



**New Hope-Solebury School District  
Policy and Human Resources Committee Meetings  
September 13, 2016  
7:15PM—Upper Elementary School LGI Room**

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Per Policy 006.2, all public meetings of the Board of School Directors, including committees, are audio recorded.

**Agenda Items**

*A packet of materials will be available on the policy website by Friday, September 9, 2016 at 5PM.*

**Call to Order**

**Approve Minutes from August 16, 2016**

**Old Business**

- Second Readings of Board Operating Guidelines
  - 003—Functions of the School Board
  - 007—Distribution of Policies and Procedures
- Second Readings of Policies
  - 247—Hazing
  - 823—Naloxone

**New Business**

- First Readings of Board Operating Guidelines
  - 005—Organization (Committees/ad hoc committees)
  - 006—Voting Procedures
- First Readings of Policies
  - 213—Assessment of Student Progress
  - 222—Tobacco Use
  - 232—Participating in School Affairs (recommended for policy retirement)

**Public Comment**

**Adjournment**

**Immediately following the Policy Meeting, the Human Resources Committee will begin. Due to the confidential nature of the Human Resources Committee, public participation is not permitted.**



## **New Hope-Solebury School District Policy Committee Meeting Minutes**

August 16, 2016

6:00PM – Upper Elementary School Library

### **Attendance**

- **School Board** – Doug McDonough, (Chair), Mark Cowell, Adrienne Deussing
- **Administration** - Steve Yanni, Suzan Rohn
- **Committee Members** – Drew Giorgi, Melvin Band, Stan Marcus
- **Presenters** - None
- **Public** – None

Dr Yanni called the meeting to order at 6:00pm.

The minutes from the June 7, 2016 Policy Committee meeting were approved.

### **Old Business**

The committee moved the following Board Operating Guidelines and Policies forward for board approval at the August 22, 2106 meeting:

- 319 – Outside Activities - Removed language that superintendent has to review articles before staff submit them to publications.
- 626.1 – Travel (Federal Programs) Struck language recommended by the Department of Federal Programs.
- 827 – Conflict of Interest (Federal Programs) Some changes to language were made for clarity and consistency.

### **New Business**

The committee reviewed the following Board Operating Guidelines:

- 003 – Functions
  - The title was changed to Functions of the Board.
  - Added language about administrative regulations. Per PSBA administrative regulations are not needed for every policy. Many policies have guidelines included which articulate how to carry about a policy.
  - Now that the policy manual is online, the document refers to board members accessing policies online rather than getting huge books of policies.
- 007 – Distribution
  - Title was changed to change to Distribution of Policy and Procedures - the new language speaks to policies being made available online.

The committee reviewed the following policies:

- 247 – Hazing
  - The old language was struck and the new language is included (bold and underlined). Recommendation to accept it as is, as this is a hot-button issue and PSBA has worked with various focus groups to develop this policy
- 823 – Naloxone
  - This is a brand new policy and PSBA suggests adopting it as is. We will bring this back next year for another reading if there are changes to the law.

**Public Comment** – Melvin Band discussed an article on the Sunshine Law and Hazing. He also discussed concerns of teachers expressing their personal political views to students.

Mr. McDonough adjourned the meeting at 6:55pm.

Respectfully submitted,

Suzan Rohn  
Director of Human Resources



Book	Policy Manual
Section	000 Local Board Procedures
Title	Copy of Functions of the Board
Number	003
Status	Policy Committee Review
Adopted	March 29, 1993

## **I. Formulation of Policies**

A. The Board shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the District.

B. The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the District. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the District.

C. The formal adoption of policies shall be recorded in the minutes of the Board become the policy of the District immediately and shall be incorporated in the Policy Manual as soon as practical. Only those written statements so adopted shall be regarded as official Board policy.

## **II. Administrative Regulations**

A. The Superintendent and his/her designee shall specify required actions and design the detailed arrangements under which the schools will be operated within the policies established by the Board. These rules and detailed procedures shall constitute the Administrative Regulations governing the schools. An Administrative Regulation shall be necessary when rules/regulations or guidelines are not provided in a policy.

