
Title	Graduation
Code	217
Status	Active
Adopted	January 28, 2015

Purpose

The Board shall acknowledge each student's successful completion of his/her educational program appropriate to the student's abilities and needs by awarding diplomas and certificates at graduation ceremonies.

Authority

The Board of a member school district shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board of a member school district shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.[1][2][3][4][5][6][7]

Delegation of Responsibility

The Executive Director or designee shall be responsible for ensuring:

1. Students are informed of graduation requirements they are required to complete.
2. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.[8][2][15][16][10][11][12]
3. Accurate recording and reporting of each student's achievement of academic standards, as required by law and state regulations.[13][12][14]
4. Provision of assistance to those students having difficulty achieving graduation requirements.
[2]

Legal

1. 24 P.S. 1614
2. 22 PA Code 4.24
3. 22 PA Code 11.27
4. 22 PA Code 14.131
5. 34 CFR 300.102
6. 34 CFR 300.305
7. Pol. 113
8. 22 PA Code 4.12
9. 22 PA Code
10. Pol. 102
11. Pol. 127
12. Pol. 213
13. Pol. 212
14. Pol. 216
- 34 CFR Part 300
15. 22 PA Code 4.51
16. 22 PA Code 4.52



Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Code	218
Status	Active
Adopted	January 28, 2015

Purpose

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

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in school or Intermediate Unit programs during the time they are under the supervision of the Intermediate Unit, including while on school property of the Intermediate Unit, while present at any school function under the jurisdiction of the Intermediate Unit, and while traveling on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit.[1][2][3][4][5]

The Board shall adopt a Code of Student Conduct for Intermediate Unit programs to govern student discipline. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[6][2][3]

Students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability.[4][5]

The Board prohibits the use of corporal punishment to discipline students.[7]

Any student disciplined by an Intermediate Unit or district employee shall have the right to notice of the infraction. [8]

Suspensions and expulsions shall be carried out in accordance with Board policy.[8]

In the case of a student with a disability, including a student for whom an evaluation is pending, the Intermediate Unit shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement that has jurisdiction over the school property of the Intermediate Unit and Board policies.[9][10][5][11][12][13]

Off-Campus Activities

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

1. The conduct occurs during the time the student is traveling to and from the Intermediate Unit, an Intermediate Unit program or an Intermediate Unit-sponsored activity, whether or not via

Intermediate Unit furnished transportation.

2. Student expression or conduct materially and substantially disrupts the operations of the school or Intermediate Unit program, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school or Intermediate Unit program.
3. The conduct has a direct nexus to attendance at school, an Intermediate Unit program, or an Intermediate Unit-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, which would violate the Code of Student Conduct if conducted in school.
4. The conduct involves the theft or vandalism of Intermediate Unit property.
5. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school, Intermediate Unit programs, or Intermediate Unit-sponsored activities.

Delegation of Responsibility

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

The Executive Director or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the applicable Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in the Intermediate Unit office and each school library and school office of a district school that hosts Intermediate Unit programs.[2][14]

The building administrator and/or program supervisor shall have the authority to assign discipline to students, subject to the Board policies, rules and regulations of the Intermediate Unit and school district of residence, if applicable, and to the student's due process right to notice, hearing, and appeal.[15][16]

Teaching staff and other Intermediate Unit and school employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of the Intermediate Unit, and when such conduct interferes with the educational program of the Intermediate Unit or schools or threatens the health and safety of others.[15]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[7]

Guidelines

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[17][18][19]

The Executive Director or designee shall immediately report required incidents and may report discretionary incidents committed by students at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate

Unit, or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit to the local police department that has jurisdiction over the school property of the Intermediate Unit, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[20][17][18][22][23][13]

The Executive Director or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Executive Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property of the Intermediate Unit has been or may be notified of the incident.

The Executive Director or designee shall document attempts made to reach the parent/guardian.[18][24][13]

In accordance with state law, the Executive Director shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[17][13]

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

Legal

1. 24 P.S. 914-A
2. 22 PA Code 12.3
3. 22 PA Code 12.4
4. Pol. 103
5. Pol. 103.1
6. 22 PA Code 12.2
7. 22 PA Code 12.5
8. Pol. 233
9. 22 PA Code 10.23
10. 20 U.S.C. 1400 et seq
11. Pol. 113.1
12. Pol. 113.2
13. Pol. 805.1
14. Pol. 235
15. 24 P.S. 1317
16. 24 P.S. 1318
17. 24 P.S. 1303-A
18. 22 PA Code 10.2
19. 35 P.S. 780-102
20. 24 P.S. 1302.1-A
22. 22 PA Code 10.21
23. 22 PA Code 10.22
24. 22 PA Code 10.25
- 34 CFR Part 300
- 22 PA Code 12.1 et seq
- Pol. 218.1
- Pol. 218.2
- Pol. 222
- Pol. 227



Book	Policy Manual
Section	200 Pupils
Title	Weapons
Code	218.1
Status	Active
Adopted	January 28, 2015

Purpose

The Board recognizes that the physical safety of students, employees, and program participants is essential for the safe operation of Intermediate Unit programs and for the establishment of a positive environment for learning. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument or cutting tool, including any bowie knife, dirk knife, lock blade knife or hunting knife, nunchaku, chains, brass knuckles, night sticks, clubs, axes, hatchets, razors, razor blades, pipes, any loaded or unloaded firearm, including shotgun, rifle, pellet gun or BB gun, any explosive or explosive device of any kind, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[1][2]

