Policy Review Committee Meeting

Monday, October 26, 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 August 24, 2026 Committee Meeting Minutes	**Speaker(s):** Director Detre

WEST CHESTER AREA SCHOOL DISTRICT

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

Director Detre called the meeting to order at 6:01 pm.

A.2. Take Roll

Committee members present: Director Detre (chair), Vice President Bevilacqua, Director Jackson, Director Frey
Other Board members present: President Durnell, Director Fleming, Director Lahm, Director Parkinson
Administrators present: W. Birster, D. Christopher, J. Conley, S. Missett, K. Reynolds, M. Schwemler, M. Kleiman, T. Ferraguto Rita, K. Walker

B. PUBLIC COMMENT

B.1. Public Comment Protocol

B.2. Public Comment - none

C. APPROVAL OF POLICY REVIEW COMMITTEE MEETING MINUTES

C.1. Approval of March 23, 2026 Committee Meeting Minutes VOTE: 4-0

C.2. Approval of May 28, 2026 Committee Meeting Minutes VOTE: 4-0

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

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 – October 26, 2026

H. ADJOURNMENT

H.1. Committee chair called the meeting to a close at 6:09 pm.

D. **ACTION ITEMS: REVIEW AND APPROVAL**

D.1. Review and Approval of Revised Policy 102 Academic Standards	**Speaker(s):** Dr. Reynolds

BOARD POLICY

102 Academic Standards

POLICY NUMBER	ADOPTED	REVISED	VERSION
102	8/1/2015	10/27/2025	v1.3
DOCUMENT STATUS	**PRINTED**		
DRAFT	10/15/2026		

Proposed addition Proposed deletion

PURPOSE

The Board recognizes the importance of developing, assessing, and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the district shall establish academic standards in accordance with, and may expand upon, those adopted by the State Board of Education. ~~that education is a vital function of the state and community. The school community, through the~~ comprehensive ~~planning process, shall be encouraged to participate in the development of the educational goals and academic standards established for this school district.~~[1][2] **[3]**

DEFINITION

Academic standards - shall be defined as what a student should know and be able to do at a specified grade level; they shall describe the knowledge and skills students will be expected to demonstrate in order to graduate. For purposes of this policy, the term academic standards encompasses Pennsylvania Core Standards, Pennsylvania Integrated Standards, state academic standards, and local academic standards.[4]

AUTHORITY

The Board shall approve academic standards for district students to attain, in accordance with those adopted by the State Board of Education, in the following content areas:[2]

1. English Language Arts (reading, writing, speaking and listening).
2. Mathematics ~~(including personal finance)~~.
3. Science, Environment, Ecology, Technology and Engineering (Grades K-5).
4. Science, Environment and Ecology (Grades 6-12).
5. Technology and Engineering (Grades 6-12).
6. Social Studies (history, geography, civics and government, and economics) - to include reading in history and social studies and writing for history and social studies.

7. Arts and Humanities.
8. Career Education and Work.
9. Health, Safety and Physical Education.
10. Family and Consumer Sciences.
11.
12. Personal Finance
13.

DELEGATION OF AUTHORITY

The Superintendent or designee may develop administrative guidelines to implement this policy.

GUIDELINES

The district's curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards. Such standards include the incorporation of education on social media literacy.

The district shall address social media literacy by providing instruction to students on the potential health and academic impacts, and safety and security concerns associated with social media use.

The district shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with law, regulations, and Board policy and administrative guidelines.

Legal Footnotes

[1] **22 PA Code 4.11**
LEGAL REFERENCE

[2] **22 PA Code 4.12**
LEGAL REFERENCE

[3] **Pol. 100 — Comprehensive (Strategic) Plan**
POLICY REFERENCE

[4] **22 PA Code 4.3**
LEGAL REFERENCE

D.2. Review and Approval of New Policy 204.1 Virtual Attendance and Wellness Checks	**Speaker(s):** Ms. Kleiman

BOARD POLICY

204.1 Virtual Attendance and Wellness Checks

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
204.1	v2.2	UNDER-REVIEW	Pending Board Review

PRINTED
10/12/2026

PURPOSE

This policy establishes standards for wellness checks for students who receive academic instruction exclusively
through the district's virtual instruction program for the full school year. Wellness checks are conducted to verify attendance and to facilitate the safety and well-being of students.

AUTHORITY

The Board directs the maintenance of a wellness check process that complies with state law. [1] This policy shall be posted on the district's publicly accessible website.[1]

DEFINITION

District representative – a teacher, administrator or other representative of the district who is subject to mandated reporter requirements for child abuse under the Child Protective Services Law.[2][3]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee may develop administrative guidelines to implement the policy.

It shall be the responsibility of the designated district representative to administer wellness c heck procedures in accordance with applicable law and this policy.

GUIDELINES

Weekly Wellness Checks

Weekly wellness checks shall be conducted for each student enrolled in the district's virtual in struction program who receives academic instruction exclusively through virtual means for the full school year.[1]

At least once during any week consisting of three (3) or more full or partial academic instructional days, a district representative shall ensure that each student is visibly seen and communicated with in real time either, in person or through electronic means.[1]

Wellness Check Methods

Acceptable methods of conducting wellness checks include:[1]

1. A student turning on a webcam and the district representative visibly seeing and communicating with the student during synchronous online instruction.
2. Virtual or face-to-face participation by the student in any of the following activities:
    a. Health screenings.
        a. Standardized testing.
        b. Advising sessions.
        c. Tutoring sessions.
        d. In person, school-sponsored activities chaperoned by a district representative.

Excused Absence Exemptions

A student may be exempt from a wellness check on the day a check is attempted if the student has an excused absence pursuant to applicable attendance requirements.[1] [4][5]

If this occurs, the district shall conduct the wellness check on the next school day or another school day during the same week. If a student has an excused absence for all school days during the same week, the student shall be exempt from the wellness check requirement for that week.[1] [4][5]

Internet or Power Outage Exemptions

A student may be exempt from a wellness check when the student's household experiences a documented Internet or power outage during the day and time of the attempted wellness check.[1]

If this occurs, the district shall conduct the wellness check on the next school day or another school day during the same week following resolution of the outage.[1]

The student’s parent/guardian shall provide documentation of the outage to the district as soon as possible.[1]

Failure to Complete a Required Wellness Check

Within one (1) school day after a student fails to complete a required wellness check, the district shall:[1]

1. Make documented and ongoing efforts to complete the required wellness check and contact the student's parent/guardian using at least two (2) different methods of communication; and

2. Provide written notice to the parent/guardian, in the parent's/guardian's preferred langua ge, stating that the required wellness check has not been completed.

Wellness Review Conference

If the required wellness check is not completed within three (3) school days following the issuance of written
notice, the district shall immediately schedule a wellness review conference to occur within o ne (1) school day. The wellness review conference may be conducted in person or through electronic means.[1]

The wellness review conference will be conducted to:[1]

1. Complete the required wellness check through real-
   time visual interaction with the student;
2. Reestablish communication with the student and the student’s parent/guardian; and
3. Identify interventions to facilitate future participation in wellness checks.

The wellness review conference shall convene as scheduled regardless of whether the studen t or the student’s parent/guardian participates.[1]

In-Person Wellness Check

If a student does not participate in the wellness review conference, the district must conduct an in-person wellness check within twenty-
four (24) hours of the scheduled conference, even if this time period falls on a weekend or holiday.[1]

Wellness Check Records

The district shall maintain accurate records of all wellness checks, including the date, time, m ethod, and outcome of each check.[1]

District administrators are prohibited from altering attendance records for wellness checks aft er a wellness check has been performed, except to correct an identified error.[1]

Reporting Requirements

Any district representative who observes indications of abuse, neglect or harm to a child duri ng a wellness check, wellness review conference, or related contact is required to report the concerns in accordance with law and Board policy and administrative guidelines.[1][2][3]

The district shall maintain documentation sufficient to demonstrate compliance with this polic y and applicable law.[1]

Such documentation shall be provided to the Pennsylvania Department of Education (PDE) up on request.

