



**New Hope-Solebury School District
Policy and Human Resources Committee Meetings**

April 19, 2017

7:30PM—Upper Elementary School LGI Room

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 Tuesday, April 18, 2017 at noon.

Call to Order

Approve Minutes from March 16, 2017

Old Business

- Second Readings of the Following Policies
 - 255—Gender Expansive and Transgender Students: PIAA Section Only
 - 201.1—Registration/Proof of Residency Requirement
 - 246—School Wellness

New Business

- First Reading of the Following Policies
 - 253—Suicide and Self-Harming Behavior Prevention
 - 324—Personnel Files
 - 808—Food Services

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 and HR Committee Meeting Minutes

March 16, 2017, 7:30 pm

Upper Elementary School LGI

Attendance

- **School Board** – Adrienne Deussing (Chair), Mark Cowell, Doug McDonough
- **Administration** – Steve Yanni, Chuck Malone, Andy Lechman, Megan Candido
- **Committee Members** – Ronak Rijhwani, Drew Giorgi, Meg Thompson, Wenmei Ge, Hita Shah, Stan Marcus
- **Public** – Mel Band, Jennifer Kennedy-Kranz, Alison Kingsley

The meeting was called to order by Mrs. Deussing at 7:30PM.

The meeting minutes from the February meeting were approved.

Old Business

- Dr. Yanni indicated that the only old business is simply notification that BOG 004.1—Code of Ethics and Policy 255—Gender Expansive and Transgender Students were going to the board for approval in March.

New Business

- The committee did a first reading of Policy 201—Admission of Students and 201.1—Registration/Proof of Residency Requirements. Both of these policies are being reviewed to ensure compliance with our registration practices.
- The committee did a first reading of Policy 246—School Wellness. The comprehensive policy sets forth practices that need to be in place moving forward for student, staff, and school wellness.

Public comment

- Mr. Band spoke about his concerns about Policy 255—Gender Expansive and Transgender students. He provided those in attendance with a document articulating a court case.
- The group discussed a few questions about the policy, specifically relating to gender issues and sports (PIAA).

Mrs. Deussing adjourned the meeting at 8:35PM.

Respectfully submitted,

Dr. Steve Yanni
Superintendent

DRAFT



Book	Policy Manual
Section	200 Pupils
Title	Gender Expansive and Transgender Students
Number	255
Status	Active
Adopted	March 23, 2017

I. Purpose

- A. It is the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of, among other factors, gender, gender identity and gender expression. Therefore, the District adopts this policy to foster an educational environment that is safe and free from discrimination based on gender identity and expression.

II. Definitions

- A. Gender Identity – A person’s deeply held internal sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth.
- B. Gender Expansive - A term that conveys a wider, more flexible range of gender identity and/or expression than typically associated with the binary gender system.
- C. Gender Expression – The way a person expresses gender, for example, in dress, grooming, hairstyle, behavior, activities, interests, speech, and mannerisms.
- D. Transgender – A person whose gender identity and/or gender expression is different from that of the gender that person was assigned at birth.
- E. Gender Nonconforming – denotes or relates to a student whose behavior or appearance does not conform to prevailing cultural and social expectations about what is appropriate to that student’s gender assigned at birth.
- F. Gender Assigned at Birth – denotes the gender that appears on a student’s birth records, or other state or federally-issued identification.

III. Delegation of Responsibility

- A. In an effort to ensure that Gender Expansive and Transgender students are provided with such an equal opportunity to achieve their maximum potential through District programs, and in order to ensure that Gender Expansive and Transgender students are provided with equal access to all school programs and activities, the Board authorizes the Superintendent or his/her designee to develop and promulgate regulations designed to ensure the safety, comfort, and healthy development of Gender Expansive

and Transgender students while maximizing such students' social integration with other students and minimizing stigmatization and isolation.

IV. Guidelines

A. Privacy/Confidential Health or Educational Information

1. All persons, including students, have a right to privacy, which includes the right to keep private one's Transgender status or Gender Nonconforming presentation at school.
2. Information about a student's Transgender status, legal name, or gender assigned at birth may constitute confidential medical or educational information. Disclosing such information to other students, or other third parties may violate privacy laws. Therefore, school personnel should not knowingly disclose information that may reveal a student's Transgender status or Gender Nonconforming presentation to others, including the student's parents/guardians and/or other school personnel when legally required to keep the information confidential.
3. Gender Expansive and Transgender students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share such private information.
4. When contacting the parent or guardian of a Transgender or Gender Nonconforming student, school personnel should use the student's legal name and the pronoun corresponding to the student's Gender Assigned at Birth unless the student, parent, or guardian has specified otherwise.

