

**Policy Committee Agenda**  
**October 1, 2019 – 7:00 p.m.**  
Room 200, T/E Administration Offices

**1. Approval of Minutes of the September 3, 2019 Policy Committee Meeting**

**2. Public Comment**

**3. Review of Policies for 2<sup>nd</sup> Reading**

- Policy 4600: Sabbatical Leave for Restoration of Health

**4. Follow Up from Previous Policy Committee Meeting**

- Regulation 2124: Director of Individualized Student Services – Duties
- Regulation 2126: Director of Technology – Duties
- Regulation 2128: Director of State and Federal Programs – Duties
- Policy and Regulation 8070: Surveillance Monitoring in Schools and on School Buses
- Policy and Regulation 5411: Tobacco, Smoking Products and Electronic Smoking Products: Possession and Use (Students)

**5. Information**

- Follow up re: District Committees

**6. Policies and Regulations for Review and Discussion**

- Policy and Regulation 4320: Tobacco, Smoking Products and Electronic Smoking Products: Possession and Use (Employees)
- Policy 9140: Board Committees
- Policy and Regulation 1230: Tredyffrin/Easttown Literacy Committee
- Policy and Regulation 4511: Outside Employment and Outside Business Interests
- Policy 4350: Health and Safety in the Workplace
- Policy and Regulation 8040: Emergency Preparedness
- Policy and Regulation 5405: Student Substance Abuse

**7. Policy Committee Goals**

**8. Future Meetings**

The next Policy meeting is scheduled for Wednesday, November 13, 2019. Policy meetings for the remainder of the 2019-2020 school year will be determined at a later date and posted on the District website. Unless advertised otherwise, all meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

**2019 Policy Committee Goals:**

1. To identify and examine critical issues facing the District from a Policy and Regulation perspective.
2. To review existing and develop new Policies and Regulations in response to legal requirements, administrative recommendations, Board priorities, community input and external issues.
3. To communicate Policy and Regulation revisions to stakeholders via webpage postings, email messages, and oral reports at Board meetings.
4. To continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated or repealed.

**Draft Pending Committee Approval  
Policy Committee Meeting  
Tuesday, September 3, 2019  
T/E Administrative Offices, Room 200  
7:00 p.m.**

**Board Committee Members:** Kate Murphy, Chair; Kyle Boyer, Todd Kantorczyk, Ed Sweeney

**Other Board Members:** Scott Dorsey, Michele Burger, Roberta Hotinski, Mary Garrett Itin, Tina Whitlow

**T/E School District Representatives:** Rich Gusick, Ken Roos, Mark Cataldi, Mike Szymendera, Ellen Turk

**Community Members:** Stacy Stone, Wendy Brooks, Barb Jackson, Kate Mayer, Happy Mayer, Doug Anestad, Heather McConnell, Nancy Coradi, Jamie Lynch

**Approval of Minutes**

The minutes of the May 6, 2019 meeting were approved.

**Public Comment**

- Doug Anestad commented on Policy and Regulation 1120 Communications with the School Board; Policy and Regulation 1100 School District Communications with the Public; TESD Committees; Policy and Regulation 5411 Tobacco, Smoking Products and Electronic Smoking Products: Possession and Use (Students)
- Stacy Stone commented on TESD Committees; Pacific Education Group; Policy and Regulation 1220 Tredyffrin/Easttown Diversity Committee
- Kate Mayer commented on TESD Committees; Policy and Regulation 1220 Tredyffrin/Easttown Diversity Committee
- Wendy Brooks commented on TESD Committees; Regulation 2124 Director of Individualized Student Services – Duties
- Heather McConnell commented on TESD Committees; Policy and Regulation 5411 Tobacco, Smoking Products and Electronic Smoking Products: Possession and Use (Students); Policy and Regulation 4320 Tobacco, Smoking Products and Electronic Smoking Products: Possession and Use (Employees)
- Barb Jackson commented on Pacific Education Group; Policy and Regulation 5411 Tobacco, Smoking Products and Electronic Smoking Products: Possession and Use (Students); Policy 4600 Sabbatical Leave for Restoration of Health; Policy and Regulation 4610 Leaves of Absence for Professional Development
- Nancy Coradi commented on Policy and Regulation 5411 Tobacco, Smoking Products and Electronic Smoking Products: Possession and Use (Students)

**Review of Policies for 2<sup>nd</sup> Reading**

None

**Information**

**Topic: Community Members on Committees**

Discussion was held on the TESD Board and District committees including the standing and ad hoc committees. The Policy Committee members and other Board members discussed the proposal to draft a Policy on a District Literacy Committee. The Policy Committee voted in favor, 3-1, to draft a Policy

for a District Literacy Committee similar to Policy 1220 Tredyffrin/Easttown Diversity Committee. In addition, the Policy Committee requested feedback from the TEEA on the formation of a Literacy Committee. Furthermore, the Policy Committee requested an update at its next meeting on the functioning of District committees.

#### **Follow Up from Previous Policy Committee Meeting**

None

#### **Policies and Regulations for Review and Discussion**

The following Regulations were approved for posting:

##### **Regulation 2121: Director of Curriculum, Instruction, Staff Development and Planning – Duties**

Revisions reflect updated job responsibilities.

##### **Regulation 2125: Director of Assessment and Accountability – Duties**

Revisions reflect updated job responsibilities.

##### **Regulation 2129: School Safety and Security Coordinator – Duties**

This new Regulation reflects the newly established position to perform the required duties established in Pennsylvania School Code.

##### **Regulation 2200: Administrative Organizational Chart**

Revisions were made to include the position of School Safety and Security Coordinator and updated title of the Director of Technology, including responsibilities of Information Services and Network Operations.

The following Policy and Regulations were discussed and will be brought back to the Committee after further review and revisions:

##### **Regulation 2124: Director of Individualized Student Services – Duties**

##### **Regulation 2126: Director of Technology – Duties**

##### **Regulation 2128: Director of State and Federal Programs – Duties**

##### **Policy and Regulation 8070: Surveillance Monitoring in Schools and on School Buses**

##### **Policy and Regulation 5411: Tobacco, Smoking Products and Electronic Smoking Products: Possession and Use (Students)**

The Policy was discussed and will be brought back to the Committee with an updated definition of electronic smoking products along with Policy and Regulation 4320: Tobacco, Smoking Products and Electronic Smoking Products: Possession and Use (Employees). Regulation 5411 was revised to assign detention time for first time offenders and, if the violation involves vaping, then completion of a vaping education program is required. A second offense will result in a suspension. The Regulation will be brought back to the Committee with additional information about tobacco-related fines.

The following Policy and Regulation stated the Board reserved the right to waive the eligibility requirements related to leaves of absence. Currently, the law does not allow the Board discretion to waive the eligibility requirements, so a revision was made to state “as permitted by law.”

##### **Policy 4600: Sabbatical Leave for Restoration of Health**

The Policy will be sent to the Board of School Directors for a first reading at their meeting on September 23, 2019.

**Regulation 4610: Leaves of Absence for Professional Development**

The Regulation was approved and will go into effect immediately.

In addition, **Policy 4610: Leaves of Absence for Professional Development** was presented with no further revisions, so it will be marked as reviewed and posted.

**Future Meetings**

Additional meetings are scheduled for October 1 and November 13. Policy meetings for the remainder of the 2019-2020 school year will be determined at a later date and posted on the District website. Unless advertised otherwise, all meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

**Adjournment**

The meeting adjourned at 9:20 PM.

### *Sabbatical Leave for Restoration of Health*

Sabbatical Leaves are granted to professional employees solely for the purpose of restoration of health in accordance with applicable law and contracts.

#### Eligibility

To be eligible for Sabbatical Leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in the Tredyffrin/Easttown School District. Subsequent to the first compensated leave under either this Policy or under Policy 4610 (Leave of Absence for Professional Development), one compensated leave shall be allowed after each seven full years of service. The Board of School Directors reserves the right, in its sole discretion, to waive the eligibility requirements as permitted by law.

#### Application

Requests for Sabbatical Leave for Restoration of Health shall be submitted on the approved District form attached to the regulation accompanying this Policy.

#### Limitations and Preferences

Except as otherwise permitted by applicable law, Sabbatical Leaves for Restoration of Health shall only be granted for one (1) school semester, a full school year, two (2) consecutive semesters, or two (2) non-consecutive semesters within two (2) calendar years.

The number of compensated leaves granted in any school year under this Policy and Policy 4610 (Leave of Absence for Professional Development) shall be limited to ten percent (10%) of the number of persons eligible and regularly employed by the school district. In the event the number of applicants exceeds ten percent (10%) of the persons eligible, in order to determine which leaves shall be granted, preference shall be given according to the years of service since any previous compensated leave and according to the order of submission of the applications.

#### Documentation

In order to enhance the ability of the District to make timely personnel decisions and thereby increase the District's ability to hire and retain the best teachers and teaching candidates available, the District requires at both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement to be submitted to the Superintendent, indicating the extent to which the purpose of the leave has been achieved and evaluating the employee's ability to return to employment.

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the ability of the employee to return to employment.

An employee granted a sabbatical leave for restoration of health shall not engage in any enterprise or employment inimical to the disability.

