



## **Policy and Human Resources Committee**

Tuesday, February 19, 2019  
6:30PM – District Office Conference Room

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

### **Call to Order**




### **Approve Minutes from the January 10, 2019 meeting**

### **Old Business**

- ✚ Second Readings of Board Operating Guidelines
  - ✚ 006 – Meetings
- ✚ Second Readings of Policies:
  - ✚ 103 – Nondiscrimination in School and Classroom Practices
  - ✚ 103.1 - Nondiscrimination - Qualified Students with Disabilities
  - ✚ 121 – Field Trips
  - ✚ 123.1 – Concussion Management
  - ✚ 231 – Social Events and Class Trips

### **New Business**

- ✚ First Readings of Policies:
  - ✚ 138 – Language Instruction Educational Program for English Learners
  - ✚ 222 – Tobacco Use
  - ✚ 323 – Tobacco
  - ✚ 903 – Public Participation in Board Meetings
  - ✚ 906 – Public Complaints
- ✚ Non-substantive changes to be presented to the Board by Policy Subcommittee
  - ✚ BOG 002 – Authority and Powers
  - ✚ BOG 003 – Functions of the Board
  - ✚ BOG 004 – Membership
  - ✚ BOG 004.1 – Code of Ethics
  - ✚ BOG 004.2 – Student Representatives to the School Board
  - ✚ BOG 005 – Organization of the Board
  - ✚ BOG 005.1 – Board Standing Committees
  - ✚ BOG 005.2 – Functions of Standing Committees
  - ✚ BOG 006.1 – Attendance at Meetings via Electronic Communications
  - ✚ BOG 006.2 – Recording of School Board Meetings by the District

-  BOG 007 – Distribution of Policies and Procedures
-  BOG 008 – District Organization
-  BOG 009 – Principles for Governance and Leadership

**Public Comment**

**Adjournment**



### **Policy Committee Meeting Minutes – January 10, 2018**

**Board Chair-** Mr. Doug McDonough

**Administrative Liaison** – Mrs. Megan Candido

**Attendance** – Please see accompanying committee attendance sheet.

Mr. McDonough called the meeting to order at 6:31pm.

The meeting minutes from October 16, 2018 and November 8, 2018 were approved.

#### **Old Business**

- ✚ Second Readings of Policies:
  - ✚ 105 - Curriculum
  - ✚ 704 – Maintenance
  - ✚ 808 – Food Services
  - ✚ 810 – Transportation
  - ✚ 818 – Contracted Services Personnel

#### **New Business**

- ✚ First Readings of Board Operating Guidelines
  - ✚ 006 – Meetings
    - The committee discussed acceptable reasons for abstention.
- ✚ First Readings of Policies:
  - ✚ 103 – Nondiscrimination in School and Classroom Practices
    - The committee discussed the definition of harassment related to the list in Section II. A. 2.
  - ✚ 103.1 - Nondiscrimination - Qualified Students with Disabilities
  - ✚ 121 – Field Trips
  - ✚ 123.1 – Concussion Management
  - ✚ 231 – Social Events and Class Trips
    - The committee discussed who should have responsibility of students during class trips.

#### **Public Comment**

- ✚ Mr. McDonough proposed a sub-committee of the Policy Committee to allow for non-substantive changes to be made outside of the Policy Committee.
- ✚ Mr. McDonough recommended Policy 903, *Public Participation in Board Meetings* to be reviewed at the next Policy Meeting.

Mr. McDonough adjourned the meeting at 7:23pm.

Respectfully submitted,  
Megan Candido  
*Director of Human Resources*



Committee Meeting Sign-In and Attendance

| Name (Please Print) | Committee (C) or Public (P)          |
|---------------------|--------------------------------------|
| Alyssa Marton       | C <input checked="" type="radio"/> P |
| Megan Candelido     | <input checked="" type="radio"/> C P |
| Douglas McDonough   | <input checked="" type="radio"/> C P |
| Charles Lentz       | <input checked="" type="radio"/> C P |
| Drew Giorgi         | <input checked="" type="radio"/> C P |
| Mary Meyson         | <input checked="" type="radio"/> C P |
| STAN MARCUS         | <input checked="" type="radio"/> C P |
|                     | C P                                  |
|                     | C P                                  |
|                     | C P                                  |
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|                     | C P                                  |