B. Official Records

1. The District is required to maintain a permanent student record which includes the student's legal name and gender. The District shall change a student's official records to reflect a change in legal name or gender upon receipt of:
 - a. Documentation that the student's legal name or gender has been changed pursuant to a court order or through amendment of state or federally-issued identification;
 - or
 - b. A written, signed statement from the student's parent/guardian explaining that the student has exercised a common-law name change and has changed their name for all intents and purposes and that the change has not been made for fraudulent reasons.
2. To the extent that the District is not legally required to use a student's legal name and biological sex on school records or documents, the District shall use the name and gender by which the student identifies, if the District has been advised that the student is a gender different than that which appears on the District's permanent student record. In situations where school employees are required by law to use or report a student's legal name or gender, such as for standardized testing, school staff shall adopt practices to avoid the inadvertent disclosure of the student's Transgender or Gender Expansive status.

C. Names and Pronouns

1. Students have the right to be addressed by the name and pronoun that corresponds to their gender identity. A court-ordered name or gender change is not required, and the student need not otherwise change his or her official records in order to be addressed by the name and pronoun that corresponds to the student's gender identity.
2. Students should be addressed by the pronoun associated with the gender reflected on their permanent student record when addressed by a pronoun in class, in correspondences to the student's home, and at conferences with the student's parent or guardian. If a Transgender or Gender Expansive student wishes to be addressed by a pronoun not associated with the gender reflected on the student's permanent student record, that student shall notify the building principal in writing of the same. That written notice shall be included in the permanent student record along with the student's legal name in order to inform teachers and staff of the name and pronoun by which to address the student. When appropriate or necessary, this information shall be communicated directly with staff to facilitate the use of proper names and pronouns.
3. When communicating with known Transgender or Gender Nonconforming students regarding issues such as conduct, discipline, grades, attendance or health, school employees shall focus on the conduct or issues rather than making assumptions regarding the student's actual or perceived gender identity.
4. When communicating with parents or guardians of Transgender or Gender Nonconforming students, school employees shall refrain from the use of gender pronouns and refer to the student by name whenever practicable.
5. The District does not condone the intentional and/or persistent refusal to respect a student's gender identity, or inappropriate release of information regarding a student's Transgender or Gender Nonconforming status. Such conduct shall be a violation of this Board Policy.

D. Restroom Accessibility

1. No student shall be required to use a restroom that conflicts with their gender identity. If a Transgender or Gender Nonconforming student wishes to use the restroom that corresponds to the gender they identify as, rather than the restroom associated with the gender that appears on their permanent student record, that Transgender or Gender Nonconforming student shall notify the building principal in writing of the same. That written notice shall be included in the permanent student record. If a Transgender or Gender Nonconforming student does not want to disclose their Transgender or Gender Nonconforming status, that student shall use the gender neutral bathrooms available on campus.
2. Any student, whether they are Transgender or Gender Nonconforming or not, who needs or desires increased privacy when utilizing a restroom shall have access to a single stall or otherwise private restroom, but no student shall be required to use such a restroom.

E. Locker Room Accessibility

1. No student shall be required to use a locker room that conflicts with their gender identity. If a Transgender or Gender Nonconforming student wishes to use the locker room that corresponds to the gender they identify as, rather than the locker room associated with the gender that appears on their permanent student record, that Transgender or Gender Nonconforming student shall notify the

building principal in writing of the same. That written notice shall be included in the permanent student record. The use of locker rooms by Transgender or Gender Nonconforming students shall be reviewed and addressed on a case-by-case basis, but permitted in a way that, to the extent appropriate, maximizes a Transgender or Gender Nonconforming student's social integration, provides an equal opportunity to participate in physical education classes and athletic opportunities, minimizes stigmatization of the Transgender or Gender Nonconforming student, and ensures student safety. No student shall be required to use a locker room that conflicts with his or her gender identity.