B. Every Board member shall be supplied with access to Administrative Regulations. Administrative Regulations shall be attached to policies in the electronic manual and shall be attached to policies in the physical manual. Should the interpretation of a policy or the method by which a policy is effected is called into question, the questions shall be placed before the Board.

## **III. Amendment Procedure**

A. Any written statement of policy of the Board may be amended upon a majority vote of the members of the Board present at a regular meeting. Any proposed amendment shall be presented in writing to all Board members in advance of the regular meeting.

## **IV. Suspension**



A. Any action by a majority vote of the members of the Board present at any regular meeting may supersede a statement of policy as written and included in this manual. A recommendation for its continued suspension, or revision, if desired, shall be clearly stated in the minutes of that meeting. The proposed change may be described in writing and submitted at a subsequent meeting of the Board for approval and placement in the manual.

## **V. By-Laws/Board Operating Procedures**

A. The by-laws and Board Operating Procedures of the Board shall be as adopted by the Board and in keeping with the School Laws of Pennsylvania.

## **VI. Executive**

A. The Superintendent or his/her designee shall be delegated the authority to take necessary action in circumstances not provided for in Board policy. Any significant action so taken shall be reported to the Board at the meeting next following such action.

## **VII. Review**

A. The Board may assume jurisdiction over controversies or disputes arising within this school district and concerning any matter over which the Board has authority granted by statute, or where the Board has retained jurisdiction in contract or policies.

B. In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the controversy or dispute.

Last Modified by Steven Yanni on September 9, 2016



Book	Policy Manual
Section	000 Local Board Procedures
Title	Copy of Distribution of Policies and Procedures
Number	007
Status	
Adopted	March 29, 1993

I. The Board desires to make this Manual of Policies and Procedures a useful guide for all Directors of the Board, the administration of this District, all personnel employed by the Board, the students of the District and all members of the community.

II. Therefore, the entire Manual of Policies and Procedures shall be made public on the District website. Further, any member of the public is welcome to make arrangements to copy the manual, or any portion of it. Copies are subject to price per page charges provided by the District.

III. Copies of this manual shall be numbered and a record maintained by the Superintendent and/or his or her designee as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made. Further, changes will be made to the electronic manual.

IV. The Manual of policies shall be considered a public record and shall be open for inspection in the Board offices and in each school building during regular office hours.

V. The Superintendent or his/her designee shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the District. Further, the Superintendent or his/her designee shall review existing policy monthly in light of Board actions and in light of revisions to State statutes and procedures, and to recommend to the Board such changes as may be desired to maintain the Board Manual of Policies and Procedures.

Last Modified by Steven Yanni on September 9, 2016



Book	Policy Manual
Section	200 Pupils
Title	Copy of Hazing
Number	247
Status	Policy Committee Review
Adopted	September 14, 1999
Last Revised	July 19, 2004

## I. Purpose

- A. The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

## II. Definitions

A. 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. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

B. For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

C. For purposes of this policy, "student activity" or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by

the district.

### **III. Authority**

- A. The District prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.
- B. No student, parent/guardian, coach, sponsor, volunteer or District employee shall engage in, condone or ignore any form of hazing.
- C. The Doard encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

### **IV. Delegation of Responsibility**

- A. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or any organization found to be in violation of this policy.
- B. Students, parent/guardians, administrators, coaches, sponsors, volunteers, and District employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

### **V. Guidelines**

- A. The District shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of:

1. Distribution of written policy.
2. Publication in handbooks.
3. Verbal instructions by the coach or sponsor at the start of the season or program.
4. Posting of notice/signs.

B. This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.

C. If a student activity or organization authorizes hazing in disregard of this policy or other applicable District rules, penalties may include recision of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the District.

#### **D. Complaint Procedures**

1. When anyone believes that hazing has occurred, s/he shall promptly report the incident, orally or in writing, to the principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant.