Failure to comply with such requests may result in:[1]

1. A requirement to report to PDE the date, time and method of each wellness check for eac h student enrolled exclusively in the district's virtual instruction program.
2. Mandating district educators, administrators and staff to complete child abuse recognition, prevention and reporting training annually.
3. Requiring the district to meet in person with each student enrolled in a virtual instruction program at least
   once during the school year following the school year in which the district was found to be out of compliance.
4. Prohibiting the district from being awarded a competitive state grant by PDE until the distr ict demonstrates compliance.

Legal Footnotes

[1] **24 P.S. 1327.4**
LEGAL REFERENCE

[2] **23 Pa. C.S.A. 6301 et seq**
LEGAL REFERENCE

[3] **Pol. 806**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[4] **24 P.S. 1329**
LEGAL REFERENCE

[5] **Pol. 204**
POLICY REFERENCE
Referenced policy is not available in this policy book.

D.3. Review and Approval of Revised Policy 209 Health Examinations/Screenings

Speaker(s): Ms. Kleiman

BOARD POLICY

209 Health Examinations/Screenings

POLICY NUMBER	ADOPTED	REVISED	VERSION
209	8/1/2015	4/24/2024	v2
DOCUMENT STATUS	**WORKFLOW**	**PRINTED**	
UNDER-REVIEW	Pending Board Review	10/6/2026	

Proposed addition Proposed deletion

AUTHORITY

In compliance with applicable law and regulations, and Board-approved health and safety plans, the Board shall require that district students submit to health and dental examinations, screenings and health monitoring in order to protect the school community from the spread of communicable disease and to ensure that the student's participation in health, safety, and physical education courses meets the student's individual needs and that the learning potential of each student is not lessened by a remediable physical disability.[1][2][3][4]

GUIDELINES

Each student shall receive a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade.[2][4][5]

Each student shall receive a comprehensive dental examination conducted by the school dentist or public health dental hygiene practitioner upon original entry, in third grade, and in seventh grade.[3][4][5]

A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. The district shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student’s entry into the grade where an exam is required.[5]

The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests, scoliosis screener, and other tests deemed advisable~~, and height and weight measurements,~~ at intervals established by the district and by law. ~~Height and weight measurements shall be used to calculate the student’s weight-for-height ratio.~~[2][4][6]

The school nurse or other health care practitioner shall conduct measurements of height and weight for each student for the purpose of tracking growth patterns. Height and weight measurements will be conducted at intervals established by the district and in a manner that protects student confidentiality. Parents/Guardians have the right to request an exemption from height and weight measurements for their student, and the district shall provide notification of the exemption request procedure.

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parents/guardians may attend. The notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.[7][8][9]

A student who presents a statement signed by the parent/guardian that a health examination is contrary to the student's or parent's/guardian's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the student if the student is not examined for those conditions.[10][11]

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student's private physician or dentist. The parent/guardian shall report to the school whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school personnel shall arrange a special health examination for the student.[2][4][12]

In the event that the parent/guardian objects to or refuses to obtain a regular or special health or dental examination or refuses to permit the student to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health conditions such that under the circumstances the refusal should be reported to the Pennsylvania Department of Health or other appropriate authorities.

Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.[13] **[14]**

Health Monitoring

The Board directs district staff to monitor student health in accordance with applicable Board policy and the Board-approved health and safety plan. **[15]**

A student may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair safety or cause undue hardship will not be granted. [16]

A student with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered. [16] [17]

Students who may be exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and response, in accordance with Board policy. [15]

Health Records

The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the result of tests, measurements, regularly scheduled examinations and special examinations.[2]

All health records shall be confidential and shall be disclosed only when necessary for the health of the student, when requested by the parent/guardian, in accordance with law and Board policy, or as otherwise may be required by law.[18] [19]

The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy. [15] [18] [19] [20] [21] [22]

Designated district staff shall request from the transferring school the health records of students transferring into district schools. Staff shall respond to such requests for the health records of students transferring from district schools to other schools.[18]

The district shall destroy student health records in accordance with the district's records retention schedule and consistent with law.[18] [23]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health concerns or disability and to promptly report such conditions to the school nurse or designated staff.[2]

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP). [12]

The Superintendent or designee shall ensure that educational information and materials regarding eating disorder awareness and education are made available to students in grades six through twelve. Eating disorder awareness and educational materials shall also be posted on the district's website.

The Superintendent or designee shall develop administrative guidelines for head lice (209AG1 Guidelines for Head Lice) and for comprehensive health and/or dental exam deadlines (209AG2 Guidelines for State Mandated Comprehensive Health and Dental Exams) and may develop other administrative guidelines to implement this policy.

Legal Footnotes

[1] 24 P.S. 1401
LEGAL REFERENCE

[2] 24 P.S. 1402
LEGAL REFERENCE

[3] 24 P.S. 1403
LEGAL REFERENCE

[4] 22 PA Code 12.41
LEGAL REFERENCE

[5] 24 P.S. 1407
LEGAL REFERENCE

[6] 28 PA Code 23.1 et seq
LEGAL REFERENCE

[7] 24 P.S. 1405
LEGAL REFERENCE

[8] 28 PA Code 23.2
LEGAL REFERENCE

[9] 20 U.S.C. 1232h
LEGAL REFERENCE

[10] 24 P.S. 1419
LEGAL REFERENCE

[11] 28 PA Code 23.45
LEGAL REFERENCE

[12] 24 P.S. 1406
LEGAL REFERENCE

[13] 23 Pa. C.S.A. 6311
LEGAL REFERENCE

[14] Pol. 806 — Child Abuse
POLICY REFERENCE

[15] Pol. 203 — Immunizations and Communicable Diseases
POLICY REFERENCE

[16] Pol. 103 — Discrimination/Harassment Affecting Students
POLICY REFERENCE

[17] Pol. 103.1 — Nondiscrimination — Qualified Students With Disabilities
POLICY REFERENCE

[18] 24 P.S. 1409
LEGAL REFERENCE

[19] Pol. 216 — Student Records
POLICY REFERENCE

[20] 20 U.S.C. 1232g
LEGAL REFERENCE

[21] 34 CFR Part 99
LEGAL REFERENCE

[22] Pol. 805 — Emergency Preparedness and Response
POLICY REFERENCE

[23] Pol. 800 — Records Management
POLICY REFERENCE

D.4. Review and Approval of New Administrative Guideline 209AG3 Request for Exemption from Growth Screening	**Speaker(s):** Ms. Kleiman

BOARD POLICY

209AG Request for Exemption from Growth Screening

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
209AG	v1.2	UNDER-REVIEW	Pending Board Review

PRINTED
10/14/2026

Please complete the attached form.

WEST CHESTER AREA SCHOOL DISTRICT

PARENT/GUARDIAN REQUEST FOR EXEMPTION FROM GROWTH SCREENING

I, _____, am the parent/legal guardian of _____ and hereby request that my child be exempt from participation in the state-mandated growth screenings conducted in the public school setting.

By signing below, I acknowledge that I have read and understand this request and voluntarily elect to have my child exempted from the growth screening for the current school year.

Student Name:_____

Parent/Legal Guardian Name:_____

Parent/Legal Guardian Signature:_____

Date:_____

School Year:_____

D.5. Review and Approval of New Administrative Guideline 235.1AG3 Surveying Students and Staff by Internal Graduate Degree Candidates	**Speaker(s):** Dr. Conley

BOARD POLICY

235.1AG3 Surveying Students and Staff by Internal Graduate-Degree Candidates

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
235.1AG3	v1.2	UNDER-REVIEW	Pending Board Review

PRINTED
10/21/2026

This administrative guideline applies to requests by district employees seeking to conduct an educational research survey to fulfill a graduate-degree requirement.

