School Board Policy Committee Meeting

Tuesday, September 15, 2026 5:30 PM
Board Room, 3000 Donallen Dr, Bensalem, PA 19020

1.	**Call to Order and Roll Call**	**Speaker(s):** Committee Chairperson
2.	**Announcements to the Audience**	**Speaker(s):** Committee Chairperson
3.	**Public Comment #1**	**Speaker(s):** Committee Chairperson
4.	**Policies**	
4.A.	Policy 122 Extra Curricular Activities	**Speaker(s):** Brian Cohen
4.B.	Policy 220 Student Expression/Dissemination of Materials	**Speaker(s):** Committee Chairperson
4.C.	Policy 707 Use of School Facilities	**Speaker(s):** Committee Chairperson
4.D.	Policy 709.1 Video Surveillance	**Speaker(s):** Committee Chairperson
4.E.	Resolution: Environment Free of Intimidation, Violence and Hate	**Speaker(s):** Committee Chairperson
5.	**Discussion Items**	
5.A.	New Policy - Advertising Inside District Vehicles	**Speaker(s):** Brian Cohen
6.	**Public Comment #2**	
7.	**Adjournment**	**Speaker(s):** Committee Chairperson

BOARD POLICY

122 Extracurricular Activities

POLICY NUMBER	ADOPTED	REVISED	VERSION
122	9/22/2004	1/28/2026	v1.2
DOCUMENT STATUS	**WORKFLOW**	**PRINTED**	
DRAFT	Administrative Review	9/8/2026	

Proposed addition Proposed deletion

Purpose BC edit fees.

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as enriching the educational experience, building social relationships, developing interests in a specific area, promoting civic engagement and gaining an understanding of the elements and responsibilities of teamwork, leadership and good citizenship.

Definitions

For purposes of this policy, **extracurricular activities** refers, but is not limited to, programs which may include athletic activities and curriculum-related student groups that are sponsored or approved by the Board, are conducted wholly or partly outside the regular school day and are equally available to all students who voluntarily elect to participate.

For purposes of this policy, an **athletic activity** shall mean all of the following:[1] [2]

1. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.

2. Noncompetitive cheerleading that is sponsored by or associated with the school.

3. Practices, interschool practices and scrimmages for all athletic activities.

Curriculum-related student group - any student group that directly relates to the body of courses offered by the District.[3]

Authority

The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with applicable laws, regulations and Board policies.[4] [5] [6] [7]

Any extracurricular activity shall be considered under the sponsorship of this Board when it has been approved by the Board upon recommendation of the Superintendent, approved by the Superintendent and reported to the Board for its review and approved by the Superintendent upon recommendation of the building principal.

The Board shall maintain the program of extracurricular activities at minimal ~~no~~ cost to participating students, except that:

1. The Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies. [8]

2. Students may assume all or part of the costs for travel and attendance at extracurricular events and trips.

Where eligibility requirements are necessary or desirable, the Board shall determine the standards for eligibility to be met by all students participating in an extracurricular activity. Eligibility for extracurricular activities is based on regular attendance and academic proficiency. Excessive infraction of discipline or attendance rules may result in a student being removed from these activities.[4][9]

The Board directs that no student may participate in extracurricular activities who has not:

1. Met the requirements for academic eligibility.[4]

2. Complied with the requirements of applicable Board policies and administrative regulations. [10] [11] [12]

3. Attended school regularly. [13]

4. Been in attendance on the day of the activity, event or practice for the hours required.

5. Returned all school equipment previously used as directed.

6. Adhered to other applicable conduct standards.

Off-Campus Activities

Significantly revised to refer back to Policy 218. Student Discipline that contains section regarding on-site campus activities (Mahony SD v BL) Student speech that occurs outside school campus.

Student conduct that occurs off school property or during nonschool hours shall be addressed in accordance with the provisions of the student discipline policy regarding on and off-campus activities. [12] [14]

Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and their parent/guardian shall sign and return the acknowledgment of receipt and review of the following:[2] [10] [11] [15]

1. Concussion and Traumatic Brain Injury Information Sheet.

2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet, that includes information about electrocardiogram testing.

The Superintendent or designee shall develop administrative regulations to implement the extracurricular activities program.

Guidelines

Guidelines shall ensure that the program of extracurricular activities:

1. Assesses the needs and interests of and is responsive to District students.
2. Involves students in developing and planning extracurricular activities.
3. Ensures provision of competent guidance and supervision by staff.
4. Guards against exploitation of students.
5. Provides a variety of experiences and diversity of organizational models.
6. Provides for continuing evaluation of the program and its components.
7. Ensures that all extracurricular activities are open to all students, without discrimination, and that all students are fully informed of the opportunities available to them.[16][17]

Equal Access Act

The District shall provide secondary students the opportunity for noncurriculum-related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees.[3]

Noninstructional time is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.

The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The District retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

Legal Footnotes

[1] 24 P.S. 5322
LEGAL REFERENCE

[2] 24 P.S. 1425
LEGAL REFERENCE

[3] 20 U.S.C. 4071
LEGAL REFERENCE

[4] 24 P.S. 511
LEGAL REFERENCE

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

[6] Pol. 103.1 — Nondiscrimination - Qualified Students with Disabilities
POLICY REFERENCE

[7] Pol. 122.1 — Noncurriculum-Related, Nonschool-Sponsored, Student-Initiated Groups
POLICY REFERENCE

[8] Pol. 110 — Instructional Supplies
POLICY REFERENCE

[9] 22 PA Code 12.3
LEGAL REFERENCE

[10] Pol. 123.1 — Concussion Management
POLICY REFERENCE

[11] Pol. 123.2 — Sudden Cardiac Arrest
POLICY REFERENCE

[12] Pol. 218 — Student Discipline
POLICY REFERENCE

[13] Pol. 204 — Attendance
POLICY REFERENCE

[14] Mahanoy Area School District v. B.L. 594 U.S. 180 (2021)
LEGAL REFERENCE

[15] 24 P.S. 5323
LEGAL REFERENCE

[16] 22 PA Code 12.1
LEGAL REFERENCE

[17] 22 PA Code 12.4
LEGAL REFERENCE

Legal References

No additional references listed.

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Dissemination of Materials
Code	220
Status	Active
Adopted	September 22, 2004
Last Revised	August 22, 2023

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to disseminate nonschool materials to others as a part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with the District's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.[1]

This policy addresses student expression in general as well as dissemination of expressive materials that are not part of District-sponsored activities (nonschool materials).

This policy does not apply to materials sought to be disseminated as part of the curricular or extracurricular programs of the District, which shall be regulated separately as part of the School District's educational program.

Definitions

For the purposes of this policy, **dissemination** shall mean students distributing or publicly displaying nonschool materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or

2. At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by the School District.

Expression means verbal, written, technological or symbolic representation or communication.

Nonschool materials means any printed, technological or written materials, regardless of form, source or authorship, that are not prepared as part of the curricular or approved extracurricular programs of the District. This includes, but is not limited to, fliers, invitations, announcements,

pamphlets, posters, online discussion areas and digital bulletin boards, personal websites and the like.

Authority

Limitations on Student Expression

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

1. Violates federal, state or local laws, Board policy or District rules or procedures;

2. Is defamatory, obscene, lewd, vulgar or profane;[2]

3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;

4. Incites violence, advocates use of force or threatens serious harm to the school or community;

5. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;

6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or

7. Violates written District procedures on time, place and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using District-provided equipment, email, websites or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:[1][2][3][4]

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;

2. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; or

3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

Dissemination of Nonschool Materials

The Board requires that dissemination of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.[1][3]

The Board requires that students who wish to disseminate nonschool materials on school property shall obtain approval by submitting them at least one (1) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent.[1]

If the nonschool materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for the planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

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

Printed nonschool materials displayed in a fixed location of a school building shall bear the date when placed in each location. The District may remove the materials within ten (10) days of the posting or other reasonable time as stated in applicable procedures.

Review of Student Expression

Review of nonschool materials proposed for dissemination shall be conducted promptly so as to avoid unreasonable delay in dissemination.

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

Student-initiated religious expression is permissible, and apart from regarding time, place and manner, shall not be restricted unless the expression violates some other aspect of this policy, e.g., because it is independently determined to be in violation of this policy for reasons other than the religious nature of the content.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and District procedures.[5]

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be disseminated in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit dissemination of nonschool materials to noninstructional times.

When student dissemination of nonschool materials or other student expression violates this policy, the building principal may determine what if any disciplinary or other consequences should be imposed. Disciplinary actions shall be in accordance with applicable Board policy and the Code of Student Conduct.[6][7]

The Superintendent shall ensure that building principals and other staff involved in reviewing nonschool materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on school officials' authority to regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of

disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.

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

Legal

1. 22 PA Code 12.9
2. 22 PA Code 12.2
3. 24 P.S. 510
4. 24 P.S. 511
5. Pol. 219
6. Pol. 113.1
7. Pol. 218

Pol. 816

Mahanoy Area School District v. B.L., 594 U.S. ____ (2021)

220 ATTACH.docx (35 KB)

Last Modified by Susan Harder on September 19, 2023

STUDENT EXPRESSION/DISSEMINATION OF MATERIALS

These procedures address the dissemination by students of nonschool materials that are not part of the curricular or extracurricular program of the District. Materials sought to be disseminated as part of the curricular or extracurricular program of the District will be regulated as part of the District's educational program and are not subject to the time, place and manner provisions set forth herein.

Students may disseminate nonschool materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with Board Policy 220 (Student Expression/Dissemination of Materials), the Code of Student Conduct, these procedures and the school dress code, if applicable. It is the responsibility of students intending to disseminate nonschool materials to become familiar with the provisions of Board Policy 220 and pertinent provisions of the Code of Student Conduct.

The District has no responsibility to assist students in or to provide facilities for the dissemination of nonschool materials.

Dissemination of Nonschool Materials

The dissemination by students of all nonschool materials will be governed by the following procedures:

1. All nonschool materials, together with a copy of the plan of dissemination, must be submitted to the building principal no later than 10 a.m. on the school day prior to the requested dissemination. The building principal will forward such information to the Superintendent or designee for approval. The plan will set forth in detail the desired time, place and manner of dissemination, as well as the individuals involved.

2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to disseminate such material must provide in writing their name, address, telephone number and organization, if any. This information will be filed in the building principal's office.

3. The Superintendent or designee will review the material, determine if it constitutes expression that is prohibited by Board policy, and inform the building principal or designee of the decision. The building principal or designee will notify the student(s) planning to disseminate nonschool materials of the decision to grant or deny permission. If the decision is to not permit the dissemination, the building principal or designee will specify the reasons for the decision as well as the changes in the content of the material or in the plan of dissemination which must be made, if any, in order to secure such permission. If the student(s) desiring to disseminate such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned dissemination, the building principal or designee may then grant permission to disseminate.

Time -

When permission has been granted, students may disseminate approved nonschool materials only at the following times:

1. Thirty (30) minutes before the official start of school;
2. Thirty (30) minutes after the official end of school.

Place -

Dissemination of approved nonschool materials on school property will be permitted only in locations that allow for the normal flow of traffic within the school and its exterior doors. Building entrance walkways and building lobbies will not be utilized for such dissemination.

Nonschool materials may not be disseminated during any regularly scheduled class unless specifically authorized by the Superintendent or designee.

Manner -

All nonschool materials must bear the District disclaimer.

> DISCLAIMER: THE BENSALEM TOWNSHIP SCHOOL DISTRICT IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE DISTRICT'S CURRICULAR OR EXTRACURRICULAR PROGRAMS.

All approved nonschool materials displayed in a fixed location shall be officially dated and the District shall remove the materials within ten (10) school days.

Any student who disseminates materials will be responsible for cleaning any resulting litter, including any discarded pamphlets, fliers or other documents.

No student will harass or otherwise interfere with the dissemination of approved nonschool materials by student(s), nor may a student in any way compel or coerce a student to accept any materials.

Disciplinary Consequences

Any student who violates any provision of Board Policy 220 or these procedures will be subject to disciplinary action, in accordance with Board policy and the Code of Student Conduct, which may in appropriate cases include suspension and/or expulsion from school.

Student Handbook

A copy of this procedure will be published in student handbooks.

BOARD POLICY

707 Use of School Facilities

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
707	9/22/2004	6/29/2026	9/11/2026
VERSION	**DOCUMENT STATUS**	**PRINTED**	
v4.6	DRAFT	9/11/2026	

Proposed addition Proposed deletion

PER V.V.

PURPOSE

The School Board recognizes that although the primary purpose of the school buildings, facilities and property (the school facilities) is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.