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit or on a conveyance providing transportation or from any school function under the jurisdiction of the Intermediate Unit.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any Intermediate Unit operated classroom or building, onto Intermediate Unit property, to any Intermediate Unit-sponsored activity, and onto any public vehicle providing transportation to an Intermediate Unit program or sponsored activity, or while the student is coming to or from the site of an Intermediate Unit program.[2][3]

The Board shall expel, from participation in Intermediate Unit programs, for a period of not less than one (1) year any student who violates this weapons policy. The Intermediate Unit shall coordinate actions involving expulsions from Intermediate Unit programs with the school district of residence; such expulsion shall be given in conformance with formal due process proceedings required by law. The Executive Director may recommend modifications of such expulsion requirement on a case-by-case basis, and shall follow state and federal laws and regulations for students with disabilities.[2][4][5]

In the case of a student a disability, including a student for whom an evaluation is pending, the Intermediate Unit, in coordination with the student's school district of residence, shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the

memorandum of understanding with local law enforcement that has jurisdiction over the school property of the Intermediate Unit and Board policies.[2][6][7][8][4][17][12]

Delegation of Responsibility

The Executive Director or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement officials that has jurisdiction over the school property of the Intermediate Unit and the Intermediate Unit's emergency preparedness plan.[10][11][12]

Guidelines

The Executive Director or designee shall immediately report incidents involving weapons at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit to the local police department that has jurisdiction over the school property of the Intermediate Unit, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[10][13][2][14][15][12]

The Executive Director or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Executive Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property of the Intermediate Unit has been or may be notified of the incident. The Executive Director or designee shall document attempts made to reach the parent/guardian.[14][16][12]

In accordance with state law, the Executive Director shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[13][12]

The Executive Director or designee shall report any violation of this policy by a student to the Superintendent of the school district of residence.

The building administrator or program supervisor shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Executive Director, who shall prescribe special conditions or procedures to be followed.[2]

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students

When the Intermediate Unit receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the Intermediate Unit, in coordination with the school district of residence, may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[2]

Legal

1. 24 P.S. 1301-A
2. 24 P.S. 1317.2
3. Pol. 218
4. Pol. 113.1
5. Pol. 233
6. 22 PA Code 10.23
7. 20 U.S.C. 1400 et seq
8. Pol. 103.1
10. 24 P.S. 1302.1-A
11. Pol. 805
12. Pol. 805.1
13. 24 P.S. 1303-A
14. 22 PA Code 10.2
15. 22 PA Code 10.21
16. 22 PA Code 10.25
- 20 U.S.C. 7151
17. Pol. 113.2
- 18 Pa. C.S.A. 912
- 18 U.S.C. 921
- 18 U.S.C. 922
- 18 U.S.C. 930
- 34 CFR Part 300



Book	Policy Manual
Section	200 Pupils
Title	Terroristic Threats
Code	218.2
Status	Active
Adopted	January 28, 2015

Purpose

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.[16]

Terroristic threat - shall mean a threat, communicated either directly or indirectly, to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.[16]

Authority

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

In the case of a student with a disability, including a student for whom an evaluation is pending, the Intermediate Unit shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement that has jurisdiction over the school property of the Intermediate Unit and Board policies.[2][3][4][5][17][9]

When the district where the Intermediate Unit program is located has an adopted policy governing terroristic threats, Intermediate Unit employees shall comply with such policy. Intermediate Unit employees working in locations without such policy shall comply with this Board policy.

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

Delegation of Responsibility

The Executive Director or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, the procedures set forth in the memorandum of understanding with local law

enforcement that has jurisdiction over the school property of the Intermediate Unit and the Intermediate Unit's emergency preparedness plan.[7][8][9]

Guidelines

Staff members and students shall be made aware of their responsibility to inform the building administrator or program supervisor regarding any information or knowledge relevant to a possible or actual terroristic threat.[10]

The building administrator or program supervisor shall immediately inform the Executive Director after receiving a report of such a threat.

The Executive Director or designee may report incidents involving terroristic threats at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit to the local police department that has jurisdiction over the school property of the Intermediate Unit, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[7][12][13][9][15]

The Executive Director or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Executive Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property of the Intermediate Unit has been or may be notified of the incident. The Executive Director or designee shall document attempts made to reach the parent/guardian.[12][14][9]

In accordance with state law, the Executive Director shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.[15][9]

- | | |
|-------|--------------------------|
| Legal | 2. 22 PA Code 10.23 |
| | 3. 20 U.S.C. 1400 et seq |
| | 4. Pol. 103.1 |
| | 5. Pol. 113.1 |
| | 7. 24 P.S. 1302.1-A |
| | 8. Pol. 805 |
| | 9. Pol. 805.1 |
| | 10. 22 PA Code 12.2 |
| | 12. 22 PA Code 10.2 |
| | 13. 22 PA Code 10.22 |
| | 14. 22 PA Code 10.25 |
| | 15. 24 P.S. 1303-A |
| | 16. 18 Pa. C.S.A. 2706 |
| | 17. Pol. 113.2 |
| | 34 CFR Part 300 |
| | Pol. 000 |
| | Pol. 233 |



Book	Policy Manual
Section	200 Pupils
Title	Student Complaint Process
Code	219
Status	Active
Adopted	January 28, 2015

Purpose

The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

Definition

For purposes of this policy, a **student complaint** shall be one that arises from actions that directly affect the student's participation in an approved educational program.

Authority

The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy.

Guidelines

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor or other staff member known to the student; and they shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes s/he has been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to the building administrator or program supervisor, the Executive Director and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.

At each level the student shall be afforded the opportunity to be heard personally by the school authority, with any accommodations necessary for communications.