{01920234 } Adopted: October 13, 1969  
Revised: February 11, 1980  
Revised: March 10, 1980  
Revised: October 13, 1980  
Revised: October 26, 1981  
Revised: May 23, 1994  
Revised: April 26, 1999  
Reviewed: January 24, 2000  
Revised: September 24, 2007

*Director of Individualized Student Services - Duties*

*Responsible for:*

1. Manage and evaluate all District-supported student services, multi-tiered intervention process, gifted support, Section 504 agreement and special education programming.
2. Act as liaison and District representative to the Chester County Intermediate Unit and out of District placements providing special education programming to District students in public and private placements.
3. Supervise special education and student services legal compliance based on Federal and State laws and District policies and regulations and oversees related legal proceedings.
4. Develop and manage student services and special education cost center budget, State and Federal reporting for Contingency reimbursement, Act 16 funding, and IDEA grant.
5. Monitor special education and student services staffing and staff development.
- ~~5-6.~~ Report annually to Board of School Directors regarding special education spending
- ~~6-7.~~ Provide for the needs of students by coordinating the efforts of school nurses and physicians, psychologists, related service providers, mental health specialists, and dental hygienist.
- ~~7-8.~~ Monitor District and Charter School attendance procedures and provide support for school-based attendance officers.
- ~~8-9.~~ Manage District homebound, and home education, ~~and homeless students~~ and complete required State reports.
- 9-10. Oversee the School-Based Access Program (SBAP) / Medical Access program.
11. Act as liaison for Child Abuse reporting, substance use and abuse prevention.
- ~~10-12.~~ Act as the administrative liaison to Better Understanding of Individual with Learning Differences (BUILD)
- ~~11-13.~~ Coordination of school nurse services.
- ~~12-14.~~ Supervise all personnel reporting to him/her.
- ~~13-15.~~ Develop and manage special education and student services summer and Extended School Year programming
- ~~14-16.~~ Oversee the Early Intervention School Age Transition process and the secondary transition processes.

~~15.~~17. Perform such other duties and responsibilities as the Superintendent may assign from time to time.

Reports to Superintendent of Schools

Adopted: August 1978  
Revised: April 1996  
Revised: November 2004  
Revised: November 12, 2015



Director of ~~Instructional~~ Technology

Responsible for:

1. ~~Supervise certificated information technology support staff responsible for:~~ Leadership of Technology Department, including the areas of Instructional Technology, Information Technology (IT), and Information Services, including but not limited to:
  - a. Supervising the technology staff.
  - ~~a.b.~~ Developing, directing and modifying an operational framework for the evaluation of new technologies and the maintenance of existing technologies ~~within the educational program.~~
  - ~~b.c.~~ ~~Reviewing Internet applications and District-wide technology initiatives dealing directly with teachers and students~~ Coordinating technology-related special projects.
  - ~~e.d.~~ ~~Reviewing requests/Policies related to the distribution of information via the School District Web Site~~ Preparing the budget for the technology department.
  - ~~d.e.~~ ~~Coordinating technology-related special projects such as the use of electronic grade books, web access to teachers' grades, and elementary progress reports~~ Consulting on purchasing of all District technology-related hardware and software.
  - f. Monitoring and making recommendations related to the distribution of information via the District Web Site Reviewing District-wide technology initiatives.
  - g. Reviewing requests/policies related to the distribution of information via the School District Website.
  - e.h. Leading the District Technology Committee.
2. ~~Review and make recommendations regarding technology requests, policies and procedures.~~ Serve as administrative liaison to Board Ad Hoc Public Information Committees.
3. ~~Purchase of educational computers, printers and SmartBoards.~~ Perform other duties and responsibilities as assigned by the Superintendent.
4. ~~Work collaboratively with principals, supervisors and information technology support staff to ascertain the technology needs of staff and students.~~

~~5. Serve as liaison to Board Committee Meetings.~~

~~6.5. Perform other duties and responsibilities as the Superintendent may assign.~~

Reports to Superintendent of Schools. ~~for all responsibilities including curricular areas~~

Adopted: July 2008  
Revised: July 2009  
Revised: July 2010  
Revised: November 12, 2015  
Revised: July 2019

Tredyffrin/Easttown School District

*Director of State and Federal Programs - Duties*

Responsible for:

1. Coordinating and monitoring of the Pennsylvania Comprehensive Plan, including mid-point reviews for the Pennsylvania Department of Education.
2. Coordinating and monitoring of all Federal Programs such as Title I, II, III, IV, IX, including mid-point reviews for the Pennsylvania Department of Education.
3. Developing, directing and monitoring the implementation of the District Act 48 plan.
4. Serving as coordinator and resource on legislative issues, including responding to requests from state and federal legislators.
5. Managing District students designated as homeless and complete required State reports.
6. Managing District students designated as Foster Care and complete required State reports.
7. Coordinating and monitoring District Grants and completing required reports.
8. Coordinating the process for Advanced Studies Assistance.
9. Coordinating the new teacher induction program.
10. Coordinating and monitoring the Alternative Assessment/Differentiated Supervision Program of the Educator Effectiveness System
11. Serving as administrative liaison to the Board Ad Hoc Legislative Committee.
- 8.12. Serving as administrative liaison to the Diversity Committee.
- 9.13. Acting as District Liaison to the Foundation for Learning in Tredyffrin/Easttown (FLITE) Board of Trustees.
- 10.14. Performing such other duties and responsibilities as assigned by the Superintendent.

Reports to Superintendent of Schools

~~*Surveillance Monitoring*~~Recording in Schools and on School Buses/Vehicles

Video and Audio Recording on School Vehicles

~~The Board authorizes the use of video and audio recording on school buses and vehicles while transporting students for school-related purposes for disciplinary and security purposes. The intention of video and audio recording on school buses and vehicles is to provide a safe environment for students, school personnel and contracted personnel. Audio and/or video recording does not assure the elimination of misconduct and cannot guarantee the absolute safety of students or others.~~

~~The Board directs the Superintendent or designee to ensure that:~~

- ~~— Each school bus and school vehicle that is equipped with audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for audio recording.~~
- ~~— This Policy and the accompanying Administrative Regulation is posted on the District's publicly accessible website.~~
- ~~— Each school year, this Policy is included in the student handbook, and in any other District publications that sets forth the comprehensive rules, procedures, and standards of conduct.~~

Other Recording on School Property

~~The interior and exterior of District The purpose of surveillance monitoring in schools and on school buses is to provide a safe environment for students, school personnel and contracted personnel. Surveillance monitoring will assist as a deterrent to misconduct which jeopardizes the safety of students. Surveillance monitoring does not assure the elimination of misconduct and cannot guarantee the absolute safety of students in schools or on school buses.~~

~~Sschools and other District property may be equipped with video recording devices in public areas. School buses may be equipped with video and audio recording devices which provide video and audio surveillance of passengers for disciplinary and/or security purposes. The intention of such recording devices is to promote a safe school environment for all stakeholders. Students and, where applicable, school bus passengers will be notified as to the presence and possible activation of any video and audio recording devices. The Superintendent is authorized to provide law enforcement with access to live images captured by video recording devices in order to promote the health, safety and welfare of student, staff, and other individuals.~~

Video and Audio Recording on School Vehicles

{01949076 }Adopted: April 22, 2002

Revised: August 22, 2005

Revised: June 17, 2013

Revised: October 27, 2014

Tredyffrin/Easttown School District

The Board authorizes the use of video and audio recording on school buses and vehicles while transporting students for school-related purposes for disciplinary and security purposes. Audio and/or video recording does not assure the elimination of misconduct and cannot guarantee the absolute safety of students or others.

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for audio recording.
2. This Policy and the accompanying Administrative Regulation is posted on the District's publicly accessible website.
3. Each school year, this Policy is included in the student handbook, and in any other District publications that sets forth the comprehensive rules, procedures, and standards of conduct.

{01949076 } Adopted: April 22, 2002

Revised: August 22, 2005

Revised: June 17, 2013

Revised: October 27, 2014

Tredyffrin/Easttown School District

*Surveillance Monitoring Recording in Schools and on School Buses/Vehicles*Location, Operation, and Control of Recording Devices

Audio/Video recording devices shall not be positioned in areas where individuals have a heightened expectation of privacy (i.e. restrooms, washrooms, changing rooms). Additionally, outside cameras shall not be directed solely towards private, non-District property, or for the sole purpose of monitoring activity on private, non-District property.

Areas chosen for recording shall be rationally related to legitimate purposes of surveillance. Only authorized personnel shall have access to the recording devices or footage. Unauthorized tampering with or disabling of audio/video recording devices or other related equipment or footage is strictly prohibited.

The use of audio/video recording devices by the District shall in no way create any duty on the part of the District to regularly monitor live images and/or videotapes.

Protection of Information and Disclosure

Disclosure of any recordings shall be consistent with applicable law, including, but not limited to, the Family Education Rights and Privacy Act.

Unless otherwise noted herein, there is no minimum retention period for footage recorded pursuant to this Administrative Regulation or the accompanying Board Policy; footage is deleted on a rolling basis in order not to exceed server storage limits. If the District receives a request to view an audio/video recording or a litigation hold is issued, the Director of Technology shall be advised in order take reasonable steps to preserve such footage in accordance with Board Policy and applicable legal obligations.

Use of Information Collected

Use of audio/video surveillance in the District shall at all times comply with federal and state laws covering matters such as wiretapping/electronic surveillance and the privacy and disclosure of student records. Audio/video recordings may be used as the basis for disciplinary action for any violation of law, school rules and/or Board Policy. Audio/video recordings may be furnished to law enforcement in connection with possible criminal conduct in accordance with applicable law.

Access to Personal Information

In the event that a student is disciplined for misconduct or is a victim of misconduct by another individual and there is a video or audio recording of the misconduct which is used as evidence, the parents/guardian of the student may request permission in writing from the building principal to review the recording. If it is determined that the parent/guardian has a right to review the audio/video recording, a meeting will be arranged for the parent/guardian to review the recording with a designated District administrator. Parents/Guardians will only be permitted to review the portion of the recording that documents the alleged misconduct involving their child and will not be permitted to have a copy of the recording. Recordings may be redacted to the extent appropriate under applicable law.