AUTHORITY

The School Board shall establish a schedule of fees for the use of school facilities by approved groups, with such use to be identified in this policy as a school facility use.[1]

DELEGATION OF RESPONSIBILITY

The Superintendent or his/her designee shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.

The Superintendent or his/her designee may approve a school facility use as long as the school facility use complies 100% with School Board policy.

GUIDELINES

User Group Classifications

Eligibility to use school facilities is limited to the following categories or classes of users.

CLASS I -

All Bensalem Township School District teams, clubs and activities, including the Boy Scouts and Girl Scouts.

CLASS II -

All Bensalem Township School District-related groups, including, but not limited to:

1. Bensalem Township School District Alumni Associations.
2. PTOs, PTGs, and/or School Board-approved booster and/or parent/teacher groups.
3. Bensalem Education Foundation.
4. Just for the Kids.
5. Bensalem Township School District Employee groups.
6. PSERS.
7. Bensalem Township Based Service Organizations including, but not limited to, the Bensalem Lions Club, Kiwanis Club, Rotary, etc.

CLASS III -

Bensalem Township community and non-profit organizations that provide programs for the benefit of local youth residents and youth, including, but not limited to:

1. Bensalem non-profit youth organizations [501(c)(3) designation required].
2. Bensalem Township parochial schools and CYO organizations.
3. YWCA.

CLASS IV -

Bensalem residents, business groups and organizations not included in Classes I, II or III.

CLASS IV(A) -

Bensalem events that provide positive services to the township as approved by the School Board. Such events currently approved by the School Board at the time of the adoption of this policy are Indian Cultural Association of Pennsylvania (ICAP) events, Celtic Christmas, and the Bensalem Kollel and Outreach Center Challah Bake.

CLASS V -

1. PIAA, District One or Suburban One sanctioned events.
2. First Mid Atlantic Robotics.

CLASS VI -

Other governmental organizations or agencies not included in Classes I, II, III, IV or IV(A).

1. Bensalem Township Government including, but not limited to, the Township Police Department, Fire Companies, and Park & Recreation Department.
2. Bucks County Government.

CLASS VII -

Any and all school facility use requests not identified in and/or covered under Classes I, II, III, IV, IV(A), V & VI.

Fee Structure by Classification

CLASS I -

Class I groups may use school facilities without charge for rental or service fees. Application fees and security deposit will be waived.

CLASS II -

Class II groups may use school facilities without charge for rental or service fees during normal business hours. Application fees and security deposit will be waived. Service fees will be required for uses of buildings during off hours.

Class II requested school facility uses proposed to occur during off hours (weekends) must have prior School Board approval. The Facilities Department will provide to the School Board a breakdown of custodial fees and utility fees absorbed by the school district prior to the time the school facility use is approved.

CLASS III -

Class III groups will be required to pay an application fee, and an utility rate fee, and will be required to deposit a security deposit in order to use school facilities.

Class III groups may use school facilities without charge for rental fees.

Class III groups may use school facilities without charge for custodial fees and/or service fees during normal business hours. For usage during off hours (weekends), Class III groups will be required to pay custodial fees, together with any/all applicable service fees.

CLASS IV -

Class IV groups will be required to pay an application fee, rental fee, and custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

CLASS IV(A) -

Class IV(A) groups will be required to pay an application fee, a reduced rental fee in an amount equal to sixty-five percent (65%) of the then current school facility rental fee, and a custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

CLASS V -

Class V.1 groups will be required to pay fees as determined by PIAA, District 1, and/or Suburban One League guidelines then in effect. Class V.2 groups will be required to pay a custodial fee, together with any/all applicable service fees.

CLASS VI -

Class VI groups will be required to pay an application fee, rental fee, and custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

CLASS VII -

Class VII groups will be required to pay an application fee, rental fee, and custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

List of Available Facilities

A list of available school facilities will be prepared by the Superintendent or his/her designee and approved by the School Board. The list of available school facilities is a part of, and incorporated into, this policy, and may be amended, from time to time, as may be necessary, without the need to amend this policy.

Fees and Fee Schedule

A schedule of all school facility use fees will be prepared by the Superintendent or his/her designee and approved by the School Board. The schedule of school facility use fees may include, but shall not be limited to:

1. Application fees.
2. Rental fees.
3. Utility Rate fees.
4. Custodial fees.
5. Service fees.

The schedule of school facility use fees is a part of, and incorporated into, this policy, and may be amended, from time to time, as may be necessary, without the need to amend this policy.

The following fees shall be included within the school facility use fee schedule:

1. Application fee - a non-refundable fee to accompany an application to use any school facilities. A separate application will be required for each school facility sought to be used by a user group per occasion or season, as applicable.
2. Rental fee - a non-refundable fee for the use of a school facility. A separate rental fee may be required for each school facility sought to be used by a user group per occasion or season, as applicable.
3. Utility Rate fee - a non-refundable fee for the utility costs for the use of a school facility.
4. Custodial fee - a non-refundable fee for the custodial employee and/or grounds employee costs for the use of a school facility.

5. Service fee - a non-refundable fee for the following employee costs:
    a. Facility or Site Supervisor.
    b. Rental Coordinator.
    c. Security Guard.
    d. Cafeteria or Food Services employee.
    e. Audio/Visual Coordinator.
    f. Audio/Visual Assistant.
    g. Lifeguard.
6. Security deposit.
7. Costs.

For the purpose of this policy, **regular work hours** or **normal business hours** are those hours for each building when custodial staff are regularly on duty.

A building administrator, a facility or site supervisor, and/or a custodian shall be present and responsible whenever any user group is using a school facility. As part of its review of a school facility use application, the school district shall determine which supervisory personnel [building administrator, facility/site supervisor, rental coordinator, and/or custodial employee(s)] will be required for each and every approved school facility use.

The various school facility use fees may be increased and/or decreased, from time to time, as deemed necessary in the sole discretion of the school district. Notwithstanding the generality of the foregoing, school facility use fees that are based, in whole or in part, upon school district employee salaries and/or costs, may be increased annually based upon increases in school district employee salaries and/or costs. Similarly, school facility use fees that are based, in whole or in part, upon the school district's Act 1 Index (such as rental fees and utility rate fees), may be adjusted annually based on changes in and/or to the District's Act 1 Index.

Security deposits will be held in escrow by the school district until such time as school district personnel evaluate the condition of the school facility or facilities used in a school facility use after such school facility use event and/or season has ended. All expenses and/or costs incurred by the school district as the result of a school facility use shall be deducted from the security deposit, and thereafter the remaining balance of the security deposit shall be returned to the user group within ten (10) days of the end of the school facility use event or season, whichever is later. A written notification and description shall be provided to the user group by the school district at the time of the return of the security deposit if any security deposit funds have been withheld by the school district, for theft, damage, and/or destruction of school district property, or otherwise, pursuant to this policy.

Application Process

All applications for school facility use must be completed and submitted to the school district using forms as provided by the school district. An application fee must be submitted with the school facility use application form(s), unless the user group classification of the applicant is

not subject to the payment of an application fee.

A Certificate of Insurance, naming the School District of Bensalem Township as an additional insured on all policies identified thereupon, and covering the school facilities sought to be used, must accompany the application at the time of submission. The Certificate of Insurance must include policies of insurance of the kind and in the policy amounts as required by this policy and as may be required by the school district from time to time. A Hold Harmless Agreement, in a form provided by the school district, must also accompany the application at the time of submission.

Applications should be made at least forty-five (45) days in advance of the scheduled event, and no applications will be accepted prior to nine (9) months of the event. Weekend or summer rental applications should be made at least forty-five (45) days prior to a School Board action meeting in order to be considered at that School Board action meeting. There typically is no July School Board action meeting. An application must be completed by an authorized officer, member, or agent of the user group who is at least twenty-one (21) years of age.

All applications are subject to the required approval process. The School Board reserves the right to refuse the use of any school facility at any time.

A twenty-five percent (25%) deposit of the total of all of the estimated school facility rental fees and costs must be paid to the school district. Rental cost is required no later than fourteen (14) days prior to the date of, or starting date of, the school facility rental.

The payment of any and all school facility use fees as required and/or otherwise set forth in this policy shall be paid by check, payable to the order of the Bensalem Township School District only, and shall be presented to the Superintendent or his/her designee. No cash or electronic payment will be accepted by the school district, and no cash or electronic payments should be made to any school district employees.

Cancellation Process

It is the responsibility of the applicant to contact the school district facility rental office should it be necessary for a user group to cancel its school facility use. A school facility use must be cancelled no fewer than seven (7) days prior to the scheduled date of the school facility use. If a school facility use is cancelled fewer than seven (7) days prior to the scheduled date of the school facility use, then rental fees will be still be charged by the school district and will not be refunded to the user group, and all other school facility use fees and costs already incurred by the school district for the school facility use will similarly be charged by the school district and will not be refunded to the user group.

If weather conditions prohibit a school facility use from taking place as scheduled, any building administrator, facility/site supervisor, rental coordinator or other designated school district employee may cancel the event. The school district shall not be liable to the applicant/user group for any loss due to the cancellation caused by weather conditions.

Liability/Insurance Requirements

As a condition for each and every school facility use, every non-school district user group shall submit to the school district two (2) copies of its Certificate of Insurance with its application for school facility use. The certificate(s) are to be issued by the user group's insurance carrier(s) and signed by an authorized agent(s) of the insurance carrier(s). The insurance carrier(s) must be licensed to do business in the Commonwealth of Pennsylvania and must hold a rating of "A" or better from A.M. Best. The certificate(s) must name Bensalem Township School District as an additional insured on all policies identified thereupon, and shall cover all of the school facilities sought to be used as part of the school facility use, as well as any claims arising out of activities to be performed on school district property as part of the school facility use.

The user group shall carry the comprehensive form of general liability insurance and the limits shall be not less than $1,000,000.00 for each: bodily injury, property damage, and fire.

If a user group utilizes or employs workers or employees, the organization shall carry Workers' Compensation insurance to insure their statutory liability to their employees, and the user group will provide Bensalem Township School District with a copy of their Workers' Compensation insurance documentation.

All user groups are responsible for leaving the facilities/fields in proper condition, and, as set forth above, will be responsible for all costs incurred for repairs and/or replacement of any stolen, damaged, and/or destroyed school district property in amounts in excess of the security deposit.[2]

As a condition of use of any and all school facilities, all user groups are required to agree, on the form(s) provided by the school district, to indemnify and hold harmless the Bensalem Township School District, its officers, officials, agents and employees, from and against all loss or expense (including costs and attorneys' fees) by reason of liability imposed by law upon the school district for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of the Bensalem Township School District Facilities, whether such injuries to persons or damage to property is due or claimed to be due to the negligence, in whole or in part, of the user group, its subcontractors, the Bensalem Township School District, and/or its officers, officials, agents and employees.

General Rules for Use

In addition to any rule described herein for the use of school district facilities, the school district reserves the right to make any rules or enforce any regulations that it deems necessary in order to promote and protect the health, safety and welfare of the community and the school district facilities.[3]

Availability of School District Facilities and Obligations of Applicant/User Groups

1. The use of the school district facilities, subject to restrictions, is available to organizations within the school district, as classified in the 'User Group Classification' section of this policy, above.
2. All users and user groups, their members, guests and invitees must comply with school district policies at all times.
3. All school facility uses must end, and all users and user groups, their members, guests and invitees must vacate school district facilities by 9:30 p.m., Monday through Thursday, and by 12:00 a.m. Friday, Saturday and Sunday, unless otherwise approved by the Superintendent or his/her designee.
4. The school district reserves the right to assign the various school district facilities at its discretion. For energy savings or other relevant reasons, the school district may consolidate various activities to certain schools or locations.
5. All school district student-related activities shall take preference over all community requests for the use of school district facilities as determined by the Superintendent or Facilities Department in their discretion.
6. Any user group that does not comply with the rules and regulations of the school district will be banned from continued use of any and all school district facilities.
7. Only school-related or school sponsored activities of the school district may use school district facilities during normal school hours.
8. During school hours, no school facility use by a non-school district user group can take place on or in a school district facility prior to 6:00 p.m., Monday through Friday, unless approved by the Superintendent or his/her designee.
9. If admission fees are charged at an event held in a school district facility, the user group must pay all taxes required by law; evidence of payment may be required by the school district.
10. Members and agents of the School Board shall not be refused admission to an event being held on or at school district facilities.
11. All user groups must be able to present an approved school district facility use permit when requested. Any user group who cannot present an approved school district Use Permit will be denied access to, and use of, any and all school district facilities.
12. Any user group and/or school facility use that requires the use of microphones, projectors, sound system, lighting, and/or other audio/visual equipment, facilities, and/or services of the school district must submit a prior written request to utilize these services. Such audio/visual services must be installed, operated, and/or otherwise performed by an approved school district employee. All such audio/visual related fees and costs will be billed and paid by the user group as set forth in the 'Fee Structure by Classification' section of this policy, above, and in the school facility use Fee schedule incorporated herein.
13. The school district will schedule meetings with Class III user groups as deemed necessary.

