

**Annual AHERA Notification
Big Spring School District
2021-2022 School Year**

Dear Parents, Guardians, and Staff:

In accordance with the Asbestos Hazards Emergency Response Act (AHERA), we are required to notify parents, guardians and staff of the availability of the asbestos management plans and the response actions we are taking to maintain the integrity of the asbestos in our school.

All asbestos containing materials have been removed from the District Administration Office, Middle School and Newville Elementary. Oakflat Elementary and the High School postdate AHERA Laws and asbestos containing building materials were not used for construction. The floor tile in the office suite at Mount Rock Elementary School is the only known remaining asbestos in the district. It is covered by carpet, remains intact and is inspected according to AHERA laws.

Every six months a periodic surveillance of all buildings occurs. Additionally, formal re-inspections are completed every three years in buildings containing asbestos.

For your review, copies of inspections and The Three Year Asbestos Management Plan are available at the Big Spring District Office building.

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Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Active
Adopted	December 16, 1996
Last Revised	October 21, 2019
Prior Revised Dates	02/02/2015

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized District staff in accordance with applicable laws and regulations, Board policy, and administrative regulations.[2][3][4][5][6][7]

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than eight (8) years of age, until the student reaches seventeen (17) years of age. Beginning with the academic year 2020-2021, compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a **student** subject to compulsory school attendance.[9]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a **student** subject to compulsory school attendance.[9]

Person in parental relation shall mean a:[9]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[9]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff, local children and youth agency, and local magisterial district judges about the District's attendance policy by publishing such policy on the District website and through other efficient communication methods.[1][11]

The Superintendent or designee, in coordination with the building administration, Director of Pupil Services, and Home and School Visitor, shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee may develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[12][13]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the District's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the District shall be subject to the compulsory school attendance requirements.[5]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[2][5][14][15][16][17][18][19][20]

The following students shall be excused from the requirements of attendance at District schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons that preclude regular attendance.[6][7][21]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[5][22]
3. Students attending college who are also enrolled part-time in District schools.[23]
4. Students attending a home education program or private tutoring in accordance with law.[5][18][24][25][26][27]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[5]
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[7]
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[7][15]

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated District staff during school hours for health-related reasons.[3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.[6]
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.

8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]
9. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]
10. Nonschool-sponsored educational tours or trips, if the following conditions are met:[6][29]
 - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
 - b. The student's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.[3][6][30][31]

The District may limit the number and duration of nonschool-sponsored educational tours or trips and/or college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Parental Notice of Absence –

Absences shall be treated as unexcused until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[9]

Parental Notification –

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, District staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[33]

The notice shall:[33]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the **student's** biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[33]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[33]

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the **SAIC**.[33]

The purpose of the **SAIC** is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the **SAIC**: [9]

1. The student.
2. The student's person in parental relation.
3. Appropriate school personnel.
4. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[33]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student, and appropriate district staff.[33]

The District may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[33]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, District staff:[34]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[34]

When a student fifteen (15) years of age or older is habitually truant, District staff shall:[34]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[34]

Regardless of age, when District staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, District staff shall provide verification that the school held a SAIC.[34]

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[35]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[35]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Pupil Services shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations, and Board policy.[16][36][37][38]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations, and Board policy.[16][36][38]

Discipline

The District shall not expel or impose out-of-school suspension, disciplinary reassignment, or transfer for truant behavior.[33]

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|-------|---------------------|
| Legal | 1. 22 PA Code 11.41 |
| | 2. 22 PA Code 11.23 |
| | 3. 22 PA Code 11.25 |
| | 4. 22 PA Code 12.1 |
| | 5. 24 P.S. 1327 |
| | 6. 24 P.S. 1329 |
| | 7. 24 P.S. 1330 |

8. 22 PA Code 11.13
9. 24 P.S. 1326
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 510.2
12. 24 P.S. 1332
13. 24 P.S. 1339
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 113
17. Pol. 115
18. Pol. 116
19. Pol. 117
20. Pol. 118
21. 22 PA Code 11.34
22. 22 PA Code 11.32
23. 22 PA Code 11.5
24. 22 PA Code 11.31
25. 22 PA Code 11.31a
26. 24 P.S. 1327.1
27. Pol. 137
28. 22 PA Code 11.21
29. 22 PA Code 11.26
30. Pol. 251
31. Pol. 255
32. 24 P.S. 1546
33. 24 P.S. 1333
34. 24 P.S. 1333.1
35. 24 P.S. 1333.2
36. Pol. 103.1
37. Pol. 113.3
38. Pol. 114
22 PA Code 11.24
22 PA Code 11.8
24 P.S. 1333.3



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Adopted	January 12, 2004
Last Revised	September 21, 2020
Last Reviewed	September 21, 2020