~~The location and use of surveillance cameras or other types of video and audio monitoring of student behavior will be determined by the Superintendent or other administrator(s) designated by the Superintendent for that purpose.~~

~~Video images (defined as any images created or retained through the use of video monitoring, including but not limited to videotapes and digital images) obtained from the surveillance cameras or other types of video and audio monitoring are intended to be used for disciplinary consequences for student misconduct and/or security purposes. Video images and audio recordings which document misconduct may be used at conferences with the parents and the Tredyffrin/Easttown School District administrators. The video and audio recordings may also be used as evidence for disciplinary action and in any hearing held for the purpose of discipline. Any applicable video or audio recordings may be reviewed by the appropriate Tredyffrin/Easttown School District administrator when a disciplinary referral is made or when it is considered necessary by that administrator to determine if a video or audio recording is applicable to an incident.~~

~~In the event that a student is disciplined for misconduct, and there is a video or audio recording of the misconduct which is used as evidence, the parent(s) or guardian(s) of the student may request permission in writing from the principal of the student's school to review the recording within one (1) week of the imposition of discipline.~~

~~A meeting will be arranged for the review with the Tredyffrin/Easttown School District administrator(s). Parents will only review the portion of the recording that documents the alleged misconduct of their child.~~

~~In the event that a Tredyffrin/Easttown School District administrator considers it advisable for a parent or guardian to review a video or audio recording, the administrator must obtain permission of the Superintendent or the Superintendent's designee prior to such review.~~

~~Video or audio monitoring is for the exclusive use of the Tredyffrin/Easttown School District administration. This policy/regulation does not create any entitlement in the alleged victim of the recorded incident or the alleged victim's parents to review any video or audio recordings made pursuant to this policy. It is within the sole discretion of the Superintendent or Superintendent's designee to determine who may review any such recordings.~~

~~Video and audio recorded documentation of misconduct will be preserved only until disciplinary action or disposition, including review by parent(s) or guardian(s), is reached.~~

~~Surveillance recordings not used for disciplinary action will be erased by reuse on a regular rotation.~~

~~The District may only activate recording devices on schools buses and other school vehicles when those vehicles are being used for school purposes.~~

~~Written notices as to the presence and possible activation of any video and/or audio recording devices, must be clearly posted on school buses, on other school vehicles, and in other locations~~

~~where video and/or audio recording will take place. Additionally, staff, students and parents will be notified in writing as to the possible location and use of surveillance equipment on at least an annual basis. Specifically, the District will notify students' parents and guardians by letter mailed to the students' home addresses~~



*~~Tobacco, Smoking Products and Electronic Smoking Products: Possession and Use (Students)~~*

The possession, distribution and/or use of tobacco, smoking products and electronic smoking products by students is prohibited ~~within all of the~~ in all buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises. The foregoing is a total ban, for all students, on all possession, distribution and/or use of tobacco, smoking products and electronic smoking products in any District building, on any District property, in any District vehicle and/or during any District-sponsored activity. Violation of this Policy will result in penalties as provided in ~~Regulation 5405 and others as provided in Regulation 5411~~ Board Policy and the Student Handbook.

**Definitions**

“Tobacco products” means:

(1) Cigarettes.

(2) Cigars.

(3) Electronic cigarettes.

(4) Roll-your-own tobacco.

(5) Periques, granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco, snuff, dry snuff, snuff flour, cavendish, plug and twist tobacco, fine-cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or ingesting or for smoking in a pipe or otherwise, or any combination of chewing, ingesting or smoking.

~~Tobacco includes all forms of tobacco, including For the purposes of this Policy and its accompanying regulation, "use of tobacco" shall mean all uses of tobacco, including possession of lighted or unlighted cigars, cigarettes, pipes or other smoking products or materials, smokeless tobacco in any form, and electronic smoking products.~~

“Cigarette” means any roll for smoking made wholly or in part of tobacco, the wrapper or cover of which is made of any substance or material other than tobacco regardless of the size or shape of the roll and regardless of whether or not the tobacco is flavored, adulterated or mixed with any other ingredient or a little cigar.

“Electronic cigarettes” means:

(1) An electronic oral device, such as one composed of a heating element and battery or electronic circuit, or both, which provides a vapor of nicotine or any other substance and the use or inhalation of which simulates smoking.

(2) The term includes:

(i) A device as described in paragraph (1), notwithstanding whether the device is manufactured, distributed, marketed or sold as an e-cigarette, e-cigar and e-pipe or under any other product, name or description.

(ii) A liquid or substance placed in or sold for use in an electronic cigarette. “Electronic smoking products” mean electronic products designed to deliver nicotine, flavor and/or other potentially harmful chemicals.

References:

72 P.S. §§8201 and 8201-A

*Tobacco, ~~Smoking~~ Products and ~~Electronic Smoking~~ Products: Possession and Use (Students)*

*Penalties – Students*

Students found in violation of Policy 5411 are subject to applicable penalties as stated in the codes of student conduct ~~of the schools~~ and applicable Pennsylvania law.

Definition

“Vaping” means to inhale vapor through the mouth from a usually battery-operated electronic device (such as an electronic cigarette) that heats up and vaporizes a liquid or solid.

Conestoga High School Student Code of Conduct

School personnel will confiscate tobacco, ~~smoking, and electronic smoking~~ products ~~held found~~ in the possession of students. The failure of a student to comply with a request to relinquish these products ~~is shall be~~ considered ~~to be~~ insubordinate behavior. Students found to be in violation of the accompanying Board policy Policy shall be assigned ~~to two Saturday detentions for the first offense and, if the violation involves vaping, then completion of a vaping education program will be required;~~ one day of ~~external out-of-school~~ suspension (OSS) for the first second offense; two days of OSS for the second third offense; and three days of OSS for ~~the next subsequent~~ offenses.

Unless the offense is for ~~an electronic smoking product~~ vaping, ~~a students will be who~~ commits an offense under the accompanying Policy shall be subject to prosecution initiated by the District and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the District and to pay court costs, charged a \$25.00 fee for the first offense and a \$50.00 fee for each additional offense, payable to the District Justice, as permitted under applicable Pennsylvania law. This rule is cumulative for the duration of a student’s attendance at Conestoga High School. If the civil fine is not paid within ten school days, the District will file a civil claim with the local magistrate. The student will be required to appear at a magistrate hearing and may be subject to increased fines up to \$50.00, plus court costs of approximately \$40.00.

Middle School Student Code of Conduct

School personnel will confiscate tobacco, ~~smoking, and electronic smoking~~ products found in the possession of students. The failure of a student to comply with a request to relinquish these products shall be considered insubordinate behavior. Students found to be in violation of the accompanying Board policy Policy shall be assigned to two days of after school detention for the first offense and, if the violation involves vaping, then completion of a vaping education program will be required; one day of in-school suspension (ISS) for the second offense; and ~~three days of ISS~~ one day of out-of-school suspension for the ~~second subsequent~~ offenses.

~~Unless the offense is for an electronic smoking product/vaping, a student who commits an offense under the accompanying Policy shall be subject to prosecution initiated by the District and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the District and to pay court costs unless the magistrate imposes an alternative sentence as permitted by law. Unless the offense is for an electronic smoking product, students will be charged a \$25.00 fee for the first offense and a \$50.00 fee for each additional offense, payable to the District Justice, as permitted under applicable Pennsylvania law. If the civil fine is not paid within ten school days, the District will file a civil claim with the local magistrate. The student will be required to appear at a magistrate hearing and may be subject to increased fines up to \$50.00, plus court costs of approximately \$40.00.~~

#### Elementary School Student Code of Conduct

Discipline of students found to be in possession of tobacco, ~~smoking, or electronic smoking~~ products shall be at the discretion of the building principal or designee, guided by the Elementary School Code of Conduct.

#### Notification to Students and Parents/Guardians

Students and parents/guardians shall be advised of the prohibition against tobacco products as set forth in this Regulation and accompanying Policy on at least an annual basis through the applicable Codes of Student Conduct and through postings on the District's website.

#### References:

18 P.S. §6306.1

72 P.S. §§8201 and 8201-A

*Tobacco, ~~Smoking Products and Electronic Smoking~~ Products: Use (Tredyffrin/Easttown School District Employees)*

The use of tobacco by District employees is prohibited within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in or supervising school-sponsored activities on or off school premises. The foregoing is a total ban, for all District employees, on all tobacco use in any District building, on any District property, in any District vehicle and/or during any District-sponsored activity. Violation of this Policy will result in penalties as provided in Regulation 4320.

~~For the purposes of this Policy and its accompanying regulation, "the use of tobacco" shall mean all uses of tobacco, including lighted or unlighted cigar, cigarette, pipe or other smoking product or material, smokeless tobacco in any form, and electronic smoking products. "Electronic smoking products" mean electronic products designed to deliver nicotine, flavor and/or other potentially harmful chemicals.~~

### Definitions

"Tobacco products" means:

(1) Cigarettes.

(2) Cigars.

(3) Electronic cigarettes.

(4) Roll-your-own tobacco.

(5) Periques, granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco, snuff, dry snuff, snuff flour, cavendish, plug and twist tobacco, fine-cut and other chewing tobaccos, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or ingesting or for smoking in a pipe or otherwise, or any combination of chewing, ingesting or smoking.

"Cigarette" means any roll for smoking made wholly or in part of tobacco, the wrapper or cover of which is made of any substance or material other than tobacco regardless of the size or shape of the roll and regardless of whether or not the tobacco is flavored, adulterated or mixed with any other ingredient or a little cigar.

“Electronic cigarettes” means:

(1) An electronic oral device, such as one composed of a heating element and battery or electronic circuit, or both, which provides a vapor of nicotine or any other substance and the use or inhalation of which simulates smoking.

(2) The term includes:

(i) A device as described in paragraph (1), notwithstanding whether the device is manufactured, distributed, marketed or sold as an e-cigarette, e-cigar and e-pipe or under any other product, name or description.