DEFINITIONS

For purposes of this administrative guideline, the following terms have the meanings set forth below:

1. **Internal graduate-degree candidate –** A current full-time district employee who is enrolled in a graduate-degree program at an approved institution as part of a degree or course which is eligible for reimbursement by the district and seeks permission to conduct an educational research survey or access publicly accessible data to satisfy such a degree or course requirement.
2. **Personal information –** Individually identifiable information, including a student's or parent's or guardian's first and last name; home or physical address, including the street name and the name of the city or town; telephone number; email address; student identification number; school login credentials; school password; or Social Security number.

3. **Protected information** – includes:
   a. Political affiliations or beliefs of the student or student's parent/guardian.
   b. Mental or psychological problems of the student or student's family.
   c. Sex behavior or attitudes.
   d. Illegal, anti-social, self-incriminating, or demeaning behavior.
   e. Critical appraisals of other individuals with whom respondents have close family relationships.
   f. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
   g. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
   h. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.
4. **Survey –** An organized attempt to gather information from one or more district students to inform a research project conducted by an internal graduate-degree candidate. Surveys may be in written, electronic, or oral form, and they may be quantitative or qualitative.
5. **Publicly accessible data** – de-identified aggregated data regarding students that constitutes a non-exempt public record under the Pennsylvania Right-to-Know Law and other laws and regulations.

Approval process

Surveys may be authorized, on a limited basis, at the discretion of the Superintendent or designee in accordance with the following procedures. The district may decline to authorize any survey when it is in the best interest of the district to do so, or for any or no reason.

1. The request for permission to conduct a survey, either at the district level or within any school in the district, must be submitted in writing, at least 60 days prior to the requested date for initiating the survey, to the Superintendent or designee.

2. This request must be accompanied by the following:
    a. A letter of support from the internal graduate-degree candidate's principal or supervisor.
    b. A document that provides the following details related to the survey:
        i. the purpose;
        ii. the conditions;
        iii. the participants;
        iv. the nature of the data to be collected; and
        v. the procedures for collecting and analyzing the data.
    c. A copy of any survey that, as part of the study, is to be administered.
    d. A list of any questions that are proposed to be used in interviews.
    e. Details concerning any audio-taping required for the survey.
    f. A copy of a letter that informs the parents/guardians of the survey and all of the required components such as surveys, interviews, audio-taping, etc.
    g. A copy of a parent/guardian response form that allows the parent/guardian to request to review materials and surveys developed for the study, to permit their student to participate in all aspects of the study including any surveys, and/or interviews, or to opt in or out of the study.
    h. A copy of all consent and/or assent forms to be utilized.
    i. If applicable, a copy of a memo that will be used to inform selected staff of the study and all of the required components such as surveys, interviews, etc., and solicit participation on a voluntary basis. This should include a response form.
    j. Proof of Institutional Review Board approval from the internal graduate degree candidate's educational institution, or where not required, a statement of the same from the internal graduate degree candidate's course professor or degree advisor.

Requests for publicly accessible data by internal graduate-degree candidates may be authorized, on a limited basis, at the discretion of the Superintendent or designee in accordance with the following procedures. The district may decline to release publicly accessible data through this process when it is in the best interest of the district to do so, or for any or no reason.

1. The request for publicly accessible data, either at the district level or within any school in the district, must be submitted in writing, at least 45 days prior to the requested date for receipt of the data, to the Superintendent or designee.

2. This request must be accompanied by the following:
    a. A letter of support from the internal graduate-degree candidate's principal or supervisor.
    b. A document that provides the following details related to the request:
        i. the purpose;
        ii. the conditions;
        iii. the nature of the research; and
        iv. the procedures for collecting and analyzing the publicly accessible data.
    c. Proof of Institutional Review Board approval from the internal graduate degree candidate's educational institution, or where not required, a statement of the same from the internal graduate degree candidate's course professor or degree advisor.

Obtaining Informed Consent and Assent

1. Participation in any survey conducted by an internal graduate-degree candidate shall be voluntary and cannot be compelled.
2. Internal graduate-degree candidates shall not use deception in recruiting students to participate in their research, and the purpose of the research shall be clearly stated.
3. If a student expresses an interest in participating:
    a. The internal graduate-degree candidate shall, before proceeding, obtain written parent or guardian consent and written student assent on the approved forms for each student under eighteen (18) years of age. For each student eighteen (18) years of age or older, the internal graduate-degree candidate shall obtain the student's written consent on the approved form before proceeding.
    b. The applicable consent and assent forms shall include, but not be limited to, a description of the survey's purpose; a statement that participation is voluntary and that the research participant may terminate participation at any time; the method of administration; and a statement that the research participant, or the parent or guardian of a research participant under eighteen (18) years of age, has the right, upon request, to inspect the survey questions before administration or distribution.
        i. If a research participant who is eighteen (18) years of age or older, or the parent or guardian of a research participant under eighteen (18) years of age, requests to review the survey questions before administration, the internal graduate-degree candidate, in coordination with the building principal, shall arrange a time for the requesting person to review the survey questions at the school building.
4. The internal graduate-degree candidate shall collect all applicable written consent and assent forms, and the Superintendent or designee shall verify the forms before any research participant participates in the survey.

Administration and Guidelines

1. All surveys must comply with the Protection of Pupil Rights Act (20 U.S.C. §1232h and 34 CFR Part 98, as amended) and other applicable laws and regulations concerning the administration of surveys and the use of personal information about students for marketing purposes as outlined in the Protection of Pupil Rights Act.
2. Research activities must not disrupt the educational process or instructional time for students, or job duties of staff.
3. The internal graduate-degree candidate is responsible for overseeing the research, administering the survey, and securely storing all research materials.
4. All surveys shall begin with a statement that participation is voluntary, may be terminated at any time, and research participants may decline to answer questions.
5. All written surveys shall be conducted via paper or a district-approved platform. No written surveys may be administered to district students through a third-party platform that has not been approved by the district.
6. No surveys may be video recorded.
7. Surveys may be audio-recorded only if all participants to be recorded provide both consent and assent.
8. Surveys shall not deviate from the approved questions.
9. Internal graduate-degree candidates shall immediately report to the building principal if any personal information or protected information (other than that solicited by the approved questions) is disclosed by research participants. The building principal shall contact the Superintendent or designee to address such a concern.
10. At the conclusion of the research study, the internal graduate-degree candidate must:
    a. Report the survey data and/or publicly accessible data in a manner that does not associate the data with any individual student, class, or school building.
    b. Seek permission from the Superintendent or designee to identify the name of the district in the research study.
    c. Provide the Superintendent or designee with a copy of the final report on the research study.

Data Retention and Use

1. Collected data shall be utilized solely for the purpose of the research project to be submitted to the approved institution.
2. Collected data may be shared with the approved institution as necessary to complete the research project.
3. In addition to the approved institution, collected data shall be shared only with the building principal, district administrators, and district legal counsel for oversight, compliance, or legal purposes.
4. Collected data may not be shared with other third parties.

5. Proper disposal or destruction of all surveys and collected data shall be required. All surveys, whether complete or incomplete, and collected data shall be destroyed by shredding, deletion, erasure, or another method that renders the survey information unrecoverable, unreadable, undecipherable, and incapable of reconstruction by generally available means.
6. All surveys and collected data shall be retained until the internal graduate-degree candidate receives a final grade in the course for which the study is required.
7. If surveys or collected data are shared with an approved institution or certain district personnel, the internal graduate-degree candidate shall document the recipients and, to the greatest extent possible, seek to ensure that the surveys and collected data are destroyed in accordance with this policy.
8. Within 30 days after receiving the final grade for the course requiring the study, the internal graduate-degree candidate shall coordinate the destruction process with the building principal or supervisor. The internal graduate-degree candidate shall ensure that all surveys and collected data are destroyed within 60 days after receiving the final grade.
9. The building principal or supervisor shall monitor the destruction process and verify that all surveys and collected data have been destroyed in a manner that renders the information unrecoverable, unreadable, undecipherable, and incapable of reconstruction by generally available means. After the destruction process, the internal graduate-degree candidate shall provide written confirmation to the building principal or supervisor that all surveys and collected data have been destroyed. The written confirmation shall be permanently retained by the District.