**Please note:** This sign-in sheet will be included in the meeting minutes and posted to the District's website.



|              |                            |
|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | 000 Local Board Procedures |
| Title        | Meetings                   |
| Code         | 006                        |
| Status       | Policy Committee Review    |
| Adopted      | March 29, 1993             |
| Last Revised | October 25, 2018           |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Parliamentary Authority

A. All Board meetings shall be conducted in an orderly and business-like manner.

B. Robert's Rules of Order "(RROO)" shall govern the Board in its deliberations in all cases in which RROO are not inconsistent with statute, regulations of the State Board, or Board procedures.[\[1\]](#)[\[2\]](#)

## II. Quorum

A. A quorum shall be five (5) School Directors present at a meeting.

B. No business shall be transacted at a meeting without a quorum, but the School Directors present at such a meeting may adjourn to another time.[\[3\]](#)

## III. Presiding Officer

A. The President shall preside at all Board meetings.

B. In the absence, disability or disqualification of the President, the Vice-President shall act instead.

C. If neither ~~person~~ **the President or the Vice-President** is present, a School Director shall be elected President Pro Tempore by a plurality of those present and voting to preside at that meeting only.

1. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

**2. The plurality of those Directors present and voting shall continue to deliberate and vote on those two (2) candidates until a majority is achieved.**

## IV. Notice

- A. Notice of all open public meetings 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, and by any additional means the Board deems appropriate.[\[8\]](#)[\[9\]](#)
- 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 special 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 rescheduled 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 the recess or reconvened meeting and sending copies of such notice to interested parties.[\[8\]](#)
- F. Notice of all public meetings shall be given to the media designated by the Board.
- G. Notice of all public meetings shall be given to any individual who so requests.[\[9\]](#)
- H. Notice of all regular and special Board meetings shall be given to School Directors no later than three (3) days prior to the time of said meeting.[\[9\]](#)[\[10\]](#)

[\[9\]](#)[\[10\]](#)

## **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.[\[2\]](#)[\[11\]](#)

### **1. Agenda**

- a. It shall be the responsibility of the Superintendent or the Superintendent's designee, 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.
- b. The agenda, together with all relevant reports, shall be provided each School Director at least three (3) days before the meeting.
- c. If the agenda includes an item of business related to removal of an officer of the Board, the agenda shall be provided to each School Director at least seven (7) days before the meeting.
- d. Any additions or changes to the prepared agenda may be requested by a School Director or the Superintendent and must be approved by a majority vote of the School Directors present at the meeting.

### **B. Order of Business**

1. The order of business for regular meetings shall follow what has been prepared on the meeting agenda.

## **VI. Special Meetings**

A. Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by law. [\[2\]](#)[\[5\]](#)[\[10\]](#)[\[12\]](#).

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) or more School Directors.

1. 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 School Directors. [\[5\]](#)

C. The order of business for special Board meetings shall follow what has been prepared on the **special** meeting agenda. [\[10\]](#)

## **VII. Public Participation**

A. At each public Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board Policy 903 and Board procedures. [\[2\]](#)[\[13\]](#)

## **VIII. Voting**

A. All motions shall require for adoption a majority vote of those School Directors present and voting, except as provided by statute or Board procedures or as outlined in sections VIII C of this BOG.

B. All votes on motions and resolutions shall be ~~oral roll call votes.~~ **conducted as follows:**

**1. Before a vote is taken, the Chair puts the question to the voting members.**

**a. Those in favor of the motion say "Aye" or "Yes"**

**b. Those opposed say "Nay" or "No."**

**2. A majority vote is more than half of the votes cast by persons legally entitled to vote.**

**a. A tie vote is a lost vote.**

**3. Any motion that requires a 2/3 vote or a unanimous vote, as outlined in Section VIII.C.1 and Section VIII.C.2, infra, is obtained by a roll call vote.**

**a. A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.**

**4. A unanimous vote means that it is carried only if all persons legally entitled to vote.**

**5. The votes are tallied and the Chair reports that the motion is carried or the motion is lost.**

**a. Any School Director may call out "division" or "roll call vote."**

**b. If "division" or "roll call vote" is demanded by any board member, the motion shall be put to a roll call vote.**

**i. A roll call vote requires that each voting member be questioned individually about how that member votes on the question presented.**

**ii. The votes are tallied and the Chair reports that the motion is carried or the motion is lost.**

## C. Special Voting Requirements

*\*Indicates actions for which the minutes also must reflect how each School Director voted.*