(ii) A liquid or substance placed in or sold for use in an electronic cigarette.

References:

72 P.S. §§8201 and 8201-A

*Tobacco, ~~Smoking Products and Electronic Smoking~~ Products: Use (Tredyffrin/Easttown School District Employees)*

Employees found in violation of Policy 4320 will be required to stop the prohibited activity and may also be asked to leave. Employees found in violation of Policy 4320 may be subject to penalties as permitted under applicable Pennsylvania law. Employees are also subject to discipline in accordance with District procedures.

References:

72 P.S. §§8201 and 8201-A

## *Board Committees*

### Function

Committees shall be established by the Board President to assist the Board in the conduct of its affairs. At the request of the Board, the President shall establish ad hoc committees for special purposes.

### Standing Committees

There shall be standing committees in the areas of education, facilities, finance, ~~personnel~~ and policy. Standing committees may be established in other areas if approved by a majority of the Board.

### Appointment

The President of the Board shall have the authority to appoint and remove committee chairpersons and other committee members. In making all appointments, the President shall take into consideration the training and special talents of individual Board members. A review of committee appointments may be initiated by a majority of the Board.

### Membership

The President of the Board shall be, ex officio, a member of all committees.

Committee members shall inform the chairperson of their committee or the Administrative Office when they are unable to attend a committee meeting.

Where practical, committee chairpersons and memberships should rotate among the Board members so that each has the opportunity to serve on each committee.

### Committee of the Whole

The Board shall, when desirable, act as a Committee-of-the-Whole. No committee, including the Committee-of-the-Whole, shall have legislative or administrative power.

### Public Comment

Unless held as an executive session or information session, committee meetings shall be open to the public. A member of the public present at a committee meeting may address the committee in accordance with law and other Board policies and procedures. The committee may provide for additional opportunities for public comment at its discretion or as required by law.

{01938671 } Adopted: August 28, 1978

Revised: May 24, 1993

Revised: February 23, 2009

Revised: December 5, 2011

Revised: May 23, 2012

Revised: June 13, 2016

Tredyffrin/Easttown School District



*Tredyffrin/Easttown Literacy Committee*

The District is committed to facilitating the implementation of a literacy program that aligns with state-mandated Pennsylvania Core Standards, state assessments, and District Strategic Initiatives. The District endeavors to teach all students to the best of their ability across all subject areas, using a structured, data-driven literacy framework and evidence-based curriculum.

To promote this initiative, the District shall maintain a committee to be called the “Literacy Committee” for the purpose of providing a forum on literacy issues, including but not limited to family engagement; literacy data analysis; professional development, and best practices.

The Literacy Committee will be comprised of a diverse group of parents, teachers, students, community members, and administrators, representing a variety of backgrounds and perspectives. Members of the Literacy Committee will be appointed by the Superintendent or designee in accordance with the accompanying Administrative Regulation. In addition to the members appointed by the Superintendent or designee, the Board President will appoint a Board member to participate on the Committee meetings each year. The Committee will meet publicly during the school year on dates and times that will be announced in advance.

*Tredyffrin/Easttown Literacy Committee*

The Tredyffrin/Easttown Literacy Committee shall consist of the following persons:

- A District administrator appointed by the Superintendent to serve as Committee chair.
- A Board member appointed by the Board President.
- A diverse group of District parents/guardians, District teachers, District students, District community members and District administrators representing various ethnic, cultural and community backgrounds.

When personal circumstances prompt an individual to retire from the committee, the administration will seek to replace the departing committee member with someone of a similar background and perspective. In addition, every three years, the administration will review the composition of the entire membership to ensure that it reflects the goals of Policy 1230.

The District shall provide notice of Tredyffrin/Easttown Literacy Committee meetings through District communication media, including but not limited to inter-school mail, bulletin boards, District produced cable television, the District website, or transmissions through students to their homes.

### *Outside Employment and Outside Business Interests*

The District desires to minimize conflicts of interest and potential conflicts of interest in connection with employment. To this end, the District permits its employees to maintain outside employment and outside business interests (“Outside Business Interests”), as defined below, under the following conditions:

1. The Outside Business Interest does not create an actual or potential conflict of interest;
2. The Outside Business Interest does not affect the ability of employees to perform their obligations to the District;
3. The employee does not use either their position with the District or District resources, including their District email, to improperly further their own outside business interests;
4. The Outside Business Interest does not negatively affect the reputation of the District; and
5. Employees who engage in Outside Business Interests do so on their own time and not as a representative of the District and do not otherwise imply the District endorses their services or product.

### Definitions

“Outside Employment” means performing services for a fee for an entity other than the Tredyffrin/Easttown School District, whether as an employee or independent contractor.

“Outside Business Interests” means any interests or activities undertaken by a District employee for financial or other remuneration outside their role at the District including but not limited to private consulting, or owning, operating or being employed by a private business. Ownership of a private business does not include a financial interest in a legal entity engaged in business for profit which comprises no more than five percent (5%) of the equity of the business or no more than five percent (5%) of the assets of the business. In other words, if a District employee owns five percent (5%) or less of a business and is not otherwise employed by the business, then that business interest is not covered by this policy.

“Non-District Sponsored Activity” means an Outside Business Interest which involves District students as participants either as customers, employees, participants or otherwise. This definition does not include students who are related to or share a household with the District employee. It also does not include student customers/employees/participants with whom contact is incidental and completely unsolicited by the District employee. An example of a Non-District Sponsored Activity is overnight travel to foreign countries sponsored by private companies employing District staff.

Questions regarding this Policy or the accompanying Regulation should be directed to the building principal or an employee’s immediate supervisor.

### Non-District Sponsored Activities

The Board recognizes that from time to time students may have the opportunity to participate in Non-District Sponsored Activities.

The Board does not prohibit students from participating in Non-District Sponsored Activities or District staff members from sponsoring and/or planning such Non-District Sponsored Activities to the extent that there is no interference with the regular school program and/or other student/staff responsibilities. The Board does, however, regulate the circumstances under which and the procedures that must be followed when students are solicited to participate in Non-District Sponsored Activities on school grounds and by school personnel.

The Superintendent shall promulgate regulations implementing this Policy in accordance with the law which shall be designed to minimize any disruption to normal school operations caused by Non-District Sponsored Activities and to ensure employees keep separate their work-related activities from the Non-District Sponsored Activities.

The Board may from time to time direct the Superintendent or designee to make a recommendation concerning the participation of District students and/or staff in non-school sponsored foreign travel in the event of war, acts of terrorism, natural disasters or other circumstances which might endanger the safety/welfare of District students and/or staff.

#### Cross Reference

Policy and Regulation 4520 Tutoring for a Fee

Policy and Regulation 4970 Private Coaching or Training of Students by District Athletic Coaches

Policy 4020 Conflict of Interest and Disclosure of Confidential Information – Prohibition (TESD Employees)

~~Policy and Regulation 4340 Electronic Communications between Employees and Students~~

Policy and Regulation 5461 Maintaining Appropriate Boundaries with Students

Policy and Regulation 7040 Use of District Facilities

Regulation 6146.1 Recognition of Athletic Clubs

Adopted: November 8, 1971

Revised: May 23, 1994

Reviewed: January 24, 2000

Revised: May 22, 2000

Reviewed: May 9, 2006

Reviewed: January 21, 2016

Revised: February 25, 2019

## Outside Employment and Outside Business Interests

### Disclosure Requirement

Using Attachment A, District employees must disclose to their direct supervisor specified information including, but not limited to, the nature of all Outside Business Interests. Also, District employees shall disclose the names of all District students who are (1) employed by or are a volunteer of the District employee in connection with any Outside Business Interest or (2) participants of any nature in a Non-District Sponsored Activity either as customers, employees or otherwise. This does not include students who are related to or share a household with the District employee. It also does not include student customers/employees/participants with whom contact is incidental and completely unsolicited.

### Additional Rules for Non-District Sponsored Activities

As set forth in the accompanying Policy, “Non-District Sponsored Activity” means an Outside Business Interest which involves District students as participants. An example of a Non-District Sponsored Activities is travel involving District students outside the District by an organized group led by a guide which is neither:

1. funded in whole or in part by the District either directly or indirectly through a student organization approved by the Board; nor
2. supervised by a District employee or contractor acting within the scope of their employment or contractual relationship with the District.

To avoid any conflict with the interests of the District when a District employee sponsors or chaperones a Non-District Sponsored Activity, all District employees are required to adhere to the below provisions. Waiver of any of provisions below must be in writing from the Superintendent or designee.

1. Staff may not solicit students or their parent(s)/guardian(s) to sign up for or otherwise participate in a Non-District Sponsored Activity during work time.
  - a. The term “solicit” includes, but is not limited to, in-person conversation as well as the distribution and posting of information in a location reasonably calculated to come to the attention of students or their parents.
2. Staff may not use confidential information learned about students during the ordinary course of their employment with the District for the purpose of soliciting student participation in a Non-District Sponsored Activity.
3. Staff may not use the District’s internet, District network resources, or other District property for soliciting student participation in a Non-District Sponsored Activity or planning the Non-District Sponsored Activity.

4. There shall be no posting or distribution of information regarding a Non-District Sponsored Activity on District property or during work time.
5. No meetings may take place on District property during the school day or work hours regarding a Non-District Sponsored Activity. Meetings during non-school/work hours shall be governed by applicable Board Policy and Regulations regarding use of District facilities.
6. Compliance with Board Policy and Regulation Regulations regarding adult/student boundaries is required at all times in connection with a Non-District Sponsored Activity.
7. All materials developed to solicit student participation in Non-District Sponsored Activities must clearly indicate that the trip is not sponsored or endorsed by the District.
8. District staff members who sponsor a Non-District Sponsored Activity must notify, in writing, any students who are considering participating in such Non-District Sponsored Activity and their parents/guardians that the activity is not sponsored by the District and that the District assumes no responsibility with respect to the activity. A copy of the letter to each student shall be provided to the employee's direct supervisor.
9. All staff members who participate in a Non-District Sponsored Activity will remain responsible for all work-related responsibilities.