The student may seek the assistance of a parent/guardian at any step.



Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Distribution and Posting of Materials
Code	220
Status	Active
Adopted	January 28, 2015

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth.[1]

The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the Intermediate Unit's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general and distribution and posting of materials that are not part of school-sponsored activities. Materials sought to be distributed or posted as part of the curricular programs of the Intermediate Unit shall be regulated as part of the Intermediate Unit's educational program.

Definitions

Distribution - students handing nonschool materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression - verbal, written or symbolic representation or communication.

Nonschool materials - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular program of the Intermediate Unit, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting - publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on school-sponsored or student websites; through other school-owned technology and the like.

Authority

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

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[2][3][1]

The Board shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of Intermediate Unit and school programs, while recognizing the rights of students to engage in protected expression.[4][1]

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.[3]
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or Intermediate Unit or school rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline For Engaging In Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the Intermediate Unit or school program must be established.

Distribution of Nonschool Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building administrator and/or program supervisor, who shall forward a copy to the Executive Director and Superintendent of the sending school district.[1]

If the nonschool materials contain unprotected expression as stated in this policy, the building administrator and/or program supervisor shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

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

Posting of Nonschool Materials

If a school building hosting an Intermediate Unit program has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the Intermediate Unit or school may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.

Review of Student Expression

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

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Executive Director and Superintendent of the host school district and then to the Board, in accordance with Board policy and Intermediate Unit and school regulations or procedures.[5]

Delegation of Responsibility

The building administrator and/or program supervisor shall determine the designation of the places and times nonschool materials may be distributed in a host school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.

Disciplinary action may be determined by the Intermediate Unit and school administrators for students who distribute or post nonschool materials in violation of this policy and Intermediate Unit and school regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.[6]

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

Legal

1. 22 PA Code 12.9
2. 24 P.S. 511
3. 22 PA Code 12.2
4. 24 P.S. 914-A
5. Pol. 219
6. Pol. 218



Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Code	221
Status	Active
Adopted	January 28, 2015

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the Intermediate Unit or school or constitute a health or safety hazard.[1][2]

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.[2]

Delegation of Responsibility

The building administrator and/or program supervisor shall be responsible to monitor student dress and grooming, and to enforce Board policy and Intermediate Unit and school rules governing student dress and grooming.

The Executive Director or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[2]

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.[3]

Legal	1. 24 P.S. 1317.3
	2. 22 PA Code 12.11
	3. Pol. 325



Book	Policy Manual
Section	200 Pupils
Title	Tobacco
Code	222
Status	Active
Adopted	January 28, 2015

Purpose

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the Intermediate Unit and its programs.

Definition

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.[1]

Authority

The Board prohibits possession, use or sale of tobacco by students at any time in an Intermediate Unit building and on any property, buses, vans and vehicles that are owned, leased or controlled by the Intermediate Unit.[1][3][16]

The Board prohibits possession, use or sale of tobacco by students at Intermediate Unit-sponsored activities that are held off Intermediate Unit or school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the Intermediate Unit shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement that has jurisdiction over the school property of the Intermediate Unit and Board policies.[4][5][6][7][17][13]

Delegation of Responsibility

The Executive Director or designee shall annually notify students, parents/guardians and staff about the Board's tobacco policy by publishing such policy in the student handbook, parent newsletters, posted notices, and other efficient methods.

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

Guidelines

The Executive Director or designee may report incidents of possession, use or sale of tobacco by students at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit to the local police department that has jurisdiction over the school property of the Intermediate Unit, in

accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[9][15][11][12][13]

The Executive Director or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Executive Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property of the Intermediate Unit has been or may be notified of the incident. The Executive Director or designee shall document attempts made to reach the parent/guardian.[11][14][13]

In accordance with state law, the Executive Director shall annually, by July 31, report all incidents of possession, use or sale of tobacco by students on Intermediate Unit property to the Office for Safe Schools on the required form.[15][13]

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.
[16]

Legal

1. 35 P.S. 1223.5
3. 20 U.S.C. 7183
4. 22 PA Code 10.23
5. 20 U.S.C. 1400 et seq
6. Pol. 103.1
7. Pol. 113.1
9. 24 P.S. 1302.1-A
11. 22 PA Code 10.2
12. 22 PA Code 10.22
13. Pol. 805.1
14. 22 PA Code 10.25
15. 24 P.S. 1303-A
- 24 P.S. 914-A
- 34 CFR Part 300
16. 18 Pa. C.S.A. 6306.1
17. Pol. 113.2
- 22 PA Code 403.1
- 18 Pa. C.S.A. 6305
- 20 U.S.C. 7181 et seq
- Pol. 000



Book	Policy Manual
Section	200 Pupils
Title	Care of Intermediate Unit Property
Code	224
Status	Active
Adopted	January 28, 2015

Purpose

The Board believes that the programs of the Intermediate Unit should help students learn to respect property and develop feelings of pride in community institutions.

Authority

The Board charges each student enrolled in Intermediate Unit programs with responsibility for the proper care of the school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to Intermediate Unit property shall be subject to disciplinary measures. Students and others who damage or deface Intermediate Unit property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.[1][2][3][4]

The Board may report to appropriate juvenile authorities any student whose damage of Intermediate Unit property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.