2. Any student, whether or not they are Transgender or Gender Nonconforming, who needs or desires increased privacy when utilizing a locker room shall, upon request, be provided with access to reasonable alternative locker room conditions which could include, but are not limited to (1) use of a private area (e.g., nearby restroom stall with a door, an area separated by a curtain, an office in the locker room, or a nearby health office restroom) or (2) a separate changing schedule (i.e., utilizing the locker room before or after the other students).

F. Sport and Physical Education Classes

1. Gender Expansive and Transgender students shall be permitted to participate in athletic programs/opportunities and physical education classes in a manner that is consistent with the student's gender identity.
2. A student may seek review of his/her eligibility for participation in interscholastic athletics by working through the Pennsylvania Interscholastic Activities Association (PIAA).
3. Policy 227: Controlled Substances prohibits the use of controlled substances by students. This policy will be in effect for all students.

G. Dress Codes

1. Gender Expansive and Transgender students shall have the right to dress in a manner consistent with their gender identity or gender expression to the extent that such dress does not conflict with school rules or other Board policies or administrative regulations.

H. Other School Activities

1. In any school activity or other circumstance involving separation by gender (i.e. class discussions, field trips), students shall be permitted to participate in accordance with the student's gender identity. Teachers and other school employees shall make reasonable efforts to separate students based on factors other than gender where feasible and appropriate.
2. In some cases, a Transgender or Gender Nonconforming student may want a room with fewer roommates or another alternative suggested by the student or their family. Likewise, other students may opt to room with students of their gender assignment. The District shall honor these requests and prevent the student from being marginalized because of those alternative arrangements. If the rooming arrangement results in an increased cost to the District, that cost shall be borne by the student.

I. Discrimination/Harassment

1. Incidents or complaints of alleged discrimination, harassment, or violence against a Transgender or Gender Nonconforming student shall be given prompt attention in the same manner as other discrimination/harassment complaints.
2. The District has an obligation to maintain the Transgender or Gender Nonconforming student's privacy and cannot disclose or require disclosure of the student's Gender Expansive or Transgender status to the other students or other third parties without the Transgender or Gender Nonconforming student's consent.

J. Education and Training

1. When possible, the District shall conduct staff training and ongoing professional development to build the skills of all staff members to prevent, identify and respond to harassment and discrimination. To further a safe and supportive school environment for all students, the District shall incorporate education and training about Gender Expansive and Transgender students into their anti-bullying curriculum, student leadership trainings and staff professional development.
2. The Director of Education shall be responsible for incorporating Gender Expansive and Transgender students into the District's curriculum, training and professional development. The content of such professional development/training should include, but not be limited to:
 - a. Terms and concepts related to gender identity, gender expression, and gender diversity in children and adolescents;
 - b. Appropriate strategies for communicating with students and parents about issues related to gender identity and gender expression, while protecting student privacy;
 - c. Strategies for preventing and intervening in incidents of harassment and discrimination, including cyber-bullying;
 - d. District and staff responsibilities under applicable laws and District policies regarding harassment, discrimination, and gender identity and expression issues.

255 ATT-1 Preferred First Name Change for School District.pdf (184 KB)

Last Modified by Steven Yanni on April 3, 2017



Book	Policy Manual
Section	200 Pupils
Title	Copy of Registration/Proof of Residency Requirements
Number	201.1
Status	
Adopted	July 19, 2004

I. Purpose

A. Prior to admission, parents/guardians of all students in the New Hope-Solebury School District must present three (3) minimum acceptable proofs of residence to the school as part of the registration process.

II. Definitions

For purposes of this policy, the following terms shall be defined as follows:

A. Resident - any person who leases/owns property in New Hope-Solebury School District and has children residing within District boundaries.

B. Multiple Occupancy - occurs when a non-resident pupil lives with a resident family in some capacity; via rent or lease agreement or full resident in the household.

C. Homeless Youth - if the student meets the criteria of homelessness, as defined by law, the Pupil Services Department must be contacted to provide registration/affidavits and out-reach services.^{[1][2]}

III. Guidelines

A. A resident must provide all of the following:

1. Current driver's license.
2. Current deed or notarized lease agreement.
3. Current gas or electric bill.

B. Any one (1) of the following must be provided in addition to the above that proves residency:

1. Current automobile registration.
2. Current utility bills, in addition to the bill outlined in III(A)(3.).

3. Tax statements.
4. Check stubs from wages.
5. Public Assistance or Social Security.
6. Court-ordered custodial agreement.