#### Complaint Procedure

Any person, including students, parents/guardians, administrators, coaches, sponsors, volunteers, District employees, representatives, agents, and contractors, who becomes aware of conduct by a District employee that violates the accompanying Policy or this Regulation are encouraged to promptly report such incidents to any District Administrator. Any District Administrator who becomes aware or is made aware of conduct by a District employee that violates the accompanying Policy and this Regulation are encouraged to promptly report such incidents to the employee's direct supervisor.

Complaints shall be handled in the same manner as other employee disciplinary investigations. Consequences for violations of this Regulation or the accompanying Policy may lead to discipline up to and including termination.

Questions regarding this Policy should be directed to the building principal or an employee's immediate supervisor.

Discipline

The District shall not issue discipline to any employee on the basis of the employee's alleged failure to comply with the above disclosure requirement where the Outside Employment and/or Outside Business Interest is permitted under the accompanying Policy unless the employee refuses to comply with a directive from a supervisor to make the disclosure.

Violations of this Administrative Regulation or the accompanying Board Policy will be handled in accordance with any applicable collective bargaining agreement or other applicable employment agreement including the just cause provision of any such agreement.

Cross References

Policy 4020 Conflict of Interest and Disclosure of Confidential Information – Prohibition (TESD Employees)

~~Policy and Administrative Regulation 4340 Electronic Communications between Employees and Students~~

Policy and Regulation 4520 Tutoring for a Fee

Policy and Regulation 4970 Private Coaching or Training of Students by District Athletic Coaches

Policy and Regulation 5461 Maintaining Appropriate Boundaries with Students

Regulation 6146.1 Recognition of Athletic Clubs

Policy and Administrative Regulation 7040 Use of District Facilities.

## DISCLOSURE FORM OUTSIDE BUSINESS INTERESTS

**INSTRUCTIONS:** District employees should use this form to disclose outside business interests to their direct supervisor, as required by Board Policy and Regulation 4511. Please submit completed forms to your direct supervisor.

Date:

Name of District Employee:

Name of Direct Supervisor:

### DISCLOSURE

List all Outside Business Interests, as Defined Below (Attach Additional Sheets if Necessary)

Briefly Describe the Nature of Each Outside Business Interest (Attach Additional Sheets if Necessary)

List All District Students Employed by or Volunteering in Connection with Outside Business Interest(s) or who are participating in Non-District Sponsored Activities

“**Outside Business Interests**” means any interests or activities undertaken by a District employee for financial or other remuneration outside their role at the District, including, but not limited to, private consulting, or owning, operating or being employed by a private business. Ownership of a private business does not include a financial interest in a legal entity engaged in business for profit which comprises no more than five percent (5%) of the equity of the business or no more than five percent (5%) of the assets of the business. In other words, if a District employee owns five percent (5%) or less of a business and is not otherwise employed by the business, then that business interest is not covered required to be disclosed in accordance with Board Policy and Regulation 4511.

“**Non-District Sponsored Activity**” means an Outside Business Interest which involves District students as participants either as customers, employees, participants, or otherwise. This definition does not include students who are related to or share a household with the District employee. It also does not include student customers with whom contact is incidental and completely unsolicited by the District employee. An example of a Non-District Sponsored Activities is overnight travel to foreign countries sponsored by private companies employing District staff.



*Health and Safety in the Work Place*

~~When an employee is providing services for, or works in close proximity to, school children or other staff members, that individual shall pose no threat to the health or safety of students or other staff members. Employees shall not engage in work activities which pose a threat to his or her own health or safety. If a circumstance arises in which an employee does pose such a threat, attempts shall be made to eliminate this threat by reasonable accommodation where and as required by law.~~

~~This Policy applies to all employees of the District, regardless of the location of employment.~~

~~This Policy is intended to be implemented and interpreted consistent with the requirements of the Americans with Disabilities Act of 1990.~~

REPEAL

Emergency Preparedness Safety and Security

The purpose of this Policy is to outline the Board's commitment and multi-faceted approach towards proactively ensuring the safety, security, and wellbeing of all District students, staff, other stakeholders in the school community, and property.

The Board directs the Superintendent or designee to implement a District-wide safety program that promotes the safety and security of all students, staff, other stakeholders in the school community, and property.

The Superintendent or designee shall make reports and recommendations to the Board on an as-needed basis, or when required by law, regarding current safety and security practices and any strategies or resources needed to better or more comprehensively implement this Policy and the accompanying Administrative Regulation.

The Superintendent or designee shall post rules for safety and the prevention of accidents in the workplace and shall instruct all employees on the appropriate procedure through which to report an accident or injury at work.

Threats to the safety or security of students, staff, or District property shall be reported and responded to promptly in accordance with the applicable comprehensive emergency plan and as instructed by the Superintendent or designee.

The District-wide safety program shall include, but not be limited to, the following:

- Designation of a school administrator as the District's Safety and Security Coordinator, as required by applicable law;
- Maintenance and annual review of comprehensive emergency plans for each school building and the District's administration building;
- Continued existence of a District-wide safety committee and school-based safety committees in each school that meet on a regular basis;
- Continued existence of a District-wide student wellness committee that meets on a regular basis;
- Creation of a Threat Assessment Team in each school building;
- Employment of security guards or other school safety personnel;
- Safety-related student programming and services;
- Consistent building access and guest/visitor management practices, leveraging technology

wherever feasible;

- Utilization of camera systems and similar technology, where appropriate;
- Efficient building and equipment maintenance/repair program that prioritizes safety and security-related work orders;
- Procedures for encouraging students to play an active role in promoting school safety, security, and a school climate conducive to learning;
- Procedure for engaging and encouraging students, staff, and others to report concerns or suggestions regarding safety and security;
- Advanced preparation for emergency situations through routine drills and other age-appropriate instruction on a variety of emergency situations that could arise in the school setting;
- Ongoing training and professional development of staff to reinforce emergency response procedures and expectations, including, but not limited to, school safety and security training mandated by law;
- Procedures for parents/guardians to follow in the event of an emergency situation, as well as a corresponding notification system;
- Inclement weather procedures and a corresponding notification system; and
- Ongoing partnership and collaboration with local law enforcement, the fire department, and other emergency management organizations.

**Legal References:**

24 P.S. Sec. 1309-B

24 P.S. Sec. 1310-B

24 P.S. Sec. 1302.1-A

24 P.S. Sec. 1517

24 P.S. Sec. 1518

Board Policy and Administrative Regulation 1310: Visitors Entering District Schools

Board Policy and Administrative Regulation 5401: Student Discipline

Board Policy and Administrative Regulation 5402: Student Wellness and Nutrition

Board Policy and Administrative Regulation 5423: Self-Harming Behavior

Board Policy and Administrative Regulation 8060: Security of District Facilities

Board Policy and Administrative Regulation 8070: Recording in Schools and on School Buses

Board Policy and Administrative Regulation 8100: Transportation

Administrative Regulation 2129: School Safety and Security Coordinator

### Emergency Plans

~~It is the responsibility of the principal of each building to develop and implement in cooperation with community governmental agencies special emergency drill activities that would be appropriate to an emergency that would demand that students remain at school. Building evacuation drills, such as fire or other emergencies, lockdown drills, and bus evacuation drills will be conducted periodically in each school building under a plan established by the Superintendent and in accordance with all applicable laws. Drill activities shall assure accounting for students, orderly movement of students, and placement of students in the safest available building area, an area so designated in consultation with architects and engineers.~~

~~The Board directs that the Superintendent or his/her designee establish procedures to be followed for emergency evacuations or lockdowns that affect the operation of District schools.~~

### Emergency Responses

~~All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly, in accordance with the plan for emergency preparedness as promulgated by the Superintendent or designee.~~

~~Reports of fire shall typically require the evacuation of the threatened school or building, after consideration of mitigating circumstances.~~

~~The Superintendent or his/her designee is the authorized person to close or not open schools during emergency situations.~~

~~If weather conditions make it too dangerous for travel, the schools will not be opened, or closed if already opened, and the appropriate radio and television stations will be notified and will carry the information in their broadcasts. Other appropriate District communications methods will be utilized as well.~~

~~In the event that schools are in session and an emergency develops which would indicate that sufficient time is available to transport students to their homes, the schools will be closed and buses will transport students in the usual manner. It is the responsibility of the parents to arrange for places for their children to go if schools are closed earlier or later than the scheduled time and their own home is not available.~~

~~In the event that an emergency arises and it is not feasible to transport students, students will remain at the school. Again, radio and television stations will be notified if possible and other District communications methods will be employed. Children will not be dismissed if prohibited by law enforcement authorities, even where the parent or guardian appears in person at the school.~~

### Guidelines

~~The Superintendent or designee shall develop procedures for handling school emergencies which include:~~

- ~~1. Immediate notification to appropriate administrative personnel whenever an emergency or impending emergency arises.~~
- ~~2. A plan for locating students in the school buildings or another safe place.~~
- ~~3. Design of a communications system to notify parents of the evacuation of students and to alert the whole school community when necessary.~~
- ~~4. Cooperation with local agencies, such as the police department, fire department and emergency management agency.~~
- ~~5. Instruction in emergency preparedness and survival techniques as part of the regular curriculum.~~
- ~~6. Instruction of staff members in the techniques of handling emergencies.~~
- ~~7. Advising the community about District emergency and safety policies.~~

Adopted: September 11, 1978

Revised: December 5, 1994

Revised: May 24, 2004

Revised: November 28, 2005

Reviewed: April 17, 2013

*Emergency Preparedness Safety and Security*

**School Safety and Security Coordinator**

The Public School Code requires the Superintendent to appoint a school administrator as the School Safety and Security Coordinator for the District.