14. Use of school district swimming pools requires school district-employed lifeguards at all times unless determined otherwise by the school district. The number of lifeguards necessary for a school facility use will be determined by the school district-based factors including, but not limited to, the age, number, and skill level of the persons proposed to be in and/or around the swimming pool(s). In such cases where the school district lifeguards are not available, the user group will be required to provide certified lifeguards for the entire duration of the school facility use rental and also provide to the school district a completed Swimming Pool Usage Application/Lifeguard Verification form.
15. Unless otherwise approved by the school district prior to the school facility use, concessions for the duration of the school facility use will be operated by the school district.
16. All and every school facility use is subject to the availability of school district employees, including, but not limited to, a building administrator, a facility or site supervisor, and/or custodial staff, at the time the user group is using, or proposes to use, a school facility.

Prohibited Activities[3]

1. Possession, use, or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.
3. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or local, state or federal laws, ordinances, and/or regulations.
4. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, including activities requiring a Bingo License, unless such activity has been expressly authorized by the School Board.[4][5]
5. Use of tobacco products in any form.[6][7][8][9]
6. Any activity that may be destructive to any School district Facility or equipment.[2]
7. Anything which conflicts with school activities.
8. Partisan political meetings.
9. Commercial advertising.
10. Fundraising campaigns, except as permitted by School Board policy or special action by the School Board.
11. Transfer of a School Use Facility Permit. The right and approval to use any school district facility may not be sublet or transferred to any other individual or group.
12. Installation of equipment and/or alterations to school district facilities or equipment, in any manner whatsoever, without prior, express written approval by the school district.

13. Use of any open flame without the prior, express approval of the Superintendent or his/her designee.

14. The use of cold spark machines, cold sparklers, spark-producing devices, pyrotechnic or simulated pyrotechnic effects, and similar special-effects equipment is strictly prohibited in or on District property as part of any facility rental or use. LED special-effects lighting devices, including portable, temporary, programmable, flashing, strobing, laser, or event-style LED lighting, are also prohibited unless specifically provided and operated by the District.

    Renters may not bring, install, operate, or permit a vendor or third party to use such equipment, regardless of whether the device is marketed as “cold,” “flameless,” “smokeless,” or otherwise represented as safe for indoor use.

    This prohibition is intended to protect students, staff, visitors, District facilities and equipment, and fire/life-safety systems. No renter, vendor, event organizer, or District employee may waive this prohibition without prior written authorization from the Superintendent or designee , with Board approval, and when applicable, approval from the appropriate fire or code official.

15. Any activity that violates any school district policy or administrative regulations.

Safety and Security

A school facility use shall be conditioned upon proper security measures being arranged, in advance, for the school facility use. A user group is required to maintain control over all members, guests, invitees, and/or all other persons present at a school facility use.

The costs of any and all security measures, including, but not limited to, security guards, are the responsibility of the user group of the duration of the school facility use. The school district reserves the right to modify or increase the security measures required at any time, and to consult with, and utilize the services of, the Bensalem Township Department of Public Safety in determining the security measures needed for a school facility use.

Any and all security costs incurred by the school district shall be paid in advance of a school facility use, with any additional security costs incurred by the school district before or during a school facility use to be immediately paid to the school district by the user group. All such security costs are set forth in the school facility use Fee schedule incorporated herein.

All required security measures and procedures, and all other safety regulations and procedures, shall be strictly adhered to by the user group, its members, guests, invitees, and any other persons present at at school facility use. School district officials have the authority to engage additional security personnel and/or to call police before or for the duration of any part of a school facility use when, in their judgment, it becomes necessary.

Decorations

Decorations used during a school facility use must be fireproof and are subject to prior review and approval by school district officials. Approved decorations cannot be fastened to the walls or ceiling of any buildings with nails, screws, scotch tape, or other fasteners that will damage the finish of the wall or ceiling.

Decorations may be fastened to walls and ceilings with painters tape or fun tack only. Any decoration deemed to be offensive or inappropriate will be removed at the sole discretion of the school district. All decorations, furnishings, and equipment intended for use by the user group are to be delivered and put in place under the supervision of school district staff at a time as previously approved by the school district.

Debris must be removed at the end of the school facility use.

Decorations to be used in any auditorium, multi-purpose room(s), or foyer(s) of any school building(s) are to be limited to floral or flag decorations, or those of a free standing, informative display type, and are subject to prior review and approval by school district officials.

Food, Drink or Refreshments

Food, drinks or refreshments of any kind are prohibited from gymnasiums, auditoriums, classrooms, natatoriums, swimming pools, and/or areas not designated within the school facility use permit. Unless otherwise approved by the school district prior to the school facility use, any concessions for the duration of the school facility use will be operated by the school district.

Rules Specific to Designated Facilities

Kitchen -

At least one (1) member of the Bensalem Food Services staff shall be employed during the time a kitchen is in use, and an applicable service fee for all such personnel will be charged. The school district will determine the number of Food Services employees necessary for the duration of a school facility use.

Parking -

Parking for a school facility use is limited to designated parking areas located on school facilities. No vehicles are permitted to park on grass or any other non-designated parking areas at any School Facility.

Use of District Facilities on Weekends and Holidays

All school district facilities will be closed to all school facility uses on the holidays listed below unless approved by the School Board forty-five (45) days prior to said holiday. Consideration for use of school facilities on holidays will be given only in special situations upon request by Class I user groups.

1. July 4.
2. Labor Day holiday (Friday).

3. Labor Day.
4. Rosh Hashanah.
5. Yom Kippur.
6. Diwali.
7. Veteran's Day.
8. Thanksgiving Day.
9. Thanksgiving Day holiday (Friday).
10. Christmas Eve/Christmas Day.
11. New Year's Eve/New Year's Day.
12. Martin Luther King's Birthday.
13. President's Day.
14. Holy Thursday.
15. Good Friday.
16. Easter Monday.
17. Memorial Day.
18. Summer months (when in conflict with summer cleaning or during construction).
19. Election Day.

The Superintendent or the Director of Business Operations may grant approval for facility usage on holidays and Sundays only in special circumstances. The Board of School Directors will ratify usage at the next School Board meeting.

School district facilities may be used by Class II, III, IV, IV(a), V, VI, and VII user groups on Sundays in accordance with this policy. All Sunday school facility uses must be preapproved by the Superintendent or his/her designee.

Bensalem High School will be available on Saturdays for sports teams, the band, and other student activity school groups from 7:00 a.m. to 1:00 p.m. only. The sponsors or coaches must provide their Saturday practice needs in writing, no later than ten (10) days in advance, to the Facilities office and high school principal.

Violations

Any violations of rules and regulations for use of school district facilities will be subject to corrective actions up to and including barring the user group from the future use of school district facilities. The school district, at its discretion, may impose progressive corrective actions, including a verbal warning, written warning, and suspension of use rights, prior to permanently rescinding an entity’s use of school district facilities.[3]

The designated school district employee is required to report all violations of rules and regulations to the building principal and to a facility or site supervisor.

Legal Footnotes

[1] **24 P.S. 775**
LEGAL REFERENCE

[2] **24 P.S. 777**
LEGAL REFERENCE

[3] **24 P.S. 511**
LEGAL REFERENCE

[4] **10 P.S. 328.101**
LEGAL REFERENCE

[5] **61 PA Code 901.701**
LEGAL REFERENCE

[6] **18 Pa. C.S.A. 6306.1**
LEGAL REFERENCE

[7] **Pol. 904 — Public Attendance at School Events**
POLICY REFERENCE

[8] **20 U.S.C. 7972**
LEGAL REFERENCE

[9] **20 U.S.C. 7973**
LEGAL REFERENCE

Legal References

Additional References

24 P.S. 510.2
LEGAL REFERENCE

BOARD POLICY

709.1 Video Surveillance

POLICY NUMBER	ADOPTED	REVISED	VERSION
709.1	2/24/2016	8/22/2023	v1.6
DOCUMENT STATUS	**WORKFLOW**	**PRINTED**	
UNDER-REVIEW	Administrative Review	9/14/2026	

Proposed addition Proposed deletion

Purpose VV requests addition.

Bensalem Township School District supports the use of video cameras throughout Bensalem Township School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and diminish the potential for personal and District loss or destruction of property.

Delegation of Responsibility

Security camera recordings will be viewable in each building by authorized designees only.

Guidelines

Signage and Notification

1. Appropriate signage will be posted at major entrances to school buildings and on school buses that notify students, staff and the general public of the District's use of security cameras. Students and staff will receive additional notification at the beginning of the school year regarding the issue of security cameras in the school, on school buses and on school grounds. Such notification will include, but not be limited to, employee handbooks and student handbooks.

2. Signs will be posted in public entry ways to the buildings and other conspicuous locations informing persons that the buildings and grounds may be under video surveillance.

Camera Placement

1. The security cameras will be installed in public areas only. These areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby and main entries.

2. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.

3. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

Responsibility

1. The Superintendent shall have the flexibility of appointing a designated person(s) to be responsible for viewing video surveillance clips. This designated person(s) shall be known hereafter as designee(s).

    a. Designee(s) will be responsible for advising all appropriate parties involved, which may include, but is not limited to, the following:

        i. Building principal and assistant principal.

        ii. Transportation Supervisor.

        iii. Facilities Manager.

        iv. Information Technology staff.

        v. Safety and Security Coordinator.

        vi. Assistant to the Superintendent.

        vii. Other person(s) designated by the Superintendent.

    b. Designee(s) will review and evaluate surveillance video clips taken from surveillance cameras.

        i. An electronic history of video access shall be maintained.

<u>Use of Video Surveillance Clips</u>

1. The surveillance will be used to determine if inappropriate behavior or management of all persons as defined by District policy and procedures has occurred. If disciplinary action is deemed necessary, normal school procedures will be followed for such an incident.

2. Viewing of resulting video surveillance clips will be limited to the following:

    a. School officials (Superintendent, principals, administrators, Business Manager), members of the Board of Education, special education supervisors, Transportation Supervisor, facilities management staff, Information Technology staff, School Resource Officers, appropriate law enforcement officials, insurance representative, school attorney(s) and designee(s).

    b. Parents/Guardians or students directly involved in a particular ~~disciplinary action~~ disciplinary action, security, or life/safety incident as designated by the appropriate building principal. Parents'/Guardians' viewing will be limited to a portion of the clip that deals solely with their child(ren)'s actions.

    c. Bus drivers directly involved in a particular disciplinary action are designated by designee(s), the Transportation Supervisor or building principal.

    d. Teachers and other staff directly involved in a disciplinary action as designated by the Transportation Supervisor or building principal.

    e. Students and/or the public directly involved in a disciplinary action as designated by the Transportation Supervisor or building principal.

    f. Appropriate law enforcement officials as designated by the Superintendent.

    g. Other persons approved by the Board of Education upon a written request. The Board of Education has the right to approve or deny any person the viewing of any clip produced by the School District surveillance system.

3. Video surveillance clips are confidential information and will not be used for public meetings or displays.

4. Video surveillance clips containing an incident warranting retention for administrative or potential legal uses shall be retained for three (3) years after any involved minor has attained the age of twenty-one (21) years. Surveillance clips not containing any incidents may be recycled at the discretion of the Superintendent or his/her designee(s).

5. Under no circumstances will the video surveillance clips produced by the school cameras be duplicated or removed from the District premises unless in accordance with a court order and/or subpoena.

6. All school surveillance equipment, including clips, are the sole property of the Bensalem Township School District.

7. A written request to view a surveillance clip may be made to correct or resolve a particular problem only. The request must include the requester's reasons why s/he believes a problem exists, a description of the problem and a potential solution to that problem. The Superintendent or his/her designee(s) may deny a request.

8. Viewing of video surveillance clips will occur at:

    i. School-designated locations to include, but not limited to, Transportation Supervisor's office, building and administrative offices, designees' office/classroom, Board room, CSE Meeting Room, and the psychologist's office.

    ii. Site designated by the Superintendent or his/her designee(s), as appropriate for a particular disciplinary incident.

9. All surveillance equipment will be stored in a safe, secure and convenient location on the School District campus.

10.