4. If the investigation results in a finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
5. If the investigation results in a finding that coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, or condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.
6. Any person who causes or participates in hazing may also be subject to criminal prosecution.

**Legal**

1. 24 P.S. 510

2. 24 P.S. 511

3. Pol. 122

4. Pol. 123

Last Modified by Steven Yanni on September 9, 2016



Book	Policy Manual
Section	800 Operations
Title	Copy of Naloxone
Number	823
Status	

## **I. Authority**

A. As a means of enhancing the health and safety of its students, staff and visitors, the District may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose.

## **II. Definitions**

A. Drug overdose- shall be defined as an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction.

B. Naloxone - shall be defined as a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

C. Opioid - shall be defined as illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine.

## **III. Delegation of Responsibility**

A. The Superintendent or his/her designee, in consultation with school nurse(s) and the school physician, shall establish appropriate internal controls for the acquisition, stocking, and administration of Naloxone and other related emergency response procedures pursuant to this policy.

B. The school physician shall be the prescribing and supervising medical professional for the District's stocking and use of Naloxone. The



Superintendent or his/her designee shall obtain a standing order from the school physician for the administration of Naloxone.

C. The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

#### **IV. Guidelines**

A. The school nurse shall develop a plan for annually informing all parents/guardians, students, and staff about this policy and specifically:

1. The availability of Naloxone;
2. The symptoms of drug overdoses;
3. How students and staff report suspected overdoses;
4. The protection from criminal prosecution provided by law for persons who report a suspected drug overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report; and
5. The protection from civil liability provided by law for persons who report drug overdoses or administer Naloxone in overdose emergencies.

B. Standing Order from the School Physician

1. The school physician shall provide and annually renew a standing order for administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an overdose. Further, the order shall dictate where the Naloxone shall be stored.
2. The standing order shall include at least the following information:
  - a. Type of Naloxone (intranasal and auto-injector) to be administered.
  - b. Date of issue.
  - c. Dosage.
  - d. Signature of a school physician.
3. The standing order shall be maintained in the Superintendent's office, and copies of the standing order shall be kept in each location where Naloxone is stored.

C. Training

1. Before any School District employee may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing opioid-related overdoses, administering Naloxone and promptly seeking medical attention for drug or opioid overdoses. Evidence that such training has been completed shall be placed in the employee's personnel file.
2. A list of School District employees who successfully complete such training shall be maintained, updated and kept in the school nurse's office and the School District administration office.

#### D. Acquisition, Storage and Disposal

1. Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.
2. Naloxone shall be made readily accessible to those employees who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored within the school nurse's office or other location.
3. The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

#### E. Administration of Naloxone

1. When responding to a suspected drug overdose, District employees shall follow the steps outlined below:
  - a. Call for medical help immediately (Dial 9-1-1).
  - b. Check for signs of opioid drug overdose.
  - c. Perform initial rescue breathing (or CPR if needed), as instructed in training.
  - d. Administer Naloxone, as instructed in training.
  - e. Continue rescue breathing (or CPR if needed), as instructed in training.

- f. Administer second dose of Naloxone if needed, as instructed in training.
- g. Place in recovery position, as instructed in training.
- h. Stay with the individual until emergency medical help arrives.
- i. Cooperate with EMS personnel responding to the incident.
- j. Notify the building administrator or designee of the incident.

#### F. Referral to Law Enforcement and Parental Notification

1. The Superintendent or his/her designee shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
2. The Superintendent or his/her designee shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The Superintendent or his/her designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or his/her designee shall document attempts made to reach the parent/guardian.

#### G. Referral to Student Assistance Program

1. Any student who experiences a drug overdose shall be referred to the District's Student Assistance Program.

#### H. Indemnification

1. The School District shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected opioid drug overdose, if all of these conditions apply:
  - a. The employee did not act with the intent to harm, or with reckless indifference to a substantial risk or harm, in administering Naloxone to that individual.
  - b. The employee successfully completed the training contemplated by this policy.

