

Policy Review Committee Meeting

Monday, August 24, 2026 6:00 PM

Spellman Education Center Board Room/Livestream, 782 Springdale Drive, Exton, PA 19341

A. OPENING

A.1. Call to Order

Speaker (s) : Director
Detre

A.2. Take Roll

B. PUBLIC COMMENT

B.1. Public Comment Protocol

B.2. Public Comment

C. APPROVAL OF POLICY REVIEW COMMITTEE MEETING MINUTES

C.1. Approval of March 23, 2026 Committee Meeting
Minutes

WEST CHESTER AREA SCHOOL DISTRICT

Policy Review Committee

Monday, March 23, 2026

5:30 pm

Board Room/Livestream

Spellman Education Center

782 Springdale Drive

Exton PA 19341

Minutes are considered draft until approved at the next committee meeting.

A. Opening

1. Call to Order-Director Detre, Committee Chair called the meeting to order at 5:30 pm.

2. Take Roll

Committee members present: Director Detre (chair), Vice President Bevilacqua, Director Jackson

Committee members absent: Director Frey

Other Board members present: President Durnell, Director Campbell, Director Fleming, Director Lahm, Director Parkinson

Administrators present: W. Birster, S. Brown, D. Christopher, J. Conley, J. McGowan, S. Missett, K. Reynolds, M. Schwemler, J. Scully, M. Pontzer, M. Kleiman

B. Public Comment

1. Public Comment Protocol

2. Public Comment

Name	Topic
Judi DiFonzo	Policies: 122.1, 236.1 619 and 223AG1

C. Approval of Committee Meeting Minutes

1. Approval of January 20, 2026 Committee Meeting Minutes VOTE: 3-0

D. Action Items: Review and Approval

1. Review and Approval of revised Policy 122.1 Student Activity Fees VOTE: 3-0

2. Review and Approval of revised Policy 221: Dress and Grooming VOTE: 3-0

3. Review and Approval of revised Policy 236.1 Threat Assessment VOTE: 3-0

4. Review and Approval of revised Policy 325: Dress and Grooming VOTE: 3-0

5. Review and Approval of revised Policy 332 Working Periods VOTE: 3-0

6. Review and Approval of revised Policy 619 District Audit VOTE: 3-0

7. Review and Approval of revised Policy 806 Child Abuse VOTE: 3-0

8. Review and Approval of revised Policy 913.1 Advertising and Sponsorships VOTE: 3-0

E. Informational Items (revised or retired Administrative Guidelines)

1. The following administrative guidelines have been revised: 223AG1

F. Monthly Routine Items (These items are not voted on at the committee level but will appear as consent agenda items for a full board vote.)

1. Policies for 2nd Reading Approval - none

G. Next Committee Date

1. Announcement of next meeting date: Thursday, May 28, 2026 at 6:00 pm

H. Adjournment

1. Committee chair calls the meeting to a close at 5:43 pm.

C.2. Approval of May 28, 2026 Committee Meeting
Minutes



Policy Review Committee Meeting

Thursday, May 28, 2026

6:00 pm

**Spellman Education Center Board Room/Livestream 782 Springdale Dr.
Exton PA 19341**

Minutes are considered draft until approved by board.

A. Opening

Procedural: 1. Call to Order-Director Detre

The meeting was called to order at 6:12 pm.

Procedural: 2. Take Roll

Committee Members present: Director Detre (chair), Vice President Bevilacqua, Director Frey

Committee Members absent: Director Jackson

Other Board present: President Durnell, Director Lahm, Director Parkinson

Administration present: Mr. Birster, Dr. Christopher, Ms. Ferraguto-Rita

B. Public Comment

1. Public Comment Protocol

2. Public Comment

Name	Agenda Item
Judi DiFonzo	325AG1 & 223AG1

C. Approval of Committee Meeting Minutes

1. Approval of March 23, 2026 Committee Meeting Minutes (No vote: Committee did not have a quorum to approve minutes since Director Frey was not at the March 23 meeting and Director Jackson was not in attendance; hold vote at next meeting.)