1. The following action requires the unanimous affirmative consent of all members of the Board remaining in office:

- a. Combine or reorganize into a larger District. [\[40\]](#)
- b. Appoint as Board Secretary a former School Director who has resigned, before the expiration of the term for which the Director was elected. <sup>\*</sup>[\[14\]](#)[\[15\]](#)
- c. Appoint as solicitor a former School Director who has resigned, before the expiration of the term for which the Director was elected. <sup>\*</sup>[\[14\]](#)[\[15\]](#)

2. The following actions require the recorded affirmative votes of two-thirds of the full number of School Directors:

- a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure. <sup>\*</sup>[\[15\]](#)[\[16\]](#)[\[17\]](#)  
[\[15\]](#)[\[16\]](#)[\[17\]](#)
- c. Incur a temporary debt or borrow money upon such obligation (non-emergency). <sup>\*</sup>[\[17\]](#)[\[19\]](#)
- d. Adding or increasing appropriations to meet an emergency or catastrophe. <sup>\*</sup>[\[15\]](#)  
[\[17\]](#)
- e. Elect to a teaching position a person who has served as a School Director and who has resigned from the Board, before the expiration of the term for which the Director was elected. <sup>\*</sup>[\[14\]](#)[\[15\]](#)
- f. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing. <sup>\*</sup>[\[15\]](#)  
[\[18\]](#)
- g. Adopt or change textbooks without the recommendation of the Superintendent. <sup>\*</sup>[\[15\]](#)[\[21\]](#)  
[\[15\]](#)[\[20\]](#)

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

- a. Fixing the length of the school term. <sup>\*</sup>[\[15\]](#)
- b. Adopting textbooks recommended by the Superintendent. <sup>\*</sup>[\[15\]](#)[\[22\]](#)
- c. Appointing the District Superintendent and Assistant Superintendent(s). <sup>\*</sup>[\[15\]](#)[\[23\]](#)  
[\[24\]](#)
- d. Appointing teachers and principals. <sup>\*</sup>[\[15\]](#)
- e. Adopting the annual budget. <sup>\*</sup>[\[15\]](#)[\[25\]](#)
- f. Election of an officer to the Board.
- g. Appointing tax collectors and other appointees. <sup>\*</sup>[\[15\]](#)[\[26\]](#)[\[27\]](#)



- h. Levying and assessing taxes.\*[\[15\]](#)[28]
- i. Purchasing, selling, or condemning land.\*[\[15\]](#)
- j. Locating new buildings or changing the location of old ones.\*[\[15\]](#)
- k. Creating or increasing any indebtedness.\*[\[15\]](#)
- l. Adopting planned instruction.[\[15\]](#)[29]
- m. Establishing additional schools or departments.\*[\[15\]](#)
- n. Designating depositories for school funds.\*[\[15\]](#)[\[30\]](#)[31]
- o. Expending District funds.
- p. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.\*[\[15\]](#)[\[17\]](#)
- q. 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).\*[\[15\]](#)[32]
- r. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.\*[\[15\]](#)
- s. 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.\*[\[15\]](#)
- t. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured employee.\*[\[15\]](#)[\[33\]](#)[\[34\]](#)
- u. Adopting a corporate seal for the District.[\[41\]](#)
- v. Determining the location and amount of any real estate required by the District for school purposes.\*[\[15\]](#)[\[35\]](#)
- w. Vacating and abandoning property to which the Board has title.\*[\[15\]](#)[\[36\]](#)
- x. 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.
- y. Appointing a School Director to fill a vacancy on the Board.\*[\[15\]](#)[\[37\]](#)
- z. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[\[5\]](#)[38]
- aa. Removing School Directors.[38]
- bb. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a School Director to qualify.[38]
- cc. Removing an officer of the Board.[39]
- dd. Removing an appointee of the Board.[39]
- ee. Adopting, amending or repealing Board policy.[39]

**ff. Any other motion not specifically enumerated in sections VIII.C.1 and VIII.C.2 above.**

## **IX. Abstention from Voting**

A. For purposes of this subsection, the following definitions shall apply:

1. **Conflict of interest** - use by a public official of the authority of the public official's office or any confidential information received through the public official's holding public office for the private pecuniary benefit of the public official, a member of the public official's immediate family or a business with which public official or a member of the public official's immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of the public official's immediate family or a business with which the public official or a member of the public official's immediate family is associated.[\[42\]](#)
2. **De minimis economic impact** - an economic consequence which has an insignificant effect.[\[42\]](#)
3. **Immediate family** - parent, spouse, child, brother or sister.[\[42\]](#)
4. **Business with which associated** - any business in which the person or a member of the person's immediate family is a Director, officer, owner, employee or has a financial interest.[\[42\]](#)
5. **Relative** - father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