- c. The employee promptly sought additional medical assistance before or immediately after administering Naloxone
- d. The employee is administering Naloxone pursuant to this policy.

#### References:

School Code - 24 P.S. Sec. 1302.1-A, 1303-A

State Board of Education Regulations - 22 PA Code Sec. 10.2, 10.21, 10.22, 10.25

PA Controlled Substance, Drug, Device and Cosmetic Act - 35 P.S. Sec. 780-113.7, 780-113.8

PA Civil Immunity of School Officers/Employees - 41 Pa. C.S.A. Sec. 8547, 8548

Board Policy - 227, 236, 324, 805.1

Last Modified by Steven Yanni on September 9, 2016



Book	Policy Manual
Section	000 Local Board Procedures
Title	Copy of Organization
Number	005
Status	draft
Adopted	March 29, 1993
Last Revised	February 16, 2016

## **I. Organization Meeting**

A. The School Directors shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to the Board by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.[1][2][3]

## **II. Order**

A. The organization meeting shall be called to order by the past President who shall preside over the election of a temporary President from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of the election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.[4]

B. The temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.[5]

## **III. Officers**

A. Election of officers shall be by a majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.

B. The Board shall annually, during the first week in December, elect from their members a President and Vice President who shall serve for one (1) year.

C. The Board shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and shall not be a member of the Board.[2]

D. The Treasurer shall not enter upon his/her duties until s/he furnishing a bond in accordance with law and with the Board approval. The Treasurer shall be compensated in the manner and at a rate determined by the Board.[6][7][8]

E. The Board shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election and shall not



be a member of the Board.<sup>[2]</sup> The Secretary shall not enter upon his/her duties until furnishing a bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.<sup>[9][10][8]</sup>

F. Vacancies in any office shall be filled by Board action, and such appointed officers shall serve for the remainder of the unexpired term.

G. The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.<sup>[2]</sup>

H. Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.<sup>[13][23]</sup>

#### **IV. Appointments**

A. The Board shall have the authority to appoint:

1. A tax collector, where a tax collector is not elected to collect taxes, or where there is a vacancy or where an elected tax collector refuses to qualify.<sup>[14][15]</sup>
2. A school physician.<sup>[16]</sup>
3. A school dentist.<sup>[16]</sup>
4. A solicitor.<sup>[17][18]</sup>
5. An independent auditor.<sup>[19]</sup>
6. Delegates to a state convention or association of school directors.<sup>[20]</sup>
7. Other appointments the Board deems necessary.

B. Appointees serve at the pleasure of the Board and may be removed from such appointment by the affirmative vote of a majority of the full number of Board members.<sup>[13][23]</sup>

#### **V. Resolutions**

A. The Board may at the organization meeting, but shall prior to July 1 next following, designate:

1. Depositories for school funds.
2. Newspaper(s) for general circulation as defined in law.<sup>[21]</sup>
3. Normal day, place and time for regular meetings.<sup>[22]</sup>
4. Normal day, place and time for open committee meetings.<sup>[3]</sup>

#### **VI. Committees**

A. When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.

1. Committees shall consist of no more than three (3) Board members.



2. Members shall be appointed by the President who shall appoint the Superintendent as an ex-officio member of all committees.
3. A member may request or refuse appointment to a committee.
4. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.
5. Each Board committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings.
6. Ad hoc committees may be created, charged and assigned a fixed termination date, which may be extended by the President.
7. Members of committees shall serve until the committee is discharged.

