

MONTGOMERY ELEMENTARY SCHOOL

2023-2024

FACULTY/STAFF HANDBOOK



OFFICE OF THE ELEMENTARY PRINCIPAL

MONTGOMERY AREA SCHOOL DISTRICT

120 PENN STREET

MONTGOMERY, PA 17752

(570) 547-1608, EXT. 1127

***** THIS HANDBOOK CONTAINS INSTRUCTIONAL INFORMATION FOR STAFF AND IS SUPPLEMENTAL TO THE “STUDENT/PARENT HANDBOOK.” ALL STAFF SHOULD BE FAMILIARIZED WITH THE STUDENT/PARENT HANDBOOK. *****

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BOARD OF SCHOOL DIRECTORS

Paul StrykerPresident
Dana Pick Vice President
Paula Yeckley Treasurer
Grant Evangelisti..... Secretary
Michael Alexander Board Member
Jonathan DeSantis Board Member
Tom Persing Board Member
Robyn Schreiber..... Board Member
Hugh Umpstead..... Board Member
Gary Yocum Board Member

ADMINISTRATIVE PERSONNEL

Daphne Bowers Superintendent of Schools
Tara Bozella Director of Student Services (Middle/High School)
Kyle Brown Director of Student Services (Elementary)
Zierra Dean School Psychologist
Grant Evangelisti..... Business Manager
Joseph Stoudt Middle/High School Principal
Karen Snyder..... Elementary Principal

ELEMENTARY SCHOOL PERSONNEL

Jamie Bohner Elementary Admin Assistant
James Brecht Maintenance Supervisor
Tara Condit Elementary Counselor
Karen Kratzer..... Part-Time School Nurse
Patricia Troutman..... Part-Time School Nurse
Heather Walton School Nurse, RN
Patty Webster Director of Food Services

SAFE 2 SAY TEAM MEMBERS

Officer Akers	Karen Snyder
Daphne Bowers	Joe Stoudt
Tara Bozella	

MONTGOMERY AREA SCHOOL DISTRICT

District Philosophy

We believe that:

The purpose of the school is to help children develop intellectually, socially and morally, so they can become productive, willing members of the school and community.

However, learning requires cooperation between the home, school and student. This means each of them must understand and respect each other. We recognize that each child is unique and may need to be taught in a different manner. When students like to learn they will continue to learn, even when they are not at school. To help each student the school must treat them as individuals and discover the best way for each of them to learn.

All children should view themselves in a positive manner. This will help them understand themselves and in turn understand others. They then can appreciate the contribution of others to their life. The school must give students the skills and information to help them in making changes, making decisions, and being responsible, productive adults.

As students grow intellectually, socially and morally, the school program will also help them grow physically and emotionally. This development will give them confidence and independence of thought, as well as help fill their leisure time. Seeing each student as an individual and giving appropriate instruction should help develop individuals who view school as an important part of their community and who are willing to show pride and responsibility for both their school and their community.

Mission Statement

The mission of the Montgomery Area School District, as the leader of an educational partnership with the community, is to ensure that all students will become independent learners, will acquire respect for self and others, and will attain the knowledge and skills needed to become successful, productive members in the ever-changing global community.

Equal Opportunity Statement

The Montgomery Area School District declares itself to be an Equal Rights and Opportunities School District. As an Equal Rights and Opportunities School District, it does not discriminate in employment, programs, services, or activities based on race, color, national origin, sex, religion, age, or handicap, in accordance with State and Federal laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the American Disability Act of 1990. The Montgomery Area School District does not discriminate in any manner including Title IX, sexual harassment in any district educational programs or activities. Inquiries should be directed to: Montgomery Area School District, Mrs. Daphne L. Bowers, Superintendent, 120 Penn Street, Montgomery PA 17752, 570-547-1608.

Introduction

In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

Faculty should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to staff.

MONTGOMERY ELEMENTARY SCHOOL FACULTY/STAFF

<u>GRADE</u>	<u>ROOM</u>	<u>FACULTY/STAFF NAME</u>
Pre-K	301	Jodi Furman
Pre-K	216	Kelly Kratzer
Pre-K	212	Tanya Strausser
Kdgn	214	Ashley Furman
Kdgn	213	Renee Kennedy
Kdgn	211	Pamela Martzall
Kdgn	217	Hannah Werner
1st	221	Vanessa Follmer
1st	208	Brenda Grab
1st	215	Heidi Luxenberger
1st	218	Cassandra Martin
2nd	308	Kim DeLullo
2nd	303	Jennifer Johnson
2nd	305	Randi Jo Preston
3rd	304	Allison Beck
3rd	302	Alyssa Gochnauer
3rd	306	Katie Scarborough
4th	310	Kate Jensen
4th	309	Scott Williams
4th	307	Elizabeth Zettlemoyer
5th	104	Kaelie Good
5th	106	Andrea Hetner
5th	108	Peter Ruhl
6th	S14	John Cloud
6th	S13	Sheri Gudonis
6th	S12	Heather Kresock
Administrative Assistant	Office	Jamie Bohner
Director of Student Services	District Office	Kyle Brown
Art	S15	Bess Lowry
Music	S03	Rebecca Reeder
Librarian	Library	Megan Tressler
Phys. Ed.	MPR	Tara Rank
Behavior Technician	ES	Victoria Fisher
Behavior Health Assistant	ES	Mallory Lapinski
Math Interventionist	Office	Rae Temple
Nurse	Nursing Suite	Heather Walton
Paraprofessional (Autistic Support)	219	Lauren Brown
Paraprofessional (Autistic Support)	219	Michelle Sargent
Paraprofessional (Autistic Support)	219	Rachel Heffelfinger
Paraprofessional	216	Nancy Bashista
Paraprofessional		Dawn Bausinger
Paraprofessional	212	Pamela Bennett
Paraprofessional	Library	Rikki McElroy
Paraprofessional		Jennifer Metzger
Paraprofessional	110	Autumn Pulk
Paraprofessional		Robbie Showers
Paraprofessional		Kelsey Smith
Paraprofessional	301	Rilynn Temple
Principal	Office	Karen Snyder
Reading Resource	S11	Jeanne Olaf
Reading Resource	S11	Amanda Stoudt
Reading Resource	S11	Joi Sullivan
School Counselor	Office	Tara Condit
School Psychologist	St. Svc. Suite	Zierra Dean
Special Education	110	Lisa Corbin
Special Education	112	Josh Eck
Special Education	112	Paula Taylor
Special Education	112	Melinda Tripoli
Speech	209	Melissa Kelley

TIME SCHEDULES

Grades K-6:

7:35	Faculty Reports
7:45	Teachers Report to Homerooms or Stations
7:45	School Doors Open
7:45	Students Report to Homeroom (<i>students should report to HR prior to going to Breakfast</i>)
8:00	School Begins (Tardy Bell) – Attendance is Taken
2:50	Grades K, & 1 Dismissal
2:53	Grades 2 & 3 Dismissal
2:56	Grades 4, 5 & 6 Dismissal
3:05	Faculty Dismissal

Pre-K Time Schedule:

7:35	Faculty Reports
8:55	Pre-K Students Enter Building
9:00	School Begins (No Tardy Bell) – Attendance is Taken
2:00	Pre-K Dismissal
3:05	Faculty Dismissal

To eliminate the loss of instructional time, teachers will arrive promptly for lunch and recess. Do not leave your classroom more than a few minutes prior to the time your students will enter the multipurpose room/cafeteria.

Breakfast will be served in the cafeteria beginning at 7:45 a.m. Walkers having breakfast will enter the building and report directly to their homeroom. Teachers will record their presence and send them to the H.S. cafeteria. After finishing breakfast, students will report to their homeroom.