The designated School Safety and Security Coordinator. The duties of the School Safety and Security Coordinator shall be those outlined in Administrative Regulation 2129, and any additional duties required by law.

**Building Level Emergency Plans**

Every school in the District shall have a comprehensive emergency plan, drafted in collaboration with Easttown Township and Tredyffrin Township and Chester County emergency management officials.

Emergency plans shall include emergency procedures and directives, including drill guidelines and response protocols. Each classroom in the District shall have a copy of the emergency response protocols relevant to their school building.

Age-appropriate safety information shall also be displayed throughout each school building outlining the appropriate response(s) to a variety of emergency situations that could arise in the school setting.

Each comprehensive emergency plan shall be reviewed and updated annually, if necessary, by the applicable safety committee, as outlined in more detail below.

**Safety Committees**

Each school in the District shall have a safety committee, which shall meet on a regular basis to discuss issues specific to their building and update safety protocols.

School-based safety committees are responsible for organizing and conducting regular school safety drills and updating building level emergency plans on an annual basis, as needed.

At least one representative from each school-based safety committee shall be designated to be a member of the District Safety Committee, which shall meet on a regular basis. These designated representative(s) serve as a liaison between the District and teachers/staff.

In addition to representatives from the school-based safety committees, the District safety committee shall also include representatives from local law enforcement agencies, Emergency Medical Services, District transportation department, District nursing services, District maintenance department, District administrators, community members, and parent representatives.

The District recognizes that student wellness is a critical component of District wide safety as specified in Board Policy and Administrative Regulation 5402: Student Wellness and Nutrition.

### **School Threat Assessment Teams**

Each school will have a Threat Assessment Team made up of school representatives and the School Safety and Security Coordinator to review and address threatening behaviors. The Threat Assessment Team is responsible for implementing the Protocol for Assessment of Threatening Behaviors as outlined in Administrative Regulation 5401: Student Discipline.

### **Security Guards**

The District employs security guards to assist with promoting and providing a safe and secure learning environment for students and staff and to enhance the existing safety and security systems and protocols.

### **Safety-Related Student Programming and Services**

#### **School Counseling Services**

School counseling services serve as a critical component of student support and are available in each school building. Such services are available to support students on a wide range of issues involving personal, social, and emotional development. School counseling services are also available to facilitate student discussion groups and individual or group student assessments. Students are encouraged to utilize counseling services as resources to support their wellbeing.

#### **School Psychologists**

School psychologists shall be available to provide individualized assessments to determine students' strengths and learning needs, assist with determining appropriate interventions and consult with students, families and school personnel.

#### **Mental Health Services**

Mental Health Specialists shall be available for conducting clinical interviews, coordinating behavioral health services, facilitating student discussion groups and consulting with the Student Assistance Program(SAP) and Individualized Education Plan (IEP) teams.

#### **Student Assistance Program (SAP)**

SAP teams work to identify school supports to assist families in accessing community services for those struggling with drug or alcohol issues that pose a barrier to student learning and success at school or to overall student wellness.

#### **Other Safety-Related Programming and Services**

In order to take a proactive and holistic approach toward safety-related programming and services in District schools, the Superintendent and/or designee(s) shall regularly seek out and obtain or implement programming, resources, and/or services geared toward, among other topics:

- Managing mental health challenges, disorder and/or crisis;
- Talking with children about violence and/or tragic news;
- Recovering from trauma;
- Coping with disaster;
- Managing stress, anxiety, depression, substance use, disruptive behavior disorders and eating disorders;
- Suicide prevention and awareness; (See Board Policy 5423: Self-Harming Behavior)
- Recognizing social isolation and teaching students the skills needed to connect with and include peers who may be experiencing social isolation.

### **Building Access & Guest/Visitor Management Procedures**

The District is committed to striking the appropriate balance between providing a welcoming school climate and reducing the risk of unauthorized access to school facilities.

As part of the District's guest/visitor management practice, each District building is equipped with buzz-in entry systems, which allows school staff to screen visitors prior to granting visitors access to the school.

Through the use of buzz-in entry system, the District is able to:

- Identify the visitor's name and purpose for visit prior to entering the building.
- Maintain a record of all guests/visitors to the school facility;
- Identify any person who might attempt to access the school but who is restricted due to documented reasons, such as a custodial matter or court-ordered restriction

After a visitor is cleared through the buzz-in entry system, a badge with the date and time and the visitor's name is issued. All visitors are required to wear their badge at all times.

### **Cameras and Recording Systems**

Some district buildings are equipped with internal and/or external video recording cameras for recording video images (but not audio). Video images obtained from recording devices are used as a means of enhancing the security of students, staff, other third parties, and District property, and for disciplinary purposes.

As outlined in more detail in Board Policy 8070: Recording in Schools and on School Buses, the Board has also authorized the use of video and audio recording on school vehicles for disciplinary and security purposes. The intention of video and audio recording on school vehicles is to provide a safe environment for students, school personnel and contracted personnel.

### **Building Maintenance/Repair**

The maintenance and repair of District buildings, grounds, equipment, and property is an important component of the District-wide safety program.



Work orders for necessary repairs/maintenance that pose a safety or security risk shall be prioritized. Any unsafe condition, practice, material, equipment, tool, or machine shall be brought to the attention of the building principal or the Facilities and Maintenance Department.

### **Role of Students in Promoting School Safety, Security and Climate Conducive to Learning**

The success of the District's safety initiatives depends in part on the continuing and sincere efforts of all members of the school community.

Students who see anything out of the ordinary that raises a question or a concern regarding school safety and/or security should immediately contact school administration or law enforcement. Students are also instructed to express concerns to a trusted adult or via the Safe to Say Something reporting system. General concerns or inquiries may also be sent to the School Safety and Security Coordinator.

### **Reporting Concerns or Suggestions Regarding School Safety or Security**

The success of the District's safety initiatives depends in part on the continuing and sincere efforts of all members of the school community.

Any staff member or other third party who sees anything out of the ordinary that raises a question or a concern regarding school safety and/or security should immediately contact school administration or law enforcement. General concerns or inquiries may also be sent to the School Safety and Security Coordinator.

### **Preparing for Emergency Situation – Routine Drills**

Preparing for emergencies involves yearlong practice through various drills. Drills are conducted as follows at all schools in the District:

- **Building Evacuation:** This drill involves the systematic movement of students and staff from the school building to another area when conditions are safer outside than inside, such as a fire drill. During an evacuation drill, the school safety team assists with the evacuation. These drills take place on a monthly basis at each school in the District.
- **School Vehicle Evacuation:** As required by applicable law, two emergency evacuation drills on school vehicle will be conducted each school year. The first evacuation drill will be conducted during the first week of school, and the second evacuation drill will take place during the month of March. Each such drill shall include the practice and instruction concerning the location, use and operation of emergency exit doors and fire extinguishers and the proper evacuation of the vehicle in the event of fires or accidents.
- **Exterior Lockdown:** During an exterior lockdown drill, the exterior of the building is locked and secure. All outside school activities are safely returned into the building. Building occupants are informed of the situation and encouraged to raise their level of alertness and situational awareness. Ingress and egress of the school building becomes

Adopted: September 1973

Revised: September 1995

Revised: November 2005

highly restricted. Interior school functions and operations may continue as scheduled. If high risk activity moves onto the school campus, the next step is interior lockdown. This drill takes place once per school year at each school in the District.

- **Interior Lockdown:** During a lockdown drill, students, teachers, staff and visitors restrict their movements within classrooms, offices and workspaces, turn off lights, and shut and lock their doors. This drill takes place at least 3 times per school year at each school in the District; one of the drills includes the relocation of students to a designated rally point.
- **Shelter-in-Place:** This drill involves immediately seeking shelter in a safe location within the building. This course of action may need to be taken during a severe thunderstorm, high winds, tornado, severe weather, or in the event of a hazardous material (HAZMAT) accidental release of toxic chemicals. This drill takes place once per school year at each school in the District.

### **Professional Development – School Safety and Security**

The District will provide employees with mandatory training on school safety and security, as required by law.

The training shall address the following topics:

- Situational awareness;
- Trauma-informed education awareness;
- Behavioral health awareness;
- Suicide and bullying awareness;
- Substance use awareness; and
- Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.

Employees will be required to complete a minimum of three (3) hours of training every five (5) years. Employees required to undergo continuing professional education shall receive Act 48 credit toward their continuing professional education requirements if the training program has been approved by the Department of Education in consultation with the statewide School Safety and Security Committee.

### **Procedures for Parents/Guardians to Follow During Emergency Situations**

The District recognizes the importance of timely and effective communication with parents/guardians during emergency situations. In the event of a school evacuation or early dismissal, parents/guardians will be informed through the District's notification system as soon as possible. Information will be communicated about when and where children may be picked up, if applicable.

If there is an ongoing incident taking place, updates will be provided as new information is available. Information will be made available on the District's website to the extent possible.

During an emergency, the first priority of school personnel is to address the emergency at hand. While some parents/guardians may wish to immediately come to school to pick up or aid their child, reporting too early may interfere with emergency responders and/or with the District's actions related to moving and accounting for students and staff in a safe, efficient, and calm manner.

District staff and emergency responders will do everything possible to make the best decisions to assure everyone's safety. Parent/guardian cooperation in allowing these professionals to do their jobs in an effective manner is appreciated.

Parents/guardians should ensure that the District has their most up-to-date contact information in order to ensure effective communication during an emergency situation. The District's ability to communicate is only as effective as the contact information the District has on file. Parents/guardians may update their contact information at any time by contacting the school in which their child attends.