11. Any request to inspect or view footage shall be evaluated by the district on a case-by-case basis and may be granted only when permitted by applicable law, including FERPA, and when disclosure would not compromise the privacy rights of other students or individuals, an ongoing investigation, school security measures, or other legally protected interests. Nothing in this policy creates an independent right to inspect, copy, obtain, or receive district surveillance recordings.

12.

Live Viewing

1. Live viewing of all District cameras can be viewed by:

    a. Superintendent.

    b. Designee(s).

    c. Appropriate law enforcement officials as per the memorandum of understanding.

    d. Cabinet members.

    e. Facilities management.

2. Live viewing of a single school can be viewed by:
    a. Principals.
    b. Assistant principals.
    c. Non-teaching assistants at principals' discretion.
    d. The school security desk.
3. Select limited live views can be viewed by:
    a. Secretaries.
    b. Food Services coordinator.

Legal References

No additional references listed.

BENSALEM TOWNSHIP SCHOOL DISTRICT
BUCKS COUNTY, PENNSYLVANIA

RESOLUTION NO. 01 (2023-2024)

A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF BENSALEM TOWNSHIP SCHOOL DISTRICT, BUCKS COUNTY, PENNSYLVANIA, DECLARING THAT BENSALEM TOWNSHIP SCHOOL DISTRICT BE A PLACE WHERE EVERY CHILD CAN LEARN, GROW, ACHIEVE, AND REACH FULL POTENTIAL IN AN ENVIRONMENT THAT IS FREE OF INTIMIDATION, VIOLENCE, AND HATE.

WHEREAS, seventy years ago this month, on May 17, 1954, the United States Supreme Court issued its landmark decision in Brown v. Board of Education of Topeka, declaring and affirming that all children throughout our nation enjoy the right and opportunity to attend the public schools serving their communities; and

WHEREAS, our Bensalem Township School District is recognized as having one of the most diverse student bodies in all of the Commonwealth of Pennsylvania; and

WHEREAS, Bensalem Township School District and the community it serves each and every day, proudly embrace and celebrate the diversity of the students and all of the citizens of the Township of Bensalem; and

WHEREAS, on the occasion of the 70th Anniversary of the Supreme Court ruling in Brown, the Board of School Directors of Bensalem Township School District wishes to affirm their commitment that our Bensalem Schools be a place where each and every child in our community can learn, grow, achieve, and reach their full potential in an environment that is free of intimidation, violence, and hate,

NOW THEREFORE, be it resolved by the Board of School Directors of Bensalem Township School District that on this, the occasion of the 70th Anniversary of the landmark decision of the United States Supreme Court in Brown v. Board of Education of Topeka, Bensalem Township School District affirms its commitment that our Bensalem Schools be a place where each and every child in our community can learn, grow, achieve, and reach their full potential in an environment that is free of intimidation, violence, and hate, and

BE IT FURTHER RESOLVED that as our community proudly embraces and celebrates the diversity of all of its citizens, Bensalem Township School District affirms its commitment that our Bensalem Schools will remain a place where acts of intimidation, violence, or hate of any kind, toward any individual or group, will not be allowed or tolerated, as our Bensalem Schools and our Bensalem Community remain "No Place for Hate."

Resolved this 28th Day of May, 2024.

ATTEST:

BENSALEM TOWNSHIP BOARD OF SCHOOL DIRECTORS

_____
Carolyn J. Riley, Board Secretary

_____
Heather D. Nicholas, Board President

BOARD POLICY

103 Discrimination/Harassment Affecting Students

POLICY NUMBER	ADOPTED	REVISED	VERSION
103	1/24/2007	6/24/2025	v1.3
DOCUMENT STATUS	**WORKFLOW**	**PRINTED**	
UNDER-REVIEW	Administrative Review	9/14/2026	

Proposed addition Proposed deletion

Authority bc edits

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, religious creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17] **[18]**

The Board also declares it to be the policy of this District to comply with federal law and regulations under Title IX prohibiting sex-based discrimination and harassment. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both.

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

The District prohibits hate speech, bias-motivated conduct, and discriminatory harassment directed toward an individual or group based on actual or perceived race, color, religion, ancestry, national origin, ethnicity, sex, sexual orientation, gender identity, disability, or any other protected characteristic. Such conduct is inconsistent with the District's commitment to providing a safe, respectful, and inclusive learning environment and may result in disciplinary action.

Definitions

General Definitions

Complaint shall mean an oral or written request to the District that objectively can be understood as a request to investigate and make a determination about alleged discrimination.[19]

Complainant shall mean a student who is alleged to have been subjected to conduct that could constitute discrimination in accordance with law and this policy, or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute discrimination and who was participating or attempting to participate in a District education program or activity at the time of the alleged discrimination.[19]

Pregnancy or related conditions, as defined in federal law, shall mean:[19][20]

1. Pregnancy, childbirth, termination of pregnancy, or lactation;
2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, lactation; or
3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation or related medical conditions.

Pregnancy, as defined in state law, shall include the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy.[21]

Respondent shall mean a person who is alleged to have violated the District's prohibition on discrimination in accordance with applicable law and this policy.[19]

Retaliation shall mean intimidation, threats, coercion or discrimination against any person by the District, a student, employee or other person authorized to provide a District aid, benefit or service, for the purpose of interfering with any right or privilege under applicable law or Board policy, or because the person has reported information, made a complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing, including an informal resolution process or any other actions taken by the District in accordance with applicable law and this policy and procedures. This term shall not include the District requiring an employee or other individual providing a District aid, benefit or service to participate or assist with an investigation, proceeding or hearing in accordance with applicable law and this policy.[19][22]

Discrimination Other Than Title IX

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

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

1. Sufficiently severe, persistent or pervasive; and

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

Religious creed includes all aspects of religious observance, practice or belief.[23]

Religious beliefs include:[21]

1. Moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views.

2. The beliefs a complainant professes without regard to whether a religious group espouses these beliefs.

Race includes all of the following:[21][24]

1. Ancestry, national origin or ethnic characteristics.

2. Interracial marriage or association.

3. Traits associated with race, which includes but is not limited to, hair texture and protective hairstyles, such as braids, locks and twists.

4. Hispanic ancestry, national origin or ethnic characteristics.

5. Persons of any other national origin or ancestry as specified by a complainant or in a complaint.

Sex includes:[21][25]

1. Pregnancy.

2. Sex assigned at birth.

3. Gender, including a person's gender identity or gender expression. Gender identity or expression may be demonstrated by consistent and uniform assertion of the gender identity or any other evidence that the gender identity is part of a person's core identity.

4. Affectional or sexual orientation, including heterosexuality, homosexuality, bisexuality and asexuality.

5. Differences of sex development, variations of sex characteristics or other intersex characteristics.

Definitions Related to Title IX

Title IX sex-based discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity. [19][26][27]

Title IX sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including:[19]

1. ***Quid pro quo harassment –*** a District employee or other person authorized to provide a District aid, benefit or service explicitly or impliedly conditioning the provision of a District aid, benefit or service on an individual's participation in unwelcome sexual conduct.

2. ***Hostile environment harassment -*** unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from a District education program or activity. Determination of whether a hostile environment has been created is a fact-specific inquiry that includes consideration of factors, including but not limited to:

    a. The degree to which the conduct affected the complainant's ability to access the District's education program or activity;

    b. The type, frequency and duration of the conduct;

    c. The complainant's and respondent's ages, roles in the District education program or activity, previous interactions and other relevant factors;

    d. The location and context in which the conduct occurred; and

    e. Other sex-based harassment in the District's education program or activity.

3. Sexual assault, dating violence, domestic violence or stalking.

    a. ***Dating violence*** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[28]

        i. Length of relationship.

        ii. Type of relationship.

        iii. Frequency of interaction between the persons involved in the relationship.

    b. ***Domestic violence*** includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[28]

    c. ***Sexual assault*** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[29]

    d. ***Stalking***, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[28]

        i. Fear for their safety or the safety of others.

        ii. Suffer substantial emotional distress.

Such conduct must have taken place during a District education program or activity and against a person in the United States to qualify as sex-based discrimination or harassment under Title IX. This includes conduct that is subject to the District's disciplinary authority. An **education program or activity** includes, but is not limited to, academic, extracurricular, research, occupational training and other education programs or activities of the District. The District is obligated to address a sex-based hostile environment in a District education program or activity, even when some conduct is outside the District's program or activity, or outside of the United States.[27][30][31][32]

Parent/Guardian, for the purposes of this policy and Title IX, shall mean the status of a person who with respect to another person who is under the age of eighteen (18) or who is eighteen (18) or older but is incapable of self-care because of a physical or mental disability, is:[19]

1. A biological parent;
2. An adoptive parent;
3. A foster parent;
4. A stepparent;
5. A legal custodian or guardian;
6. In loco parentis with respect to such person; or
7. Actively seeking legal custody, guardianship, visitation or adoption of such a person.

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent and without fee or charge to the complainant or the respondent, in order to:[19][31]

1. Restore or preserve access to the District's education program or activity, including measures designed to protect the safety of the individuals or the District's educational environment; or
2. Provide support during the grievance procedures or during an informal resolution process.

Supportive measures may include, but are not limited to:[31]

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.

3. Modifications of work or class schedules.
4. Campus escort services.
5. Restrictions on contact applied to one or more parties.
6. Changes in class, work, housing or extracurricular or other activities.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Training and education programs related to sex-based harassment.
11. Assistance from domestic violence or rape crisis programs.
12. Assistance from community health resources, including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations and Board policy. The Title IX Coordinator shall consult with the Director of Special Education in the implementation of supportive measures for students with an IEP or Section 504 Service Agreement. **[18]** [31] **[33]** **[34]** **[35]** **[36]**

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant to the Superintendent for Special Services as the District's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:[37]

Address: 3000 Donallen Drive, Bensalem PA 19020
Email: bcohen@bensalemsd.org
Phone Number: 215-750-2800

The Compliance Officer/Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures, to monitor and address barriers to reporting and to monitor the implementation of the District's nondiscrimination procedures in the following areas, as appropriate:[31]

1. Curriculum and Materials – Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.

2. Counseling and Classes – Review of counseling and appraisal materials and access to classes and programs for stereotyping, bias and discrimination. If the District identifies that particular classes or courses contain a disproportionate number of individuals of one (1) sex, the District shall conduct a review to determine that the disproportion is not based on discriminatory practices.[38]

3. Training – Provide training for students and staff to prevent, identify and alleviate conduct which may constitute discrimination or harassment.

4. Resources – Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to law enforcement, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources, including counseling resources.

5. Student Access – Review of programs, activities, facilities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.[27][38][39]

6. District Support – Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment and related areas.[40][41]**[42]**

7. Student Evaluation – Review of assessments, procedures and standards of measurement for stereotyping and discrimination.[43]

8. Reports/Complaints – Monitor and provide technical assistance to individuals involved in managing reports and complaints.

Guidelines

When District programs and activities include separation on the basis of sex, in accordance with law and regulations, including but not limited to separate restroom or changing facilities or separate health and physical fitness activities, the District shall not implement such programs or activities in a manner that discriminates on the basis of sex, including an individual's gender identity.[27][39]

Violations of this policy, including acts of retaliation as defined in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures, and in accordance with applicable law and regulations.[32] **[34]** **[44]** **[45]** **[46]**

The Board requires a notice stating that the District does not discriminate in any manner, including Title IX sex-based discrimination and harassment, in any District education program or activity, to be issued to all students, parents/guardians or other legal representatives of students, employees, applicants for employment or admission, and all unions or professional organizations holding collective bargaining or professional agreements with the District. All discrimination notices and information shall include the name or title, office address, phone number and email address of the individual(s) designated as the Compliance Officer/Title IX Coordinator. The District's notice shall provide information on the location of the Board policy and complaint or grievance procedures, how to report information about conduct prohibited by this policy and how to file a complaint.[37]

The Board directs that this notice be included in each student and staff handbook, on the District website, and in each catalog, announcement, bulletin and application form for students. An abbreviated statement of the District's prohibition of discrimination, that individuals may report concerns to the Compliance Officer/Title IX Coordinator and location of the full notice on the District website may be published when necessary due to size or format of publications.[37]

A copy of this policy and related attachments shall also be posted to the District's website.

