



**New Hope-Solebury School District  
Policy and Human Resources Committee Meetings  
October 5, 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 September 13, 2016.**

**Old Business**

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

**New Business**

- First Readings of Policies
  - 320—Freedom of Speech in Non-School Settings
  - 321—Political Activities
  - 323—Tobacco Use

**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  
September 13, 2016  
6:00PM – Upper Elementary School Library**

**Attendance**

- **School Board** – Doug McDonough,(Chair), Mark Cowell, Adrienne Deussing
- **Administration** - Steve Yanni
- **Committee Members** – Drew Giorgi, Wenmei Ge
- **Presenters** - None
- **Public** – None

Mr. McDonough called the meeting to order at 7:15PM.

The minutes from the August 16, 2016 Policy Committee meeting were approved.

**Old Business**

The committee moved the following Board Operating Guidelines and Policies forward for board approval at the September 19, 2016 meeting:

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

**New Business**

The committee reviewed the following Board Operating Guidelines (proposed changes/revisions can be found in the “Under Consideration” section of the online policy manual on the District’s website):

- 005—Organization (Committees and ad/hoc committees)
- 006—Voting Procedures

The committee reviewed the following policies (proposed changes/revisions can be found in the “Under Consideration” section of the online policy manual on the District’s website):

- 213—Assessment of Student Progress
- 222—Tobacco Use (students)

- 232—Participation in School Affairs

Mr. McDonough adjourned the meeting at 7:50PM.

Respectfully submitted,

Dr. Steven Yanni  
Superintendent of Schools

DATA



Book	Policy Manual
Section	000 Local Board Procedures
Title	Copy of Organization of the Board
Number	005
Status	
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~~ **he or she** 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.[2] The Secretary shall not enter upon ~~his/her~~ **his or 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.[9][10][8]

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.[2]

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.[13][23]

#### **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.[14][15]
2. A school physician.[16]
3. A school dentist.[16]
4. A solicitor.[17][18]
5. An independent auditor.[19]
6. Delegates to a state convention or association of school directors.[20]
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.[13][23]

#### **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.[21]
3. Normal day, place and time for regular meetings.[22]
4. Normal day, place and time for open committee meetings.[3]

#### **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. Each Board committee shall have an administrative liaison who shall prepare the agenda and minutes for each meeting in conjunction with the Board chairperson.**
7. Ad hoc committees may be created, charged and assigned a fixed termination date, which may be extended by the President.
8. Members of committees shall serve after appointment by the Board and at the will of the Board. **A member of a committee may resign at any time after giving notice to the Board. If any member resigns, he/she shall be replaced pursuant to section (III)(F) of this Board Operating Guideline.**

## 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

9/29/2016

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Last Modified by Steven Yanni on September 29, 2016



Book	Policy Manual
Section	000 Local Board Procedures
Title	Copy of Meetings
Number	006
Status	
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 said 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. Public Comment**

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 oral roll call votes.

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 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 District or 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]

## **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 confidential or lawful privilege.

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 to attend the meeting.

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

006-BOG-1.pdf (347 KB)

Last Modified by Steven Yanni on September 29, 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. For the purpose of this policy, 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 15, 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, vapor cigarettes, or any nicotine delivery system.** [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 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~~ **disciplinary procedures** ~~of~~ **for** 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 or his/her designee 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 in accordance with state law and regulation.[4]

## 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 29, 2016





Book	Policy Manual
Section	300 Employees
Title	Copy of Freedom of Speech in Nonschool Settings
Number	320
Status	
Adopted	April 19, 1993
Last Revised	May 5, 2014

## I. Authority

A. The Board acknowledges the right of administrative, professional and support employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the ~~school~~ District and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.

B. The Board adopts this policy to clarify situations in which an employee's expression could conflict with the ~~d~~District's interests. [1]

C. In situations in which a District employee is not engaged in the performance of assigned duties, ~~s/he~~ **he or she** shall:

1. Refrain from comments that would interfere with the maintenance of student discipline.
2. Refrain from making public statements about the District known to be false or made without regard for truth or accuracy.
3. Refrain from making threats against co-workers, supervisors or District officials.

D. Violations of this policy may result in appropriate disciplinary action.

Legal 1. 24 P.S. 510

Last Modified by Steven Yanni on September 29, 2016



Book	Policy Manual
Section	300 Employees
Title	Copy of Political Activities
Number	321
Status	
Adopted	April 19, 1993
Last Revised	May 5, 2014

## **I. Authority—Purpose**

A. The Board recognizes and encourages the right of administrative, professional and support employees, as citizens, to engage in political activity. However, District time, resources, property or equipment, paid for by taxpayers, may not be used for political purposes by District employees when performing assigned duties.

## **II. Authority**

A. **The Board directions that** District employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Board.<sup>[1]</sup>

B. The **Board prohibits** collection and/or solicitation of campaign funds or campaign workers by employees ~~is prohibited~~ on school property during assigned working hours.

C. The **Board prohibits** the use of students or staff for writing, addressing, or distributing partisan political materials. ~~is prohibited~~.

D. District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board or an applicable collective bargaining agreement.

E. The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies. **All conversations shall represent balanced views and approaches to content.**
2. Conduct of student elections and connected campaigning.
3. Conduct of employee representative elections.

G. Violations of this policy ~~may~~ **shall** result in appropriate disciplinary action.

Legal 1. 24 P.S. 510

Last Modified by Steven Yanni on September 29, 2016



Book	Policy Manual
Section	300 Employees
Title	Copy of Tobacco
Number	323
Status	
Adopted	April 19, 1993
Last Revised	May 5, 2014

## I. Purpose

A. The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.

## II. Definition

A. For purposes of this policy, **"tobacco use" shall be defined as use and/or possession of** ~~includes~~ a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form. **This shall include e-cigarettes, all nicotine delivery systems, and vapor devices.** [1]

## III. Authority

A. The Board prohibits tobacco use by administrative, professional and support employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the District. [1][2]

B. The Board prohibits tobacco use by District employees at school-sponsored activities that are held off school property. [1]

C. The District shall annually notify employees about the Board's tobacco policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods. [1]

## IV. Guidelines

A. The Superintendent **and/or his or her designee** shall report incidents involving the sale of tobacco to minors by employees 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. [3][5][6][8][9]

B. In accordance with state law, the Superintendent shall annually, by July 31, report incidents of possession, use or sale of tobacco on school property to the Office for Safe Schools **on the required form.** [8]

Legal

- 1. 35 P.S. 1223.5
- 2. 20 U.S.C. 7183
- 3. 24 P.S. 1302.1-A
- 5. 22 PA Code 10.2
- 6. 22 PA Code 10.22
- 8. 24 P.S. 1303-A
- 9. 18 Pa. C.S.A. 6305
- 20 U.S.C. 7181 et seq

Last Modified by Steven Yanni on September 29, 2016