## Legal

1. 24 P.S. 401
2. 24 P.S. 404
3. 24 P.S. 421
4. 24 P.S. 426
5. 24 P.S. 402
6. 24 P.S. 436
7. 24 P.S. 438
8. Pol. 811
9. 24 P.S. 431
10. 24 P.S. 432
13. Pol. 006
14. 24 P.S. 508
15. 24 P.S. 683
16. 24 P.S. 1410
17. 24 P.S. 324
18. 24 P.S. 406
19. 24 P.S. 2401
20. 24 P.S. 516
21. 24 P.S. 621
22. 24 P.S. 106
23. PA Const. Art. VI Sec. 7
- 24 P.S. 434

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Last Modified by Steven Yanni on September 7, 2016



Book	Policy Manual
Section	000 Local Board Procedures
Title	Copy of Meetings
Number	006
Status	draft
Adopted	March 29, 1993
Last Revised	November 14, 2007

## **I. Parliamentary Authority**

A. All Board meetings will be conducted in an orderly and business-like manner. Robert's Rules of Order shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures.[1][2]

## **II. Quorum**

A. A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.[3]

## **III. Presiding Officer**

A. The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.[4][5][6][7]

## **IV. Notice**

A. Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.[8][9]

B. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting.[8][9]

C. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[8][9]

D. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[8][9]

E. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.[8]

F. Notice of all public meetings shall be given to the Doylestown Intelligencer and New Hope Gazette (time permitting) and a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests.[9]

G. Notice of all regular and special Board meetings shall be given to Board members no later than three (3) days prior to the time of the meeting.[10]

H. Notice of executive sessions, if not previously announced, shall be provided in writing to Board members at least twenty-four (24) hours prior to the executive session.

## **V. Regular Meetings**

A. Regular Board meetings shall be public and shall be held at specified places at least twelve (12) times per year, at least once every two (2) months.[11][2]

### **1. Agenda**

a. It shall be the responsibility of the Superintendent, in cooperation with the Board Secretary and Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with all relevant reports, shall be provided each school director at least three (3) days before the meeting.

b. Any additions or changes to the prepared agenda may be requested by a Board member or the Superintendent and must be approved by a majority vote of the Board members present.

### **B. Order Of Business**

1. The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:

- a. Call to Order
- b. Roll Call
- c. Superintendent's Report
- d. Recommended Action
- e. Other Reports & Discussions
- f. Public Comment
- g. Adjournment

## **VI. Special Meetings**

A. Special meetings shall be public and may be called for special or general purposes.[2]

B. The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.[5]

C. The order of business for special meetings shall be as follows unless altered by the President or a majority of those present and voting:

1. Call to Order
2. Roll Call
3. Announcement
4. Reading of Notice of Meeting
5. Transaction of Business for Which Meeting was Called
6. Adjournment

## **VII. Hearing of the Public**

A. A member of the public present at a Board meeting may address the Board in accordance with law and Board Policy 903 and procedures.[2][12]

## **VIII. Voting**

A. All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.

B. All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.

C. The following action requires the unanimous consent of all remaining members of the Board:  
[13]

1. Appoint as attorney or solicitor of the Board a Board member who has served for two (2) consecutive terms of four (4) years each, after resigning his/her office.
2. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:
  - a. Transfer of budgeted funds.[14][15]
  - b. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.[14][15]
  - c. Incur a temporary debt or borrow money upon such obligation.
  - d. Incur a temporary debt to meet an emergency or catastrophe.[15]
  - e. Elect to a teaching position a person who has served as a Board member and who has resigned.[13]
  - f. Convey land or buildings to the municipality co-terminus with the school district.  
[16]
  - g. Adopt or change textbooks without the recommendation of the Superintendent.  
[17]
  - h. Dismiss, after a hearing, a tenured professional employee.[18]