Dissemination of Findings in Competition Settings and/or by Publishing or Public Presentation

1. Internal graduate-degree candidates shall not disseminate their research paper or project or collected data in a competition setting. Submission of and/or presentation to the approved institution of a completed research paper or project shall not fall within this prohibition.
2. The district does not permit internal graduate-degree candidates to collect, use, or disseminate personal information about students or staff for marketing or commercial purposes.

Failure to comply with the requirements of this administrative guideline may result in immediate revocation of authorization to conduct the study, and discipline up to and including termination.

Requests for surveys by graduate-degree candidates that do not meet the definition of an internal graduate-degree candidate shall not be authorized. Requests for publicly accessible data by graduate-degree candidates that do not meet the definition of internal graduate-degree candidates shall be submitted to the Right-to-Know Officer.

D.6. Review and Approval of Revised Policy 246 School Wellness	**Speaker(s):** Ms. Kleiman

BOARD POLICY

246 Student Wellness

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
246	8/1/2015	5/28/2026	7/14/2026
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v1.7	DRAFT	10/6/2026	

Proposed addition Proposed deletion

PURPOSE

The West Chester Area School District is committed to providing school environments that promote and protect student's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it shall be the policy of the district that:

1. The district will engage students, parents/guardians, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity practices which impact students, families, and staff.
2. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
3. All students will have access, at reasonable cost, to foods and beverages that meet the established nutrition guidelines.
4. Administrative guidelines will reflect an incremental implementation of federal, state and professional recommendations regarding nutrition and physical activity.

AUTHORITY

The Board adopts this policy based on the recommendations of the appointed district Wellness Advisory Council and in accordance with federal and state laws.[1] [2]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee, in coordination with the district Wellness Advisory Council and each building principal, shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies, and established guidelines or administrative guidelines.[1] [2]

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in the school.[2]

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to student wellness.

The Superintendent or designee and the established Wellness Committees shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of the continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public. This assessment shall include the extent to which the district is in compliance with law and policies relating to school wellness, the extent to which this policy compares to model wellness policies and the progress made by the district in attaining the goals of this policy.[1] [2]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy. [1] [2]

GUIDELINES

District Wellness Advisory Council and School Wellness Committees

The district Wellness Advisory Council will develop Board policy, monitor implementation, and evaluate effectiveness of district wellness practices. The Council will make recommendations for revision of the policy and establish administrative guidelines as needed, and will provide resources and support to school wellness committees. The district Wellness Advisory Council will be comprised of representatives of all stakeholder groups, including:[1]

1. Parents/Guardians.
2. Students.
3. Physical education teachers.
4. General public members.
5. Health care professionals.
6. District food service representative.
7. Central office and building-level administrators.
8. Board members – member of the Teaching, Learning & Equity Committee.

The district shall be required to permit physical education teachers and school health professionals to participate on the district Wellness Advisory Council.[1]

Each individual school will have a Wellness Committee using evidence-based strategies and techniques to establish goals and monitor and, as necessary, revise school-wide nutrition and physical activity practices.

Each school Wellness Committee will include: parents/guardians, students, teachers, a representative of the school food service, a school administrator, and the school nurse.

The Wellness Committee also will serve as a resource to school sites for implementing building health and wellness practices.

Communication With Parents/Guardians

District schools will support parents'/guardians' efforts to provide healthy diets and daily physical activities for their students by providing information and educational opportunities for parents/guardians.

Schools will encourage parents/guardians to pack healthy lunches and snacks and to refrain from including beverages and food that do not meet the established nutrition standards and guidelines.

Physical Education Goals

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided. A sequential physical education program that is consistent with State Board of Education curriculum regulations and Health, Safety, and Physical Education academic standards shall be developed and implemented. All students shall be required to take physical education. Physicians will be asked to provide recommendations for alternate physical activities when excusing students from regular physical education. More opportunities for personalized physical activity goals in smaller group settings will be provided.[3] **[4]** **[5]**

Instruction involving the collection of a student's height and weight measurements must be conducted in a manner that protects student confidentiality. The calculation of body mass index (BMI) is prohibited.

Nutrition Education and Promotion Goals

The district aims to teach, encourage, and support healthy eating by students. Each school will provide nutrition education and engage in nutrition promotion that:

1. Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.
2. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise).
3. Includes materials and resources for teachers and other staff, utilizing available community resources when available.
4. District staff will cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.
5. At the building level, nutrition and wellness activities will take place. The PTO/HSA may be involved in supporting the activities.
6. Nutrition lesson plans to teach behavior-focused skills which may include menu planning, reading nutrition labels and media awareness.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety, and Physical Education, and Family and Consumer Sciences. **[4]** **[5]** [6]

Physical Activity at School Goals

District schools shall strive to provide opportunities for physical activity and/or movement during the school day for all students. That time will include physical activity outside the school environment such as: outdoor play at home, sports, and activities within school including recess and physical activity during lunch, intramurals, clubs, and interscholastic activities. Physical activity will not be withheld as a punishment.

Other School Based Wellness Activities Goals

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods, and throughout the school day.[7] [8] [9] [10]

The district will support efforts of parents/guardians to provide a healthy diet and daily exercise for students by communicating relevant information through various methods.

Nutrition Standards/Guidelines Goals

Foods made available by the district in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[7] [8] [11] [12]

The healthy food options at after-school events will be increased and the amount of food waste with National School Lunches will be decreased.

Beverage Standards for Both Food Service and Individually Sold Drinks for High School Only

- Portion Size: No limit on water, twenty (20) fluid ounce maximum size on other beverages.
- Not Allowed: Soda.

Food Standards for High School

- Will have no more than thirty-five percent (35%) of calories from fat (excluding nuts, seeds, nut butters and cheeses).
- Will have less than ten percent (10%) of calories from saturated fats.

  Of the first three (3) listed ingredients, no more than two (2) should be added sugars (excludes those naturally occurring in fruits and dairy products).

Competitive Foods

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[2] [13] [14]

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

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[2] [13]

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[2] [13]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[13]

Fundraiser Exemptions

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative guidelines. **[15]**

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[13]

The district shall establish administrative guidelines to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods

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

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

1. Rewards and Incentives:
    a. Foods and beverages shall not be used as a reward or incentive in district schools unless it meets or supersedes the Smart Snacks nutritional guidelines. Food that doesn't meet the Smart Snacks nutritional guidelines is permitted if it is part of the curriculum. Food is also permitted when deemed needed as part of an IEP or 504 plan.

2. Classroom Parties and Celebrations:
    a. School/Classroom parties/celebrations with food/beverages shall be limited to no more than three (3) per school year. At each event at least one (1) fruit and vegetable will be offered. A maximum of one (1) sweet and one (1) salty snack will be offered. All packaged foods must be labeled with the ingredients and nutritional information. There are no restrictions on fruits and vegetables offered.
    b. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties/celebrations.
3. Shared Classroom Snacks:
    a. Shared classroom snacks are not permitted in district schools except if it is part of the curriculum.