Twenty-five minutes of the school day is allocated for recess activities. (Grades K-5 this can be organized activities or regular free recess time.) **The 25 minutes is to include travel time and should not be excluded from your daily schedule.**

Dates on Which Staff In-Service Meetings/Act 80 Days Will Be Held

August 21-23	Teacher In-Service
October 9	Teacher In-Service
November 20-21	Teacher In-Service
January 15	Teacher In-Service
February 16	Teacher In-Service
June 2-3	Teacher In-Service

GRADING SCHEDULE

1st Marking Period

September 28	Progress Report Period Ends
September 29	Progress Reports Issued
October 27	End of 1 st Marking Period
November 3	Report Cards Issued

2nd Marking Period

December 6	Progress Report Period Ends
December 12	Progress Reports Issued
January 18	End of 2 nd Marking Period
January 25	Report Cards Issued

3rd Marking Period

February 21	Progress Report Period Ends
February 27	Progress Reports Issued
March 25	End of 3 rd Marking Period
April 3	Report Cards Issued

4th Marking Period

April 29	Progress Report Period Ends
May 3	Progress Reports Issued
May 31	End of 4 th Marking Period
May 31	Report Cards Issued

ATTENDANCE

All K-6 homeroom teachers will be responsible for reporting attendance on SIS (Student Information System) by 8:30 A.M. each day school is in session for students.

Pre-K teachers are to have online attendance done prior to 9:15 A.M.

Please keep a homeroom list readily available for a guest teacher. The guest teacher will report attendance to the office by using this homeroom list.

Daily Procedure:

1. When the tardy bell rings (8:00 AM), the homeroom teacher is to check the roll and report attendance online.
2. **All students who arrive late MUST REPORT TO THE OFFICE.** Late arriving students may not enter the room without a pass from the office.
3. Tardy and half day absences are determined as follows for students:

Grades K-6

Tardy: Arrived in the classroom after 8:00 a.m., but before 11:45 a.m.
Half Day: Arrive in classroom after 11:45 a.m.

Pre-K

Tardy: Arrive in the classroom after 9:00 a.m.
Half Day: Arrive after 11:30 a.m.

4. Absences for Doctor or Dental visits will be excused but will be counted as absent.

BUDGET REQUEST

There are three general categories for which teachers submit requisitions:

1. General classroom supplies (paper, pens, tape, markers, etc.),
2. Curriculum-related materials and tools (texts, calculators, teacher resources, etc.)
3. Conference and field trip requests.

Budget request forms are submitted electronically to the building principal by the designated due date. Any forms not completed correctly will be returned. Building administrators are unable to satisfy requests if the necessary funds have not been allocated. Please double check your budget requisitions to ensure that nothing has been missed in the process.

BUILDING MAINTENANCE

Please be proactive in maintaining building condition care by holding students to a high standard in terms of their use of the facilities and all furniture and equipment. All work requests must be submitted using the work request form that is available in the office. Submit maintenance needs in a timely manner to supervisor of buildings and grounds.

BULLYING POLICY

See Appendix A, Board Policy 249 Bullying.

See Appendix B, Board Policy 248 Unlawful Harassment

CHILD ABUSE/NEGLECT

By law, all school employees are mandated reporters in terms of child abuse or neglect. Any employee who has reason to believe that a child is abused or neglected is now required to immediately report such a case directly to the relevant agency. Follow-up must occur with the school administration, school counselor, nurse or other relevant school personnel. In addition, a school employee receiving information concerning abuse from a third party is obligated to report the case.

<https://www.compass.state.pa.us/CWIS/Public/ReferralsLearnMore>

COMPUTER NETWORK USAGE AND INTERNET ACCESS

The purpose of computer and computer network use, including internet access, shall be to support education and academic research. The Board reserves the right to log network use, monitor file server space utilization and

monitor Internet use and universal resource locator (URL) visitation by District users while respecting the privacy of both District users and our guests.

Access to the network and network resources is protected through the use of passwords. Failure to adequately protect or utilize secure passwords could result in unauthorized use of an individual's account. Staff will be prompted to change their password on a routine basis established by the district. Further, unauthorized access may lead to impermissible access to personal or District files. To protect the integrity of the system you are responsible to become thoroughly familiar with recommended practices and acceptable use guidelines for yourself as well as student use.

Users are solely responsible for any misuse of their password or login name. Security of the network and network resources is of the highest priority. Any activities that compromise network security, whether intentional or unintentional, will be dealt with in the appropriate manner. Attempts to intentionally compromise network security will be dealt with through the appropriate disciplinary and/or legal channels.

See Appendix C, Board Policy 815, Acceptable Use of Technology.

CONDUCT/DISCIPLINARY PROCEDURES – STAFF

Teachers are expected to be familiar with and abide by the Code of Professional Practice and Conduct for Educators, which can be found online and posted in the faculty room.

All professional employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of District programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the District's functions requires compliance with these policies and roles, and consistent penalties and disciplinary procedures for violations.

The Board directs that procedures be established whereby professional employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of District policies, rules and procedures. In the event dismissal charges are filed against a professional employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.

All professional employees shall comply with District policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

In the event it is necessary to demote or dismiss a professional employee, a hearing shall be provided as required by statute.

When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:

- Physical or verbal abuse or threat of harm to anyone.
- Causing damage to district property, facilities and equipment.
- Forceful or unauthorized entry to or occupation of District facilities, buildings and grounds.
- Use, possess, distribution, or sale of alcohol, drugs, or other illegal substances.
- Use of profane or abusive language, symbols or conduct.
- Failure to comply with directives and District officials, security officers or law enforcement officers.
- Carrying onto or possessing a weapon on school grounds.
- Violation of District policies, rules and regulations.
- Violations of federal, state or applicable municipal law or regulation.
- Conduct that may obstruct, disrupt or interfere with teaching, research, service, administration or disciplinary functions of the district or any activity sponsored or approved by the Board.

The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of District policies, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal of civil and criminal sanctions.

See Appendix D, Board Policy 103, Discrimination/Title IX Sexual Harassment Affecting Students.

See Appendix E, Board Policy 104, Discrimination/Title IX Sexual Harassment Affecting Staff.

DISMISSAL PROCEDURE

All students will be dismissed by the PA, beginning with grades K & 1, then grades 2 & 3, and then grades 4, 5, & 6.

Do not dismiss students from your room until the PA announcement is made.

EMERGENCY PREPAREDNESS

Fire drills, severe weather drills and intruder drills will be held throughout the year. All teachers should be familiar with the following:

- Fire drill procedures
- Severe weather safety areas and procedures
- ALICE procedures
- Classroom health crisis
- Classroom discipline crisis
- Using overhead paging system
- Navigate procedures

See Appendix F, Board Policy 805, Emergency Preparedness & Responses

**Please remember to keep these papers in a folder on your desk so a substitute can have easy access to this information.*

Severe Weather Safety Zones:

Basement:	Report outside your rooms.
1 st Floor:	Report outside your room in the hallway.
MPR:	First floor hallway.
2 nd Floor (A):	Rooms 301, 302, 303, 304 & 308 report to office hallway.
2 nd Floor (B):	Rooms 305, 306, 307, 309 & 310 report to basement hallway.
Library:	Report to office hallway.
H.S. Gym:	Report to office hallway.
1 st Floor H.S.:	Report outside your room in the hallway.
Ground Floor H.S.	Report outside your room in the hallway.

EMERGENCY PROCEDURES FOR HEALTH OR SAFETY CONCERN OF A STUDENT OR STAFF MEMBER(S)

1. If a situation arises where health or life is imperiled, you should:

- A. Immediately use the phone to call the office or page rooms. (An all campus call could be utilized.)