Purpose

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

Definitions

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

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

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

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

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

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

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

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

Confidentiality

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

Retaliation

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

Delegation of Responsibility

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

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

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

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

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

1. Board's Bullying Policy.

2. Report of bullying incidents.

3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][4][5]

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

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][6][7][8]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][4][9]

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

Legal

1. 24 P.S. 1303.1-A

2. Pol. 103

3. Pol. 103.1

4. Pol. 218

5. 22 PA Code 12.3

6. 20 U.S.C. 7118

7. 24 P.S. 1302-A

8. Pol. 236

9. Pol. 233

Pol. 113.1

249-Attach 1 Report Form.pdf (161 KB)



Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Internet, Computers and Network Resources
Code	815
Status	Active
Adopted	April 2, 1996
Last Revised	February 6, 2017

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]

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]

District technology - all technology owned and/or operated by the district, including computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, routers, and networks, including the Internet.

Users - anyone who utilizes or attempts to utilize district technology resources while on or off district property. The term includes, but is not limited to, students, employees, parents and/or guardians, and any visitors to the district that may use district technology.

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 its 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.

Technology and Network use is a privilege, not a right. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over district owned technology or Network, including personal files. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; deny access to prevent unauthorized, inappropriate or illegal activity; and revoke access privileges and/or administer appropriate disciplinary action when the circumstances require such 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-owned technology and Network resources.[6][7][8]

All users must fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

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

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.[9][10][11][21][22]
5. Bullying.[12]
6. Terroristic.[13]

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its district owned technology with internet access.[3][4][14]

Upon request by students or employees, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[14]

Upon request by students or employees, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the

requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[3][15]

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.[14]

Users of the district's networks or district-owned technology shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use.

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

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

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

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

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether district owned technology and Network is being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[3][4][16]

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 to be inappropriate by the Board for use by minors.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

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

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[12][17]
3. Digital citizenship and internet safety (Digital citizenship curricular framework).

Guidelines

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

Safety

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

Internet safety measures shall effectively address the following:[4][16]

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, 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.
5. Restriction of minors' access to materials harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses of district technology are prohibited:

1. Facilitating illegal activity, or encouraging others to do so;
2. Violating any other district policy;
3. Commercial or for-profit purposes;
4. Nonwork or nonschool related work;
5. Product advertisement or political lobbying;
6. Bullying/Cyberbullying;[12][17]
7. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons;
8. Use of technology resources to cause, or threaten to cause harm to others or damage to their property;
9. Hate mail, discriminatory remarks, and offensive or inflammatory communication;

10. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;
11. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, videos, images, photographs, or other depictions;[18]
12. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy;
13. Inappropriate language or profanity;
14. Transmitting of material likely to be offensive or objectionable to recipients;
15. Intentional obtaining or modifying of files, passwords, and data belonging to other users;
16. Impersonation of another user, anonymity, and pseudonyms;
17. Fraudulent copying, communications, or modification of materials in violation of copyright laws;[19]
18. Loading or using of unauthorized games, programs, files, or other electronic media;
19. Using technology resources to gamble;
20. Disrupting the work of other users;
21. Using technology resources to attempt to interfere with or disrupt district technology systems, networks, services, or equipment, including, but not limited to, the propagation of computer "viruses" and "worms", Trojan Horse and trapdoor program codes;
22. Sending unsolicited mass-email messages, also known as spam;
23. Using encryption software that has not been previously approved by the district;
24. Destruction, modification, abuse or unauthorized access to network hardware, software and files;
25. Scanning the district's technology resources for security vulnerabilities;
26. Accessing the Internet, district computers or other network resources without authorization;
27. Disabling or bypassing the district's Internet blocking/filtering software without authorization;
28. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization;

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. Passwords must meet defined protocols for security and required password changes happen routinely. To protect the integrity of the system, these guidelines shall be followed:

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

Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations. [19][20]

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 users publishing content on the district website shall 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.

Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[14]

Illegal use of the network, 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 for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, 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 legal proceedings.[6][7][8]

Parental Notification and Responsibility for District Owned Devices Used Outside of the District Network

There is a wide range of material available on the Internet, some of which may not be consistent with the particular values of families of the students. While the devices given to students are integral to completing coursework beyond the school day, it is not practically possible for the district to monitor, filter, and enforce a wide range of social values in student use of the Internet when those devices are taken and used outside of the district Network. Further, the district recognizes that parents/guardians maintain primary responsibility for transmitting their particular set of values to their children. The district encourages parents/guardians to discuss and specify to their child(ren) what material is and is not acceptable for their child(ren) to access on personal devices through the Internet, based upon the set of social values specific to each family.

Disclaimer

The Big Spring School District makes no warranties of any kind, whether express or implied, for the network or technology services provided. The district is not responsible for any damages incurred, including loss of data resulting from data delivery delays, missed deliveries, or financial obligations incurred through the use of Internet websites. Use of any information obtained through the district's technology devices is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or other forms of electronic communication.