### **Inclement Weather Procedures and Notification System**

The safety of staff and students is the District's top priority when making decisions as to whether to open or close schools in inclement weather. The decision to open or close schools is based on careful analysis of all relevant factors, including, but not limited to:

- Road conditions;
- Amount of snow and/or ice accumulated;
- Precipitation timeframe;
- Building conditions, such as whether they have electricity and heat;
- Parking lot conditions;
- Temperature and wind chill;
- Weather predictions; and
- What other local school districts are doing.

Decisions regarding the opening or closing of school are made as soon as possible in order to ensure sufficient time to communicate the news effectively to parents/guardians and the community.

Notifications will be communicated through:

- Television (ABC 6, CBS 3, NBC 10, FOX 29);
- District website;
- District notification system;
- TETV weather announcement (Comcast/Xfinity Channel 14 and Verizon Channel 20);
- Recorded notification message on District hotline number (610)-240-1970.

### **Partnerships with Police, Fire, and EMS**

The Easttown and Tredyffrin Township Police Departments, Fire Department, Emergency Management Service, and Chester County Office of School Emergency Planning are key safety partners of the District.

As required by applicable law, the District maintains and updates a Memorandum of Understanding with the Easttown and Tredyffrin Township Police Departments.

Development of Emergency Plans

~~Each building principal is responsible for having in place at the commencement of each school year an emergency plan ("Emergency Plan") for their assigned building.~~

~~Each Emergency Plan shall contain, at a minimum, the following:~~

- ~~1. Building evacuation drill procedures;~~
- ~~2. Lockdown drill procedures;~~
- ~~3. Bus evacuation drills;~~
- ~~4. A plan for sequestering students in the school buildings or another safe place.~~
- ~~5. Design of a communications system to notify parents of the evacuation of students and to alert the whole school community when necessary.~~
- ~~6. Instruction in emergency preparedness and survival techniques as part of the regular curriculum.~~
- ~~7. Immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency.~~
- ~~8. Cooperation with local agencies, such as the police department, fire department and emergency management agency.~~
- ~~9. Instruction of staff members in the techniques of handling emergencies.~~

~~The following agencies for the Township in which the school is located shall be consulted in connection with the development of the Emergency Plan. Such consultation shall be coordinated through the Business Manager as designated by the Superintendent:~~

- ~~1. Police department;~~
- ~~2. Fire department; and~~
- ~~3. Township emergency services.~~

~~The Business Manager shall also coordinate review of the Emergency Plans by the District's architects and engineers.~~

Notification to School Community of Emergency Plans

~~Notification to staff, students and parents of the contents of the Emergency Plans shall include, but not necessarily be limited to, the following:~~

- ~~1. Posting in the administration office of each school building;~~
- ~~2. Mailing to staff at least once per school year;~~
- ~~3. Discussion in student assemblies; and~~
- ~~4. Posting on District website.~~

*Student Substance Abuse*Definitions

“Controlled substance” shall mean any of the following:

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, such as but not limited to herbal incense or other products containing synthetic cannabinoids; or
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board Policy.

~~“Illegal and other controlled substances” are any controlled substance classified as illegal under Pennsylvania law or federal law.~~

~~“Prohibited items” means, for purposes of this Policy:~~

- ~~(1) illegal and other controlled substances, medication, as defined in other policies governing medication, or any other substance which alters behavior or judgment; or~~
- ~~(2) simulated medication or look alike drugs (defined below);~~
- ~~(3) anabolic steroids, except for a valid medical purpose as prescribed by a licensed healthcare provider and body building, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes;~~
- ~~(4) alcoholic beverages; or~~
- ~~(5) paraphernalia associated with (1), (2) or (3).~~

~~The term “prohibited items” does not include medication currently prescribed for a student by a licensed healthcare provider according to that student’s medically diagnosed needs, provided that the use of medication is by the student only pursuant to the prescription and otherwise in accordance with other District policies governing the use of medication.~~

“Distribution” means the unauthorized delivery, sale, transfer, sharing, or turning over, directly or indirectly, of a controlled substance to/with another student or individual.

~~“Simulated medication” or “look~~Look~~-like drugs” are defined as substances that may be used to feign or mimic the appearance, actual use or effects of substances that alter behavior or judgment.~~

“Under the influence” means noticeable impairment of ability to ambulate, converse, comprehend or perform motor tasks as a result of consumption of prohibited items.

### Prohibited Conduct

Students are prohibited from using, distributing, possessing, or being under the influence of controlled substances in ~~Detected evidence of use of, distribution of, possession of, or being under the influence of prohibited items within~~ any of the buildings owned by the District, on ~~school grounds~~ District property, in school vehicles and/or while participating in school-sponsored activities on or off District ~~premises property~~.

Students who are found to be in violation of this prohibition shall immediately be suspended from school and disciplined in accordance with Board Policy and the applicable student handbook. ~~shall cause the student or students to be placed on immediate suspension and delivered into the custody of their parents or legal guardian.~~ Aiding or abetting any of the above mentioned prohibited conduct shall be treated in the same manner.

~~The proper law enforcement authorities will be notified of such action. Expulsion proceedings may be initiated as warranted.~~

### Response of School District Personnel & Reporting

It shall be the duty of all personnel, upon the observance of a violation or potential violation of this Policy ~~the possession of prohibited items or behavior associated with or evidence of use of prohibited items on the part of a student or students while on District property, or engaged in school-related activities,~~ to immediately report such observed behavior to the appropriate medical or supervisory personnel.

Upon reasonable suspicion that a student ~~is concealing evidence of prohibited items~~ has violated or is in violation of this Policy, the administration may search the person, personal effects, lockers and automobiles of such student(s), in accordance consistent with Board Policy and applicable law. ~~statutes and case law and in accordance with Regulation 5405.~~

Violations of this Policy shall be referred to the appropriate law enforcement agencies in accordance with applicable law or regulations, Board Policy, and the Memorandum of Understanding in effect with local law enforcement.

{01765401 } Adopted: August 11, 1969

Revised: January 26, 1981

Revised: September 10, 1984

Revised: June 10, 1985

Revised: September 26, 1994

Revised: May 24, 1999

Revised: December 2, 2002

Revised: August 23, 2004

Revised: August 28, 2006

Reviewed: November 10, 2011

Revised: June 15, 2015



The District reserves the right to enforce this Policy and the accompanying Administrative Regulation with respect to off-campus conduct to the fullest extent permitted by law.

The Superintendent or designee shall annually report violations of this Policy which take place on school property to the Office for Safe Schools on the required form, in accordance with state law and regulations.

### Prevention

Through the regular curriculum, programs/services offered by the District, the Student Assistance Program, community resources, and consistent enforcement of disciplinary procedures, all staff and parents/guardians shall strive to educate students on the dangers of the abuse of controlled substances and prevent future violations of this Policy. ~~The principal, together with school staff and parents and guardians, shall collaborate to prevent future student use of prohibited items.~~

{01765401 }Adopted: August 11, 1969

Revised: January 26, 1981

Revised: September 10, 1984

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## *Student Substance Abuse*

~~It is generally agreed that the most meaningful approaches to substance abuse involve a cooperative effort on the part of students, parents, the school and community social agencies. Furthermore, the best contribution schools can make is to provide a positive, meaningful learning environment and an educational program of value for each student.~~

~~Students attend school so that they may develop to their fullest potential. In order to create and maintain an academic environment, the school, with the support of the students and parents, must strive to eliminate substance abuse. The following Regulations define practices intended to meet this goal.~~

### ~~I.~~ STUDENT ASSISTANCE PROGRAM (SAP)

The District, recognizing the need to ~~manage and treat~~address the problem of substance abuse on a District-wide basis ~~and to take appropriate measures to prevent the problem of such abuse~~, supports the maintenance of a Student Assistance Program. The purpose of the Student Assistance Program is three-fold: (1) to identify students who are having problems because of substance abuse or due to mental health problems, (2) to intervene when appropriate either by personal contact or through support groups, and (3) with the involvement and approval of parents, to refer those students for appropriate help.

The Student Assistance Program is not a treatment program. ~~Instead, It seeks to improve the program's goal is to identify identification of~~ students who exhibit "at risk" behavior, such as suicidal intent, depression and substance abuse, ~~and to offer a mean of~~ ~~It also provides for~~ intervention by alerting parents or guardians to behavioral changes or related school problems and by making referrals to outside agencies or school support services.

### ~~II.~~ STUDENTS SEEKING HELP

Any student who is self-referred or who is ~~voluntarily knowingly~~ referred by anyone else and who seeks help with a drug, alcohol, or substance abuse problem, and who is not under the ~~immediate~~ influence or in ~~possession of a substance governed by Policy 5405~~ violation of Policy 5405 is not subject to the disciplinary provisions ~~as outlined in section IV. B. 2 of this Regulation~~ outlined in this Administrative Regulation. In such instances, an intervention plan will be developed and implemented at the principal's direction in conjunction with the Student Assistance ~~Team~~Program.

- A. School personnel to whom a student reports a drug, alcohol, or substance abuse problem and from whom ~~he or she~~the student seeks help should consult with the student and make an appropriate referral to the Student Assistance ~~Team~~Program, school counselor or building administrator.
- B. The Student Assistance ~~Team~~Program will make an appropriate assessment and referral for psychological, medical or other types of help, as may be appropriate as indicated. If assessment or treatment appears necessary, the consent of the

parent or legal guardian of the student shall not be necessary to refer the student for treatment (71 P.S. §1690.112), although the District will notify the parent or legal guardian of any such referral.

- C. Follow-up will be conducted by a member of the Student Assistance Team and the agency to which the student was referred.
- D. In accord with the Pennsylvania Drug and Alcohol Abuse Control Act, a student in the District who suffers from the effects of substance abuse may consent to counseling or medical care related to its diagnosis and treatment.