D. Action Items: Review and Approval

The following policies and administrative guidelines were presented.

1. Review and Approval of revised Policy 218 Student Discipline **Vote 3-0**

2. Review and Approval of revised Administrative Guideline 218AG1 Student Conduct/Disciplinary Action Schedule **Vote 3-0**

3. Review and Approval of revised Policy 226 Search Procedures by Staff **Vote 3-0**

4. Review and Approval of revised Policy 237 Use of Personal and District Technology Devices **Vote 3-0**

5. Review and Approval of revised Policy 246 Student Wellness **Vote 3-0**

6. Review and Approval of new Administrative Guideline 325AG1 Dress and Grooming **Vote 3-0**

7. Review and Approval of new Administrative Guideline 325AG2 Dress and Grooming - Facilities and Operations **Vote 3-0**

8. Review and Approval of revised Policy 716 Integrated Pest Management **Vote 3-0**

E. Informational Items (revised or retired Administrative Guidelines)

1. The following administrative guidelines have been revised: 204AG1, 223AG1

F. Next Committee Date

1. Announcement of next meeting date

The next meeting date is Monday, August 24, 2026 at 6:00 pm.

G. Adjournment

1. Committee chair calls the meeting to a close.

The meeting was adjourned at 6:40 pm.

D. **ACTION ITEMS: Review and Approval - none**

E. **INFORMATIONAL ITEMS: Revised or Retired
Administrative Guidelines**

E.1. The following Administrative Guidelines have
been revised: 122.1AG1, 206AG2, 216AG1, 325AG1


Policy 122.1AG1 — Activity Fee Schedule
 7/27/2026

Printed

Policy Number 122.1AG1**Title** Activity Fee
Schedule**Version** v1 · 7/27/2026 ·
DRAFT

Activity Fee Schedule

Fee Schedule for Funded Activities for the 2024~~6~~-2025~~7~~ and 2025~~7~~-2026~~8~~ School Years

	Elementary Schools	Middle Schools	High Schools
Fee per Student	\$28.00 <u>\$29.00</u>	\$84.00 <u>\$87.00</u>	\$112.00 <u>\$116.00</u>

~~Beginning with the 2020-2021 school year, and e~~Every even numbered school year-
~~thereafter~~ (i.e. 2026~~6~~-2027~~7~~, 2028~~8~~-2029~~9~~, 2026~~3~~, etc.), the fee at all levels shall be
 increased by the percentage increase, if any, in the Consumer Price Index over the
 twelve-month period ending in the month of June of the even- numbered year. The
 Consumer Price Index shall mean the Consumer Price Index for All Urban Consumers (CPI-
 U), US City Average, all items, not seasonally adjusted, (1982-84=100), as published by
 the U.S. Department of Labor, Bureau of Statistics, or any successor index thereto. If the
 Consumer Price Index is discontinued, or if the basis of calculating the Index is materially
 changed, then a comparable index may be substituted by the district in its reasonable
 judgment. The percentage increase will be rounded to the nearest dollar.

Family Fee Cap: The family fee cap shall be \$250.00 per family, per school year.

WEST CHESTER AREA SCHOOL DISTRICT

No. 206AG2

ADMINISTRATIVE GUIDELINE
APPROVED: May 25, 2016
REVISED: 7/23/2020, 4/24/2024

206AG2-Student Transfer Request Form for an Attendance Exception

Student's Name: _____
Parent/Guardian Name: _____
Current Address of Student: _____
New Address of Student: _____
Phone Number: _____
Email Address: _____

1. Student currently attends: _____ (Name of Current School)
2. Current Grade: _____ (Current Grade)
3. Student wants to attend: _____ (Name of Requested School)

4. Explain the educational reason(s) for the transfer request. Be very specific.

5. List any action(s) initiated by current school to resolve the concerns listed above.

6. Describe any benefits or programs that the requested school can provide that are not available in the current school.

Please email completed form to Nayada Lewis the Student Enrollment Specialist at nlewis@wcasd.net or mail to Spellman Education Center, 782 Springdale Drive, Exton, PA 19341. Please note that if the reason for the request is in whole or in part due to a new residence, you must first submit a change of address form and proof of residence documents must be submitted prior to approval. Final decisions are processed by Dr. Sara Missett, the Director of Elementary Education. All attendance exception requests MUST be received by March 31st of the proceeding school year and granted exceptions are only valid for that one school year. If granted, the student's parent/guardian is responsible for all transportation to and from school.