Reports of Title IX Sex-Based Discrimination or Harassment and Other Discrimination and Retaliation

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

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

A school employee who suspects or is notified that a student may have been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Compliance Officer/Title IX Coordinator, as well as properly making any mandatory law enforcement or child protective services reports required by law.[31] **[47]** **[48]**

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

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

The building principal shall promptly notify the Compliance Officer/Title IX Coordinator of all reports of discrimination, Title IX sex-based discrimination and harassment or retaliation. The Compliance Officer/Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Compliance Officer/Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures and reasonable safety concerns. [31]

The Compliance Officer/Title IX Coordinator shall conduct an assessment to determine whether the reported conduct meets the definition of Title IX sex-based discrimination or harassment and the appropriate procedures to address the conduct in accordance with this

Board policy and procedures, or other Board policies.[31]

If the Compliance Officer/Title IX Coordinator reasonably determines that the conduct may constitute sex-based discrimination or harassment, the Compliance Officer/Title IX Coordinator shall take the following steps under Title IX and this Board policy and procedures:[31]

1. Treat the complainant and respondent equitably.
2. Offer and coordinate supportive measures, as appropriate, for the complainant and respondent.
3. Notify the complainant or individual who reported the conduct of the grievance procedures and informal resolution process, if available and appropriate.
4. If a complaint is made, notify the respondent of the grievance procedures and, if applicable, the informal resolution process.
5. Initiate the grievance procedures or informal resolution process, if available and appropriate.
6. In the absence of a complaint or withdrawal of any or all allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint under the grievance procedures, in accordance with law, regulations and the grievance procedures.
7. If initiating a complaint under the grievance procedures, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety and the safety of others, including by providing supportive measures.
8. Take other prompt and effective steps to ensure that sex-based discrimination and harassment does not continue or recur within the District's education programs or activities.

Disciplinary Procedures When Reports Allege Title IX Sex-Based Discrimination or Harassment

When a report alleges Title IX sex-based discrimination or harassment, disciplinary sanctions may not be imposed until the completion of the grievance procedures. The District shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance procedures.[32]

When an emergency removal, as described in the grievance procedures, is warranted to address an imminent and serious threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable. The District shall provide the respondent with notice and an opportunity to challenge the emergency removal immediately following the removal.[31] **[34] [35] [36] [45]**

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance procedures. Following the issuance of the determination and any applicable appeal, any disciplinary action specified in the determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable. **[34] [35] [44] [45]**

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this District for sexual assault against another student enrolled in this District, the District shall comply with the disciplinary or placement requirements established by state law and Board policy.[49] **[50]**

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sex-based discrimination or harassment, shall be handled in accordance with applicable law, regulations, Board policy and procedures, and the District's legal and investigative obligations to carry out the grievance procedures.[22][32][51][52]

The District shall not disclose personally identifiable information except in the following circumstances:[31][51][52] **[53] [54]**

1. When the District has obtained prior written consent in accordance with law.

2. When the information is disclosed to a parent/guardian as defined in this policy or other authorized legal representative with the legal right to receive disclosures on behalf of the individual.

3. To carry out the requirements of this policy and the accompanying procedures.

4. As required or permitted by applicable law or regulations or the requirements of grant funding.

Retaliation

The Board prohibits retaliation, including peer retaliation between students, by the District or any other person against any person for:[19][22]

1. Reporting or making a complaint of conduct that may constitute discrimination or retaliation, including Title IX sex-based discrimination or harassment.

2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.

3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The District, its employees and others are prohibited from intimidating, threatening, coercing or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred. The District shall respond to reports of retaliation by initiating the appropriate procedures in accordance with applicable law, regulations and this Board policy. Retaliation that falls under Title IX shall be addressed through the grievance procedures or, as appropriate, through the informal resolution process.[22]

Title IX Sex-Based Discrimination and Harassment Training Requirements

The District shall provide training annually to all school employees on:[37]

1. The District's obligation to address sex-based discrimination and harassment in District education programs and activities.

2. The scope of conduct that constitutes sex-based discrimination and harassment, as defined in the law and this policy.

3. Staff responsibility to provide the Compliance Officer/Title IX Coordinator's contact information to students or parents/guardians and to notify the Compliance Officer/Title IX Coordinator regarding conduct that may constitute sex-based discrimination or harassment, in accordance with this Board policy and procedures.

The Compliance Officer/Title IX Coordinator, investigators, decision-makers, any staff responsible to implement grievance procedures related to Title IX sex-based discrimination or harassment and any staff authorized to modify or terminate supportive measures shall receive the following training annually, as required or appropriate to their specific role:[37]

1. The District's obligations under Title IX, including definitions of sex-based discrimination and harassment.

2. The grievance procedures used to address Title IX complaints.

3. How to conduct an investigation, including examination of evidence, drafting reports and determinations, and handling appeals, as applicable.

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.

5. Issues of relevance in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance.

6. How to address complaints when the alleged conduct does not qualify as Title IX sex-based discrimination or harassment but could be addressed under another complaint process or Board policy.

Staff designated to facilitate the informal resolution process shall receive training annually on the rules and practices associated with the informal resolution process and how to serve impartially, including by avoiding conflicts of interest and bias.[37]

The Compliance Officer/Title IX Coordinator and designees shall receive the following training annually, in addition to all other training required by Title IX and this policy:[37]

1. Specific responsibilities of the Compliance Officer/Title IX Coordinator, in accordance with law and Board policy and procedures.
2. The District's recordkeeping system and requirements for recordkeeping in accordance with Title IX and Board policy and administrative regulations. [53] [54] [55] [56]
3. Any other training required to coordinate the District's compliance with Title IX and other applicable laws, regulations and Board policy.

All training materials shall be retained for at least seven (7) years and must be made available for inspection upon request from a member of the public.[37] [56] [57]

Disciplinary Consequences

A student whose conduct is determined to be in violation of this policy, including a determination of sex-based harassment, shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to: [34] [44] [45]

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

An employee who violates this policy, including a determination of sex-based harassment, shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials. [46] [58]

Handling of Reports

All reports of discrimination or Title IX sex-based discrimination or harassment shall be handled in accordance with the Grievance Procedures attached to this policy.[32]

Legal Footnotes

[1] 24 P.S. 1301
LEGAL REFERENCE

[2] 24 P.S. 1310
LEGAL REFERENCE

[3] 24 P.S. 1601-C
LEGAL REFERENCE

[4] 22 PA Code 4.4
LEGAL REFERENCE

[5] 22 PA Code 12.1
LEGAL REFERENCE

[6] 22 PA Code 12.4
LEGAL REFERENCE

[7] 22 PA Code 15.1
LEGAL REFERENCE

[8] 24 P.S. 5004
LEGAL REFERENCE

[9] 43 P.S. 951
LEGAL REFERENCE

[10] 16 PA Code 41.201
LEGAL REFERENCE

[11] 20 U.S.C. 1681
LEGAL REFERENCE

[12] 34 CFR Part 106
LEGAL REFERENCE

[13] 29 U.S.C. 794
LEGAL REFERENCE

[14] 42 U.S.C. 1981
LEGAL REFERENCE

[15] 42 U.S.C. 2000d
LEGAL REFERENCE

[16] 42 U.S.C. 12101
LEGAL REFERENCE

[17] U.S. Const. Amend. XIV, Equal Protection Clause
LEGAL REFERENCE

[18] Pol. 103.1 — Nondiscrimination - Qualified Students with Disabilities
POLICY REFERENCE

[19] 34 CFR 106.2
LEGAL REFERENCE

[20] Pol. 234 — Pregnant/Parenting/Married Students
POLICY REFERENCE

[21] 16 PA Code 41.204
LEGAL REFERENCE

[22] 34 CFR 106.71
LEGAL REFERENCE

[23] 16 PA Code 41.205
LEGAL REFERENCE

[24] 16 PA Code 41.207
LEGAL REFERENCE

[25] 16 PA Code 41.206
LEGAL REFERENCE

[26] 34 CFR 106.10
LEGAL REFERENCE

[27] 34 CFR 106.31
LEGAL REFERENCE

[28] 34 U.S.C. 12291
LEGAL REFERENCE

[29] 20 U.S.C. 1092
LEGAL REFERENCE

[30] 34 CFR 106.11
LEGAL REFERENCE

[31] 34 CFR 106.44
LEGAL REFERENCE

[32] 34 CFR 106.45
LEGAL REFERENCE

[33] Pol. 113 — Special Education
POLICY REFERENCE

[34] Pol. 113.1 — Discipline of Students With Disabilities
POLICY REFERENCE

[35] Pol. 113.2 — Behavior Support
POLICY REFERENCE

[36] Pol. 113.4 — Special Education Evaluations and Independent Educational Evaluations at Public Expense
POLICY REFERENCE

[37] 34 CFR 106.8
LEGAL REFERENCE

[38] 34 CFR 106.34-106.36
LEGAL REFERENCE

[39] 34 CFR 106.41
LEGAL REFERENCE

[40] 34 CFR 106.33
LEGAL REFERENCE

[41] 34 CFR 106.37
LEGAL REFERENCE

[42] Pol. 150 — Title I - Comparability of Services
POLICY REFERENCE

[43] 34 CFR 106.43
LEGAL REFERENCE

[44] Pol. 218 — Student Discipline
POLICY REFERENCE

[45] Pol. 233 — Suspension and Expulsion
POLICY REFERENCE

[46] Pol. 317 — Conduct/Disciplinary Procedures
POLICY REFERENCE

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

[48] Pol. 806 — Child Abuse
POLICY REFERENCE

[49] 24 P.S. 1318.1
LEGAL REFERENCE

[50] Pol. 218.4 — Discipline of Student Convicted/Adjudicated of Sexual Assault
POLICY REFERENCE

[51] 20 U.S.C. 1232g
LEGAL REFERENCE

[52] 34 CFR Part 99
LEGAL REFERENCE

[53] Pol. 113.3 — Confidentiality of Special Education Student Information
POLICY REFERENCE

[54] Pol. 216 — Education Records
POLICY REFERENCE

[55] Pol. 324 — Personnel Files
POLICY REFERENCE

[56] Pol. 800 — Records Management
POLICY REFERENCE

[57] Pol. 801 — Public Records
POLICY REFERENCE

[58] Pol. 317.1 — Educator Misconduct
POLICY REFERENCE

Legal References

Additional References

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Untitled legal reference
LEGAL REFERENCE

Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination - Qualified Students with Disabilities
Code	103.1
Status	Active
Adopted	May 24, 2010
Last Revised	June 24, 2025
Prior Revised Dates	8/28/2019, 09/24/2024

Authority

The Board declares it to be the policy of this District to provide all District programs and practices free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.[1][2][3][4][5][6][7][8][9] [10]

The District shall provide to each qualified student with a disability enrolled in the District, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees, in accordance with Board policy.[10]

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the District's legal and investigative obligations.

Retaliation

The District and its employees are prohibited from intimidating, threatening, coercing, discriminating or retaliating against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the District's educational programs, nonacademic services or extracurricular activities.[11][12]

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.[4][9]

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services and extracurricular activities.[13]

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the school's educational programs, nonacademic services or extracurricular activities.[10]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Assistant to the Superintendent as the District's Section 504 Coordinator.[14]

In addition, each school within the District shall have a Section 504 building administrator.

The District shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the District's website and in the student handbook. The District shall notify parents/guardians of students residing in the District of the District's responsibilities under applicable law and regulations, and that the District does not discriminate against qualified individuals with disabilities.[15][16]

Guidelines

Identification and Evaluation

The District shall conduct an annual child find campaign to locate and identify every District student with a disability thought to be eligible for Section 504 services and protections. The District may combine this search with the District's Individuals with Disabilities Education Act (IDEA) child find efforts, in order to not duplicate efforts.[16][17]

If a parent/guardian or the District has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the District shall provide the other party with written notice.[18][19][20]

The District shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[20]

The District shall specifically identify the procedures and types of tests used to evaluate a student and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[20]

The District shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the District shall develop a written Service Agreement for the delivery of all appropriate aids, services or accommodations necessary to provide the student with FAPE.[13]

The District shall not implement a Service Agreement until the written agreement is executed by a representative of the District and a parent/guardian.[13]

The District shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.[18]

Educational Programs/Nonacademic Services/Extracurricular Activities

The District shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the District determines that educating the student in the regular educational environment with the use of related aids, services or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[21][22]

The District shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.[21][22][23][24][25][26][27]

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child and give or withhold their written consent to the evaluation and/or the provision of services.[13][19][20][28]

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations and Board policy.[29][30][31][32]

Discipline

When necessary, the District shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.[33][34]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[35][36][37]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the law enforcement agency that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.[11][13][21][31][33][35][38][39][40][41][42][43][44][45][46][47][48]

In making a determination of whether to notify the law enforcement agency of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.[10][40][48][49]

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the District, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[13][41]

In accordance with state law, the Superintendent shall annually, by July 31, report to the PA Department of Education on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.[35][38][48]

PROCEDURAL SAFEGUARDS

The District shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian and a review procedure.[28][50]

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating action in federal court under Section 504.[19]

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the PA Department of Education if one (1) or both of the following apply:[28]

1. The District is not providing the related aids, services and accommodations specified in the student's Service Agreement.