C. Additionally, the following must be presented for each student who is to be registered in the District:

1. Birth certificate or current passport.
2. Proof of immunizations.[3]
3. Social Security Card.
4. Resident Alien Card (if applicable).
5. Information regarding special medical and/or educational needs, if applicable.

D. Parents are also requested to bring a Photo I.D. of themselves.

E. No child will be registered until residency can be proven to the satisfaction of the Superintendent. No child will be admitted to school without proof of immunizations.

F. The District reserves the right to request proof of residence of any resident with school age children at any time.

G. When it is determined that a student is not eligible for attendance under the residency requirements, the District will charge (parent or resident) the prevailing tuition from the date of non-residency. If the date cannot be established it will be set at the first day of the current school year.[4][5]

H. The making of any willfully false statements in the provision of proof of residence documents is a crime and subjects the person making such statements to tuition charge and penalties provided in Section 4904 of the Pennsylvania Crimes Code, which makes it a criminal offense to provide false information to government authorities. Illegal registrations are also punishable under Section 3926 of the PA Crimes Code for theft of services.[6][7]

I. Parents of students entering New Hope-Solebury School District under Multiple Occupancy must complete the following forms before they are admitted:

1. Multiple occupant packets. The forms must be completed and returned to the District Office with the registration packet. When registering as a Multiple Occupant family, the homeowner and Multiple Occupant must each provide proof of residency in New Hope-Solebury School District. The homeowner and the parent/guardian must complete the registration process together in the District Office with a notarized Lease agreement. The owning of property and payment of property taxes with the New Hope-

Solebury School District does not automatically fulfill the residency clause as stated in the Pennsylvania School Code.

IV. Delegation of Responsibility

A. The Superintendent's designee shall be the Director of Elementary and Secondary Education as the resource person to this policy.

- Legal
1. 42 U.S.C. 11434a
 2. Pol. 251
 3. Pol. 203
 4. 24 P.S. 1316
 5. 24 P.S. 2561
 6. 18 Pa. C.S.A. 3926
 7. 18 Pa. C.S.A. 4904

Last Modified by Steven Yanni on March 22, 2017



Book	Policy Manual
Section	200 Pupils
Title	Copy of School Wellness
Number	246
Status	
Adopted	April 24, 2006
Last Revised	June 2, 2014

I. Purpose

- A. The New Hope-Solebury School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education **and promotion**, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

II. Authority

- A. The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws **and regulations**.^{[1][2]}
- B. To ensure the health and well-being of all students, the Board establishes that the District shall provide to students:
1. A comprehensive nutrition program consistent with federal and state requirements.
 2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
 3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
 4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

III. Delegation of Responsibility

- A. The Superintendent or designee shall be responsible **for the implementation and oversight of this policy to ensure** each of the District's schools, programs and curriculum **is compliant** with this policy, related policies and established guidelines.^[2]
- B. Each building principal or designee shall **annually** report to the Superintendent or designee regarding compliance in the principal's school.
- C. Staff members responsible for programs related to **school** wellness shall report to the Superintendent or designee regarding the status of such programs.
- D. The Superintendent or designee shall annually report to the Board on the District's compliance with law and policies related to **school** wellness. The report may include:
 - 1. Assessment of school environment regarding **school** wellness issues.
 - 2. Evaluation of food services program.
 - 3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
 - 4. Listing of activities and programs conducted to promote nutrition and physical activity.
 - 5. Recommendations for policy and/or program revisions.
 - 6. Suggestions for improvement in specific areas.
 - 7. Feedback received from District staff, students, parents/guardians, community members, and the Wellness Committee.
- E. The Superintendent or designee shall conduct an assessment **at least once every three (3) years** on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation.
- F. **This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:**^[2]
 - 1. The extent to which **each** District school **is** in compliance with law and policies related to **school** wellness.
 - 2. **The extent to which this policy compares to model wellness policies.**
 - 3. **A description of the progress made by the District in attaining the goals of this policy.**
- G. **At least once every three (3) years, the District shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as District and community needs and priorities change; wellness goals are met; new health science, information and**

technologies emerge; and new federal or state guidance or standards are issued.