- B. Dispatch a student to the office and/or nursing office at the same time.
 - C. Be prepared to describe the circumstances regarding the injury/illness, building problem, etc. If ever you see fire or significant smoke, (not just smell smoke) pull the fire alarm system and notify the office.
2. Out-of-doors accident/illness:
- Same as A, but dispatch two students/adults; one to the office and one to the nursing office.
3. Away from school: If in your judgment immediate medical attention is warranted, you should:
- A. Call for emergency services.
 - B. Contact the elementary office immediately.
 - C. Be prepared to describe the illness, injury, symptoms.

FACULTY INFORMATION

1. Arrival time for all teachers is 7:35 a.m. Teachers are not to leave the building prior to 3:05 p.m. without permission of the principal.
2. When necessary to be off work, you will use the AEOSOP/Frontline System.
3. Classroom teachers are to accompany students at all times when traveling to and from special classes, lunch and recess.
4. All activities involving visitors to our school must be discussed and approved through the principal's office. This includes guest speakers for your classroom. For trips away from the school building, a plan must be submitted, including: educational involvement, number of students, financing, etc. Forms may be secured from the office for this purpose.
5. All teachers keeping students for detention are to keep the student in their own room, working at constructive materials unless assigned by the office. The office and parents of the student must be notified. Notification forms are available in the office for this purpose. Students must be dismissed before the teacher leaves the building.
6. Labels and names should appear in all books issued to students. Hand stamp all others. Stamp is available in the office. The teacher is to keep a written record of book numbers and condition of books assigned to each student.
7. All notes sent to parents at a class or grade level are to be reviewed by the office prior to issuance.
8. Teachers are required to keep a log of parent contacts.
9. **NO STUDENTS ARE TO BE RELEASED TO A PARENT OR GUARDIAN UNLESS PRIOR COMMUNICATION IS RECEIVED FROM THE OFFICE.**
10. The office is to be informed of a teacher's plans to alter regular classroom schedules or in the event that you would take your class to another room or outside of the building.
11. Toys are not a part of the regular school program and, as such, should remain at home.
12. **Teachers may not prevent students from participating in any aspect of the regular curriculum (art, music, etc.) as a means of discipline.**
13. Staff attire reflects on each of us as professionals. It is required that all staff members dress appropriately. Informal sports attire such as blue jeans, sweatshirts, sweatsuits, shorts, etc., do not appropriately reflect the professional atmosphere which should exist in our schools. Certain specific assignments, duties or activities may justify deviation from this standard and should be discussed in advance with the building principal.

HEALTH ROOM POLICIES

* Please refer to the Student/Parent Handbook.

HOMELESS STUDENTS

See Appendix G, Board Policy 251, Homeless Students.

HOMEROOM PROCEDURES

1. Homeroom teachers should be in their classroom by 7:45 a.m. Conduct an educationally sound homeroom program, keep students in your room unless they are traveling to another location with your knowledge and permission.
2. All students arriving at school planning to eat breakfast should report to their homeroom before going to the H.S. cafeteria. *(Please use a sign out sheet so if your students are not back from breakfast when the late bell rings you do not mark them absent.)*
3. When the tardy bell rings at 8:00 a.m., K-6 homeroom teachers should check the roll and mark attendance on SIS prior to **8:30 a.m.** Pre-K teachers are to do attendance **prior to 9:15 a.m.** (there will be no Pre-K tardy bell).

INSTRUCTIONAL TECHNOLOGY

The Instructional Technology Department (Jeremey Rhoades) is responsible for support, training and maintenance of the computer hardware and software in the District. Work requests for technology related issues/items are sent electronically to Jeremey. With the large amount of technology in the district, the volume of IT requests is quite large. Requests are addressed on a priority basis. Instruction Coach (Kelly Concini) is available for the purpose of providing professional development in the area of technology and to assist teachers in finding instructional and assessment resources that integrate technology into the classroom.

See Appendix C, Board Policy 815, Acceptable Use of Technology

INTERVENTION SERVICES

Montgomery Elementary School follows the Response To Intervention and Instruction (RTII) and the Multi-Tiered System of Supports (MTSS) frameworks for student intervention. These are comprehensive, standards aligned strategies to identify and provide interventions for students at academic or behavioral risk.

These frameworks are relatively synonymous in that they improve student achievement through use of evidence-based interventions. The goal of this tiered level of intervention is to help ALL students meet continuous academic and behavioral success.

LESSON PLANS

Currently, there is not a prescribed format for lesson plans. However, administration reserves the right to implement a prescribed format at any time. The lack of a prescribed format in no way should be perceived that administration places minimal importance on planning, but instead recognizes that teachers have individual preferences for formatting information in the same way that students do. It is well-known that the more time spent in planning, the more effective the implementation of the lesson. No matter which format a teacher prefers, an acceptable lesson plan must include: stated objectives, designated assessments, description of instruction strategies (to include an

introduction and closure), associated assignments, and tools and materials to be used. Plans must be easily located and should be clear enough that a substitute can follow them without confusion.

FACULTY ROOM

1. The faculty room contains a refrigerator and microwave oven.
 - a. It is the Faculty/Staff's responsibility to maintain the cleanness of these items.
 - b. If you spill food in the microwave, refrigerator, or on the table, please clean it up.
 - c. The microwave oven is to remain in the faculty room and is not to be taken for classroom use.
2. Students are not to be sent to the faculty room for any reason. This includes after school. The workroom is a place for staff. The presence of students in the room obviously prohibits privacy. Teachers will be held responsible for sending students to this area for any reason.
3. Smoking is not permitted in the buildings or on the grounds of the MASD.

NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The Board declares it to be the policy of this district to provide an equal opportunity for all students/employees to achieve their maximum potential through the programs offered in the school/employment practices regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The district shall provide to all student/employees, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students/employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

REPORTING DISCRIMINATION

A student, employee or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

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

PARKING

Parking will be assigned at the rear of the school complex, to the east of the elementary office and on Schoolhouse Road. Access to the building will be available by using your key swipe card at the elementary office entrance, the 5th grade hallway and the 1st grade hallway by room 217.

PLANNING PERIODS

Planning periods are for the teacher's professional and personal use. Teachers are not permitted to leave the building unless permission is granted by the principal. Administration may need to use this time for teaming purposes.

PLAYGROUND RESPONSIBILITIES

1. All teachers will share the responsibility daily for supervision of all students on the playground.
2. Playground supervision implies your responsibility for students. Each teacher should place themselves strategically so that they can observe students in the best possible manner.
3. **The Recess Phone is to be taken out to recess at all times.** This allows good communication in the case of an emergency, or the office needing to find a student.
 - a. The first class out is responsible to pick up the recess phone in the office before going outside, **and that it is powered on.**
 - b. The first class outside is also responsible for properly handing off the phone to the next grade leveling coming out for recess.
 - c. Each subsequent group is responsible for passing the phone on to the next group as they arrive.
 - d. The last class out is responsible for returning the recess phone to the office, **and that it is powered off.**
 - e. If the battery is running low, be sure to advise the office so that it may be charged as needed.

****** If for some reason you go out and the recess phone not there, you will need to send a student in to the office to get it. *****

PROGRESS REPORTS

Progress Reports are issued halfway between each marking period. These reports are to inform parents of their child's progress. (See '*Grading Schedule*' for dates when Progress Reports are due in the office and sent home with students.)

REPORT CARDS

To assign appropriate marks to each pupil, the teacher must continually evaluate the ability and progress of class members. Growth in several subjects can be objectively measured through the appraisal of written and oral work, projects, and activities. In evaluating pupil progress, the teacher uses a variety of formative and summative techniques. The teacher, for example:

1. Analyzes pupil performance during daily classroom activities.
2. Observes daily and weekly progress of each child.
3. Assesses growth through standardized and teacher-made tests, uses checklists, and anecdotal records.
4. Conducts conferences with pupils, parents, and other members of the school staff.
5. Keeps a working portfolio of samples of each child's work.
6. Establishes and maintains a cumulative portfolio of the student's work to be transmitted directly to the child's next homeroom teacher.