3. The following actions require the recorded affirmative votes of a majority of the full number of Board members:

- a. Fixing the length of school term.[19]
- b. Adopting textbooks recommended by the Superintendent.[19][20]
- c. Appointing the district Superintendent and Assistant Superintendent(s).[19][21][22]
- d. Appointing teachers and principals.[19]
- e. Adopting the annual budget.[19][46]
- f. Appointing tax collectors and other appointees.[19][47][48]
- g. Levying and assessing taxes.[19][49]
- h. Purchasing, selling, or condemning land.[19]
- i. Locating new buildings or changing the location of old ones.[19]
- j. Adopting planned instruction.[19][50]
- k. Establishing additional schools or departments.[19]
- l. Designating depositories for school funds.[19][28]
- m. Expending district funds.
- n. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).[19][51]
- o. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.[19]
- p. Combining or reorganizing into a larger school district.[30]
- q. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.[19]
- r. Dismissing, after a hearing, a nontenured employee.[19][31][32]
- s. Adopting a corporate seal for the district.[33]
- t. Determining the location and amount of any real estate required by the school district for school purposes.[34]
- u. Vacating and abandoning property to which the Board has title.[35]
- v. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.[36]
- w. Removing a school director.[52]
- x. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[37]

- y. Removing an officer of the Board.[24]
- z. Removing an appointee of the Board.[24]
- aa. Adopting, amending or repealing Board policy.[53]

## **IX. Minutes**

A. The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:[39][40]

1. The date, place, and time of the meeting.
2. The names of Board members present.
3. The presiding officer.
4. The substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[41]
7. The names of all citizens who appeared officially and the subject of their testimony.

B. The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting along with the agenda for the next regular meeting.[1]

C. The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[42]

D. Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting and should be destroyed once they have served their purpose.[1]

## **X. Recess and Adjournment**

A. The Board may at any time recess or adjourn upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.[8][9][43]

## **XI. Executive Session**

A. The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.[44][45]

B. The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.



4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.

5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.

C. Official actions based on discussions held in executive session shall be taken at a public meeting.

## **XII. Work Sessions**

A. The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.[2]

B. A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Pol. 006, 4.b.

C. The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.[8][9]

## **XIII. School Board Committee Meetings**

A. School Board Committees are those that are established by the School Board through a majority vote. Committees can be ad hoc or standing.

B. Committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by three (3) members of the committee.[8][9]

C. A majority of the total membership of a committee shall constitute a quorum.

D. Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.[2]

E. A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of the area under investigation.

F. Board members who are not committee members but who attend committee meetings may not vote on committee matters.

### **Legal**

1. 24 P.S. 407

2. 65 Pa. C.S.A. 701 et seq

3. 24 P.S. 422

4. 24 P.S. 405

5. 24 P.S. 426

6. 24 P.S. 427

7. 24 P.S. 428

8. 65 Pa. C.S.A. 703

9. 65 Pa. C.S.A. 709

10. 24 P.S. 423

11. 24 P.S. 421

12. Pol. 903

13. 24 P.S. 324

14. 24 P.S. 609  
15. 24 P.S. 687  
16. 24 P.S. 707  
17. 24 P.S. 803  
18. 24 P.S. 1129  
19. 24 P.S. 508  
20. Pol. 108  
21. 24 P.S. 1071  
22. 24 P.S. 1076  
28. 24 P.S. 621  
30. 24 P.S. 224  
31. 24 P.S. 514  
32. 24 P.S. 1080  
33. 24 P.S. 212  
34. 24 P.S. 702  
35. 24 P.S. 708  
36. 24 P.S. 1503  
39. 24 P.S. 518  
40. 65 Pa. C.S.A. 706  
41. 65 Pa. C.S.A. 705  
42. 24 P.S. 433  
43. Pol. 006  
44. 65 Pa. C.S.A. 707  
45. 65 Pa. C.S.A. 708  
46. Pol. 604  
47. Pol. 005  
48. Pol. 606  
49. Pol. 605  
50. Pol. 107  
51. Pol. 610  
52. Pol. 004  
53. Pol. 003

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Last Modified by Steven Yanni on July 11, 2016



Book	Policy Manual
Section	200 Pupils
Title	Copy of Assessment of Student Progress
Number	213
Status	
Adopted	March 29, 1993
Last Revised	August 14, 2000

## I. Purpose

A. The Board recognizes that a system of assessing student achievement can help students, teachers, and parents to understand and evaluate a student's progress toward educational goals and academic standards.[1]

## II. Definition

A. Assessment **shall be defined as** the system of measuring and recording student progress and achievement that enables the student, parents and teachers to determine a student's attainment of established academic standards and to:[2]

1. Learn the student's strengths and weaknesses.
2. Plan an educational and vocational future for the student in areas of the greatest potential for success.
3. Know where **instructional work, including remediation and enrichment are** remedial work is required.