H. The District shall **annually** inform and update the public, including parents/guardians, students and others in the community, about the contents, **updates** and implementation of this policy **via the District website, student handbooks, newsletters, posted notices or other efficient communication methods.**

I. **This annual notification shall include:**

1. **information on how to access the School Wellness policy;**
2. **information about the most recent triennial assessment;**
3. **information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and**
4. **a means of contacting Wellness Committee leadership.**

IV. Guidelines

A. **Recordkeeping** - The District shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:

1. **The written School Wellness policy.**
2. **Documentation demonstrating that the District has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.**
3. **Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the District to inform the public of their ability to participate in the review.**
4. **Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.**

B. **Wellness Committee**

1. The **District** shall **establish** a Wellness Committee comprised of, **but not necessarily limited to**, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, **school health professional, physical education teacher** and member of the public. **It shall be the goal that committee membership will include representatives from each**

school building and reflect the diversity of the community.

2. The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a **School** Wellness policy that complies with law to recommend to the Board for adoption.
3. **The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.**

C. Nutrition Education

1. Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Physical Education.[4][5][6]
2. Nutrition education **in the District shall** teach, **model**, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.
3. Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.
4. Nutrition education lessons and activities shall be age-appropriate.
5. Nutrition curriculum shall **teach** behavior-focused **skills, which may include menu planning, reading nutrition labels and media awareness.**
6. School food service and nutrition education classes shall cooperate to create a learning laboratory.
7. Nutrition education shall be integrated into other subjects **such as math, science, language arts and social sciences** to complement but not replace academic standards based on nutrition education.
8. Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.
9. The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. **The District shall develop standards for such training and professional development.**
10. Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

D. Nutrition Promotion

1. Consistent nutrition messages shall be disseminated and displayed throughout the District schools, classrooms, and cafeterias.
2. Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans.
3. District schools shall **offer resources about health and nutrition to** encourage parents/guardians to provide healthy meals for their children.

E. Physical Activity

1. District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.
2. Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.
3. Age-appropriate physical activity opportunities, such as **outdoor and indoor** recess, before and after school **programs**, during lunch, clubs, intramurals, and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.
4. A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
5. **Before and/or** after-school programs shall provide developmentally appropriate physical activity for participating children.
6. District schools shall partner with parents/guardians and community members **and organizations, such as YMCAs, Boys and Girls Clubs, local and state parts, hospitals, etc.,** to institute programs that support **lifelong** physical activity.
7. Physical activity shall not be used **or withheld** as a form of punishment.
8. Students and **their families shall be encouraged to utilize District-owned** physical activity facilities, **such as playgrounds and fields,** outside school hours **in accordance with established district rules.**

F. Physical Education

1. A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All District students must participate in physical education.[7][5][6]

2. Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.
3. Physical education classes shall be a means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.
4. A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.
5. A varied and comprehensive curriculum that **promotes both team and individual activities and** leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.
6. Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.
7. A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.
8. Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.
9. Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
10. Physical education shall be taught by certified health and physical education teachers.
11. Physical education classes shall have a teacher-student ratio comparable to those of other courses **for sale and effective instruction.**
12. Physical activity shall not be used **or withheld solely** as a form of punishment.

G. Other School Based Activities

1. Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[8][9]
2. **Nutrition professionals who meet hiring criteria established by the District and in compliance with federal regulations, shall administer the school meals program. Professional development and continuing education shall be provided for District nutrition staff, as required by federal regulations.**

3. District schools shall provide adequate space, as defined by the District, for eating and serving school meals.
4. Students shall be provided a clean and safe meal environment.
5. Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.
6. **District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.**
7. Meal periods shall be scheduled at appropriate hours, as **required by federal regulations and as** defined by the District.
8. Students shall have access to hand washing or sanitizing before meals and snacks.
9. Access to the food service operation shall be limited to authorized staff.
10. Nutrition content of school meals shall be available to students and parents/guardians.
11. Students and parents/guardians may be involved in menu selections through various means, **such as taste testing and surveys.**
12. To the extent possible, the District shall utilize available funding and outside programs to enhance student wellness.
13. The District shall provide appropriate training to all staff on the components of the **School** Wellness Policy.
14. Goals of the **School** Wellness Policy shall be considered in planning all school based activities.
15. Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.
16. Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.
17. The District shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.
18. **The District shall maintain a healthy school environment, including but not limited to indoor air quality, in accordance with the District's healthy learning environment program and applicable laws and regulations.**

H. Nutrition Guidelines for All Foods/Beverages at School

1. All foods **and beverages** available in District schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.
2. Foods **and beverages** provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.^{[10][11][8][9]}
3. **Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.**

I. Competitive Foods

1. Competitive Foods available **for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.**
2. **Competitive Foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.**
3. **For purposes of this policy, "school campus" means any area of property under the jurisdiction of the school that students may access during the school day.**
4. **For purposes of this policy, "school day" means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.**
5. The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.