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

Marketing/Contracting

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative guidelines.[2] [13]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[16]

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative guidelines to address food allergy management in district schools. **[17]**

Legal Footnotes

[1] 42 U.S.C. 1758b
LEGAL REFERENCE

[2] 7 CFR 210.31
LEGAL REFERENCE

[3] 24 P.S. 1512.1
LEGAL REFERENCE

[4] Pol. 102 — Academic Standards
POLICY REFERENCE

[5] Pol. 105 — Curriculum Development
POLICY REFERENCE

[6] 24 P.S. 1513
LEGAL REFERENCE

[7] 7 CFR 210.10
LEGAL REFERENCE

[8] 7 CFR 220.8
LEGAL REFERENCE

[9] 24 P.S. 701
LEGAL REFERENCE

[10] 24 P.S. 742
LEGAL REFERENCE

[11] 42 U.S.C. 1751 et seq
LEGAL REFERENCE

[12] 42 U.S.C. 1773
LEGAL REFERENCE

[13] 7 CFR 210.11
LEGAL REFERENCE

[14] 7 CFR 220.12
LEGAL REFERENCE

[15] Pol. 229 — Student Fundraising
POLICY REFERENCE

[16] 24 P.S. 504.1
LEGAL REFERENCE

[17] Pol. 209.1 — Food Allergy Management
POLICY REFERENCE

D.7. Review and Approval of Revised Policy 249 Bullying/Cyberbullying	**Speaker(s):** Dr. Conley

BOARD POLICY

249 Bullying/Cyberbullying

POLICY NUMBER	ADOPTED	REVISED	VERSION
249	8/1/2015	5/28/2025	v1.3
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Proposed addition Proposed deletion

PURPOSE

The district recognizes that bullying and cyberbullying ~~intimidation~~ have a negative effect on the learning environment. Students who are intimidated and fearful cannot give their education the single-minded attention needed for success. Bullying can also lead to more serious violence. Every student has a right to an education and to be safe in and around school.

DEFINITIONS

Artificial Intelligence-Generated or Modified Media means text, code, images, audio or video data that has been created or modified from its original source data through the use of artificial intelligence technology, programs, or platforms.

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; or~~.~~
2. Creating a threatening environment; or~~.~~
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Cyberbullying means bullying through the use of electronic technology or communication, including data, computer software, or online platforms regardless of their origin, using a device, system network, internet service, email, social media or other digital means, including artificial intelligence-generated or modified media. Cyberbullying includes bullying conduct which occurs in a school setting and/or outside a school setting.

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 and cyberbullying by district students.[1]

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

~~Students are encouraged to use the district's report form (249AG1), 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 oral and written complaints of bullying and cyberbullying ~~shall~~ be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any complaint of bullying or cyberbullying brought pursuant to this policy to~~shall~~ also be reviewed for conduct which may not be proven to be bullying or cyberbullying under this policy but merits review and possible action under other Board policies or administrative guidelines.

~~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 and administrative guidelines.[2]~~ ~~[3]~~

~~**Discrimination/Harassment**~~

~~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 cyberbullying or participation in an investigation of allegations of bullying or cyberbullying is prohibited and shall be subject to disciplinary action up to and including expulsion.

DELEGATION OF RESPONSIBILITY

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

The Superintendent or designee may develop administrative guidelines to implement this policy.

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 information required by law to the PA Department of Education on the required form or document.[1] **[6]**

GUIDELINES

Reports of bullying or cyberbullying may be made orally or in writing and may be anonymous, except when made by district staff. Students are encouraged to use the district's report form (249AG1), available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted, documented and investigated. The person receiving the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor any person involved.

District staff who observe bullying/cyberbullying or receive a report of bullying/cyberbullying shall not conduct an independent investigation but shall take appropriate action to protect the safety of involved students and promptly provide a summary of the observed or reported conduct to the building principal or designee.

For purposes of this policy, a reporter is an individual, other than district staff, who reports alleged bullying/cyberbullying directed at one or more students. A complainant is the alleged victim or target of the conduct. In some circumstances, the same individual may serve as both reporter and complainant.

The building principal or designee shall encourage the complainant or reporter to complete the district's designated report form. If, due to age, disability or other incapacity, the complainant or reporter is unable to complete the form, the building principal or designee shall document the report and complete the form on the individual's behalf. If the report is made by someone other than the complainant, the complainant shall be notified promptly, informed of the report, and encouraged to complete the district reporting form.

Every report of bullying/cyberbullying shall be reviewed and investigated promptly and sufficiently to address the alleged misconduct, even if the report is anonymous or the complainant requests that no action be taken.

The building principal or designee shall determine whether the investigation may be conducted by the building principal or designee or whether the matter should be referred to another appropriate administrator.

Investigations shall be timely, impartial, thorough and comprehensive. The investigation may include:

1. Interviewing the complainant.
2. Interviewing the individual(s) accused of the conduct.
3. Interviewing witnesses.
4. Reviewing physical, electronic, or documentary evidence.
5. Reviewing any other relevant information provided during the investigation.
6. Conducting any additional inquiry reasonably necessary to determine the facts and address proven misconduct.

The investigator shall determine whether the allegations have been substantiated, identify any violation of Board policy, administrative guideline or applicable law, and recommend appropriate corrective action.

As soon as practicable after determining that an incident of bullying or cyberbullying has occurred, the district shall notify the parent(s)/guardian(s) of any student involved in the incident.

Threat Assessment

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 and administrative guidelines.[2] [3]

Discrimination/Harassment

If, at the time of the report, or at any time during the investigation of the alleged bullying/cyberbullying, there is reason to believe the conduct may fall within the provisions of policies or administrative guidelines addressing potential violations of laws against discrimination/harassment, the Title IX Coordinator and Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination/harassment as well as the incidents of alleged bullying. [4] [5]

Accessibility of Policy

The Code of Student Conduct/Disciplinary Action Schedule, which shall contain this policy, shall be disseminated annually to students.[1][7] [8]

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. It shall be reviewed with students at least once every school year.[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][9][10] **[11]**

Consequences for Violations

If an investigation results in a finding that bullying or cyberbullying has occurred, the district shall take appropriate corrective action. Corrective actions will be documented. Where an investigation reveals violations of other Board policies, administrative guidelines, or law, the district shall address those matters through appropriate processes.

Students found to have violated this policy shall be subject to the appropriate consequences set forth in applicable Board policy and administrative guidelines, consistent with the Code of Student Conduct/Disciplinary Action Schedule. In addition, ~~S~~students may also be subject to additional actions which may include, but are not limited to, one or more of the following:

1.
1. C~~c~~ounseling within the school.
1.
2. Counseling/therapy outside of school.
3. Transfer to another school building, classroom, or school bus.
4. Exclusion from school-sponsored activities, including without limitation, extracurricular activities and interscholastic athletics.

~~[1]~~ ~~**[8]**~~ ~~**[12]**~~

Depending on the severity of the incident, the building principal or designee may also take appropriate steps to ensure student safety. These may include, but are not limited to:

1. Implementing a safety plan.
2. Separating and supervising the students involved.
3. Providing staff support for students as necessary.
4. Reporting incidents to law enforcement, if appropriate, at~~in~~ the building principal or designee's sole discretion.
5. Developing a supervision plan with parents/guardians.

Legal Footnotes

[1] **24 P.S. 1303.1-A**
LEGAL REFERENCE

[2] **24 P.S. 1302-E**
LEGAL REFERENCE

[3] **Pol. 236.1 — Threat Assessment**
POLICY REFERENCE

[4] **Pol. 103 — Discrimination/Harassment Affecting Students**
POLICY REFERENCE

[5] **Pol. 103.1 — Nondiscrimination — Qualified Students With Disabilities**
POLICY REFERENCE

[6] **Pol. 805.1 — Relations With Law Enforcement Agencies**
POLICY REFERENCE

[7] **22 PA Code 12.3**
LEGAL REFERENCE

[8] **Pol. 218 — Student Discipline**
POLICY REFERENCE

[9] **20 U.S.C. 7118**
LEGAL REFERENCE

[10] **24 P.S. 1302-A**
LEGAL REFERENCE

[11] **Pol. 236 — Student Assistance Program**
POLICY REFERENCE

[12] **Pol. 233 — Suspension and Expulsion**
POLICY REFERENCE

D.8. Review and Approval of New Administrative Guideline 704AG2 Lead Testing	**Speaker(s):** Mr. Birster

BOARD POLICY

704AG2 Lead Testing

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
704AG2	v1	DRAFT	10/15/2026

The Director of Facilities and Operations or designee will determine the necessity for annual lead testing in the drinking water of school facilities where children attend school.