B. A School Director shall be required to abstain from voting when the issue involves either one of the following:

1. Prior to the vote being taken, the School Director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.
2. Conflict of interest under the Ethics Act.[\[42\]](#)[\[43\]](#)[\[44\]](#)
3. Relative recommended for appointment to or dismissal from a teaching position.[\[20\]](#)[\[45\]](#)
4. The Board is encouraged to seek the guidance of the District solicitor or the State Ethics Commission for questions related to conflict of interest.[\[43\]](#)[\[44\]](#)

## **X. 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.

B. Said minutes shall be comprehensible and complete and shall show:[\[46\]](#)[\[47\]](#)

1. Date, place, and time of the meeting.
2. The names of School Directors present.

3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[\[48\]](#)
7. Names of all residents who appeared officially and the subject of their testimony.

C. The Board Secretary shall provide each School Director with a copy of the minutes of the last meeting along with the agenda for the next regular meeting **at least 3 days prior to the next scheduled meeting.**[\[1\]](#)

D. The minutes of Board meetings shall be approved at the next succeeding Board meeting and signed by the Board Secretary.[\[49\]](#)

E. Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy.

1. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the District's records retention schedule.[\[1\]](#)[\[50\]](#)[\[51\]](#)

## **XI. Recess/Reconvene**

- A. The Board may at any time recess or adjourn a meeting upon the majority vote of those School Directors present.
- B. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon.
- C. Notice of the rescheduled meeting shall be given as provided in Board policy.[\[8\]](#)[\[9\]](#)[\[52\]](#)

## **XII. Executive Session**

- A. The Board may hold an executive session, which is not an open meeting, before, during, or at the conclusion of an open meeting, or at some other time.
- B. 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.[\[12\]](#)[\[53\]](#)[\[54\]](#)
- C. 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.
  6. School safety and security, of a nature that if conducted in public, would:[\[12\]](#)

- a. Be reasonably likely to impair the effectiveness of school safety measures.

b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

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

### **XIII. Work Sessions**

A. The Board may meet as a "Committee of the Whole" in an open meeting to vote on or to discuss issues.[\[2\]](#)[\[52\]](#)

B. A meeting of the "Committee of the Whole," not regularly scheduled, may be called at any time by the President.

C. ~~the~~ **The** President shall call such a meeting when requested to do so by School Directors.

1. Public notice of the meeting of the "~~committee of the whole~~" **"Committee of the Whole"** shall be made in accordance with BOG **006, Section IV, supra.**

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

### **XIV. School Board Committee Meetings**

A. School Board Committees are those that are established by the School Board through a majority vote.

1. 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.[\[8\]](#)[\[9\]](#)[\[52\]](#)

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

D. Unless held as an executive session, standing committee meetings shall be open to the public, other School Directors, 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. School Directors who are not committee members but who attend committee meetings may not vote on committee matters.

#### **Last Revised:**

**October 25, 2018**

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. 24 P.S. 425
13. Pol. 903
14. 24 P.S. 324
15. 24 P.S. 508
16. 24 P.S. 609
17. 24 P.S. 687
18. 24 P.S. 707
19. 24 P.S. 634
20. 24 P.S. 1129
21. 24 P.S. 803
22. Pol. 108
23. 24 P.S. 1071
24. 24 P.S. 1076
25. Pol. 604
26. Pol. 005
27. Pol. 606
28. Pol. 605
29. Pol. 107
30. 24 P.S. 621
31. Pol. 608
32. Pol. 610
33. 24 P.S. 1080
34. 24 P.S. 514
35. 24 P.S. 702
36. 24 P.S. 708
37. 24 P.S. 315
38. Pol. 004
39. Pol. 003
40. 24 P.S. 224
41. 24 P.S. 212
42. 65 Pa. C.S.A. 1102
43. 65 Pa. C.S.A. 1103
44. Pol. 827
45. 24 P.S. 1111
46. 24 P.S. 518
47. 65 Pa. C.S.A. 706
48. 65 Pa. C.S.A. 705