J. Fundraiser Exemptions

1. **Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.**
2. **The District may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle**

school buildings, and up to ten (10) exempt fundraisers in high school buildings. "Exempt fundraisers" are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.

K. Non-Sold Competitive Foods

- 1. Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the District.**
- 2. If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:**
 - a. Rewards and Incentives: (CHOOSE ONE OF THE OPTIONS BELOW)**
 - i. Foods and beverages shall not be used as a reward or incentive in District Schools.**
 - ii. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).**
 - b. Classroom Parties and Celebrations:**
 - i. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.**

L. Marketing/Contracting

- 1. Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.**
- 2. Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.**

M. Management of Food Allergies in District Schools

1. The District shall establish Board policy to address food allergy management in District schools in order to:
 - a. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
 - b. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
 - c. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

N. Safe Routes to School

1. The District shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

Legal

1. 24 P.S. 1422.1
2. 42 U.S.C. 1758b
3. 24 P.S. 1422
4. 24 P.S. 1513
5. Pol. 102
6. Pol. 105
7. 24 P.S. 1512.1
8. 7 CFR 210.10
9. 7 CFR 220.8
10. 42 U.S.C. 1751 et seq
11. 42 U.S.C. 1773
12. 7 CFR 210.11
13. 7 CFR 220.12a
14. 24 P.S. 504.1
- 24 P.S. 1337.1
- 24 P.S. 1422.3
- P.L. 111-296
- 7 CFR Part 210
- 7 CFR Part 220
- Pol. 000
- Pol. 103
- Pol. 103.1
- Pol. 808

Last Modified by Steven Yanni on March 31, 2017



Book	Policy Manual
Section	200 Pupils
Title	Suicide and Self-Harming Behavior Prevention
Number	253
Status	Active
Adopted	December 21, 2009

I. Purpose

- A. Suicide among youth is a major national concern, and it is one of the leading causes of death among young people. The district is committed to make every attempt to reduce the risk of suicide among students.

II. Authority

- A. The Board authorizes the Superintendent to develop and promulgate an administrative regulation to prevent suicide and self-harming behavior among students.

III. Guidelines

- A. Every building principal or his/her designee shall:
 - 1. Develop a student referral and suicide prevention implementation plan.
 - 2. Instruct school staff on the referral procedures and plan's implementation annually.
- B. District employees shall be provided with inservice training periodically on the warning signs of suicide.
- C. Each school shall be provided with information related to suicide including community sources of help.
- D. The district policy and administrative regulation will be reviewed periodically.

Legal	Pol. 207
	Pol. 236

Last Modified by Steven Yanni on July 26, 2016



Book	Policy Manual
Section	300 Employees
Title	Personnel Files
Number	324
Status	Active
Adopted	April 19, 1993
Last Revised	May 5, 2014

A. Authority

A. Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or support employee of the district.

B. The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.[1]

II. Delegation of Responsibility

A. The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.

III. Guidelines

A. A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[2]
[3]

B. Only information that pertains to the designated role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

C. Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board and as approved by a majority vote of the Board.

D. Personnel files shall be reviewed annually, and material no longer required shall be destroyed pursuant to a document retention schedule established by the Superintendent or his/her designee.[4]

E. Employee Access

1. Administrative, professional and support employees shall have access to their own file, except that information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.[14][15]

2. Personnel wishing to review their own records shall:[15][16]

- a. Request access in writing.
- b. Review the record in the presence of the administrator or designee responsible to maintain personnel records.
- c. Make no alternations to the record, nor remove any material.
- d. Sign a log attached to the file indicating the date and person reviewing.

F. Appeals

1. Personnel who choose to appeal material in their records shall make a written request to the Superintendent and shall specify:

- a. Name and date.
- b. Material to be appealed.
- c. Reason for appeal.

2. The Superintendent shall:

- a. Refer the appeal to the administrator responsible for supervising the employee.
- b. Hear the appeal and make a determination.
- c. Permit the addition of employee comments.