Delegation of Responsibility

The Executive Director or designee shall develop administrative regulations to implement this policy. [5][6]

Legal	1. 24 P.S. 777
	2. 24 P.S. 914-A
	3. Pol. 218
	4. Pol. 233
	5. 24 P.S. 109
	6. 24 P.S. 801
	Pol. 000



Book	Policy Manual
Section	200 Pupils
Title	Searches
Code	226
Status	Active
Adopted	January 28, 2015

Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the Intermediate Unit's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

Intermediate Unit officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in the Intermediate Unit, while attending an Intermediate Unit program, while on Intermediate Unit grounds or when otherwise under supervision of the Intermediate Unit, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[1][2][8][9]

The Board has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto Intermediate Unit property and into Intermediate Unit programs of controlled substances, weapons or other dangerous materials.[5][6]

Delegation of Responsibility

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Executive Director or designee, in consultation with the Intermediate Unit solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that Intermediate Unit staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.[2]

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

Guidelines

Individualized Suspicion Searches

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in the Intermediate Unit, on Intermediate Unit grounds or when otherwise under Intermediate Unit supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. [2]

In determining whether reasonable suspicion exists, the building administrator, program supervisor or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by Intermediate Unit staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, Board policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on Intermediate Unit property, may be conducted during the school day or upon entry into Intermediate Unit buildings or Intermediate Unit activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto Intermediate Unit property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into an Intermediate Unit-sponsored activity, or into other times and places that students are under Intermediate Unit supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Executive Director or designee, in consultation with the Intermediate Unit solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.[7]

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on Intermediate Unit grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of Intermediate Unit staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. Intermediate Unit staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.[7]

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from the Intermediate Unit and Intermediate Unit programs. Such lockers are and shall remain the property of the Intermediate Unit, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the Intermediate Unit, or if the Intermediate Unit does not provide locks, personal combination locks for which the combination has been provided to designated staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The building administrator, program supervisor or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The building administrator, program supervisor or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a

student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the Intermediate Unit solicitor.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, Board policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The building administrator or program supervisor shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Legal

1. 24 P.S. 914-A
 2. 22 PA Code 12.14
 5. Pol. 218.1
 6. Pol. 227
 7. Pol. 805.1
 8. PA Const. Art. I Sec. 8
 9. U.S. Const. Amend. IV
- Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)
- In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)
- Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)



Book	Policy Manual
Section	200 Pupils
Title	Controlled Substances/Paraphernalia
Code	227
Status	Active
Adopted	January 28, 2015

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the school community. As an educational institution, the Intermediate Unit shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall include all:[1][2][24]

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction

of the Intermediate Unit, or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit.[5][6]

In the case of a student a disability, including a student for whom an evaluation is pending, the Intermediate Unit shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement that has jurisdiction over the school property of the Intermediate Unit and Board policies.[7][8][9][10][25][17]

When the district where the Intermediate Unit program is located has an adopted policy on controlled substances, Intermediate Unit employees shall follow the district's policy. Intermediate Unit employees working in districts that do not have such policy shall comply with this Board policy. Intermediate Unit employees shall comply with this Board policy for situations not governed by the district policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[12]

1. The conduct occurs during the time the student is traveling to and from the Intermediate Unit, an Intermediate Unit program or an Intermediate Unit-sponsored activity, whether or not via Intermediate Unit furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school or Intermediate Unit program, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school or Intermediate Unit program.
4. The conduct has a direct nexus to attendance at school, an Intermediate Unit program, or an Intermediate Unit-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school, Intermediate Unit programs, or Intermediate Unit-sponsored activities.

Delegation of Responsibility

The Executive Director or designee shall develop administrative regulations to identify and control substance abuse in the Intermediate Unit programs which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in Intermediate Unit programs.[13][15][19]
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.

The Executive Director or designee shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement that has jurisdiction over the school property of the Intermediate Unit and Board policies.[13][16][17]

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[12][18]

The Executive Director or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances by students at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit, or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[13][19][20][21][22][17]

The Executive Director or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Executive Director or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property of the Intermediate Unit has been or may be notified of the incident. The Executive Director or designee shall document attempts made to reach the parent/guardian.[20][23][17]

In accordance with state law, the Executive Director shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools on the required form.[19][17]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the program supervisor or building administrator has reasonable suspicion that the student is under the influence of alcohol or a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Legal

1. 35 P.S. 780-102
2. 20 U.S.C. 1415
3. Pol. 210
4. Pol. 210.1
5. 24 P.S. 914-A
6. 22 PA Code 12.3
7. 22 PA Code 10.23
8. 20 U.S.C. 1400 et seq
9. Pol. 103.1
10. Pol. 113.1
12. Pol. 218
13. 24 P.S. 1302.1-A
15. 42 Pa. C.S.A. 8337
16. Pol. 805
17. Pol. 805.1
18. Pol. 233
19. 24 P.S. 1303-A
20. 22 PA Code 10.2
21. 22 PA Code 10.21
22. 22 PA Code 10.22
23. 22 PA Code 10.25
- 34 CFR Part 300
24. 21 U.S.C. 812
25. Pol. 113.2
- 35 P.S. 780-101 et seq
- 35 P.S. 807.1 et seq
- Pol. 000



Book	Policy Manual
Section	200 Pupils
Title	Public Performances by Students
Code	230
Status	Active
Adopted	January 28, 2015

Purpose

The Board recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.

Authority

The Board endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.[1]

Delegation of Responsibility

All requests for public performances by student groups require the approval of the building administrator or program supervisor, who shall report such requests to the Board.

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

Guidelines

Parental permission shall be sought and received before students may participate in any public performance.

No student shall be compelled to participate in a public performance or be penalized in any way for failure to do so.

The interests of students shall be protected and guarded against exploitation.