49. 24 P.S. 433  
50. Pol. 800  
51. Pol. 801  
52. Pol. 006  
53. 65 Pa. C.S.A. 707  
54. 65 Pa. C.S.A. 708  
24 P.S. 408  
24 P.S. 671  
24 P.S. 1075  
24 P.S. 1077  
65 Pa. C.S.A. 1101 et seq  
Pol. 612



|              |   |
|--------------|---|
| Book         | Policy Manual                                       |
| Section      | 100 Programs  |
| Title        | Nondiscrimination in School and Classroom Practices |
| Code         | 103   |
| Status       | Policy Committee Review                             |
| Adopted      | October 28, 1991                                    |
| Last Revised | July 15, 2013                                       |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Authority

A. The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity or expression, ancestry, national origin, marital status, pregnancy or handicap/disability. [\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]\[11\]\[12\]\[13\]\[14\]\[15\]\[16\]\[17\]\[18\]\[19\]](#)

**B. The District strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the District and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.**

~~B.~~ **C.** The District shall provide to all school District students, without discrimination, all school District programs, activities and services. The District shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

~~C.~~ **D.** The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.

~~D.~~ **E.** The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated.

**F.** Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the District's legal and investigative obligations.

~~E.~~ **G.** No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

## II. Definitions

## **A. Discriminatory Harassment**

**1. Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination.**[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[25\]](#)[\[25\]](#)[\[26\]](#)

**2. For purposes of this policy, "harassment" shall consist of unwelcome conduct which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:**

**a. Sufficiently severe, persistent or pervasive; and**

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

## **B. Sexual Harassment**

**1. Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, "sexual harassment" shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:**

**a. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or**

**b. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or**

**c. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or**

**d. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.**

**2. Federal law declares sexual violence a form of sexual harassment. "Sexual violence" means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.**

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



A. In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent or his/her **the Superintendent's** designee as the District's Compliance Officer.

B. The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

C. The Compliance Officer is responsible to **ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to** monitor the implementation of nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related matters.
5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

**6. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.**

**7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.**

D. The building principal or his/her **the building principal's** designee shall be responsible to complete the following duties when receiving a complaint of discrimination. **If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.**

1. Inform the ~~student or third party of~~ **complainant about this policy including** the right to file a complaint and the complaint procedure **an investigation of both oral and written complaints of discrimination.**

**2. Seek to obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18).**

~~2-~~ **3. Inform the complainant that s/he parents/guardians of the complainant that the complainant** may be accompanied by a parent/guardian during all steps of the complaint procedure.

~~4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.~~

**4. When a parent/guardian requests confidentiality and will not consent to the alleged victim's participation in an investigation, explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination of other students.**

**5. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.**

**6. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another District employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the District's legal obligations to conduct an investigation and address violations of this policy, and any other information appropriate to the specific complaint.**

**7. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.**

3- **8.** Notify the complainant and the accused of the progress at appropriate stages of the procedure.

### **III. IV. Guidelines**

#### **A. Complaint Procedure – Student/Third Party**

##### **1. Step 1 – Reporting**

a. A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. **Any person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.**

b. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, **as well as properly making any mandatory police or child protective services reports required by law.[27]**

c. If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

d. The complainant or reporting employee may be encouraged to use the report form available from the building principal **or Compliance Officer, or to put the complaint in writing; however, but oral complaints shall be acceptable accepted, documented and the procedures of this policy implemented.**

**e. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the**

**impact of choosing to seek confidentiality and the right to file criminal charges.**

**f. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.**

2. Step 2 – Investigation

**a. The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.**

b. The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

**c. The investigator shall conduct an adequate, reliable and impartial investigation.**

**d. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation.**

**e. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.**

~~b.~~ **f.** The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations.

**g.** The investigator may also evaluate any other information and materials relevant to the investigation.

**h.** The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported.

**i.** All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

**j.** If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.[27][28][29]

~~e.~~ **k.** The obligation to conduct this investigation shall not be negated by the fact that a criminal **or child protective services** investigation of the incident **allegations** is pending or has been concluded.

**l. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the District's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation.**

**m. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.**

### 3. Step 3 – Investigative Report

a. The investigator shall prepare and submit a written report within fifteen (15) days **of the initial report of alleged discrimination,** unless additional time to complete the investigation is required **the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date.**

b. **The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.**

c. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, **the information and evaluation that formed the basis for this determination,** and whether it is a violation of this policy **the conduct violated this policy and of any other violations of law or Board policy which may warrant further District action,** and a recommended disposition of the complaint.

**d. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.**

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

### 4. Step 4 – District Action

a. If the investigation results in a finding that **some or all of the allegations of** the complaint is ~~factual~~ **are established** and constitutes a violation of this policy, the District shall take prompt, corrective action **designed** to ensure that such conduct ceases and will not recur **and that no retaliation occurs.**

**b. The District shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment.**

**c. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.**

**d. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.**

**e. If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed**

**at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.**

~~b. f.~~ Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and District procedures, applicable collective bargaining agreements, and state and federal laws.