If the district does not test drinking water for lead, the Director of Facilities and Operations or designee will discuss lead issues in school facilities at a public meeting, as required by law.

D.9. Review and Approval of Revised Policy 803 School Calendar	**Speaker(s):** Dr. Missett

BOARD POLICY

803 School Calendar

POLICY NUMBER	ADOPTED	REVISED	VERSION
803	8/1/2015	11/24/2025	v1.6
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Proposed addition Proposed deletion

PURPOSE

The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district and communication with students, staff, parents/guardians and the school community.

AUTHORITY

The Board shall determine annually the days and the hours when the schools shall be in session for instructional purposes, in accordance with state law and regulations. This may include, as appropriate, activities qualifying as instructional days or hours under the direction of certified school employees for fulfilling the minimum required days or hours of instruction under the law, regulations and state guidance.[1][2][3][4][5][6][7][8][9]

Approval of the school calendar by the Board shall require a first and second reading.

The school calendar shall normally consist of a minimum of 180 days of instruction for students.[1][2][8][10]

The Board reserves the right to alter the school calendar when it is in the best interests of the district including in cases of emergency, in accordance with applicable law and regulations. The Board shall take action to establish temporary provisions in cases of emergency, in accordance with law, and shall document such actions with the PA Department of Education when required.[2][5][6][7][9][11][12][13] **[14]**

Temporary provisions established in accordance with law may include but are not limited to: [1][2][5][6][7][8][9][12][13] **[15]**

1. Keeping schools in session such days and hours as the Board deems necessary, which shall include maintaining the requirement for a minimum of 180 student days or 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level and 900 hours of instruction for full day kindergarten programs.

2. Reducing the length of time of daily instruction for courses and classes.
3. Implementing remote and other alternative methods of delivering instruction under the direction of certified school employees.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall annually prepare a proposed school calendar for the succeeding year by the March Board meeting for consideration and approval.

The Superintendent or designee may develop administrative guidelines to implement this policy.

GUIDELINES

Non-Classroom Days

When developing the annual school calendar for Board approval, the district administration shall ensure that school sessions are normally not scheduled on the following: Saturdays for ordinary instruction, unless the school week is scheduled on as Tuesday through Saturday for the entire school term; Sundays; Memorial Day; Fourth of July; Thanksgiving; Christmas; or January 1.

The following non-classroom days shall be scheduled on the day designated by the federal government: Labor Day; Thanksgiving Thursday and Friday; Martin Luther King Jr. Day; Presidents' Day; Memorial Day; and Juneteenth.

There shall be a winter vacation generally incorporating the period between December 24 and January 1. Classes shall resume on the first weekday after the New Year's legal holiday unless that day is a Thursday or Friday, in which case classes shall resume the following Monday.

There shall be a spring vacation preceding Easter Sunday.

The Superintendent or designee shall document alterations to the school calendar and any temporary provisions in accordance with law, regulations, guidance from the PA Department of Education, ~~and~~ Board policy and ~~or~~ administrative guidelines.

Staff Days

There will be teacher in-service days preceding the first student day and during the school year.

Parent/Teacher conferences may be scheduled once in the fall semester and once in the spring semester.

Flexible Instruction Days

The Superintendent or designee may apply to the PA Department of Education for use of flexible instruction days in accordance with law and guidelines issued by the PA Department of Education.

Each year, prior to finalizing the school calendar, the Board shall discuss the use or potential use of flexible instruction days and remote or virtual instructional days at a public meeting.

Act 80 Exceptions

The Superintendent or designee may apply for an Act 80 exception to the PA Department of Education only if the school calendar is based on instructional days and not on number of instructional hours, or if required by an applicable collective bargaining agreement.

The proposed request shall be approved by the Board at a public meeting and include the date of each requested exception and the reason for each requested exception.

Legal Footnotes

[1] 24 P.S. 133
LEGAL REFERENCE

[2] 24 P.S. 1501
LEGAL REFERENCE

[3] 24 P.S. 1502
LEGAL REFERENCE

[4] 24 P.S. 1503
LEGAL REFERENCE

[5] 24 P.S. 1504
LEGAL REFERENCE

[6] 24 P.S. 1505
LEGAL REFERENCE

[7] 24 P.S. 1506
LEGAL REFERENCE

[8] 22 PA Code 11.1
LEGAL REFERENCE

[9] 22 PA Code 11.2
LEGAL REFERENCE

[10] 22 PA Code 4.4
LEGAL REFERENCE

[11] 24 P.S. 520
LEGAL REFERENCE

[12] 24 P.S. 520.1
LEGAL REFERENCE

[13] 24 P.S. 1501.3
LEGAL REFERENCE

[14] Pol. 006 — Meetings
POLICY REFERENCE

[15] Pol. 805 — Emergency Preparedness and Response
POLICY REFERENCE

D.10. Review and Approval of Revised Policy 805.2 School Safety Personnel	**Speaker(s):** Mr. Birster

BOARD POLICY

805.2 School Safety Personnel

POLICY NUMBER	ADOPTED	REVISED	VERSION
805.2	12/16/2019	2/25/2026	v1.2

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AUTHORITY

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.

The district shall employ or contract for at least one (1) full-time school safety personnel who has completed the training required by law and this Board policy to be on duty during the school day.[1]

The district shall certify to the state School Safety and Security Committee annually that it has met the requirements for school safety personnel or has received a waiver, in accordance with applicable law.[1]

DEFINITIONS

School safety personnel - school police officers, school resource officers and school security guards.[2]

School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district.[2]

School Security Guard - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy, and the provisions of applicable law. [2][3][4] **[5]**

Independent contractor - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services.[2]

Third-party vendor - a company or entity approved by the PA Department of Education or the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[2]

School day - the hours between the morning opening of a school building and the afternoon dismissal of students on a day when classes are in session. [1]

DELEGATION OF RESPONSIBILITY

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law.[6]

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[6]

1. Oversee all school security guards and/or contract agreements with local police and School Resource Officers (SROs).
2. Review and provide oversight of all Board policies, administrative guidelines and procedures related to school safety and security and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide awareness and prevention, ~~and~~ bullying and cyberbullying awareness and prevention, substance abuse, and emergency procedures and training drills, and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.[7] **[8] [9] [10] [11] [12] [13] [14] [15]**
4. Coordinate school safety and security meetings with school and building leadership, at least once quarterly.
5. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
6. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process. **[10]** [16]
7. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
8. Coordinate School Safety and Security Assessments, School Safety and Security grant requirements and respond to School Safety and Security surveys, as applicable. **[14]** [17]

9. Meet with school employees annually to seek their input on mandatory school safety and security training.

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[6] **[18]**

The Board directs the School Safety and Security Coordinator to include the following information in the annual report:

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and any additional information on threat assessment required by the Superintendent or designee, in accordance with Board policy. **[10]** [16]
2. The number and type(s) of school safety personnel contracted or employed by the district, including: (1) the number of school personnel that are armed; (2) the school building at which each school safety personnel is assigned; (3) the training, including the type of training and completion dates, of each school safety personnel; and (4) a listing of other individuals utilized by the district for the school safety-related duties.[6]
3. An attendance report of the school and building personnel present at each school safety and security meeting, including yearly attendance totals.
4. Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.
5. Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district. **[19]**
6. School safety incident reports for the previous year(s) and/or data collected to date for the current year. **[20]**
7. Updates regarding the district's Memorandum of Understanding with local law enforcement agencies. **[20]**
8. Updates to laws, regulations and/or Board policies related to school safety and security.
9. Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report shall be submitted to the state's School Safety and Security Committee. [6]

The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school safety personnel in carrying out their duties.