Legal	1. 24 P.S. 914-A
	Pol. 000



Book	Policy Manual
Section	200 Pupils
Title	Suspension and Expulsion
Code	233
Status	Active
Adopted	January 28, 2015

Purpose

The Board recognizes that exclusion from the educational programs of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Intermediate Unit shall define and publish the types of offenses that would lead to exclusion from Intermediate Unit programs. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations, and Board policy.[1][2][3][5][6][10][11]

Authority

The Board may suspend or expel a student from Intermediate Unit programs for such time as deemed necessary, or may permanently expel a student from Intermediate Unit programs. The Intermediate Unit shall coordinate actions involving expulsions from the Intermediate Unit programs with the school district of residence, in accordance with applicable law and regulations.[7][1][8]

While the school district of residence is responsible for providing education during expulsion, the Intermediate Unit shall assist the school district of residence to ensure an appropriate education is provided in accordance with law and regulations, as appropriate.

Delegation of Responsibility

The Executive Director or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline. [6]
2. Procedures that ensure due process when a student is being deprived of the right to attend Intermediate Unit programs.[1][8]
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[9]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.

Legal

1. 22 PA Code 12.6
2. 22 PA Code 12.7
3. 22 PA Code 14.143
5. Pol. 113.1
6. Pol. 218
7. 24 P.S. 1318
8. 22 PA Code 12.8
9. Pol. 216
- 22 PA Code 12.3
10. 20 U.S.C. 1400 et seq
11. 34 CFR Part 300
- 2 Pa. C.S.A. 101 et seq
- Pol. 000
- Pol. 103
- Pol. 204



Book	Policy Manual
Section	200 Pupils
Title	Pregnant/Married Students
Code	234
Status	Active
Adopted	January 28, 2015

Purpose

A student who is eligible to attend Intermediate Unit programs and is married and/or pregnant shall not be denied an educational program solely because of marital status, pregnancy, pregnancy-related disabilities, or potential or actual parenthood.[1][2]

Authority

The Board reserves the right to require as a prerequisite for attendance in Intermediate Unit programs and activities that each pregnant student present to the building administrator or program supervisor a licensed physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

Guidelines

A pregnant student whose mental or physical condition prevents her from attending regular Intermediate Unit programs, when such condition is certified by a licensed physician, may be assigned to an alternate educational program of homebound instruction.

A student who has received an alternate educational program for reasons associated with her pregnancy shall be readmitted to Intermediate Unit programs upon her request and the written statement of a licensed physician that she is physically fit to do so.

- | | |
|-------|--------------------|
| Legal | 1. 24 P.S. 1326 |
| | 2. 22 PA Code 12.1 |



Book	Policy Manual
Section	200 Pupils
Title	Student Rights and Responsibilities
Code	235
Status	Active
Adopted	January 28, 2015

Purpose

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

Authority

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of Intermediate Unit students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.[1][2][3][6][13][14]

Guidelines

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and Intermediate Unit and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.[5][6][7][8][9]

It shall be the responsibility of the student to:[5]

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.[8]
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.[10]
4. Assist the school staff in operating safe schools.
5. Comply with federal, state and local laws.
6. Exercise proper care when using Intermediate Unit facilities, instructional materials and equipment.[11]

7. Attend school daily and be on time to all classes and other Intermediate Unit functions.[7]
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.[9]
11. Not use obscene language in student media or on Intermediate Unit property.[9]

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.[8][12]

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.[6][8]

Delegation of Responsibility

The Executive Director or designee shall develop administrative regulations consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.

Legal	1. 24 P.S. 914-A
	2. 22 PA Code 4.4
	3. 22 PA Code 12.1
	5. 22 PA Code 12.2
	6. 22 PA Code 12.3
	7. Pol. 204
	8. Pol. 218
	9. Pol. 220
	10. Pol. 221
	11. Pol. 224
	12. Pol. 233
	13. 22 PA Code 12.4
	14. 22 PA Code 12.9
	Pol. 218.1
	Pol. 218.2
	Pol. 248
	Pol. 249
	Pol. 705



Book	Policy Manual
Section	200 Pupils
Title	Surveys
Code	235.1
Status	Active
Adopted	January 28, 2015

Purpose

This policy sets forth guidelines regarding the conduct of surveys and collection and use of information for marketing purposes, consistent with law and regulations.

Definitions

Personal information means individually identifiable information including a student's or parent's/guardian's first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number.[1]

For purposes of this policy, **protected information**, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:[1]

1. Political affiliations or beliefs of the student or student's parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Authority

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Executive Director's recommendation, prior to administration to students.

Guidelines

All surveys and instruments used to collect information from students shall relate to the Intermediate Unit's educational objectives.[2]

U.S. Department of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.[1]

All instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.[1][3]

Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the program supervisor or building administrator. [2][1]

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.[4][2][1]

Collection of Information for Marketing, Sales or Other Distribution Purposes

The Intermediate Unit shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.[1]

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.[1]

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, books clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for Intermediate Unit-related or education-related activities, or student recognition programs.[1]

Privacy

The Intermediate Unit shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.[1]

Student and Parent/Guardian Rights

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.[4][2][1]

Delegation of Responsibility

The Executive Director or designee shall notify parents/guardians and students of:[1]

1. This policy and its availability.
2. The specific or approximate dates during the school year when activities described above are scheduled, or expected to be scheduled.
3. How to opt their child out of participation in activities as provided in this policy.
4. How to request access to any survey or other material described in this policy.

This notification shall be given at least annually, at the beginning of each school year, and within a reasonable time after any substantive changes regarding the contents of this policy.