ROOM TELEPHONES

1. Please only use the phone to call the office in the event of an emergency, i.e., fire, smoke, student illness (incapacitation), accidents, or discipline issues that require the principal's assistance.
Otherwise, please send a note down to the office for other communication.
2. Phone calls may be made from your room to a parent. All incoming calls are to go through the office.

SCHOOL VISITORS/VOLUNTEERS

All visitors and volunteers to the Montgomery Elementary School, including parents, must report to the office upon their arrival at the building and are to be escorted by a staff member at all times. All visitors and volunteers will be required to register at the office using the district's Raptor system, and wear the visitor's badge that is printed.

Be sure to check with the superintendent's secretary to ensure that anyone volunteering in your classroom has the proper clearances on file before they come to your room.

Please notify the office of any volunteers that you have coming in. Everyone's cooperation in this effort will make our schools a safer place to be!

SPECIAL EDUCATION SERVICES

In compliance with state and federal laws, Montgomery Area School District hereby gives notice that it conducts ongoing activities to identify students who may be in need of various student services including special education and related services, services for protected handicapped students and services for gifted children.

Individuals with Disabilities Education Improvement Act of 2007

If you believe your school-age child may be eligible as a child with a disability and in need of special education and related services, screening and evaluation processes are available to you at no cost upon written request. These processes are designed to assess your child's needs and determine eligibility. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions: autism, emotional disturbance, hearing impairment (including deafness), intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech and learning disability, speech and language impairment, traumatic brain injury, visual impairment (including blindness).

Service Agreement Plans (Section 504 of American with Disabilities Act)

The Montgomery Area School District provides to each protected handicapped student related aids, services or accommodations which are needed to provide equal opportunity to participate in and benefit from the public school program and extracurricular activities to the maximum extent appropriate to the child's abilities. Services are provided without discrimination or cost to the child or family.

To qualify for services under Section 504, the child must be school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the public school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in the special education programs.

If you believe that your school-age child may be in need of gifted support services, screening and evaluation processes are available to you at no cost upon written request. These processes are designed to assess the student's needs and determine eligibility. For further information on the rights of parents and children, provision of services, screening and evaluation and procedural safeguards, please contact the Special Education Department.

STUDENT ATTIRE

It is the responsibility of every student to keep him/herself neat in appearance and well groomed. Certain provisions governing dress have been established to prevent hazard to health and safety, interference with school work, disruption of the educational process, or damage to school property.

These provisions specify that:

- Unsafe footwear is discouraged for safety reasons. Footwear such as beach thongs (flip flops) and sandals with no backs are not recommended for student attire
- Clothing promoting or suggesting drug, alcohol, or tobacco use, pornography, hate messages, pictures of weapons, death, obscene and/or offensive language or gestures, is not permitted at school or at school related functions.
- Clothing that displays or suggests messages or symbols that cause or are reasonably forecast to cause a substantial disruption to the school is not permitted. Examples of messages that might cause or reasonably

forecast to cause a disruption might include, for example, hate messages or symbols; religious, ethnic, sexual, or racial harassment or discrimination; advocating for violation of law or school policy.

- Accessories that are distracting or may cause damage to school property, (i.e., chains, etc.), are not permitted. No body piercing except for ears will be allowed.
- Pants should fit appropriately. NO undergarments of any kind may show.

Should you have a student who does not conform to the dress code, please send him/her to the office **first thing in the morning with a note stating such.**

STUDENT PERMANENT RECORDS

Student academic records are on file in the office. Teachers may review them there. Files may not be removed from the office. Psychological information, referral reports and other information is also on file with the school counselor and/or school psychologist. Special education records are kept in the district office.

STUDENT DISCIPLINE

1. All teachers are to be familiar with our RPL Handbook and expected to follow all RPL procedures found in the manual.
2. One of the most important responsibilities of a teacher is that of classroom discipline. The teacher able to control his classroom is able to teach effectively. Be fair in treatment of all students within the classroom. Play no favorites. Praise, even for a little accomplishment, gives everyone a lift and is an excellent motivational device.
3. Maintain a friendly attitude with your students, but exercise caution in becoming a "friend" of the students. Your personal daily conduct will earn you the respect of your class.
4. Please refrain from ridicule, sarcasm and name calling, even in jest.
 - a. Common courtesy and friendliness without familiarity help to prevent a problem. Do not wait until the situation is out of hand before asking for assistance.
5. Let pupils know the first day what you expect from them as acceptable class conduct. Stress personal responsibility and cooperation. Be firm and fair.
6. Teachers are responsible at all times for discipline in homerooms, classrooms, assemblies, and hall areas near your classroom. Your responsibility is to all students, not just those in your class.

SUBSTITUTES

Please prepare a substitute folder including backup lesson plans, updated seating chart, homeroom roster and procedures, teaching schedule and all duty assignments for emergency purposes to be kept on your desk **in a place that is highly visible to the substitute.**

XEROX MACHINE

There is a Xerox machine located in the faculty room. This machine will be available for use during and after school hours.

- **If you have a jam in the machine, clear the jam as indicated on the display panel.** The display panel gives specific directions to be followed to properly clear the jam.
- **If you experience major problems with a machine, please try to get the “codes” off the message shown on the display panel, and report the code(s) to the office.**
- **The office copier is available for LIMITED staff and should be USED ONLY IN URGENT SITUATIONS & should not be used for bulk projects.** The office copier is Black & White only (No Color).

APPENDIX A

Book: Policy Manual
Section: 200 Pupils
Title: Bullying/Cyberbullying
Code: 249
Status: Active
Last Revised: August 26, 2021

Purpose

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

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

Authority

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

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district

staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[2][3]

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

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

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

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

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

District administration shall annually provide the following information with the Safe School Report:[1]

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

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][6][7]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[1]

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][8][9][10]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][6][11]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Counseling/Therapy outside of school.
9. Referral to law enforcement officials.

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Legal

1. 24 P.S. 1303.1-A

2. 24 P.S. 1302-E

3. Pol. 236.1

4. Pol. 103

5. Pol. 103.1

6. Pol. 218

7. 22 PA Code 12.3

8. 20 U.S.C. 7118

9. 24 P.S. 1302-A

10. Pol. 236

11. Pol. 233

Pol. 113.1

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APPENDIX B

Book: Policy Manual
Section: 200 Pupils
Title: Unlawful Harassment
Code: 248
Status: Active
Adopted: June 15, 1993
Last Revised: May 21, 2002

Purpose

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

Authority

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.^{[1][6][7][8]}

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

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

Definitions

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:^[7]

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

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:^[9]

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

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

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.[5]

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

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

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

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

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

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

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

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

Step 2 – Investigation

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

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

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

Step 3 – Investigative Report

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

Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

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

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

Appeal Procedure

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

Legal

1. 42 U.S.C. 2000e et seq

5. Pol. 103

6. 20 U.S.C. 1681 et seq

7. 29 CFR 1606.8

8. 43 P.S. 951 et seq

9. 29 CFR 1604.11

APPENDIX C

Book: Policy Manual
Section: 800 Operations
Title: Acceptable Use of Technology
Code: 815
Status: Active
Adopted: April 8, 1997
Last Revised: June 19, 2012

Purpose

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

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

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

This Acceptable Use Policy does not attempt to address every required or prohibited behavior by its users. Therefore all users must conduct themselves in a responsible and ethical manner at all times. The user is ultimately responsible for his/her behavior and actions when using technology.