~~e. g.~~ Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws including Title VII of the Civil Rights Act 1964; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination law

## B. Appeal Procedure

1. If the complainant **or the accused** is not satisfied with a finding ~~of no violation of~~ **made pursuant to** the policy or with the corrective action recommended **in the investigative report**, ~~s/he~~ **the complainant or accused** may submit a written appeal to the Compliance Officer within fifteen (15) days. **If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.**

2. The Compliance Officer **individual receiving the appeal** shall review the investigation and the investigative report and may also conduct **or designate another person to conduct** a reasonable **supplemental** investigation **to assess the sufficiency and propriety of the prior investigation.**

3. The Compliance Officer **person handling the appeal** shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the ~~building principal~~ **investigator** who conducted the initial investigation.

### **Revision History:** **July 15, 2013**

#### Legal

1. 20 U.S.C. 1681 et seq
2. 22 PA Code 12.1
3. 22 PA Code 12.4
4. 22 PA Code 15.1 et seq
5. 22 PA Code 4.4
6. 24 P.S. 1301
7. 24 P.S. 1310
8. 24 P.S. 1601-C et seq
9. 24 P.S. 5004
10. 29 U.S.C. 794
11. 42 U.S.C. 12101 et seq
12. 42 U.S.C. 1981 et seq
13. 42 U.S.C. 2000d et seq
14. 43 P.S. 951 et seq
15. Pol. 103.1
16. Pol. 218

17. Pol. 247
18. Pol. 249
19. U.S. Const. Amend. XIV, Equal Protection Clause
20. 29 CFR 1604.11
21. 29 CFR 1606.8
22. Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
23. Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
24. Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct. 26, 2010)
25. Office for Civil Rights - Resources for Addressing Racial Harassment
26. Office for Civil Rights - Revised Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties Title IX (January 2001)
27. Pol. 806
28. 18 Pa. C.S.A. 2709
29. Pol. 815
30. Pol. 216
31. 20 U.S.C. 1232g
32. 34 CFR Part 99
- 28 CFR Part 35
- 28 CFR Part 41
- 34 CFR Part 100
- 34 CFR Part 104
- 34 CFR Part 106
- 34 CFR Part 110
- Pol. 113
- Pol. 122
- Pol. 123
- Pol. 138
- Pol. 701



|         |  |
|---------|--|
| Book    | Policy Manual  |
| Section | 100 Programs   |
| Title   | Nondiscrimination - Qualified Students with Disabilities |
| Code    | 103.1  |
| Status  | Policy Committee Review                                  |
| Adopted | April 19, 2010   |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Authority

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

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

C. The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

D. The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective **or preventative** action be taken for substantiated allegations. Confidentiality of all parties, **witnesses, the allegations, the filing of a complaint and the investigation** shall be maintained, consistent with the District's legal and investigative obligations.

E. The District shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

## II. Definitions

A. "Qualified student with a disability" shall be defined as a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the District's educational programs, nonacademic services or extracurricular activities..[\[11\]](#)[\[12\]](#)

B. "Section 504 Team" shall be defined as a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.[\[3\]](#)[\[8\]](#)

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

D. "Disability harassment" shall be defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.[\[10\]](#)

### III. Delegation of Responsibility

A. In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Director of ~~Special Education~~ **Student Services** as the District's Section 504 Coordinator.[\[14\]](#)

B. In addition, each school within the District shall designate the Section 504 building administrator for that building.

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

### IV. Guidelines

#### A. Identification and Evaluation

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

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

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

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

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



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

#### B. Service Agreement

- 1. If a student is determined to be a qualified student with a disability, the District shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE. [\[13\]](#)
- 2. The District shall not implement a Service Agreement until the written agreement is executed by a representative of the District and a parent/guardian. [\[13\]](#)
- 3. The District shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent. [\[18\]](#)

#### C. Educational Programs/Nonacademic Services/Extracurricular Activities

- 1. The District shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the District determines that educating the student ~~[22][23]~~ in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home. [\[21\]\[22\]](#)
- 2. The District shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities. [\[21\]\[22\]\[23\]\[24\]\[25\]\[26\]\[27\]](#)