### III. Violation of Policy 5405 INVESTIGATION AND SCHOOL-BASED DISCIPLINE

- ~~A. Policy 5405 is violated when any student, employee, visitor, guest or any other person manufactures, uses, abuses, possesses, is under the influence of, distributes or attempts to distribute substances subject to Policy 5405 or paraphernalia associated with substances subject to Policy 5405 on school premises, or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities, or who conspires, aids, or abets the use, abuse, active possession, constructive possession, or distribution of substances subject to Policy 5405.~~
- ~~B. "Under the influence" means noticeable impairment of ability to ambulate, converse, comprehend or perform motor tasks as a result of consumption of substances subject to Policy 5405.~~
- ~~C. Simulated ("look alike") medication is prohibited and its possession is a violation of this Regulation. This would include sale, distribution, or possession of substances which look like controlled pills, alcohol, marijuana, or other substances which alter behavior or judgment.~~
- ~~D. The principal or designee is authorized to prevent any person from entering District premises, who possesses or attempts to distribute, or is under the influence of substances subject to Policy 5405.~~
- ~~E. Students who are on field trips or are participating in school-sponsored activities at or away from school are subject to Policy 5405 and these Regulations. Any students covered by the rules in the Coaches Handbook or by agreements governing participation in non-athletic extracurricular activities shall also be subject to these Regulations. Students who violate these Regulations may be returned home, if warranted, before completion of the activity, and the appropriate authorities shall be notified as indicated elsewhere in this Regulation.~~

### IV. Investigation, Identification and Consequences

#### A. Identification of Students Suspected of Substance Abuse

##### 1. Responsibilities of School District Employees

- a. An employee who suspects a student of being in violation of Policy 5405 while on school property has a duty to ensure that the student is taken immediately to the building principal or designee. Suspicion may ~~include~~ be based on smelling ~~of~~ alcohol or marijuana or other circumstances leading the employee to reasonably suspect a violation of Policy 5405.
- b. An employee who suspects a student of being in violation of Policy 5405 while involved in any school-related activity on or off school property has a duty to ensure that the student is taken immediately to the ~~professional~~ staff member supervising the activity. After confirming the suspicion of violation of Policy 5405, the activity supervisor will immediately notify the building principal or responsible school personnel.
- c. District personnel are advised that knowledge of the investigation, diagnosis or treatment of a student's substance abuse is to be held in ~~professional~~ strict confidence.

## **~~2.~~ Responsibilities of Principal or Designee**

- a. A conference will be held between the student and appropriate school personnel to explore the reasons for the exhibited symptoms and to afford the student an opportunity for explanation regarding the exhibited symptoms.
  - b. If reasonable suspicion of a violation of Policy 5405 exists, the parent/guardian will be contacted, apprised of the situation, and invited, where feasible, to offer possible explanations for the child's exhibited behavior. The building principal or designee shall also notify the Superintendent or designee of Schools.
  - c. The principal or designee may also arrange for an examination by police or medical personnel to determine whether the student is under the influence of illegal drugs, alcohol, or other substances, or whether the student requires medical attention.
- ~~If the parent or student refuses to cooperate, the principal will refer the case to the appropriate local police authorities and implement disciplinary procedures.~~
- d. Upon admission from the student or confirmation from the investigation and/or examination that the student has ~~used any substance subject to~~ violated Policy 5405, the student will be subject to disciplinary action as detailed below in the following section. ~~Medical assessment or treatment will be pursued as warranted by the student's condition.~~

## **~~B.~~ Treatment and School-Based Discipline Discipline for Confirmed Violation of Policy 5405**

~~1. All students will be referred to the Student Assistance Team or its grade-level equivalent. Students must attend a counseling or treatment program as determined by an assessment conducted by the COAD liaison or a licensed substance abuse treatment facility. An alternative licensed substance abuse treatment facility may also be pursued at parents' expense with approval of the Superintendent of Schools. Written verification, provided by the treatment facility, indicating compliance with the recommendations cited in the assessment and/or in the treatment plan is required. Failure to attend a program will be in violation of disciplinary regulations and pursued accordingly. Failure to participate or follow through with the recommendations for treatment will result in a recommendation for expulsion or alternative placement to the Superintendent of Schools.~~

~~2. The following disciplinary procedures will be used~~ implemented in connection with any violation of Policy 5405.

1a. The building principal or designee will contact the student's parent(s) or guardian(s) and may request that they come to the principal's office immediately.

2b. The principal or designee will notify the proper local authorities for appropriate investigation and disposition.

3. ~~The student will be referred to the Student Assistance Team~~ Program or its grade-level equivalent.

4e. The student will be suspended from school in accordance with the following guidelines:

- A student who is found to be in violation of Policy 5405 for the first time (except for distribution) shall be suspended out of school for five (5) school days and will not be permitted to participate in school-sponsored activities for fifteen (15) school days following the infraction. Following an informal hearing, additional school-based discipline may be imposed. A student's agreement to attend, without undue delay, a counseling and/or treatment program, as determined by an assessment conducted by the liaison to the Student Assistance Program or a licensed substance abuse treatment facility, will be considered as a mitigating factor in determining whether additional school-based discipline will be imposed.
- A student who is found to be in violation of Policy 5405 who has previously been suspended for a violation of Policy 5405 shall be suspended from school for ten (10) school days and will not be permitted to participate in school-sponsored activities for ninety (90) school days following the infraction. Following an informal hearing, the matter shall also be referred

to the Superintendent to determine whether expulsion charges will be brought against the student.

- Any student who is found to be in violation of Policy 5405 for distributing a controlled substance shall be suspended from school for ten (10) school days and will not be permitted to participate in school-sponsored activities for ninety (90) school days following the infraction. Following an informal hearing, the matter shall be referred to the Superintendent to determine whether expulsion charges will be brought against the student.

5. In the case of a student who is recommended for expulsion, the Superintendent or designee may, at the Superintendent or designee's sole discretion, hold such expulsion proceedings in abeyance, and may permit a student to return to school after a ten (10) school day suspension, if the student agrees to undergo a substance abuse assessment conducted by a licensed substance abuse treatment provider, at the parents'/guardian's expense, and to comply with the recommendations cited in the assessment and/or treatment plan without undue delay, as determined by the Superintendent or designee. Expulsion proceedings will be held in abeyance in order to provide the student with a reasonable amount of time to undergo the agreed upon substance abuse assessment and to complete a treatment plan based on the recommendations cited in the assessment. Written verification, provided by the treatment facility, indicating compliance with the recommendations cited in the assessment and/or treatment plan must be provided to the District. Upon receipt of written verification that the student has complied with the recommendations cited in the assessment and/or treatment plan, expulsion proceedings will be withdrawn against the student. Expulsion proceedings will immediately be re-instated against a student who does not undergo the required assessment and/or comply with the recommendations cited in the assessment and/or treatment plan within a reasonable amount of time, as determined by the Superintendent or designee.

6. Additional penalties for prohibited use of anabolic steroids are as follows:

- a) First violation – suspension from school athletics for the remainder of the season or 30 school days, whichever is longer.
- b) Second violation – suspension from school athletics for the remainder of the season and for the following season.
- c) Third violation – permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroid exists.

### **Participation in School-Sponsored Activities**

For purposes of this Administrative Regulation, "participation in school-sponsored activities" means attendance at (including representation of the school or District in) athletic events or other school activities such as club or academic activities. The student may still participate in graduation ceremonies but may not represent the school as an individual, such as a speaker or other program participant. Exclusions from participation in school-sponsored activities under this Administrative Regulation carry over from year-to-year except in the case of graduating seniors. The principal or designee will schedule an informal hearing in accordance with District Policy at which time the student and parents may offer an explanation of the circumstances.

~~d. — If after the informal hearing, the principal or designee determines the offense has been committed by the student, the principal or designee will take the following action:~~

~~1) — A student who is found to be in violation of Policy 5405 for the first time (except for distribution) shall be suspended out of school for five (5) days and will not be permitted to participate in school-sponsored activities as defined at the end of this Regulation for fifteen (15) school days following the infraction.~~

~~2) — A student with more than one violation of Policy 5405 for use or possession (but not distribution) of drugs, alcohol, or substances subject to Policy 5405 will be suspended from school for ten (10) days and will not be permitted to participate in school-sponsored activities for ninety (90) school days following the infraction. A substance abuse assessment conducted by a licensed substance abuse treatment provider at parents'/guardian's expense will be required. At the expense of the parent/guardian, the student must complete a treatment plan based on the recommendations cited in the assessment conducted by the licensed substance abuse treatment provider. Written verification, provided by the treatment facility, indicating compliance with the recommendations cited in the assessment and/or in the treatment plan is required. Failure to participate in the recommendations cited in the assessment and/or in the treatment plan will result in referral to the Superintendent for expulsion proceedings or alternate placement.~~



~~3) — For a student who distributes drugs, alcohol, or substances subject to Policy 5405, the principal or designee will refer the case to the Superintendent who may request a formal disciplinary hearing to be scheduled before the Board of School Directors, where expulsion or alternative placement will be recommended as warranted by the results of the investigation.~~

~~4) — Additional penalties for prohibited use of anabolic steroids are as follows:~~

~~First violation — suspension from school athletics for the remainder of the season or 30 school days, whichever is longer.~~

~~Second violation — suspension from school athletics for the remainder of the season and for the following season.~~

~~Third violation — permanent suspension from school athletics.~~

~~No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroid exists.~~

~~For purposes of this Regulation, "participation in school-sponsored activities" means attendance at (including representation of the school or District in) athletic events or other school activities such as cultural programs or academic activities. The student may still participate in graduation ceremonies but may not represent the school as an individual, such as a speaker or other program participant. Exclusions from participation in school-sponsored activities under this Regulation carry over from year to year except in the case of graduating seniors.~~

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