This Acceptable Use Policy applies to all students, employees and visitors.

The district reserves the right to change its technology policies at any time in order to continually protect the safety and well-being of our students and community. Therefore, the district may add additional rules, restrictions, and guidelines at any time.

Definitions

Backdoor - a way to get around the security or filtering of a computer or network

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[\[23\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[24\]](#)

Cyberbullying - the intentional sending of derogatory or threatening messages and/or images through a technology device, purposefully excluding of a student from an online group, or creating of a website or fake account to criticize or make fun of another person.[2]

Hacking - attempting to get into a computer system without authorization.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:[3][4]

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[25]

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Network - a group of computers and other technology devices that are linked together wired or wirelessly for the purpose of communication and accessing network resources.

Obscene - any material or performance, if:[25]

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Pirating - the act of illegally attempting to duplicate copyrighted software.

Plagiarism - taking the ideas or writings of others and presenting them as your own.

Spamming - sending of annoying or unnecessary messages to a large number of people.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, pornographic, and otherwise inappropriate.[4]

Technology - includes but not limited to computers, network resources, projectors, TV's, DVD players, stereos/sound systems, digital cameras, camcorders, calculators, scanners, printers, external storage devices, and associated cabling.

User - anyone who utilizes or attempts to utilize technology owned by the school district, including students, staff, and any visitors.

Vandalism - any malicious attempt to harm or destroy data of another user, Internet or other network resources and devices.

Authority

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

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

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the school district. Use of the system is governed by this policy. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files and Internet browsing history. The district reserves the right to monitor, track and log network access and use; monitor fileserver utilization; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider, local, state, and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[5][6][7]

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

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[4]

1. Defamatory.
2. Lewd.
3. Vulgar.
4. Profane.
5. Threatening.
6. Harassing.[8][9][10][11]
7. Discriminatory.[8][9][10][11]
8. Bullying.[2]
9. Terroristic.[12]

The district reserves the right to restrict access to any Internet sites or functions that it deems inappropriate through general policy and software and internet blocking. The district operates and enforces a technology protection measure (TPM) that blocks and filters access to inappropriate matter by minors on its computers that are accessible by adults and students. The TPM shall be enforced during use of computers accessing the Internet through the district's network. After submission of a claim to the Network Administrator, TPM may be disabled to enable an adult or student who has written consent from a parent/guardian to access valid research, not within the prohibitions of this policy, or for another lawful purpose. If a request is denied, the Superintendent or designee shall expedite a review and may authorize the claim. No person may have access to any illegal material specified by federal or state laws.[3][4][13][14]

At times it is necessary to access user accounts in order to perform maintenance and security tasks. The Network Administrator has the right to access by interception, the stored communication of user accounts for any reason in order to uphold this policy.

The district also reserves the right at any time to:

1. Specify who uses its technology.
2. Prohibit the use of district technology for private or personal business and assign appropriate disciplinary action.
3. Determine which network resources will be provided.
4. Determine the types of files allowed to be stored on servers and computers.
5. View and monitor all network resources and traffic.
6. Remove excess email or files when needed.
7. Revoke user privileges, remove/disable user accounts, or refer to legal and district authorities when a violation is determined.

Delegation of Responsibility

The Network Administrator and/or designee will serve as the coordinator to oversee the district's technology, assist in educating users, approving activities, providing leadership for proper training of the school district's technology and related policies, and establish a system to enforce network supervision, maintenance of user agreements and this Acceptable Use Policy.

The district shall make every effort to ensure that this resource is used responsibly by students and staff. Because of its nature, the district cannot completely block access to all inappropriate resources. Accessing these resources regardless may be considered unacceptable and result in consequences detailed in this and other relevant policies. As part of the district's Internet safety policy, the school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.[2][15]

The district shall inform staff, students, parents/guardians and other appropriate users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[13]

Users of district technology shall, prior to being given access and equipment, sign the user agreement acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to detect inappropriate use.

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

Parents/Guardians have the right to request the termination of their child's account.

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

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

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

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's technology is being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to: [\[3\]](#)[\[4\]](#)[\[18\]](#)

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior. [\[4\]](#)

The Network Administrator and/or designee shall establish a process for setting up individual and class accounts, set quotas for disk usage when needed, establish a data and email retention policy, and establish a virus protection system. [\[17\]](#)

Guidelines

Accounts

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

Guest accounts may be considered for non-district staff or students if there is a specific, district-related purpose requiring such access. Use of the system by a guest must be specifically limited to the district-related purpose. An agreement may be required.

Equipment

Each employee issued a laptop shall be responsible for the security and care of the laptop, regardless of whether the laptop is used in the district or outside the district and must sign an Employee Laptop Agreement.

Employees shall be responsible for all content on their district issued laptop. All district computer and laptop content may be monitored at any time by the district.

Safety

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

Internet safety measures shall effectively address the following: [\[4\]](#)

1. Control of access by minors to inappropriate matter on the Internet. [\[18\]](#)
2. Safety and security of minors when using email, chat rooms, and other forms of electronic communications.

3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information of minors.
5. Restriction of any minor's access to materials harmful to themselves.
6. Student Safety:
 - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, phone number, school address, work address, etc.
 - b. Users will not agree to meet with someone they have met online without their parent's/guardian's approval and participation.
 - c. Users will promptly disclose to their teachers or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.
 - d. Student photographs:
 - i. K-6: Parents/Guardians may notify the building principal if they object to the publishing of individual or group photographs where their student is not identified. If schools wish to publish photos with student identification, written parent/guardian permission is required.
 - ii. Parents/Guardians may notify the building principal if they do not wish to have photos of their students published, whether or not the student can be identified.

E-mail

1. Students: Students may be assigned an email account based on curriculum needs.
2. District Employees: Permanent full-time employees will be assigned an email account.
3. Users will not post chain letters or engage in spamming.
4. Users with district supplied email will check their email frequently, delete any unwanted message immediately, and stay within any specified quotas.
5. Users will subscribe to only high quality discussion group mailings that are relevant to education or professional development.
6. District supplied email should not be used for private purposes, commercial offerings of products or services, or to solicit products or services.
7. District supplied email may not be used for political or religious purpose.
8. Emails are subject to district administration review at any time.
9. Students are only permitted to use district provided email accounts.

Parental Notification and Responsibility

The district will notify parents/guardians about the school district's technology and its governing policies. This policy contains restrictions on accessing inappropriate sites and material. It is not possible for the school district to monitor and enforce every policy. The district believes the parent/guardian bears the primary responsibility for transmitting their family values on to their children to determine what is or is not appropriate for their child.

Inappropriate Material

If a user inadvertently accesses a website or material that is profane or obscene, advocates illegal acts, advocates violence, or advocates discrimination towards other people, they should immediately close it and report it to the supervising adult or building principal. This will help protect users against any unwarranted allegations.

Selection of Material

When using the Internet for class activities, teachers will make every effort to select material that is age appropriate and that is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students to access, in order to determine the appropriateness of the material contained on or accessed through the site. District employees may access the above material only in the context of legitimate research.

Teachers will make an effort to provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policies, accepted rules of network etiquette, and federal and state laws. These prohibitions are in effect at all times while using district technology and resources. Specifically, the following uses are prohibited but not limited to:

1. Commercial or for-profit purposes.
2. Facilitating illegal activity or using in an illegal manner.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.[2][15]
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, pirating or use of copyrighted materials, including but not limited to illegal file sharing.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[19]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with district policies.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive, objectionable, or threatening to recipients.
12. Intentional obtaining, modifying, destruction and transferring of files, passwords, codes, and data belonging to other users without authorization.
13. Impersonation of another user, account, anonymity, and pseudonyms.