Legal

1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 20 U.S.C. 6777
4. 47 U.S.C. 254
5. 18 Pa. C.S.A. 5903
6. Pol. 218
7. Pol. 233
8. Pol. 317
9. Pol. 103
10. Pol. 103.1
11. Pol. 104
12. Pol. 249
13. Pol. 218.2
14. 24 P.S. 4604
15. 24 P.S. 4610
16. 47 CFR 54.520
17. 24 P.S. 1303.1-A
18. Pol. 237
19. Pol. 814
20. 17 U.S.C. 101 et seq
21. Pol. 248
22. Pol. 348
- 18 Pa. C.S.A. 2709
- 24 P.S. 4601 et seq
- Pol. 220



Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810
Status	Active
Adopted	March 7, 2005
Last Revised	June 17, 2013
Last Reviewed	June 17, 2019

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

Authority

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[3][11].

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[12][13][14][15][16]

The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.[2][4][17]

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[18][19]

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[20][21]

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[22]

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[23][24]

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[Z]

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.[5][Z]
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[Z]
3. Provide each school bus/school vehicle driver with Board Policies, administrative regulations (if prepared), and additional information as required by the law.
4. Prepare a district map or schedule indicating each bus stop and bus route.[Z]

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[16][26][27][28][29]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[30][31]

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[32][33][34]

Legal

1. 75 Pa. C.S.A. 102
2. 24 P.S. 1361
3. 24 P.S. 1362
4. 24 P.S. 1726-A
5. 22 PA Code 23.1
6. 22 PA Code 23.2
7. 22 PA Code 23.4
8. Pol. 610
9. Pol. 611
10. Pol. 818
11. 67 PA Code 447.1 et seq
12. 22 PA Code 23.3
13. 24 P.S. 1374
14. Pol. 103
15. Pol. 103.1
16. Pol. 113
17. Pol. 140
18. 20 U.S.C. 6312
19. Pol. 255
20. 42 U.S.C. 11432
21. Pol. 251
22. 35 P.S. 4601 et seq
23. 35 P.S. 4608
24. 67 PA Code 212.101
25. Pol. 121
26. Pol. 209.1
27. Pol. 209.2
28. Pol. 210
29. Pol. 210.1
30. Pol. 113.4
31. Pol. 216
32. 24 P.S. 1517
33. 75 Pa. C.S.A. 4552
34. Pol. 205

34. Pol. 805

24 P.S. 1331

24 P.S. 1365

24 P.S. 1366

24 P.S. 2541

24 P.S. 2542

22 PA Code 15.1 et seq

22 PA Code 23.6

75 Pa. C.S.A. 4551-4553

20 U.S.C. 6301 et seq

42 U.S.C. 11431 et seq

49 CFR Part 37

49 CFR Part 38

Pol. 810.1



Book	Policy Manual
Section	200 Pupils
Title	Weapons
Code	218.1
Status	Active
Adopted	April 18, 1994
Last Revised	August 20, 2012

Purpose

The district recognizes that the possession of weapons on school property is a criminal offense in the Commonwealth of Pennsylvania. The district also recognizes that the use of weapons has become a serious problem in schools and in society. Weapons in the schools present serious legal, safety and welfare problems in the school community. As an educational institution, the district will strive to prevent the presence of weapons in the schools. However, when weapons are found in the schools, the district will intervene to remove the weapons and report findings to local law officials.

Definitions

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, mace, explosive device, tazer, firecracker, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.[1]

Possession – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to/from school or to/from a school sponsored activity.[1]

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[1][2]

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Act.

Delegation of Responsibility

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials.[3]

The Superintendent shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education.[1]

The Superintendent or designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.[4]

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the required form at least once each year.

School personnel will be instructed regarding the Pennsylvania law regarding weapons on school property. Also, personnel will be instructed regarding the handling of weapons situations.

Guidelines

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.[1]

Any person who has a permit to carry a concealed weapon will not be permitted to carry a concealed weapon on Big Spring School District property, excluding law enforcement personnel.

Staff and Student Expectations

Staff members and students observing or otherwise becoming aware of weapon on school property, at school activities or on school transportation shall report the same to the administration immediately. Administrators shall report individuals suspected of possessing weapons on school property, at school activities, or on school transportation to the appropriate law enforcement officials immediately, such duty to report being subject to review by the district's solicitor. Staff members shall cooperate with law enforcement officials in the detection and prosecution of all violators of this policy.

Transfer Students

When the school district receives a student transfers from a public or private school during expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

Legal

1. 24 P.S. 1317.2
 2. Pol. 233
 3. 20 U.S.C. 1400 et seq
 4. 24 P.S. 1303-A
- 18 U.S.C. 921
18 U.S.C. 922
20 U.S.C. 7114
20 U.S.C. 7151
22 PA Code 403.1