The Executive Director or designee shall establish administrative regulations for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

- | | |
|-------|---------------------|
| Legal | 1. 20 U.S.C. 1232h |
| | 2. 22 PA Code 12.41 |
| | 3. Pol. 105.1 |
| | 4. 22 PA Code 4.4 |
| | Pol. 000 |



Book	Policy Manual
Section	200 Pupils
Title	Student Assistance Program
Code	236
Status	Active
Adopted	January 28, 2015

Purpose

The Board is committed to assisting all students to achieve to their fullest potential.

Definition

Student Assistance Program (SAP) - a systematic process using effective and accountable professional techniques to mobilize Intermediate Unit resources to remove the barriers to learning and, when the problem is beyond the scope of the Intermediate Unit, to assist the parent/guardian and student with information so they may access services within the community.[1]

Authority

The Board shall provide a Student Assistance Program (SAP) that assists Intermediate Unit employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.[2][3]

Delegation of Responsibility

The Executive Director or designee shall develop, implement, maintain and monitor a Student Assistance Program (SAP) that complies with state regulations.

Guidelines

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the Intermediate Unit.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.

7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

Legal

1. 22 PA Code 12.16
2. 24 P.S. 1547
3. 22 PA Code 12.42
- 22 PA Code 12.41
- 20 U.S.C. 1232g
- 42 Pa. C.S.A. 8337
- 34 CFR Part 99



Book	Policy Manual
Section	200 Pupils
Title	Electronic Devices
Code	237
Status	Active
Adopted	January 28, 2015
Last Revised	March 23, 2016

Purpose

The Board adopts this policy in order to maintain an educational environment that is safe and secure for Intermediate Unit students and employees.

Definition

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

Authority

The Board allows **use of personal** electronic devices by students during the school day in Intermediate Unit buildings; on Intermediate Unit property; on Intermediate Unit buses and vehicles; during the time students are under the supervision of the Intermediate Unit. The Board does not allow the use of personal electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits **possession of** laser pointers and attachments and telephone paging devices/beepers by students in Intermediate Unit buildings; on Intermediate Unit property; on Intermediate Unit buses and vehicles; and at activities sponsored by the Intermediate Unit.[1]

The Intermediate Unit shall not be liable for the loss, damage or misuse of any electronic device.

Electronic Images and Photographs

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

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

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[2]

1. The conduct occurs during the time the student is traveling to and from the Intermediate Unit, an Intermediate Unit program or an Intermediate Unit-sponsored activity, whether or not via Intermediate Unit furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school or Intermediate Unit program, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school or Intermediate Unit program.
4. The conduct has a direct nexus to attendance at school, an Intermediate Unit program, or an Intermediate Unit-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school, Intermediate Unit programs, or Intermediate Unit-sponsored activities.

Delegation of Responsibility

The Executive Director or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

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

Guidelines

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.[2][3][4]

Exceptions

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).[5]
3. Classroom or instructional-related activities.
4. Other reasons determined appropriate by the building administrator.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[1]

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building administrator.

Legal

1. 24 P.S. 1317.1

2. Pol. 218

3. Pol. 226

4. Pol. 233

5. Pol. 113

Pol. 000

Pol. 815



Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Code	246
Status	Active
Adopted	January 28, 2015
Last Revised	February 28, 2018

Purpose

Beaver Valley Intermediate Unit 27 recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[1][2][3].

Delegation of Responsibility

The Executive Director or designee shall be responsible for the implementation and oversight of this policy to ensure that Intermediate Unit programs and curriculum are compliant with this policy, related policies and established guidelines or administrative regulations.[2][3].

Each building administrator and/or program supervisor shall annually report to the Executive Director or designee regarding compliance in his/her school and/or program.[3].

Staff members responsible for programs related to school wellness shall report to the Executive Director or designee regarding the status of such programs.

The Executive Director or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[2][3].

1. The extent to which each school and/or program is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the Intermediate Unit in attaining the goals of this policy.

At least once every three (3) years, the Intermediate Unit shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as Intermediate Unit and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[3]

The Intermediate Unit shall annually inform and update the public, including parents/guardians, students and others in the community, about the contents, updates and implementation of this policy via the Intermediate Unit website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[2][3]

Guidelines

Recordkeeping

The Intermediate Unit shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[3][4]

1. The written School Wellness policy.
2. Documentation demonstrating that the Intermediate Unit has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the Intermediate Unit to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

Wellness Committee

The Intermediate Unit shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: Board member, Intermediate Unit administrator, Intermediate Unit food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[2]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness Policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[3]

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[5][6][7]

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

Physical Activity

The Intermediate Unit shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students enrolled in its programs.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All Intermediate Unit students must participate in physical education.[6][7][9]

Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[10][11]

Nutrition professionals who meet hiring criteria established by the Intermediate Unit and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for Intermediate Unit nutrition staff, as required by federal regulations.[8][12][13][14]

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in Intermediate Unit programs during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[10][11][12][13]

Foods and beverages offered or sold at Intermediate Unit-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods –

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[3][15][16]

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

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the Intermediate Unit that students may access during the school day.[3][15]

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[3][15]

The Intermediate Unit may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[15]

Fundraiser Exemptions –

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

The Intermediate Unit may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[15]

The Intermediate Unit shall establish administrative regulations to implement fundraising activities, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods

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

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

1. Rewards and Incentives

- a. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc).

2. Classroom Parties and Celebrations:

- a. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
- b. Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.

3. Shared Classroom Snacks

- a. Shared classroom snacks will follow the Smart Snacks in School Nutrition Standards and only be offered to the students with parent permission.