14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.[20]
15. Installation, use, or duplication/pirating of unauthorized or copyrighted games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse, theft, or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization or via a back door.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
21. Referencing personal communication in a public forum without prior consent from the other party.
22. Knowingly or recklessly posting false or defamatory information.
23. Unauthorized installation of computer hardware, software, peripherals or network hardware.
24. Violating privacy or security of electronic information.
25. Participating in unauthorized chats, instant messages and Internet voice communications not school-related or required for employees to perform their duties.
26. Using the Montgomery Area School District and its schools names in any form to express or imply the position of the school district without the expressed or written permission of the Superintendent.
27. Posting information that, if acted upon, could cause damage or disruption.
28. Illegal Activities (United States Code – Title 18, Part I, Chapter 47 [The Computer Fraud and Abuse Act], United States Code – Title 18, Part I, Chapter 121 [Stored Wire and Electronic Communications And Transactional Records Act]).
 - a. Users will not attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
 - b. Users will not make deliberate attempts to disrupt the computer system or destroy data.
 - c. Users will not use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person or property, etc.
29. Nondisclosure of improper events such as accidentally viewing passwords, accessing inappropriate web sites, etc. to the appropriate authority.
30. Attempting to undermine or thwart any computer related rule, procedure, security measure, or common sense courtesy.

Software

All users shall be responsible to take precautions to prevent the introduction of viruses and malware to the district-owned computers and servers. Attempts to degrade or disrupt any network resources are considered criminal activity under state and federal law.

Use of district-owned software must abide by the software licensing agreement with the publisher.

Respecting Network Resources

Users will utilize the system only for education and professional development activities and limited individual, personal usage. Technology resources, including, but not limited to, disk space, printer ink/toner and workstations are finite and shared.

Users will not download or save large files to the server, such as movies, unless absolutely necessary. Once finished with the file, it should be removed.

Users will not print non-district related materials without prior authorization.

Cell Phones and Personal Electronic Devices

1. Cell phones and personal electronic devices, including but not limited to, mp3 players, gaming devices, tablet computers, and personal laptops are permitted on campus, but are not to be used during class time, unless authorized by school officials. The above will not and shall not be attempted to be connected to the district network in any way.
2. Students are not permitted to send or take photographs or videos with their electronic device on school property or at school events unless authorized by school officials.
3. The district is not responsible for the safe keeping or content of these devices.
4. Misuse of such devices may result in confiscation and/or applicable punishment according to district policy and rules.

Cameras and Webcams

1. Cameras, recording devices or similar capturing devices are not allowed on campus, unless authorized by school officials.
2. Web cams are provided standard on some district owned computers and devices.

Social Networking and Websites

1. Social networking sites, including, but not limited to, Facebook, shall not be accessed during school hours on either district or personally owned computers and devices.
2. Students are not permitted to access any photograph sharing websites from district technology.
3. Students are not permitted to access any dating or rating websites from the district technology.

Instant Messaging

Students are not permitted to access any instant messenger services.

Security

System security is protected through the use of passwords. Employee failure to adequately protect passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their password to another individual. Student may be required to reveal passwords to their teacher or another district official when needed for troubleshooting account problems by the Technology Department.
2. Employee passwords will be required to be reset every ninety (90) days and must meet the following criteria:
 - a. Not contain the user's account name or parts of the user's full name that exceed two (2) consecutive characters.
 - b. Be at least eight (8) characters in length.
 - c. Contain characters from three of the following four categories:
 - i. 1 uppercase letter (A through Z)
 - ii. 1 lowercase letter (a through z)
 - iii. 1 number (0 through 9)
 - iv. 1 non-alphabetic character (for example, !, \$, #, %).
3. Users are not to use a computer that has been logged in under as a different user.
4. Any user identified as a security risk or having a history of problems with the system may be denied access to the network.
5. Users are not to disable or circumvent any district security programs, such as filtering and virus protection.
6. Users will be held responsible for the result of any misuse of their account if left unattended and accessible by others, whether intentional or through neglect to follow the above guidelines. If any user becomes aware of any security or data compromise, whether inside or outside the district, the breach must be reported immediately to the Network Administrator, Superintendent, or building principal.

Plagiarism

Users shall not plagiarize works that they find on the Internet.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.[20][26]

Content Guidelines

Information saved to the district network or website shall abide by the following guidelines:

1. Shall not include student's private information such as birth date, social security number, address, phone numbers, family member names, etc.
2. Shall not include personally identifiable information indicating a student's location without parental consent.
3. Shall not contain or link to objectionable material.
4. Must conform to all district policies.
5. Any content created with school technologies will be considered property of the school district.

District Website

The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies. Teachers are responsible for maintaining their own web pages.[22]

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the Superintendent, Network Administrator or building principal.

With approval from the Superintendent, Network Administrator or building principal, school-sponsored extracurricular organizations may establish their own web pages on the district website. The building principal or designee will establish a process and criteria for the establishment of such web pages. Materials presented on the organization's web pages must relate specifically to organization activities. Organization web pages must include the following notice: "This is a school-sponsored student extracurricular organization webpage. Opinions expressed on this page shall not be attributed to the school district".

Blogging

If an employee, student, or guest engages in blogging sites, the user must not violate any privacy rights of another user. Users may not use district personal or private data, images or copyrighted material in their blog. Misconduct will result in disciplinary actions expressed under the Consequences for Inappropriate Use section.

District Limitation of Liability

The district makes no warranties of any kind, either expressed or implied, that the functions of services provided by or through the districts system will be free of errors or without defect. With "Cloud Computing" becoming more and more relevant, the school district may utilize such applications but does not personally support them and cannot guarantee their stability and functionality. The district will not be responsible for any damage users may suffer including, but not limited to, physical damage, loss of data or interruption of services to both district and personal devices. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not responsible for financial obligations arising through use of the system.

Search and Seizures

1. Users should have no reasonable expectation of privacy of their data and emails. The district retains the right to review content of district and personally owned technology in the course of an investigation relative to a policy violation.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating this policy or federal and state laws.

3. An individual search may be conducted if there is reasonable suspicion that a user has violated a district policy or federal or state law. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
4. District employees should be aware that their personal files and email may be accessible under public record laws.

Consequences for Inappropriate Use

The district's administrators shall have authority to interpret and enforce district policies.

The district retains the right to suspend service, accounts, and data access without notice to the user if deemed necessary.[\[13\]](#)

The user will be responsible for incidental or unintended damage resulting from negligent, deliberate or willful violation of technology policies.

Users shall be responsible for payments related to repair/replacement of software, hardware, data files and technological consultant services due to any technology policy violations.

Users shall be responsible for payments related to lost or stolen technology and/or recovery of the device and the data contained on it.

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

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.[\[5\]](#)[\[6\]](#)[\[7\]](#)

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately when on the system.

Employee violations of technology policies will be handled in accordance with the district disciplinary procedures.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the district system.