2. The District has failed to comply with the procedures and state regulations.

The PA Department of Education shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and District a written response to the request. The response to the parents'/guardians' request shall be in the

parents'/guardians' native language or mode of communication.[28]

Informal Conference

At any time, parents/guardians may file a written request with the District for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the District shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.[28]

Formal Due Process Hearing

If the matters raised by the District or parents/guardians are not resolved at the informal conference, the District or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[28][51]

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.[28]

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.[10]

Step 1 – Reporting

A student or parent/guardian who believes the student has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory law enforcement or child protective services reports required by law.[48][52]

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the District's Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the District's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the oral or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the opportunity to report the incident(s) to law enforcement. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The Section 504 building administrator or Section 504 Coordinator and other appropriate individuals will promptly implement appropriate measures to protect the complainant and others as necessary from violation of the policy throughout the course of the investigation.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the

prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.[10][48][52][53][54]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the District's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation, and the reason for such delay shall be documented.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further District action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.[10]

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report, to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.[29][30][31][32]

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the District shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The District shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, District procedures, applicable collective bargaining agreements and state and federal laws.[33][34][55][56]

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, they may submit a written appeal to the District's Section 504 Coordinator within fifteen (15) days.

2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

Legal

1. 22 PA Code 4.4

2. 22 PA Code 12.1

3. 22 PA Code 12.4

4. 22 PA Code 15.1 et seq

5. 29 U.S.C. 794

6. 42 U.S.C. 12101 et seq

7. 28 CFR Part 35

8. 28 CFR Part 36

9. 34 CFR Part 104

10. Pol. 103

11. 22 PA Code 15.2

12. 42 U.S.C. 12102

13. 22 PA Code 15.7

14. 34 CFR 104.7

15. 22 PA Code 15.4

16. 34 CFR 104.32

17. Pol. 113

18. 22 PA Code 15.5

19. 22 PA Code 15.6

20. 34 CFR 104.35

21. 22 PA Code 15.3

22. 34 CFR 104.34

23. 34 CFR 104.37

24. Pol. 112

25. Pol. 122

26. Pol. 123

27. Pol. 810

28. 22 PA Code 15.8

29. 20 U.S.C. 1232g

30. 34 CFR Part 99

31. 22 PA Code 15.9

32. Pol. 216

33. Pol. 218

34. Pol. 233

35. 24 P.S. 1319-B

36. 22 PA Code 10.2

37. 35 P.S. 780-102

38. 24 P.S. 1306.2-B

39. 22 PA Code 10.21

40. 22 PA Code 10.22

41. 22 PA Code 10.23

42. 22 PA Code 10.25

43. Pol. 113.2

44. Pol. 218.1

45. Pol. 218.2

46. Pol. 222

47. Pol. 227

48. Pol. 805.1

49. 22 PA Code 15.1

50. 34 CFR 104.36

51. 22 PA Code 14.162

52. Pol. 806

53. 18 Pa. C.S.A. 2709

54. Pol. 815

55. Pol. 113.1

56. Pol. 317

103_1-Attach-District-InitiatedEvalNotice.doc (45 KB)

103_1-Attach-ReportFormComplaints.doc (45 KB)

103_1-Attach-ProceduralSafeguards.doc (51 KB)

103_1Attach-Parent_GuardianRequest-PermissionToEvaluate.doc (73 KB)

Last Modified by Carolyn J Riley on August 27, 2025

Book	Policy Manual
Section	100 Programs
Title	Diversity
Code	103.2
Status	Active
Adopted	October 28, 2020

Purpose

Philosophy Statement

The Board of School Directors, administration, faculty and staff of the Bensalem Township School District are committed to creating and maintaining a school community that embraces the educational principles and practices that recognize diversity as essential to the success of a democratic society and ensures that all students are high achieving, socially and ethically responsible, self-directed and productive, through a higher performing, unified and aligned learning community.

To this end, the Board and District employees are committed to providing an environment that:

1. Respects the individual regardless of economic status, race, color, national origin, heritage, religion, gender, age, sexual orientation, ability or disability.
2. Strengthens, builds and supports a staff who embraces the diversity of the District.
3. Honors and respects cultural and language differences.
4. Respects the personal rights of others.
5. Affirms the rights of others to seek and maintain their own identities with dignity.
6. Encourages positive relationships with and among community groups.

The Board authorizes the Superintendent to develop regulations that will implement and further the commitments set forth in this policy.

Last Modified by Susan Harder on November 13, 2020

Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Internet, Computers and Network Resources
Code	815
Status	Active
Adopted	September 22, 2004
Last Revised	February 27, 2024

Purpose

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

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

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

Definitions

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where:[1]

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

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[2]

Computer - for purposes of this policy, District computers include any electronic device owned or leased by the District that has the capability to create, play or edit text, audio and video data; transmit or receive messages, text, data or images; operate software or online applications; or provide a wired or wireless connection to the Internet.

The term harmful to minors is defined under both federal and state law.

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

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

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement or sadomasochistic abuse, when it:[5]

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

Obscene - any material or performance, if:[5]

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

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[4]

Authority

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

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

The Board declares that District Internet, computer and network use is a privilege, not a right. The District's computer and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, delete, access, receive or display on or over the District's Internet, computers or network resources, including personal files. The District reserves the right to monitor, track and log network access and use on District computers and network resources; monitor fileserver space and file storage utilization by District users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The District shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the District's Internet, computers and network resources.[6][7][8][9][10]

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

The Board establishes the following list of subject areas as inappropriate matter, in addition to those stated in law and defined in this policy, which shall not be accessed by minors:[4]

1. Hate speech.[11][12]
2. Lewd, vulgar or profane.
3. Threatening.[13][14]
4. Harassing or discriminatory.[11][12][15]
5. Bullying.[16]
6. Consisting of/Relating to weapons.[17]
7. Terroristic.[18]

The District reserves the right to restrict access to any Internet sites or network functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking/filtering. Specifically, the District operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers and network resources used and accessible to adults and students. The technology protection measure shall be enforced during use of computers and network resources with Internet access.[3][4][19]

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the adjustment of technology protection measures to enable access to material that is blocked or filtered but is not prohibited by this policy.[19]

Upon request by students or staff, building administrators may authorize the temporary adjustment of technology protection measures to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to adjusting Internet blocking/filtering for a student's use. If a request for temporary adjustment of technology protection measures is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[3][20]

Delegation of Responsibility

The District shall make every effort to ensure that this resource is used responsibly by students and staff.

The District shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the District website and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[19]

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

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

Building principals shall make initial determinations of whether inappropriate use has occurred, and may consult with the Superintendent or designee and the school solicitor when necessary.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the District's computers and network resources are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[3][4][21]

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

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:[4]

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[16][22]

Guidelines

District computers and network accounts shall be used only by the authorized user of the computer or account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

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

Internet safety measures shall effectively address the following:[4][21]

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, social networking websites and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including hacking and other unlawful activities.

4. Unauthorized disclosure, use and dissemination of personal information regarding minors.[23][24][25]
5. Restriction of minors' access to materials harmful to them or which have been designated as inappropriate matter in Board policy.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with Board policy, accepted rules of network etiquette and federal and state law and regulations. Specifically, the following are prohibited uses of District computers and/or network resources:

1. Facilitating illegal activity.
2. Bullying/Cyberbullying.[16][22]
3. Hate mail, discriminatory remarks, harassment and offensive or inflammatory communication.[11][12][16][26]
4. Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.[27]
5. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs.[28]
6. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
7. Vulgar language or profanity.
8. Transmission of material that a reasonable person would know to be offensive or objectionable to recipients.
9. Intentional obtaining or modifying of files, passwords and data belonging to other users.
10. Impersonation of another user, anonymity and pseudonyms.
11. Fraudulent copying, communications or modification of materials in violation of copyright laws.[27]
12. Loading or accessing unauthorized games, programs, files or other electronic media.
13. Disruption of the work of other users.
14. Destruction, modification, abuse or unauthorized access to network hardware, software, systems and files.
15. Accessing the Internet, District computers or other network resources without authorization.
16. Disabling, adjusting or bypassing the Internet blocking/filtering technology protection measure(s) without authorization.
17. Accessing, sending, receiving, transferring, viewing, sharing, deleting or downloading confidential information without authorization.

Security

System security is protected through the use of passwords and/or encryption and District security procedures. Failure to adequately protect or update passwords could result in unauthorized access to personal or District files. To protect the integrity of the system, these guidelines shall be followed:[25][29][30]

1. Employees, students and other authorized users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another user.
3. Any user identified as a security risk or having a history of problems with other computers or network systems may be denied access to the District's computers and network resources.

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network or Internet shall be subject to fair use guidelines and applicable laws and regulations.[27][31]

District Website

The District shall establish and maintain a website and shall develop and modify its web pages to present information about the District under the direction of the Superintendent or designee. All authorized users publishing content on the District website shall receive appropriate training and comply with this and other applicable District policies.

Users shall not copy or download information from the District website and disseminate such information on unauthorized web pages without authorization from the building principal.

Accessibility –

District staff who maintain District websites and web pages shall post content which is accessible to individuals with disabilities, to the same extent that it is available to other users, based on the needs of the individuals and limitations of the platform. This shall include, but is not limited to:[11][12][15][32][33][34]

1. Including alternate text descriptions or captions for images.
2. Including captions for video content.
3. Avoiding text that is posted as an image or conveyed using only color cues.
4. Creating links and attachments in formats that are accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.
5. Formatting text so that it is accessible to screen readers and other assistive technology, and may be accessed through keyboard or speech navigation.

All District websites shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

Consequences for Inappropriate Use

Users of District computers and network resources shall be responsible for damages to the equipment, systems, platforms and software resulting from deliberate or willful acts.[19]

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

General rules and Board policies for behavior and communications apply when using the District computers, network resources and Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action and/or referral to legal authorities. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, the District, the Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, District network or computers shall result in usage restrictions, loss of access privileges, disciplinary action and/or referral to legal authorities.[6][7][8][9][10]

Legal

1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 20 U.S.C. 7131
4. 47 U.S.C. 254
5. 18 Pa. C.S.A. 5903
6. Pol. 218
7. Pol. 233
8. Pol. 317
9. Pol. 417
10. Pol. 517
11. Pol. 103
12. Pol. 104
13. 24 P.S. 1302-E
14. Pol. 236.1
15. Pol. 103.1
16. Pol. 249

17. Pol. 218.1

18. Pol. 218.2

19. 24 P.S. 4604

20. 24 P.S. 4610

21. 47 CFR 54.520

22. 24 P.S. 1303.1-A

23. Pol. 113.3

24. Pol. 216

25. Pol. 830

26. Pol. 247

27. Pol. 814

28. Pol. 237

29. Pol. 800

30. Pol. 830.1

31. 17 U.S.C. 101 et seq

32. 42 U.S.C. 12101 et seq

33. 29 U.S.C. 794

34. 28 CFR 35.160

24 P.S. 4601 et seq

18 Pa. C.S.A. 2709

Pol. 113.1

Pol. 220

Pol. 816

Pol. 824

Last Modified by Carolyn J Riley on March 22, 2024

Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Portable Computing Devices
Code	815.2
Status	Active
Adopted	May 11, 2011

Purpose

The Bensalem Township School District is committed to the use of technology in supporting the instructional program, educational research and district business operations. It is the purpose of this policy to define the responsible use of district issued or owned mobile technology devices.

Definition

Portable computing devices are considered to be any Bensalem Township issued or owned portable computing device that is capable of connecting to a network or the Internet. This configuration will be implemented and maintained by the Bensalem Township School District.

Guidelines

Staff users have a responsibility to use the laptops appropriately while at school or at home. Appropriate use includes, but is not limited to the following:

1. Log in under your assigned username.
2. Do not share passwords with others.
3. Staff users have access to a network resource or a back up drive. It is the user's responsibility to ensure that their critical files are backed up regularly.

All use of the Internet must comply with district guidelines as detailed in Board Policy 815. The Bensalem Township School District reserves the right to audit, examine, monitor, or recall mobile devices at any time and for any reason. [1]

Technology Department Guidelines

All repair work will be the responsibility of the Bensalem technology department.

Most portable computing devices (especially laptops) will be collected in the summer for maintenance, cleaning and software updates.