School safety personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.

The Superintendent or designee may develop administrative guidelines to implement this policy.

GUIDELINES

School Safety and Security Coordinator

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements of school administrators, but shall count toward professional education credit, where applicable.[6][21][22][23]

The School Safety and Security Coordinator shall complete any additional continuing education requirements as required by the state's School Safety and Security Committee.[6]

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[6] **[18]**

School Resource Officers (SROs)

The district shall establish an agreement with local municipal governments or third-party vendors, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[2] **[24]**

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[25]

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Develop and educate students in crime prevention and safety.
3. Train students in conflict resolution, restorative justice and crime awareness.
4. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
5. Other duties as agreed upon between the district and municipal agency.

Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations.[26][27]

SROs shall successfully complete required training, in accordance with law.[25]

School Security Guards

The district shall employ and/or contract for one or more security guards, in accordance with the provisions of law. [2][4] **[5]** **[28]**

School security guards shall provide the following services, as directed by the district: [4]

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus. **[29]**
5. Coordination with law enforcement officials, including school police officers and SROs.
6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy. [4]

Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policies and administrative guidelines. The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the district and shall review the investigation conducted for all school security guards employed by an independent contractor or third-party vendor. **[5]** **[28]** [30][31][32][33]

Following an offer of employment, the district shall request the separation record for a school security guard employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[34][35]

School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[4]

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations. [26][27]

Legal Footnotes

[1] **24 P.S. 1316-C**
LEGAL REFERENCE

[2] **24 P.S. 1301-C**
LEGAL REFERENCE

[3] **24 P.S. 1311-C**
LEGAL REFERENCE

[4] **24 P.S. 1314-C**
LEGAL REFERENCE

[5] **Pol. 818 — Contracted Services**
POLICY REFERENCE

[6] **24 P.S. 1309-B**
LEGAL REFERENCE

[7] **24 P.S. 1310-B**
LEGAL REFERENCE

[8] **Pol. 227 — Controlled Substances/Paraphernalia**
POLICY REFERENCE

[9] **Pol. 236 — Student Assistance Program**
POLICY REFERENCE

[10] **Pol. 236.1 — Threat Assessment**
POLICY REFERENCE

[11] **Pol. 249 — Bullying/Cyberbullying**
POLICY REFERENCE

[12] **Pol. 333 — Professional Development**
POLICY REFERENCE

[13] **Pol. 351 — Drug and Substance Abuse**
POLICY REFERENCE

[14] **Pol. 805 — Emergency Preparedness and Response**
POLICY REFERENCE

[15] **Pol. 819 — Suicide Awareness, Prevention and Response**
POLICY REFERENCE

[16] **24 P.S. 1302-E**
LEGAL REFERENCE

[17] **24 P.S. 1305-B**
LEGAL REFERENCE

[18] **Pol. 006 — Meetings**
POLICY REFERENCE

[19] **Pol. 235.1 — Surveys**
POLICY REFERENCE

[20] **Pol. 805.1 — Relations With Law Enforcement Agencies**
POLICY REFERENCE

[21] **24 P.S. 1316-B**
LEGAL REFERENCE

[22] **24 P.S. 1205.1**
LEGAL REFERENCE

[23] **24 P.S. 1205.5**
LEGAL REFERENCE

[24] **Pol. 909 — Municipal Government Relations**
POLICY REFERENCE

[25] **24 P.S. 1313-C**
LEGAL REFERENCE

[26] **44 Pa. C.S.A. 7301 et seq**
LEGAL REFERENCE

[27] **37 PA Code 241.1 et seq**
LEGAL REFERENCE

[28] **Pol. 304 — Employment of District Staff**
POLICY REFERENCE

[29] **Pol. 907 — Visitors to District Buildings**
POLICY REFERENCE

[30] **24 P.S. 111**
LEGAL REFERENCE

[31] **24 P.S. 111.1**
LEGAL REFERENCE

[32] **23 Pa. C.S.A. 6344**
LEGAL REFERENCE

[33] **23 Pa. C.S.A. 6344.3**
LEGAL REFERENCE

[34] **37 PA Code 241.6**
LEGAL REFERENCE

[35] **44 Pa. C.S.A. 7310**
LEGAL REFERENCE

D.11.	Review and Approval of Revised Policy 822 Automated External Defibrillators (AED) / Cardiopulmonary Resuscitation (CPR)	**Speaker(s):** Ms. Kleiman

BOARD POLICY

822 Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)

POLICY NUMBER	ADOPTED	REVISED	VERSION
822	8/1/2015	10/27/2025	v1.5
DOCUMENT STATUS	**PRINTED**		
DRAFT	10/12/2026		

Proposed addition Proposed deletion

PURPOSE~~Purpose~~

The Board is committed to providing a safe and healthy environment for the school community.

Maintaining automated external defibrillator (AED) units and staff trained in cardiopulmonary resuscitation (CPR) in the schools enables responders to deliver early defibrillation and resuscitation to victims.

DEFINITION

Automated external defibrillator (AED) - a portable device that uses electric shock to restore a stable heart rhythm to an individual in cardiac arrest.

AUTHORITY~~Authority~~

Except in extenuating circumstances, each school building shall have one (1) person trained and certified in the use of AED and cardiopulmonary resuscitation (CPR) during the~~regular~~ school day~~hours~~ when school is in session and students are present.[1]

Each school nurse or designee, coach of an athletic activity, marching band director, physical education teacher, and athletic trainer in the district shall participate in instruction in he use of an AED and CPR and maintain their certification.

The ~~automated external defibrillator (~~AED~~)~~ units are owned by the district and shall be properly maintained and located in secure and accessible locations.

The district shall have an AED in a readily accessible location for students participating in interscholastic athletics and practices. Individuals trained in the use of an AED and CPR will be present during these times.

The ~~automated external defibrillator (~~AED~~)~~ units shall be used in accordance with approved district procedures.

GUIDELINES~~Guidelines~~

A building team shall be trained in CPR and AED procedures by completing a training program offered by ~~district~~ approved providers. Members of the team shall be provided opportunities for annual training and retraining.

The district shall make instruction in the use of an AED available to all its employees and volunteers at least once every two (2) years. The instruction is optional and shall be conducted by an approved provider that may be through the Internet or other electronic means.

Written guidelines for medical emergencies related to the use of ~~automated external defibrillator (~~AED~~)~~ units shall be provided to all members of the building team.

Responders' use of ~~automated external defibrillator (~~AED~~)~~ units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.

DELEGATION OF RESPONSIBILITY~~Delegation of Responsibility~~

The Superintendent or designee may develop administrative guidelines that detail the use of ~~automated external defibrillator (~~AED~~)~~ units.

The Superintendent or designee shall annually, by June 30, report to the PA Department of Education detailing the number, condition, age, expiration date, and placement of AEDs in each school building.

~~Automated external defibrillator (AED) units may be used by all members of the district's building team who have successfully completed training and any trained volunteer who has a current course completion card.~~

Legal Footnotes

[1] **24 P.S. 1424**
LEGAL REFERENCE

E. **INFORMATIONAL ITEMS**

E.1. The following administrative guideline has been revised: 352AG3	**Speaker(s):** Director Detre

WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE

ADOPTED: 8-1-2015

REVISED: 4-24-2025, 10-27-2025, 11/24/2025

352AG3 Non-Employee Acceptable Use of Internet Form

I HAVE READ AND UNDERSTOOD WCASD BOARD POLICY 352 ACCEPTABLE USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES AND AGREE TO ABIDE BY THIS POLICY.