## III. Authority

A. The Board directs that the district's instructional program shall include a system of assessing all students' academic progress. The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.[3][4][2][6][7][11][9]

B. Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.[9]

C. The district's assessment system shall include a variety of assessment strategies which may include:[9]

1. Written work by students.
2. Scientific experiments conducted by students.
3. Works of art or musical, theatrical or dance performances by students.

4. Other demonstrations, performances, products or projects by students related to specific academic standards.[10]
5. Examinations developed by teachers to assess specific academic standards.
6. Nationally-available achievement tests.
7. Diagnostic assessments.
8. Evaluations of portfolios of student work related to achievement of academic standards.
9. Other measures, as appropriate, which may include standardized tests.

#### IV. Delegation of Responsibility

- A. The ~~Board~~ **Superintendent or his/her designee** shall develop and implement procedures to assess student progress, in accordance with district goals and regulations of the State Board of Education.[9][6]

#### V. Guidelines

- A. At the outset of any course of study, each student should be informed about the academic standards to be attained.
- B. Each student should be kept informed of his/her personal progress during the units of a course of study.
- C. Methods of assessment shall be appropriate to the course of study and maturity of students.
- D. Assessment strategies should objectively evaluate and reward students for their efforts.
- E. Students should be encouraged to assess their own academic achievements.
- F. All assessment systems shall be subject to continuing review and revision.
- G. Staff, students, and parents should be involved in the continuing program of assessment review.

#### Legal

1. Pol. 212
2. 22 PA Code 4.11
3. 24 P.S. 1531
4. 24 P.S. 1532
6. Pol. 102
7. Pol. 216
9. 22 PA Code 4.52
10. Pol. 217
11. 22 PA Code 4.51

Last Modified by Steven Yanni on September 9, 2016



Book	Policy Manual
Section	200 Pupils
Title	Copy of Tobacco Use
Number	222
Status	
Adopted	March 29, 1993
Last Revised	June 4, 2012

## I. Purpose

A. The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

## II. Definition

A. For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form. **This shall include e-cigarettes.** [5]

## III. Authority

A. The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[2][3]

B. The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

C. The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.[5]

## IV. Delegation of Responsibility

A. The Superintendent or **his/her** designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, district web site and other efficient methods.

B. The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.[4]

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

## V. Guidelines

A. A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.[5]

B. Violation of this Board policy may result in disciplinary action governed by The Code of Student Conduct, a copy of which is included in the Parent and Student Handbooks of each school in the district, or in the policy manual, which is on the district's website under "parent resources".

Legal                    [2. 35 P.S. 1223.5](#)  
                              [3. 20 U.S.C. 7183](#)  
                              [4. 24 P.S. 1303-A](#)  
                              [24 P.S. 510](#)  
                              [22 PA Code 403.1](#)  
                              [20 U.S.C. 7114](#)  
                              [5. 18 Pa. C.S.A. 6306.1](#)

Last Modified by Steven Yanni on September 9, 2016





Book	Policy Manual
Section	200 Pupils
Title	Participation in School Affairs
Number	232
Status	Active
Adopted	March 29, 1993

### **I. Purpose**

- A. The Board believes that students should participate in the governance of school activities. Students should have a part in the determination of activities which so deeply affect their lives.

### **II. Authority**

- A. Suggestions for the improvement of the schools may be offered by any student, which contribute toward the realization of the educational goals of the district.

### **III. Delegation of Responsibility**

- A. The administration shall develop procedures to implement this policy which: provide for the submission, consideration, and response to constructive student suggestions; designate the manner by which students shall be selected for participation in school matters; and ensure that student participation is fairly representational of the whole student body.

Last Modified by Steven Yanni on July 25, 2016