#### D. Discipline

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

#### E. Parental Involvement

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

#### F. Confidentiality of Student Records

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

#### **G. Referral to Law Enforcement and Reporting Requirements**

**1. For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.**[\[35\]](#)[\[36\]](#)[\[37\]](#)

**2. The Superintendent or the Superintendent's designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.**[\[11\]](#)[\[13\]](#)[\[21\]](#)[\[29\]](#)[\[33\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)[\[43\]](#)[\[44\]](#)[\[45\]](#)[\[46\]](#)[\[47\]](#)[\[48\]](#)

**3. In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or the Superintendent's designee shall use the same criteria used for students who do not have a disability.**[\[10\]](#)[\[39\]](#)[\[48\]](#)[\[49\]](#)

**4. For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.**[\[13\]](#)[\[40\]](#)

**5. In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.**[\[36\]](#)[\[48\]](#)

G. **H.** Procedural Safegaurds

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

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

H. **I.** Parental Request for Assistance

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

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

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

2. PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and District a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.[\[28\]](#)

#### ~~J.~~ **J.** Informal Conference

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

#### ~~K.~~ **K.** Formal Due Process Hearing

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

#### ~~L.~~ **L.** Judicial Appeals

1. The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.[\[28\]](#)

#### ~~M.~~ **M.** Complaint Procedure

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

##### a. Step 1 – Reporting

~~i.~~ **i.** A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator.

**ii.** Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

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

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

~~v.~~ **v.** The complainant or reporting employee is encouraged to use the report form available from the Section 504 building administrator , but oral complaints shall be acceptable. Oral complaints shall be documented by the Section 504 building administrator. **The person accepting the verbal or**

**written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.**

b. Step 2 – Investigation

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

~~1.~~ **ii.** Upon receiving a complaint of discrimination, the Section 504 building administrator shall immediately notify the District's Section 504 Coordinator. The Section 504 Coordinator shall authorize the Section 504 building administrator to investigate the complaint, unless the Section 504 building administrator is the subject of the complaint or is unable to conduct the investigation. If the complaint is about the Director of Pupil Services **Student Services**, and complaint shall be referred to the Superintendent. If the complaint is about the Superintendent, the complaint shall be referred to the Board President.

~~2.~~ **iii.** The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

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

**v. The investigator shall conduct an adequate, reliable and impartial investigation.**

**vi. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation.**

**vii. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.**

**viii. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation.**

**ix. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported.**

**x. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the**

**matter confidential and to report any concerns about confidentiality to the investigator.**

3. ~~xi.~~ If the investigation results in a determination **reveals** that the conduct being investigated may involve a violation of criminal law, the Section 504 building administrator shall promptly inform law enforcement authorities about the incident **allegations.** [10][52][53][54]

4. ~~xii.~~ The obligation to conduct this investigation shall not be negated by the fact that a criminal **or child protective services investigation of the allegations** is pending or has been concluded.

**xiii. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.**

c. Step 3 – Investigative Report

1. ~~i.~~ The Section 504 building administrator shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. **The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.**

~~ii.~~ The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, **the information and evaluation that formed the basis for this determination,** and whether it **the conduct** is a violation of **violated** this policy **and of any other violations of law or Board policy which may warrant further district action,** and a recommended disposition of the complaint.

**iii. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.**

~~iv.~~ Findings of the investigation shall be provided to the complainant, the accused, and the District's Section 504 Coordinator **The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.** [29][30][31][32]

d. Step 4 – District Action

1. ~~i.~~ If the investigation results in a finding that **some or all of the allegations of** the complaint ~~is factual~~ are established and constitutes a violation of this policy, the District shall take prompt, corrective action designed to ensure that such conduct ceases and will not recur, **and that no retaliation occurs.**

**ii. The District shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment.**

**iii. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.**

**iv. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.**

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

2- **vi.** Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative regulations, district **District** procedures, applicable collective bargaining agreements, and state and federal laws.

## V. Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable **supplemental** investigation **to assess the sufficiency and propriety of the prior investigation.**
3. The Section 504 Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Section 504 building administrator who conducted the initial investigation.