Student Enrollment Specialist

Date Approved

Director of Elementary Education

Date Approved

WEST CHESTER AREA SCHOOL DISTRICT

No. 216AG1

ADMINISTRATIVE GUIDELINE

APPROVED: August 22, 2016

REVISED: 9/16/18, 12/20/21, 6/21/22

#216AG1 FAMILY EDUCATIONAL RECORDS PRIVACY ACT (FERPA) DIRECTORY INFORMATION

The purpose of the Family Educational Rights and Privacy Act ("FERPA") is to protect the privacy of student records. The law also assures that educational records which are vital to the appropriate education of a student are accessible to the school professionals working with that student. Detailed information on FERPA may be found in the Student Records portion of the district's Discipline & Records Policy distributed to parents via the Back-to-School portal at the start of each school year.

FERPA requires the ~~District~~district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, the ~~District~~district may disclose "directory information" without written consent, unless you have advised the ~~District~~district to the contrary in accordance with ~~District~~district procedures. The primary purpose of directory information is to allow the ~~District~~district to include information from your student's education records in certain school publications. Examples include but are not limited to: playbills or programs for an activity or sport; the yearbook; honor roll or other recognition lists; graduation programs; sports activity sheets or programs, showing weight and height of team members; school directories; and images of students involved in school activities in ~~District~~district publications, web sites, and social media.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, publish yearbooks or publishing directories such as the Who's Who in American High School Students; PTO/HSA directories; athletic leagues and local media representatives for student involved in school activities.

The ~~District~~district has designated the following information as directory information: Student's name, address, telephone listing, electronic mail address, parent telephone number, parent electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized school activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended, and student ID number, user ID, or other unique personal identifier used to communicate in electronic systems or displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

If you do not want the ~~District~~district to disclose directory information, you must return this form. Please be aware, if you indicate that you "**do not**" grant permission for directory information to be released, your student's name and/or image will not appear in the school's yearbook or any published school or classroom directory. By checking "**do not**," should your student be involved in athletics, theatrical or musical productions, or other school-related activities that receive media coverage, your student's name and picture will not be published.

If you do not return this form, the ~~District~~district will assume that you have given permission to release your student's directory information. If during the course of the school year you desire to change your

216AG1 FAMILY EDUCATIONAL RECORDS PRIVACY ACT (FERPA) DIRECTORY INFORMATION-
Pg. 2

election regarding directory information, you must notify your student's building principal in writing.

Please return this form to your student's school on or before September 15 of EACH school year if you DO NOT want your student's directory information to be released. Please note that this form remains in effect for the current-academic school year only, and must be submitted annually. Changes to your election for the school year after September 15th this form must be in writing to your student's building principal.

STUDENT NAME: _____ **SCHOOL:** _____ **GRADE:** _____

_____ I DO NOT grant permission for "directory information" as described in the FERPA Notice [to](#) be released in any format. I understand that by withholding permission my student's name, image, or other "directory information" will not be published in district publications, district web sites, district social media, or printed in local media publications, yearbooks, student directories, newspapers, etc.

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

WEST CHESTER AREA SCHOOL DISTRICT

No. 325AG1

ADMINISTRATIVE GUIDELINE

APPROVED: 5/28/2026

REVISED:

325AG1: ADMINISTRATIVE GUIDELINES FOR DRESS AND GROOMING

GENERAL STANDARDS

This administrative guideline is applicable to all administrators, teachers, support professionals, professional substitutes, and office personnel, except for Facilities and Operations employees ("staff"). The dress code for Facilities and Operations employees is governed by other Board administrative guidelines.