G. Title I Schools

1. In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds.[5][6][7][8]

2. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.

3. The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.[5][6][7]

4. In accordance with federal law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information. [9][6][8]

H. File Contents

1. Upon initial employment, the employee's file shall contain:

- a. Completed employment application form.
- b. Copy of certificate where applicable.
- c. Transcripts.
- d. Recommendations.
- e. I-9 Immigration Form.[10]
- f. Criminal history and child abuse clearance statements.[11][12][13]

2. During the period of employment, the following additional data shall be maintained in personnel files:

- a. Rate of compensation.
- b. Completed copy of employment contract.
- c. Attainment of advanced degrees and effect on compensation.
- d. Completed evaluations.
- e. Disciplinary reports.
- f. Special awards or distinctions.
- g. All records identified in and maintained pursuant to established administrative regulations.

Legal

1. 24 P.S. 510
2. 42 U.S.C. 2000ff et seq
3. 42 U.S.C. 12112
4. Pol. 800
5. 22 PA Code 403.4
6. 20 U.S.C. 6311
7. 20 U.S.C. 7801
8. Pol. 304
9. 22 PA Code 403.5
10. 8 CFR 274a.2
11. 24 P.S. 111
12. 22 PA Code 8.1 et seq
13. 23 Pa. C.S.A. 6301 et seq
14. 43 P.S. 1321
15. 43 P.S. 1322
16. 43 P.S. 1323
- 43 P.S. 1321 et seq
- 42 U.S.C. 12101 et seq

Last Modified by Steven Yanni on July 18, 2016



Book	Policy Manual
Section	800 Operations
Title	Food Services
Number	808
Status	Active
Adopted	March 29, 1993
Last Revised	May 5, 2014

I. Purpose

- A. The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

II. Authority

- A. The Board shall provide food service that meets the standards required by state and federal school breakfast and lunch programs.[1][2][3][4][5][6][7]
- B. A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.[1]
- C. Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[1][8]

III. Delegation of Responsibility

- A. Operation and supervision of the food services program shall be the responsibility of the Food Services Director.
- B. Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Administrator.[1][3]
- C. The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[9][10][11]

IV. Guidelines

- A. To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[12]
 - 1. Be carefully selected to contribute to students' nutritional well-being and health.
 - 2. Meet the nutrition standards specified in law and regulations and approved by the Board.
 - 3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
 - 4. Be served in age-appropriate quantities, at reasonable prices.
- B. The district shall use food commodities for school menus available under the Federal Food Commodity Program.
- C. Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[1]
- D. All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.
- E. The district shall participate in the National School Lunch Program.[4][21]
- F. The district shall offer meals to all students without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[14][15]
- G. Free/Reduced-Price Meals and Free Milk
 - 1. The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.[16][22]
 - 2. The district shall inform parents/guardians of the eligibility standards for free and reduced-price meals.
 - 3. Reasonable efforts shall be made to provide equal treatment for and protect the identity of students receiving free or reduced-price meals.
 - 4. A parent/guardian shall have the right to appeal a decision regarding his/her application for free or reduced-price food services to the Superintendent.
- H. Accommodating Students With Special Dietary Needs

1. The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[17][15][18]

I. School Food Safety Inspections

1. The district shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations.[10][11][19]
2. The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

J. School Food Safety Program

1. The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[10][21][23]
2. The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.[20][11][19]

K. School Meal Accounts

1. Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.
2. The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:
 - a. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.
 - b. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.
 - c. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.
3. Students and parents/guardians shall be notified annually concerning the contents of this policy and district procedures.

Legal

1. 24 P.S. 504
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 42 U.S.C. 1751 et seq
5. 42 U.S.C. 1773
6. 7 CFR 210.10
7. 7 CFR 220.8
8. 42 U.S.C. 1760
9. 3 Pa. C.S.A. 5713
11. 7 CFR 210.13
12. Pol. 246
14. Pol. 103
15. Pol. 103.1
16. 42 U.S.C. 1758
17. 7 CFR 15b.40
18. Pol. 113
19. 7 CFR 220.7
20. 7 CFR 210.9
- P.L. 111-296
21. 7 CFR Part 210
22. 7 CFR Part 245
23. 7 CFR Part 220
- 7 CFR Part 15

Last Modified by Steven Yanni on July 28, 2016