Legal:

2. Pol. 249
3. 20 U.S.C. 6777
4. 47 U.S.C. 254
5. Pol. 218
6. Pol. 233
7. Pol. 317
8. Pol. 103
9. Pol. 104
10. Pol. 248
11. Pol. 348
12. Pol. 218.2
13. 24 P.S. 4604
14. 24 P.S. 4610
15. 24 P.S. 1303.1-A
17. Pol. 815.1

18. 47 CFR 54.520
19. Pol. 237
20. Pol. 814
22. Pol. 815.2
23. 18 U.S.C. 2256
24. 18 Pa. C.S.A. 6312
25. 18 Pa. C.S.A. 5903
26. 17 U.S.C. 101 et seq
24 P.S. 4601 et seq
Pol. 220
Pol. 815.3

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APPENDIX D

Book: Policy Manual
Section: 100 Programs
Title: Discrimination/Title IX Sexual Harassment Affecting Students
Code: 103
Status: Active
Last Revised: January 19, 2021

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17]

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[18][19][20][21]

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][20][23][24]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall

comply with the disciplinary or placement requirements established by state law and Board policy.[25][26]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.[27][28][29][30][31]

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[30]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

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

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

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

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase “document filed by a complainant” refers to a document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[29][32]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[32]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[32]

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student’s behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.[17][18][23][24][33]

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[32]

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual’s participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[34]

- i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
- b. ***Domestic violence*** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[34]
- c. ***Sexual assault*** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[35]
- d. ***Stalking***, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[34]
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[28][29][32]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the [36]

[The district may choose the same or different individuals to fulfill the roles of Compliance Officer and Title IX Coordinator. If designating one (1) individual to fulfill both responsibilities, select the first option and enter the appropriate position title. If designating two (2) individuals to fulfill the separate responsibilities, select the second option and enter the appropriate position titles.]

{ } _____ as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address:

Email:

Phone Number:

{ } _____ as the district's Compliance Officer and
_____ as the district's Title IX Coordinator.

The Compliance Officer can be contacted at:

Address:

Email:

Phone Number:

The Title IX Coordinator can be contacted at:

Address:

Email:

Phone Number:

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[37]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.

2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][20]

1. { } Loss of school privileges.
2. { } Permanent transfer to another school building, classroom or school bus.
3. { } Exclusion from school-sponsored activities.
4. { } Detention.
5. { } Suspension.
6. { } Expulsion.
7. { } Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21][38]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

PSBA Revision 12/20 © 2020 PSBA

Legal

[1. 22 PA Code 12.1](#)
[2. 22 PA Code 12.4](#)
[3. 22 PA Code 15.1 et seq](#)
[4. 22 PA Code 4.4](#)
[5. 24 P.S. 1301](#)
[6. 24 P.S. 1310](#)
[7. 24 P.S. 1601-C et seq](#)
[8. 24 P.S. 5004](#)
[9. 43 P.S. 951 et seq](#)
[10. 20 U.S.C. 1681 et seq](#)
[11. 34 CFR Part 106](#)
[12. 29 U.S.C. 794](#)
[13. 42 U.S.C. 12101 et seq](#)
[14. 42 U.S.C. 1981 et seq](#)
[15. 42 U.S.C. 2000d et seq](#)
[16. U.S. Const. Amend. XIV, Equal Protection Clause](#)
[17. Pol. 103.1](#)
[18. Pol. 113.1](#)
[19. Pol. 218](#)
[20. Pol. 233](#)
[21. Pol. 317](#)
[22. Pol. 806](#)
[23. Pol. 113.2](#)
[24. Pol. 113.3](#)
[25. Pol. 218.3](#)
[26. 24 P.S. 1318.1](#)
[27. 20 U.S.C. 1232g](#)
[28. 34 CFR 106.44](#)
[29. 34 CFR 106.45](#)
[30. 34 CFR 106.71](#)
[31. 34 CFR Part 99](#)
[32. 34 CFR 106.30](#)
[33. Pol. 113](#)
[34. 34 U.S.C. 12291](#)
[35. 20 U.S.C. 1092](#)
[36. 34 CFR 106.8](#)
[37. Pol. 150](#)
[38. Pol. 317.1](#)
[18 Pa. C.S.A. 2709](#)
[20 U.S.C. 1400 et seq](#)
[28 CFR Part 41](#)
[28 CFR Part 35](#)
[34 CFR Part 100](#)
[34 CFR Part 104](#)
[34 CFR Part 110](#)
[U.S. Const. Amend. I](#)
[Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 \(2020\)](#)
[Davis v. Monroe County Board of Education, 526 U.S. 629 \(1999\)](#)
[Franklin v. Gwinnett County Public Schools, 503 U.S. 60 \(1992\)](#)
[Gebser v. Lago Vista Independent School District, 524 U.S. 274 \(1998\)](#)
[Office for Civil Rights - Resources for Addressing Racial Harassment](#)

Pol. 122
Pol. 123
Pol. 138
Pol. 216
Pol. 220
Pol. 247
Pol. 249
Pol. 251
Pol. 252
Pol. 320
Pol. 701
Pol. 815
Pol. 832

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APPENDIX E

Book: Policy Manual
Section: 100 Programs
Title: Discrimination/Title IX Sexual Harassment Affecting Staff
Code: 104
Status: Active
Adopted: August 18, 2020

Authority

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.^{[1][2][3][4][5][6][7][8][9][10][11][12]}

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages employees and third parties who believe they, or others, have been subject to **Title IX sexual harassment, other discrimination or retaliation** to promptly report such incidents to **the building principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.**

If the building principal or building administrator is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

The complainant or **the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing**; however, **verbal reports of an incident or incidents** shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal or building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to

gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

Administrative Leave –

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent district employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a **report**, and the investigation **related to any form of discrimination or retaliation, including Title IX sexual harassment**, shall be handled in accordance with **applicable law, regulations**, this policy, **the attachments** and the district's legal and investigative obligations.^{[13][14][15][16][17]}

Retaliation

The Board prohibits retaliation by **the district** or any other person against any person for:^[16]

1. Reporting **or making a formal complaint** of **any form of** discrimination **or retaliation, including Title IX sexual harassment**.
2. **Testifying, assisting**, participating **or refusing to participate** in a related investigation, **process or other proceeding** or hearing.
3. **Acting in opposition to** practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

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

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when:[9]

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[15][18]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[18]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[18]

1. **Counseling or Employee Assistance Program.**
2. **Extensions of deadlines or other course-related adjustments.**
3. **Modifications of work or class schedules.**
4. **Campus escort services.**
5. **Mutual restrictions on contact between the parties.**
6. **Changes in work locations.**
7. **Leaves of absence.**

8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[\[18\]](#)

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[\[19\]](#)
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. ***Domestic violence*** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[\[19\]](#)
 - c. ***Sexual assault*** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[\[20\]](#)
 - d. ***Stalking***, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[\[19\]](#)
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[14\]](#)[\[15\]](#)[\[18\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the [\[21\]](#)

The Superintendent as the district's Compliance Officer and the Director of Athletics as the district's Title IX Coordinator.

The Compliance Officer can be contacted at:

Address: 120 Penn Street
Email: dbowers@montasd.org
Phone Number: 570-547-1608 ext. 1121

The Title IX Coordinator can be contacted at:

Address: 120 Penn Street
Email: msnyder@montasd.org
Phone Number: 570-547-1608 ext. 1147

The Compliance Officer **and Title IX Coordinator** shall **fulfill designated responsibilities** to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of **the district's** nondiscrimination procedures in the following areas, **as appropriate**:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
2. Training - **Provide** training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure **or Title IX procedures**, such as making reports to the police, and available **supportive measures such as** assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. **Reports/Formal** Complaints - Monitor and provide technical assistance to **individuals involved in managing informal reports and formal** complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. **Definition of sexual harassment.**
2. **Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.**
3. **How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.**

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
6. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
7. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22][23][24][25]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, genetic information, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

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Legal:

1. 43 P.S. 336.3
2. 43 P.S. 951 et seq
3. 34 CFR Part 106
4. 20 U.S.C. 1681 et seq
5. 29 U.S.C. 206
6. 29 U.S.C. 621 et seq
7. 29 U.S.C. 794
8. 42 U.S.C. 1981 et seq
9. 42 U.S.C. 2000e et seq
10. 42 U.S.C. 2000ff et seq
11. 42 U.S.C. 12101 et seq
12. U.S. Const. Amend. XIV, Equal Protection Clause
13. 20 U.S.C. 1232g
14. 34 CFR 106.44
15. 34 CFR 106.45
16. 34 CFR 106.71
17. 34 CFR Part 99
18. 34 CFR 106.30
19. 34 U.S.C. 12291
20. 20 U.S.C. 1092
21. 34 CFR 106.8
22. Pol. 317
23. Pol. 317.1
24. Pol. 806
25. Pol. 824
- 16 PA Code 44.1 et seq