Print Name: _____ Date: _____

Signature: _____

Have you ever ~~worked in~~had a WCASD account: YES ☐ NO ☐

Non-WCASD Authorized Organization Affiliation: _____

Home Address: _____

Phone Number: _____

ADMINISTRATIVE USE ONLY

NON-DISTRICT POSITION:

Principal/Supervisor Complete Section Below

☐ ARAMARK ~~BEHAVIOR~~

☐ ~~ANALYST~~NURSE SUB

☐ BUILDING SUB

☐ MENTAL HEALTH SPECIALIST

☐ ~~NURSE SUB~~BEHAVIOR ANALYST (CONTRACTED)

☐ OCCUPATION/PHYSICAL THERAPIST

☐ ~~PARA PROFESSIONAL (CONTRACTED)~~

☐ PUPIL SVCS INTERN (PSYCH/COUNSELOR)

☐ STUDENT TEACHER

☐ ~~SHORT TERM~~PER DIEM SUB >10 DAY

School/~~b~~Building: _____

Start Date:_____ End Date:_____

Name of WCASD Administrator *(please print)*	WCASD Administrator Signature

***PLEASE RETURN COMPLETED FORM TO SECRETARY ~~FOR~~ TO THE DIRECTOR OF TECHNOLOGY.**

E.2. The following policies were reviewed with no revisions: 105, 704	**Speaker(s):** Director Detre

BOARD POLICY

105 Curriculum Development

POLICY NUMBER	ADOPTED	REVISED	VERSION
105	8/1/2015	10/12/2026	v1.4
DOCUMENT STATUS	**PRINTED**		
DRAFT	10/12/2026		

PURPOSE

The Board recognizes its responsibility for the oversight of the development, assessment and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, developed and modified on a continuing basis and in accordance with a plan for curriculum improvement.[1]

DEFINITION

For purposes of this policy, **curriculum** shall be defined as a series of planned instruction aligned with academic standards in each subject that is coordinated, articulated and implemented in a manner designed to result in achievement at the proficient level by all students.[2][3] **[4]**

AUTHORITY

The Board is responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the Board.[1][3] **[4]**

In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and strategies for assisting students having difficulty attaining the academic standards.[1][3][5][6] **[7]** **[8]**

The district's curriculum shall provide the following:

1. Continuous learning through effective articulation among the schools of this district.
2. Continuous access for all students to sufficient programs and services of a library/media facility and classroom collection to support the educational program. **[9]**
3. Guidance and counseling services for all students to assist in career and academic planning. **[10]**

4. A continuum of educational programs and services for all students with disabilities, pursuant to law and regulation. [11]
5. Language Instruction Educational Program for English Learner students, pursuant to law, regulation, and Board Policy.[12] [13]
6. Compensatory education programs for students, pursuant to law and regulation.
7. Equal educational opportunity for all students, pursuant to law and regulation. [14] [15]
8. Career awareness and vocational education, pursuant to law and regulation. [16]
9. Educational opportunities for identified gifted students, pursuant to law and regulation. [17]
10. Regular and continuous instruction in required safety procedures. [18]

DELEGATION OF RESPONSIBILITY

As the educational leader of the district, the Superintendent or designee shall be responsible to the Board for the development of curriculum. They shall establish procedures for curriculum development, evaluation and modification, which ensure the utilization of available resources, and effective participation of administration, teachers, students, and community members.[1]

A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and Board members to the extent required by applicable law.[1] [19]

With prior Board approval, the Superintendent or designee may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program.

The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research.

The Board directs the Superintendent or designee to actively pursue state and federal aid in support of research activities.

The Superintendent or designee may establish administrative guidelines to implement this policy.

GUIDELINES

The district's curriculum plan shall also include provisions for special instruction and observances to comply with state and federal law including, but not limited to, Constitution Day and Citizenship Day, Arbor Day and the Bill of Rights Week.[20][21][22]

Curriculum Committees

The Superintendent or designee shall be responsible for establishing curriculum committees for the study of curriculum improvement, including the selection of new instructional materials.

All teachers have a professional obligation to the school program beyond regular classroom duties, which shall include work on curriculum committees.

Pilot Programs

A **pilot program** is a probationary program developed within or outside the school community that is structured as a stand-alone unit responding to its own set of objectives and goals. It is separate and apart from community instructional resources. Pilot programs are introduced into the schools for a period of time sufficient to test their appropriateness in fulfilling a particular need of the district.

Detailed plans for pilot programs shall be presented to the curriculum supervisors and appropriate administrators for approval and must include a statement of the goals of the program, the nature of student participation in the study, the anticipated expenses and the plans for evaluation.

Board approval shall be required to move any pilot program to regular status or to extend the approval time for pilot programs.

Legal Footnotes

[1] 22 PA Code 4.4
LEGAL REFERENCE

[2] 22 PA Code 4.3
LEGAL REFERENCE

[3] 22 PA Code 4.12
LEGAL REFERENCE

[4] Pol. 102 — Academic Standards
POLICY REFERENCE

[5] 24 P.S. 1511
LEGAL REFERENCE

[6] 24 P.S. 1512
LEGAL REFERENCE

[7] Pol. 107 — Adoption of Planned Instruction
POLICY REFERENCE

[8] Pol. 127 — Assessments
POLICY REFERENCE

[9] Pol. 109 — Resource Materials
POLICY REFERENCE

[10] Pol. 112 — School Counseling
POLICY REFERENCE

[11] Pol. 113 — Special Education
POLICY REFERENCE

[12] 22 PA Code 4.26
LEGAL REFERENCE

[13] Pol. 138 — Language Instruction Educational Program for English Learners
POLICY REFERENCE

[14] Pol. 103 — Discrimination/Harassment Affecting Students
POLICY REFERENCE

[15] Pol. 103.1 — Nondiscrimination — Qualified Students With Disabilities
POLICY REFERENCE

[16] Pol. 115 — Career and Technical Education
POLICY REFERENCE

[17] Pol. 114 — Gifted Education
POLICY REFERENCE

[18] Pol. 805 — Emergency Preparedness and Response
POLICY REFERENCE

[19] **Pol. 105.1 — Curriculum Review by Parents/Guardians and Students**
POLICY REFERENCE

[20] **24 P.S. 1541-1555**
LEGAL REFERENCE

[21] **36 U.S.C. 106**
LEGAL REFERENCE

[22] **P.L. 108-447**
LEGAL REFERENCE

BOARD POLICY

704 Maintenance

POLICY NUMBER	ADOPTED	REVISED	VERSION
704	8/1/2015	10/15/2026	v1.2
DOCUMENT STATUS	**PRINTED**		
ACTIVE	10/15/2026		

PURPOSE

Adequate maintenance of buildings, property, and equipment is essential to fiscal responsibility and efficient management of district facilities.

AUTHORITY

The Board directs that a continuous program of inspection and maintenance of all district buildings, property, and equipment be established and implemented. Wherever possible, maintenance shall be preventive or predictive.[1][2]

DELEGATION OF RESPONSIBILITY

The Director of Facilities and Operations or designee shall develop and supervise a maintenance program which shall include:

1. Regular program of maintenance, repair, and improvement of buildings and facilities.
2. Equipment replacement program.
3. Long-range plans for building modernization and conditioning.

Each building principal, in conjunction with the head custodian, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Director of Facilities and Operations or designee as to the findings of that inspection.

The Director of Facilities and Operations or designee shall report to the Board regarding the current maintenance and improvement program and projected maintenance needs that include cost analysis.

The Director of Facilities and Operations or designee may develop administrative guidelines to implement this policy.

Legal Footnotes

[1] **24 P.S. 701**
LEGAL REFERENCE

[2] **24 P.S. 742**
LEGAL REFERENCE

F. **NEXT COMMITTEE MEETING DATE**

F.1. The next Policy Review Committee Meeting will be held on Monday, January 25, 2027

G. **ADJOURNMENT**

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