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

Marketing/Contracting –

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[3][15]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[17]

Management of Food Allergies in Intermediate Unit Programs

The Intermediate Unit shall establish Board policy and administrative regulations to address food allergy management in Intermediate Unit programs in order to:[18]

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all Intermediate Unit programs and activities.

Legal

1. 24 P.S. 1422.1
2. 42 U.S.C. 1758b
3. 7 CFR 210.31
4. 7 CFR 210.15
5. 24 P.S. 1513
6. Pol. 102
7. Pol. 105
8. Pol. 808
9. 24 P.S. 1512.1
10. 7 CFR 210.10
11. 7 CFR 220.8
12. 42 U.S.C. 1751 et seq
13. 42 U.S.C. 1773
14. 7 CFR 210.30
15. 7 CFR 210.11
16. 7 CFR 220.12
17. 24 P.S. 504.1
18. Pol. 209.1
- 24 P.S. 1337.1
- 24 P.S. 1422.3
- P.L. 111-296
- 7 CFR Part 210
- 7 CFR Part 220
- Pol. 103
- Pol. 103.1



Book	Policy Manual
Section	200 Pupils
Title	Unlawful Harassment
Code	248
Status	Active
Adopted	January 28, 2015

Purpose

The Board strives to provide a safe, positive learning climate for students in Intermediate Unit programs. Therefore, it shall be the policy of the Intermediate Unit to maintain an educational environment in which harassment in any form is not tolerated.

Authority

The Board prohibits all forms of unlawful harassment of students and third parties by all Intermediate Unit students and staff members, contracted individuals, vendors, volunteers, and third parties in the programs. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.[1][5][7]

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Intermediate Unit's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:[2]

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:[6]

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's academic performance or creating an intimidating, hostile or offensive educational environment.

Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Executive Director as the Compliance Officer for the Intermediate Unit.[4]

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for Intermediate Unit students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and Intermediate Unit employees and do their part to ensure an atmosphere free from all forms of unlawful harassment.

The building administrator or program supervisor shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building administrator or program supervisor is the subject of the complaint.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator, program supervisor or Intermediate Unit employee.

An Intermediate Unit employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator or program supervisor.

If the building administrator or program supervisor is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building administrator or program supervisor, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building administrator or program supervisor shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building administrator or program supervisor to investigate the complaint, unless the building administrator or program supervisor is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building administrator or program supervisor shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – Intermediate Unit Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Intermediate Unit shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Intermediate Unit staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and program procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building administrator or program supervisor who conducted the initial investigation.
4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

Legal

1. 20 U.S.C. 1681 et seq

4. Pol. 103

5. 43 P.S. 951 et seq

6. 29 CFR 1604.11

7. 29 CFR 1606.8

Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties

Pol. 103.1

Pol. 806

248-Attach.doc (27 KB)



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Adopted	January 28, 2015
Last Reviewed	May 22, 2019

Purpose

The Board recognizes the need to protect all students from the negative effects of bullying in the educational environment and shall make every effort to provide students with a safe educational environment free from bullying.

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]

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.[1]

Authority

The Board prohibits all forms of bullying by Intermediate Unit students.[1]

The Board encourages students who have been bullied to promptly report such incidents to the program supervisor or building principal.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the Intermediate Unit's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

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

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

The Executive Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Executive Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

The Intermediate Unit administration shall annually provide the following information with the Safe School Report:[1]

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

Guidelines

This policy will be included in the Code of Student Conduct, which shall be disseminated annually to students.[1][2][3]

This policy will also be included in the annual informational packets provided to parents/guardians.

This policy shall be accessible in every Intermediate Unit classroom. The policy shall be posted in a prominent location within each Intermediate Unit building and on the Intermediate Unit's website.

Education

The Intermediate Unit may develop and implement bullying prevention and intervention programs. Such programs shall provide Intermediate Unit staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][4][5]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][3][6]

1. Mandatory counseling.
2. Parental notification and conference.
3. Loss of school privileges.
4. In-school suspension, with appropriate due process.
5. Out-of-school suspension, with appropriate due process.

The Intermediate Unit may also initiate procedures to ensure the safety of any student subject to bullying, which may include but are not limited to the following:

1. Convene an IEP meeting to develop a safety plan.
2. Reassign students to different classrooms.
3. Involve law enforcement.

Legal

1. 24 P.S. 1303.1-A
2. 22 PA Code 12.3
3. Pol. 218
4. 24 P.S. 1302-A
5. Pol. 236
6. Pol. 233
- Pol. 248



Book	Policy Manual
Section	200 Pupils
Title	Student Recruitment
Code	250
Status	Active
Adopted	January 28, 2015

Authority

In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the Armed Forces of the United States.[1]

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.

Guidelines

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.[1]

The Intermediate Unit shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.[1]

Delegation of Responsibility

The building administrator or program supervisor shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.

The building administrator or program supervisor reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation and discipline of the school; is likely to cause violence or disorder; or will constitute a violation of the rights of other students.