District technology staff does not support connection to non-Bensalem Township School District networks. Problem resolution and troubleshooting resulting from personal Internet service providers and community access points will be at the discretion of the technology department.

Laptop Identification

All portable computing devices will be labeled by the technology department. These labels, along with any other label residing on the portable computing devices, must not be removed or altered in any way by anyone other than the staff of the Bensalem Township School District technology department. Further, all portable computing devices will be configured by the technology department with a unique "name." This name and any other configuration settings must not be changed by anyone other than the staff of the Bensalem Township School technology department.

Portable Computer Device Warranties

Warranty coverage, on district owned equipment, is purchased by the Bensalem Township School District as part of the purchase price of the equipment. The portable computing devices are warranted against defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop. This warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. All repair work will be the responsibility of the Bensalem Township School District technology department. No unauthorized person will be allowed to attempt to repair any equipment, laptop or otherwise, owned by the Bensalem Township School District. If a portable computing device is damaged, accidentally or intentionally, in such a way as to void the warranty, it will be the responsibility of the user to reimburse Bensalem Township School District for the cost of repair or replacement of the portable computing device at current contracted price lists.

Theft

If the portable computing device or other technology is stolen, the user must file a police report and contact the Bensalem Township School District's technology department. The cost to replace specific devices and accessories will be that of the current contracted price lists

Loss

If a portable computing device is lost while in the user's possession, it will be the user's responsibility to reimburse Bensalem Township School District for the current contracted cost of the device and accessories.

Intentional Damage

Users are responsible for full payment of repair or replacement of the portable computing device at current contracted price lists due to intentional damage. No warranty will cover intentional damage.

Unacceptable Conduct

Certain conduct or behavior is considered unacceptable while using equipment owned by Bensalem Township School District. This conduct or behavior is considered unacceptable without regard to location, time, or date. Disciplinary action will be taken should it be determined unacceptable conduct or behavior has occurred. Unacceptable conduct or behavior includes, but is not limited to the following:

1. Using any Bensalem Township School District-owned equipment for illegal activities, including copyright, license or contract violations; intentionally downloading inappropriate materials; viruses, and/or software, such as but not limited to hacking and host file sharing software.

2. Using any Bensalem Township School District-owned equipment for financial or commercial gain, advertising, or political lobbying.

3. Accessing or exploring online locations or materials that are inappropriate as defined by the Bensalem Township School District's *Acceptable Use Agreement*.

4. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the laptop or network. Use or possession of hacking software is strictly prohibited.

5. Gaining unauthorized access anywhere on the network.

6. Using another user's account, password, or allowing another user to access your account or password.

7. Coaching, helping, or joining any unauthorized activity on the network.

8. Posting anonymous messages or unlawful information on the system.

9. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.

10. Falsifying permission, authorization or identification documents.

11. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.

Legal 1. Pol. 815

Last Modified by Danielle Marshall on September 8, 2015

Book	Policy Manual
Section	800 Operations
Title	District Social Media
Code	816
Status	Active
Adopted	February 28, 2023
Last Revised	February 25, 2026

Purpose

The purpose of this policy is to establish the process and standards for approval and operation of district-owned social media accounts, and to identify the differences between personally owned social media accounts and those maintained by the district.

The Board respects freedom of expression; such expression will be free from interruption, except when it is in violation of law or Board policy.

Definitions

Social media - a category of Internet-based resources that integrate user-generated content and user participation to share information, ideas, personal messages and other content, including photos and videos. Social media includes **social networks**, which are online platforms where users can create profiles, share information and personal messages, and connect with others.

District-owned social media account - a social media account, regardless of platform, that is approved by the Board and operated by a designated district employee(s), and is designed to further the educational mission of the district by providing information to the school community and general public.

Personal social media account - a social media account, regardless of platform, that is attributed to and operated by an employee, individual school director or student for personal use and is not approved by the Board as an official communications channel of the district.

Nonpublic forum – created when a district-owned social media account enables members of the public to read and receive district information, but the district has not designated opportunity for expressive activity by the public, and no commenting or posting of information by members of the public is permitted. In terms of social media, the ability to comment, post or reply is disabled on the district's account for public users.

Authority

The Board shall approve all official social media accounts created and/or maintained as district-owned accounts, including social media accounts for individual schools within the district.[1]

All district-owned social media accounts shall display the official name, logo and seal of the district or the individual district school.

The Board establishes district-owned social media accounts as a **nonpublic forum** and directs school staff to disable functions allowing public users to comment or post information on district-owned social media accounts.

The district encourages community members to respond to posts and share comments that are constructive and courteous toward the school community. Statements and opinions expressed by visitors to the account do not reflect the opinions of the district. Questions regarding information should be directed to the building principal or to the Superintendent's office for district-wide information. The district shall review comments and may remove comments which are in clear violation of law or Board policy, including but not limited to the following:[2][3][4][5]

1. Sexual harassment, racial, ethnic, religious or nationality intimidation towards an individual or individuals in the school community.[6][7][8]

2. Disclosure of confidential personal information regarding students or staff.[9][10]

3. Speech that traditionally has not been protected under the First Amendment, such as obscenity, defamation and speech integral to criminal conduct.

4. Speech that is profane.

5. Speech that constitutes true threats such as inciting imminent lawless action or subjecting individuals to fear of violence.

6. Are spamming in nature (same comment posted repeatedly).

Intellectual Property Rights

The illegal use of copyrighted, branded or trademarked materials or trade secrets is prohibited on district-owned social media accounts. All content shall be subject to copyright fair use guidelines and applicable laws, regulations and Board policy and administrative regulations.[11]

Delegation of Responsibility

The Board designates the Superintendent or designee to oversee all district-owned social media accounts and serve as the primary contact person for district-owned social media accounts.

The Superintendent or designee shall notify students and staff about this policy through employee and student handbooks, posting on the district website and by other appropriate methods.

All district staff assigned to monitor and maintain district-owned social media accounts shall receive training on:

1. Regularly reviewing district-owned social media accounts, in coordination with the district's chief communications representative, to update, remove and/or correct information.[12]

2. Complying with confidentiality provisions of student and staff information, in accordance with applicable law, regulations and Board policy and administrative regulations.[9][10]

3. Monitoring content for confidentiality and intellectual property violations, documenting potential violations, and notifying appropriate district staff to consider further action.[9][10][11]

4. Monitoring content for web accessibility standards and responding to public requests for accommodations.[6][8][13]

Guidelines

Posting of Personally Identifiable Information

The Board authorizes posting of student images in photos or videos depicting the educational process or school-related events on district-owned social media accounts, unless the students' parents/guardians have opted out of sharing directory information under the Family Educational Rights and Privacy Act and Board policy.[9][10][14][15]

The Board prohibits posting of other personally identifiable information of students on district-owned social media accounts without the consent of the parent/guardian, in accordance with applicable law, regulations and Board policy and administrative regulations.[9][10]

The Board prohibits posting of staff images in photos or videos when a staff member has submitted a request to the Superintendent or designee that their image not be posted publicly online.

The Board directs district staff to post images and information to social media accounts in a manner that protects the safety and security of students and staff, such as posting images without identification.

Accessibility

The Board directs district staff who maintain district-owned social media accounts to post content that is accessible to individuals with disabilities, to the greatest extent possible based on the limitations of the platform. This shall include, but is not limited to:[6][7][8][16][17][18]

1. Including alternate text descriptions or captions for images.

2. Including captions for video content.

3. Avoiding text that is posted as an image.

4. Creating links and attachments in formats that are accessible to screen readers and other assistive technology.

5. Formatting text so that it is accessible to screen readers and other assistive technology.

All district-owned social media accounts shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

Connecting with Other Social Media Accounts

Content or information posted to district-owned social media accounts shall not be connected to other social media accounts through linking or tagging if the outside account is for a commercial application, product or service and the district or its employees would receive financial or other compensation as a result of the connection.

When an official Board-approved corporate sponsorship or partnership includes connecting with the sponsor on district-owned social media accounts through reacting, linking or tagging, such connections shall be addressed in accordance with the provisions of the approved contract or partnership.

District-owned social media accounts shall not be connected to social media accounts of individual students through linking or tagging.

District-owned social media accounts may be connected through linking or tagging to social media accounts of parent-teacher organizations, district-related booster organizations or similar school-related groups when the content or information has been reviewed and approved by the district's chief communications representative.

Third-Party Social Media Accounts

Third-party social media accounts - a social media account, regardless of platform, that is operated by a volunteer, student, parent/guardian, alumnus or other member of the public on behalf of groups associated with the district. Third-party social media accounts are not operated by district employees or school directors.

These accounts are privately created, maintained and are not actively monitored by the district. Third-party social media accounts are encouraged to add this line to their description, "This is not a district-owned social media account. The district is not responsible for the content or operation of this social media account."

Personal Social Media Accounts of School Directors

District-owned social media accounts shall not react, link to, post or otherwise interact with private social media accounts of individual school directors.

School directors are strongly encouraged to use privacy settings on social media accounts and to clearly identify that it is their personal social media account and that it does not officially represent the Board or district.

The Board acknowledges that a school director's activity on their personal social media account could be deemed a public record and subject to a Right-to-Know request if the activity documents a transaction or activity of the district and is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district.[19][20]

The Board further recognizes that the determination of whether an activity on a school director's personal social media account qualifies as a public record must involve an analysis of the status of the account. Such analysis may include factors such as whether the account is either public or private and whether the account has the characteristics of an official district-owned social media account.

Personal Social Media Accounts of District Employees

District-owned social media accounts shall not react, link to, post or otherwise interact with private social media accounts of individual school employees.

District employees are strongly encouraged to use privacy settings on social media accounts and to clearly identify that it is their personal social media account and that it does not officially represent the Board or district.

To maintain professional boundaries, district employees must comply with Board policy regarding online communication with students.[21]

The district does not actively monitor personal social media accounts of current school employees; however, the district reserves the right to address employees' job-related speech or employee speech posted on social media that has the potential to affect the district's operations. Speech that takes place off-site and on an employee's own time, including posting on personal social media accounts, may be addressed if the district establishes that the employee's expression infringed on the interests of the district in promoting the efficient and effective functioning and educational purpose of

the district. If employee speech or expression would violate law or Board policy in a traditional forum, it is also prohibited in an online forum. When an employee speaks as a citizen on a matter of public concern, the district shall consult with the school solicitor in determining the appropriate course of action, in accordance with applicable law, regulations and Board policy.[2][22][23][24][25][26]

Student Use of Personal Social Media Accounts

Student use of personal social media accounts shall be addressed in accordance with applicable Board policies and administrative regulations related to student conduct, expression and students' individual rights and responsibilities. In accordance with Board policy, the district shall provide education on network etiquette and appropriate online behavior for students, including interaction with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.[6][13][27][28][29][30][31][32]

Consequences

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with applicable law, regulations and Board policy and administrative regulations.[21][25][33]

Legal

1. 24 P.S. 510
2. U.S. Const. Amend. I
3. Lindke v. Freed, 601 U.S. 205 (2024)
4. Markey v. Thompson, 790 F. Supp. 3d 407 (E.D. Pa. 2025)
5. O'Connor-Ratcliff v. Garnier, 601 U.S. 205 (2024)
6. Pol. 103
7. Pol. 103.1
8. Pol. 104
9. Pol. 113.4
10. Pol. 216
11. Pol. 814
12. Pol. 911
13. Pol. 815
14. 20 U.S.C. 1232g
15. 34 CFR Part 99
16. 42 U.S.C. 12101 et seq
17. 29 U.S.C. 794
18. 28 CFR 35.160
19. 65 P.S. 67.102
20. Penncrest School District v. Cagle, 341 A.3d 720 (Pa. 2025)
21. Pol. 824
22. 24 P.S. 1122
23. 24 P.S. 2070.1a et seq
24. 22 PA Code 235.1 et seq
25. Pol. 317
26. Pol. 320
27. 24 P.S. 1303.1-A
28. 47 U.S.C. 254
29. Pol. 218
30. Pol. 220
31. Pol. 235
32. Pol. 249
33. Pol. 317.1

65 P.S. 67.101 et seq

Knight First Amendment Inst. at Columbia Univ. v. Trump, 928 F.3d 226 (2d Cir. 2019)

Davison v. Randall, 912 F.3d 666 (4th Cir. 2019)

Garcetti v. Ceballos, 547 U.S. 410 (2006)

Mike Campbell v. Cheri Toalson Reish, 986 F.3d 822 (8th Cir. 2021)

Pickering v. Board of Education, 391 U.S. 563 (1968)

Connick v. Myers, 461 U.S. 138 (1983)

Rankin v. McPherson, 483 U.S. 378 (1988)

Pol. 801

Pol. 913

Last Modified by Carolyn J Riley on March 19, 2026

schools and colleges. School counselors are usually the best first contact to resolve a problem or concern.