1. Dress and appearance shall be professional, clean, neat, and well-maintained
2. Apparel shall be free of tears, holes, and/or stains.
3. Apparel shall be appropriate to permit the staff member to perform their job duties.
4. Staff may be directed to wear certain types of clothing when special attire is required to ensure the health and safety of the staff.
5. Nurses and MDS staff members assigned to work with medically fragile students are encouraged to dress in clothing that is comfortable, durable, easy to clean, and allows for a full range of movement (e.g., bending, lifting, assisting students). Scrubs may be worn.
6. Attire, including accessories, promoting, depicting or relating to drugs, alcohol, tobacco or vaping is not permitted. Attire depicting or advocating violence or bearing sexually explicit, obscene or profane messages or images is also not permitted.
7. Clothing shall cover all undergarments. No undergarments shall be visible. Clothing shall not be see-through.
8. The Superintendent or designee may choose to prescribe special dress codes for special events such as spirit days, field trips, dances or commencement throughout the year.

TOPS

Acceptable:

1. Blouses, collared shirts, golf shirts, quarter-zips, sweaters, fitted t-shirts that can be worn as a first layer or worn underneath a sweater or jacket, and school/district-specific t-shirts, hoodies, and sweatshirts.

Not Acceptable:

1. Non-school/district-specific t-shirts, hoodies, and sweatshirts.
2. Tank tops.
3. Tops that do not provide full coverage of the chest and torso (including midriff), including when bending or reaching.

TOPS, FOR SPIRIT DAYS

Acceptable:

1. Tops which are acceptable for non-spirit days.
2. Non-school/district-specific t-shirts, hoodies, and sweatshirts may be worn

if they are consistent with spirit day theme and not disruptive to the educational environment.

Not Acceptable:

1. Tank tops.
2. Tops that do not provide full coverage of the chest and torso (including midriff), including when bending or reaching.

BOTTOMS

Acceptable:

1. Dress pants, khaki pants, jeans, capris, skirts, dresses, and leggings with long tunic tops, sweaters, and/ or dresses.

Not Acceptable:

1. Tops worn with leggings, dresses or skirts which are shorter than mid-thigh (halfway between the knee and top of leg).
2. Workout clothing, lounge wear and shorts. Staff assigned to teach PE, or where approved by the building administrator or human resources ("HR"), may wear shorts which are no shorter in length than mid-thigh.

FOOTWEAR

Acceptable:

1. Dress shoes, flats, loafers, boots, dress sandals, and sneakers.
2. Shoes shall be worn at all times.
3. When construction is occurring in buildings to which staff is assigned, staff must wear closed-toe shoes.

Not Acceptable:

1. Flip-flops, slippers, and athletic slides.

ACCESSORIES

1. Hats, hoods, and head coverings are not permitted indoors, except for hats, hoods, and head coverings worn for medical reasons or as part of a sincerely held religious belief or a recognized cultural or ethnic heritage. Such head coverings are permitted provided they do not interfere with workplace safety, employee identification, communication, or the effective performance of job duties. Head coverings worn solely as a matter of personal preference, fashion, or recreation are not permitted under these exceptions. Individuals seeking an accommodation should contact Human Resources.

2. ~~, unless for religious or medical reasons.~~

[2.] Masks are permitted when used for medical concerns.

ACCOMMODATIONS

1. Reasonable accommodations will be made for religious, medical, or disability reasons. Requests for reasonable accommodations shall be submitted to ~~HR~~ Human Resources with required documentation.

PROFESSIONAL RESPONSIBILITY

1. For staff failing to adhere to these requirements, initial concerns will be addressed directly by building administration.
2. Ongoing non-compliance will be addressed through the progressive discipline process with the building administrator and HR.

**F. INFORMATIONAL ITEMS: Policies/Administrative
Guidelines Reviewed with no Revisions**

F.1. The following Policies have been reviewed with
no revisions: 102, 918

G. NEXT COMMITTEE MEETING DATE

G.1. Announcement of next meeting date

H. ADJOURNMENT

H.1. Committee chair calls the meeting to a close