Legal	1. 10 U.S.C. 503
	20 U.S.C. 7908



Book	Policy Manual
Section	200 Pupils
Title	Homeless Students
Code	251
Status	Active
Adopted	January 28, 2015
Last Revised	August 23, 2017

Authority

The Board recognizes the need to promptly identify homeless children and youths, facilitate their immediate admission to Intermediate Unit programs, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations and in coordination with participating school districts.[1][2][3]

The Board shall ensure that homeless children and youths have equal access to the same Intermediate Unit programs and services provided to other students in participating school districts.[1][2][3][4]

The Board authorizes the Executive Director, to waive policies, procedures and administrative regulations that create barriers to the identification, admission, attendance, transportation, school stability and success in school of homeless children and youths.[3]

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.[5][6]

Definitions

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[7][8]

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. When the child or youth completes the final grade level served by the school or origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.[6]

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[7]

Delegation of Responsibility

The Board designates the Executive Director or Designee to serve as the Intermediate Unit's liaison for homeless children and youths.[6]

The Intermediate Unit's liaison shall coordinate with the participating district's liaison to ensure outreach and coordination with:[6]

1. Local social service agencies and other entities that provide services to homeless children and youths and families.
2. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
3. Staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[9][10]
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The Intermediate Unit's liaison shall coordinate with the participating district's liaison to ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[6]

The Intermediate Unit's liaison shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[6]

Guidelines

Best Interest Determination

In determining the best interest of a child or youth, the Intermediate Unit in coordination with the participating school district, shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or

unaccompanied youth.[6]

2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[6]
3. If, after such consideration, the Intermediate Unit and participating school district determine that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the parent/guardian or unaccompanied youth shall be provided with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[6]

Placement

In accordance with the child's or youth's best interest, the participating district shall continue to enroll and the Intermediate Unit shall continue to serve, a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.[6]

Parents/Guardians of a homeless student may request enrollment in the school or Intermediate Unit program in the attendance area where the student is actually living or other schools.[6]

The Intermediate Unit's liaison, in coordination with the participating district's liaison, shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[6]

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decision related to school selection or placement, including the right to appeal.[6]

Admission

The Intermediate Unit shall immediately admit the student and begin programs and services, even if:

1. The student is unable to produce records normally required for admission.[3][11][12][13][14][15]
2. The application or admission deadline has passed during any period of homelessness.[6]

The Intermediate Unit's liaison, in coordination with the participating district's liaison, shall immediately contact the school last attended by the child or youth to obtain relevant academics or other records.[6][11][12][13][14][15]

The Intermediate Unit may require a parent/guardian to submit contact information.[6]

Assignment

If the Intermediate Unit is unable to determine the student's academic level due to missing or incomplete records, the Intermediate Unit shall administer tests or utilize appropriate means to determine the student's assignment to programs and services within the Intermediate Unit.[6]

Dispute Resolution

If a dispute arises:[6]

1. The parent/guardian or unaccompanied youth shall be referred to the Intermediate Unit's liaison, who shall assist in the dispute resolution process.

2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The Intermediate Unit's liaison, in coordination with the participating district's liaison, shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal the written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Education Records

Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[11]

Comparable Services

Homeless students shall be provided services comparable to those offered to other students in participating school districts, including, but not limited to:[1][6]

1. Transportation services.[16]
2. School nutrition programs.[17]
3. Career and technical education.[18]
4. Preschool programs.
5. Educational programs for which the homeless student meets eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.
 - b. Programs for English Language Learners.
 - c. Programs for students with disabilities.[9]
 - d. Programs for gifted and talented students.[19]

Training

The Intermediate Unit's liaison shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[6]

The Intermediate Unit's liaison shall arrange professional development programs for Intermediate Unit staff, including office staff.[6]

Intermediate Unit personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[6]

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Legal

1. 24 P.S. 1306
2. 22 PA Code 11.18
3. 42 U.S.C. 11431 et seq
4. 34 CFR 299.19
5. 42 U.S.C. 11431
6. 42 U.S.C. 11432
7. 42 U.S.C. 11434a
8. 34 CFR 200.30
9. Pol. 113
10. Pol. 103.1
11. Pol. 216
12. Pol. 201
13. Pol. 203
14. Pol. 209
15. Pol. 204
16. Pol. 810
17. Pol. 808
18. Pol. 115
19. Pol. 114
- 22 PA Code 403.1
- 20 U.S.C. 1232g
- 20 U.S.C. 6301 et seq
- 34 CFR Part 99
- 67 Fed. Reg. 10698
- PA Education for Homeless Children and Youth State Plan



Book	Policy Manual
Section	200 Pupils
Title	Dating Violence
Code	252
Status	Active
Adopted	January 28, 2015

Purpose

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the Intermediate Unit and is prohibited at all times.

Definitions

Dating Partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[1]

Dating Violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[1]

Authority

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The Intermediate Unit shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[2]

Guidelines

Complaint Procedure

When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building administrator, program supervisor or classroom teacher.

The building administrator or program supervisor shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building administrator or program supervisor shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[1]

If the investigation results in a substantiated finding of dating violence, the building administrator or program supervisor shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.[1][2]

If a possible violation of the Intermediate Unit's harassment policy is implicated, the building administrator or program supervisor shall take additional action as necessary to comply with Board policy and state and federal law and regulations.[3]

The Intermediate Unit shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[1]

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.
3. Made available on the Intermediate Unit's website, if available.
4. Provided to parents/guardians.

Dating Violence Training

The Intermediate Unit may provide dating violence training to guidance counselors, nurses, and mental health staff as deemed necessary. At the discretion of the Executive Director, parents/guardians and other staff may also receive training on dating violence.[1]

Dating Violence Education

The Intermediate Unit may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The Intermediate Unit shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.[1][4]

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.[1][5]

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.[1][6]

- | | |
|-------|-------------------|
| Legal | 1. 24 P.S. 1553 |
| | 2. Pol. 218 |
| | 3. Pol. 248 |
| | 4. 71 P.S. 611.13 |
| | 5. Pol. 105.1 |
| | 6. Pol. 105.2 |
| | 22 PA Code 12.12 |
| | 20 U.S.C. 1232g |

252-Attach.doc (27 KB)