Child Abuse (School Board Policy 806)
All school staff are mandated reporters and must notify Childline if they suspect that a child is being abused or neglected.

Social Work Services
School social workers provide services to students, families and communities in order to help students attain maximum benefits from the educational setting. The primary role of the social worker is to provide case management services to students and their families. They also do home visits, refer students/families to community agencies for additional resources, provide supportive counseling for individuals/families, and function as the liaison between school, home, and community resources. They receive their referrals from school counselors, nurses, administrators, and the Magisterial District Judge, and deal with the following issues:

Mental Health	Substance Abuse
Bereavement	Domestic Violence
Child Abuse/Neglect	Behavior Difficulties
Inadequate Health Care	Absenteeism
Pregnancy	Homelessness

Bullying (School Board Policy 249)
Bensalem values the safety of every student; therefore, district staff encourages and supports appropriate peer interactions through our bullying prevention initiative. Bullying occurs when one child or a group of children repeatedly hurt another child through words and/or actions. Bullying may involve physical aggression, such as fighting, shoving, or kicking; verbal aggression, such as name-calling and rumor spreading; and/or non-verbal aggression, such as intimidation, threatening gestures, and deliberate exclusion from a group or activity.

Bullying may include conduct based on bias or prejudice, including the use of slurs, derogatory language, symbols, gestures, written messages, images, or electronic communications that target an individual's protected characteristics. Such behavior will be addressed through the District's bullying prevention and disciplinary procedures.

Student Assistance Program (SAP) (School Board Policy 236)
Specially trained school counselors, social workers, teachers, nurses, and administrators participate as a team to aid in the prevention of alcohol and other drug use or abuse among students. Also, the team works to identify and refer students with mental health issues. Behavior problems, absenteeism, a drop in grades or changes in friends are indicators that students *may* have problems related to substance abuse or mental health issues.

Referrals to the team come from anyone who is concerned about a student: teachers and other school staff, friends, parents, and also from students. **Students who violate our district drug and alcohol policy are always referred for an assessment.**

Deleted: ·····Page Break·····
¶
Formatted: Space Before: 2.05 pt

Deleted: 8

Formatted: Font: (Default) Times New Roman, 12 pt, Highlight

Deleted: ¶
Formatted: Indent: Left: 0"

Care of Textbooks/School Property (School Board Policy 224)
It is the responsibility of every student to care for textbooks and school property. If any school property is damaged or lost, students will be charged for the replacement. NOTE: Unpaid obligations may result in the retention of report cards, transcripts and schedules. At the secondary level, students with outstanding obligations may lose the opportunity to participate in certain school activities.

Student Expression/Distribution and Posting of Materials (School Board Policy 220)
This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Electronic Devices (School Board Policy 237)
This policy was adopted to support an educational environment that is orderly, safe and secure for District students and employees, while also recognizing that electronic devices may provide a positive contribution.

Electronic devices include ALL devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet. Use is strictly prohibited in locker rooms, bathrooms, health suites and other changing areas at any time. Additional examples could be wearable devices such as glasses, pins, or rings.

Dating Violence (School Board Policy 252)
The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

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

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

Complaint Procedure
When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the:

- Building principal
- School counselor
- Classroom teacher

Searches (School Board Policy 226)

Deleted: ¶
Formatted: Highlight
Formatted: Font: Not Bold, Highlight
Formatted: Highlight
Formatted: Font: Not Bold, Highlight
Formatted: Font: Not Bold
Deleted: ¶

Tobacco and Vaping Products (School Board Policy 222)

The Board recognizes that tobacco and vaping products, including the product marketed as JUUL and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, non-users and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including JUULs and other electronic cigarettes.

Controlled Substances/Paraphernalia (School Board Policy 227)

Situations and Responses

In any situation wherein a student demonstrates symptoms of possible drug/alcohol use (e.g. staggering, slurred speech, dazed appearance, incoherence, inability to respond) the following may occur:

Immediate Action

All standard health and first aid procedures will be followed. The student shall not be left alone. The school nurse and administrator shall be summoned immediately. If the student must be taken to a medical facility, student may be accompanied by the school administrator or authorized designee.

Notification of Parent/Guardian and SAP Team

Attempts will be made to contact the parent/guardian immediately by the principal or designee. A record of contacts shall be maintained by the principal or designee. The contact will include a description of the situation and symptoms. If the parent/guardian cannot be contacted, a decision to get medical attention for the student or to isolate the student from other students will be made by a school nurse and/or an administrator. The parent/guardian will be given the phone number of the approved outside agency/private consultant to schedule an assessment.

Investigation

If alcohol/drug use is indicated, the school administrator or designee shall be responsible for conducting a thorough investigation which may include a search according to policy.

Discipline

An informal hearing shall be conducted. If the student is found in violation of this policy, disciplinary action shall be applied in accordance with this policy. A confirmed drug/alcohol involvement will result in a mandated assessment.

Notification of Police

Refer to the current Memorandum of Understanding between Bensalem Township School District and Bensalem Township Department of Public Safety.

Discrimination/Title IX Sexual Harassment Affecting Students (School Board Policy 103)

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

Deleted: ¶ ... [1]

Deleted: .

Formatted: Font: 12 pt

The District prohibits hate speech, bias-motivated conduct, and discriminatory harassment directed toward an individual or group based on actual or perceived race, color, religion, ancestry, national origin, ethnicity, sex, sexual orientation, gender identity, disability, or any other protected characteristic. Such conduct is inconsistent with the District's commitment to providing a safe, respectful, and inclusive learning environment and may result in disciplinary action.

Hazing (School Board Policy 247)
For purposes of this policy, hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization.

Student Records (School Board Policy 216)
NOTICE OF IMPORTANT RIGHTS: Concerning the maintenance, access to, amendment, and disclosure of education records by Bensalem Township School District.

The full text of the Education Records Policy 216 of Bensalem Township School District is found on the district website and in the electronic district policy manual. This policy contains information of importance to students attending public schools and public school-sponsored programs. Several provisions of this policy warrant careful attention:

Designation of certain records containing personally identifiable information as "directory information." In Section 1.1 of this policy, the district designates certain kinds of information as "directory information." The district will provide this information to any interested person, including armed forces recruiters who request it without seeking consent from parents/guardians of the student or the student. If you do not want the district to disclose such information, you must notify the district in writing by the fifth day of the school term. Examples are:

- A playbill showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as wrestling, showing weight and height of team members

Your written notice must identify the specific types of directory information that you do not want the district to disclose without consent. If you fail to notify us in writing by the fifth day of the school term, we may release directory information upon request and without consent.

Disclosure of records containing personally identifiable information to other schools and institutions. Section 4.8(a) of this policy allows the district to disclose personally identifiable information concerning a student to an educational agency or institution at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records, as long as the disclosure is for purposes related

Formatted: Font: (Default) Times New Roman, 12 pt, Highlight

Formatted: Left, Right: 0", Space After: 12 pt, Line spacing: Multiple 1.2 li, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers, Tab stops: 0.39", Left + 0.78", Left + 1.17", Left + 1.56", Left + 1.94", Left + 2.33", Left + 2.72", Left + 3.11", Left + 3.5", Left + 3.89", Left + 4.28", Left + 4.67", Left

Formatted: Font: Not Bold, Font color: Custom Color(RGB(27,27,27))

Deleted: Page Break

Level II (Major Offenses)	**Consequences** (*may include*)
Cutting class/homeroom/signing in	Detention
Leaving school or class without permission	Saturday School
Tobacco use/Loss of Privileges	In-School Suspension
Truancy	Out-of-School Suspension (1 to 5 days)
Insubordination	Restitution/Restoration
Unwanted contact	After School Detention
Defacing school property	
Violation of student acceptable user policy	
Verbal assault	
Foul or abusive language	
Hate speech/bias based harassment	
Forgery	
Peer conflict/disrespect/disturbance	
Harassment	
Possession/use of personal technology	
Devices in violation of policy (3 violations): More than 3 Level 1offenses of the same type	
Non-medical electronic inhalation devices	

Formatted: Font: 10 pt

Formatted: Font: 10 pt, Highlight

Level III (Major Offenses)	**Consequences** (*may include*)
Theft	In-School Suspension (3 to 10 days)
Physical assault	Out-of-School Suspension
Willful fighting	Loss of Privileges
Possessing a weapon	Police Referral
Arson, false alarm, or 911 call	Restitution/Restoration
Bomb threats	Expulsion
Vandalism	Saturday School
Controlled substance abuse (drugs and alcohol)	
Extortion	
Harassment/intentional contact/terroristic threats	
Hate speech/bias based harassment	
Lewd and lascivious behavior/sexual misconduct	
Commission of any other act punishable under the Pennsylvania Crimes Code	
Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction	
Kidnapping/interfering with child custody	

Deleted:

Formatted: Highlight

Academic Integrity (School Board Policy 243)

Bensalem Township School District understands that to achieve a personal vision of success, students need to exercise ethical behavior and responsible decision making both in and out of the academic setting. In support of Bensalem Township School District mission statement to educate the whole child, the district requires adherence to specific standards of conduct in academic affairs to create a climate of academic integrity.

RESPONSIBLE USE OF TECHNOLOGY (School Board Policy 815)

The district supports the use of the internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Deleted:

BOARD POLICY

810.4 Advertising Inside District Vehicles

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
810.4	v1.1	DRAFT	9/15/2026

Purpose

The Board recognizes that the sale of advertising space on the inside of district vehicles can serve as an important source of revenue enhancement. Further, the Board recognizes the importance of informing students of products, services, and opportunities that may advance their educational pursuits. It is the objective of this policy to establish parameters for such advertising.

Authority

Any and all advertising signs and/or the content thereof are subject to the approval of the district in accordance with the requirements of this policy and any administrative procedures and practices established pursuant thereto.[1][2][3]

The district reserves the right, at its discretion and at any time, to reject any advertising copy, whether or not it has previously acknowledged and/or advertised the exact or similar copy. No advertising space may be used or re-sold by the advertiser for the promotion, either directly or indirectly, of any business, organization, or enterprise other than the one defined in the original contract for advertisement. The advertiser will protect, defend, and save harmless the district from any suits or actions of every nature and description brought against it by reason of the advertisement.

The district will approve the specifications for advertisements on school buses that will include: advertisement material, including paint, decals, or magnetic material; approved advertisement colors; advertisement mounting procedures, if applicable; location of advertisements on school buses; advertisement size(s); duration of advertisement contracts; and any other specifications for advertisements the district deems appropriate.

The products and services advertised under this policy must be directly related to student's educational pursuits. Therefore, the district will not accept advertisements to be displayed or maintained on school buses if the advertisement or information contained in the advertisement:

1. Is false, misleading, deceptive, disrespectful, fraudulent, or libelous;
2. Contains material or language that is obscene, profane, or vulgar;
3. Promotes unlawful or illegal goods, services, or activities;
4. Promotes gambling, the sale or use of tobacco or tobacco-related products, or the sale or use of alcoholic beverages;
5. Promotes the sale or use of products designed for use in connection with sexual activity;

6. Depicts or glamorizes violent or antisocial behavior, or sexual conduct;
7. Declares or implies an endorsement by the district; or
8. Is controversial in nature, or not age appropriate.

The district will not allow any of its school buses to become a public forum for dissemination, debate, or discussion of public issues. The district has the authority to reject any and all advertising that it deems to be inappropriate or not in the best interest of the school district or its students.

Guidelines

Ads may be posted only in publications, e-publications, and inside vehicles approved by the district. All ads must conform to specifications established by the school district.

Advertising fees shall be subject to the approval of the Superintendent. All proceeds from the sale of advertising in district publications shall be used for the benefit of the district.

Advertisements permitted in district publications do not represent the district's endorsement or approval of the matters presented in the advertisements, and an advertiser may be required to include a statement to that effect in the advertisement.

Procedures

All persons and organizations wishing to use publications to advertise in accordance with this policy must submit a written application and be approved by the Advertising Committee.

The request to advertise must include a description of the location requested, an accurate color representation of the advertisement with size and materials indicated, and the period during which the advertising will remain in place.

Approval for advertising shall be evidenced by the issuance of a written invoice to the applicant.

Delegation of Responsibility

The Advertising Committee shall approve or deny all applications for advertising under this policy and may establish additional administrative regulations and procedures related thereto.

Legal

1. 24 P.S. 510

2. 24 P.S. 511

3. 24 P.S. 775

Legal References

No additional references listed.