18 Pa. C.S.A. 2709
28 CFR 35.140
28 CFR Part 41
29 CFR Parts 1600-1691
EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993
EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999
EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990
Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)
Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
Pol. 320
Pol. 815
Pol. 832

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APPENDIX F

Book: Policy Manual
Section: 800 Operations
Title: Emergency Preparedness and Response
Code: 805
Status: Active
Last Revised: August 26, 2021

Purpose

The Board recognizes its responsibility for the safety of students, staff, visitors and facilities. Therefore, the Board shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases and pandemics. Advance planning, training, practice and comprehensive implementation are key components in protecting the safety and security of the school community.[1]

Authority

The district, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by PEMA and other applicable state requirements.[2][3]

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, and local law enforcement agencies.[4]

The Board requires that emergency preparedness, emergency evacuation and school security drills be conducted at intervals required by state law.[3][5][6]

Definitions

School security drill – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.[5]

School Safety and Security Assessment – a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.[7]

Delegation of Responsibility

The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, local law enforcement agencies and first responders, during the development and implementation of the emergency preparedness plan.

The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire school community when necessary.

Annually, on or before April 10, the Superintendent shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.[5]

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.[4][8][9]

The Board directs the School Safety and Security Coordinator to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.[7][10]

Guidelines

Emergency Planning

The emergency preparedness plan shall be accessible in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.[2][3][11]

Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, the community and other relevant stakeholders.

Annually, by September 30, the district shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[2][3][4]

Schools and school buses or transportation vehicles owned or leased by the district shall be made available to local, county and state officials for emergency planning and exercises.[3]

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.[3][12]

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.[13]

The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities may include:[14][15][16][17][18]

1. Web-based instruction.
2. Mailed lessons and assignments.

The continuity of core operations such as payroll and ongoing communication with staff, students and parents/guardians shall be an essential part of the emergency preparedness plan.

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[5][6]

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[19][20]

The district shall provide mandatory training to school employees on school safety and security based on the district's needs and in accordance with law. Training shall address any combination of one (1) or more of the following areas:[21][22][23]

1. Situational awareness.
2. Trauma-informed approaches.[23][24]
3. Behavioral health awareness.
4. Suicide and bullying awareness.[25][26]
5. Substance use awareness.[27][28]
6. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.[29]
7. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[30][31]

Employees are required to complete a minimum of three (3) hours of training every five (5) years.[22]

Required Drills

Emergency Preparedness Drill -

The Board directs district schools to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of law.[3]

Fire Drills -

The Board directs each district school to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.[5][6]

School Security Drills -

The Board directs each district school to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.[5]

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Superintendent or designee may conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[5]

The Superintendent or designee shall:[5]

1. Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.

2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.
3. Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

Bus Evacuation Drills -

Bus evacuation and safety drills shall be conducted twice a year, in accordance with the provisions of law.[\[5\]](#)[\[32\]](#)

Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities.[\[33\]](#)

NOTES:

School entities who receive specific federal funding grants for readiness and emergency management may also have additional requirements for compliance with the National Incident Management System (NIMS).

False alarms – 18 Pa. C.S.A. Sec. 4905, 4906

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Legal:

1. Pol. 705
2. 22 PA Code 10.24
3. 35 Pa. C.S.A. 7701
4. Pol. 805.1
5. 24 P.S. 1517
6. 24 P.S. 1518
7. 24 P.S. 1301-B
8. 22 PA Code 10.11
9. 24 P.S. 1303-A
10. 24 P.S. 1303-B
11. 24 P.S. 1302.1-A
12. Pol. 804
13. 35 Pa. C.S.A. 7301 et seq
14. 24 P.S. 520.1
15. 24 P.S. 1501
16. 24 P.S. 1506
17. 22 PA Code 11.2
18. Pol. 803
19. Pol. 203
20. Pol. 203.1
21. 24 P.S. 102
22. 24 P.S. 1310-B
23. Pol. 333
24. Pol. 146.1

25. Pol. 249
26. Pol. 819
27. Pol. 227
28. Pol. 351
29. Pol. 805
30. 24 P.S. 1302-E
31. Pol. 236.1
32. 75 Pa. C.S.A. 4552
33. 24 P.S. 1303-D
24 P.S. 1205.7
20 U.S.C. 7112
20 U.S.C. 7118
20 U.S.C. 7801
Pol. 146
Pol. 236
Pol. 709
Pol. 810
Pol. 909

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APPENDIX G

Book: Policy Manual
Section: 200 Pupils
Title: Homeless Students
Code: 251
Status: Active
Adopted: October 17, 2006
Last Revised: February 21, 2017

Authority

The Board recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board, authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths.[\[3\]](#)

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

Definitions

Enroll or **Enrollment means** attending classes and participating fully in school activities.[\[7\]](#)

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

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

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

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

Delegation of Responsibility

The Board designates the Superintendent to serve as the district's liaison for homeless children and youths.[6]

The district's liaison shall ensure outreach and coordination with:[6]

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

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

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

Guidelines

Enrollment/Placement

Best Interest Determination -

In determining the best interest of a child or youth, the district shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.[6]
2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[6]
3. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or

unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[\[6\]](#)

Placement -

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

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[\[6\]](#)

The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[\[6\]](#)

The district shall provide the parent/guardian or unaccompanied youth with a written explanation of any district decision related to school selection or placement, including the right to appeal.[\[6\]](#)

Enrollment -

The selected school shall immediately enroll the student and begin instruction, even if:

1. The student is unable to produce records normally required for enrollment.[\[3\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#) [\[17\]](#)

2. The application or enrollment deadline has passed during any period of homelessness.[\[6\]](#)[\[11\]](#)

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academic or other records.[\[6\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The district may require a parent/guardian to submit contact information.[\[6\]](#)

Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[\[6\]](#) [\[18\]](#)

Dispute Resolution -

If a dispute arises over eligibility, enrollment or school selection:[\[6\]](#)

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

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

Education Records

Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[16][17]

Comparable Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:[1][6][19]

1. Transportation services.[20]
2. School nutrition programs.[21]
3. Career and technical education.[22]
4. Preschool programs.
5. Educational programs for which the homeless student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[23]
 - b. Programs for English Language Learners.[24]
 - c. Programs for students with disabilities.[10]
 - d. Programs for gifted and talented students.[25]

Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[1][6][20]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[6]

Training

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

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

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

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

Legal:

1. 24 P.S. 1306
2. 22 PA Code 11.18
3. 42 U.S.C. 11431 et seq
4. 34 CFR 299.19
5. 42 U.S.C. 11431
6. 42 U.S.C. 11432
7. 42 U.S.C. 11434a
8. 34 CFR 200.30
9. Pol. 103.1
10. Pol. 113
11. Pol. 200
12. Pol. 201
13. Pol. 203
14. Pol. 204
15. Pol. 209
16. Pol. 216
17. Pol. 113.4
18. Pol. 206
19. Pol. 146
20. Pol. 810
21. Pol. 808
22. Pol. 115
23. Pol. 918
24. Pol. 138
25. Pol. 114

22 PA Code 403.1

20 U.S.C. 1232g

20 U.S.C. 6301 et seq

34 CFR Part 99

67 Fed. Reg. 10698

PA Education for Homeless Children and Youth State Plan