## Legal

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4
5. 28 CFR Part 35
6. 28 CFR Part 36
7. 29 U.S.C. 794
8. 34 CFR Part 104
9. 42 U.S.C. 12101 et seq
10. Pol. 103
11. 22 PA Code 15.2
12. 42 U.S.C. 12102
13. 22 PA Code 15.7

14. 34 CFR 104.7

15. 22 PA Code 15.4

16. 34 CFR 104.32

17. Pol. 113

18. 22 PA Code 15.5

19. 22 PA Code 15.6

20. 34 CFR 104.35

21. 22 PA Code 15.3

22. 34 CFR 104.34

23. 34 CFR 104.37

24. Pol. 112

25. Pol. 122

26. Pol. 123

27. Pol. 810

28. 22 PA Code 15.8

29. 22 PA Code 15.9

30. Pol. 216

31. 20 U.S.C. 1232g

32. 34 CFR Part 99

33. Pol. 218

34. Pol. 233

35. 22 PA Code 10.2

36. 24 P.S. 1303-A

37. 35 P.S. 780-102

38. 22 PA Code 10.21

39. 22 PA Code 10.22

40. 22 PA Code 10.23

41. 22 PA Code 10.25

42. 24 P.S. 1302.1-A

43. Pol. 113.2

44. Pol. 218.1

45. Pol. 218.2

46. Pol. 222

47. Pol. 227

48. Pol. 805.1

49. 22 PA Code 15.1

50. 34 CFR 104.36

51. 22 PA Code 14.162

52. Pol. 806

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

54. Pol. 815







|              |                         |
|--------------|-------------------------|
| Book         | Policy Manual           |
| Section      | 100 Programs            |
| Title        | Field Trips             |
| Code         | 121                     |
| Status       | Policy Committee Review |
| Adopted      | November 23, 1992       |
| Last Revised | November 29, 2018       |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips that are directly aligned to the curriculum standards for learning can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

## II. Definition

A. For purposes of this policy, a "field trip" shall be defined as: any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or District employee and any planned travel activity that supplements or enriches the District's curriculum.

## III. Authority

A. The Board shall only be required to approve those field trips that are planned to keep students out of the District overnight or longer.[\[2\]](#)[\[3\]](#)

- B. Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.
- C. The Board does not endorse, support nor assume responsibility in any way for any District staff member who takes students on trips not approved by the Board or Superintendent or the Superintendent's designee. No staff member may solicit District students for such trips within District facilities or on District grounds without Board permission.

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

- A. No field trip shall be scheduled or conducted without the written approval of the Superintendent or the Superintendent's designee.

#### **V. Guidelines**

- A. Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.[1]
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.

- B. No field trip will be approved unless it is aligned to the curriculum standards for learning.

1. No field trips will be approved unless a demonstrable educational value is evident.
2. The educational benefit derived from the trip must have a direct connection to the students' current coursework/curriculum.
3. The determination of the educational value of a field trip is at the sole discretion of the Superintendent or the Superintendent's designee.

- C. Administration of Medication

1. The Board directs planning for field trips to start early in the school year and to include collaboration between administrators, teachers, nurses, parents/guardians and other designated health officials.
2. Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.[4][5]
3. Medication shall be administered in accordance with applicable laws, regulations, Board policies and District procedures.[6][7]

- D. If possible, each principal shall submit a list of planned field trips and overnight excursions in March of the year prior to which such trips are to be taken. This list shall be provided to the Board for consideration as part of the budget process. Field trips and overnight excursions not

budgeted for in this manner, shall be considered for transportation funding by the district on a case-by-case basis.

- E. Field trips not provided for in the budget may be approved at student expense.
- F. Trips taken by athletic teams for the purpose of competition in regular season events, playoff events or championship games are not considered field trips. Such trips are subject to the approval of the principal and Athletic Director and shall be at the district's expense. Parameters for funding academic/band/chorus competitions are available in Policy 231: Social Events and Class Trips.[2]
- G. Field trip planning forms must be submitted to the principal ten (10) academic school days prior to the intended date in order to adequately decide if the trip will be approved and plan for the field trip and the students' needs.
- H. For recurring or annual trips, field trip planning forms must be submitted to the principal by October 1 of the school year in which the field trip will take place in order to adequately decide if the trip will be approved and plan for the field trip and the students' needs.
- I. Field trips to amusement parks will be denied unless there is a documented educational benefit.
- J. A list of all approved overnight or extended day field trips shall be included in the monthly Board packets.
- K. The recommended number of chaperones shall be provided to ensure the safety and well-being of students as follows: Grades K-5: Minimum of one (1) chaperone for every fifteen (15) students. Grades 6-12: Minimum of one (1) chaperone for every twenty-five (25) students. Chaperones must be approved by the principal and must have appropriate Act 34 and Act 151 clearances.[8]
- L. Teachers and chaperones must have the following available when on a field trip:
  - 1. Emergency information for each child.
  - 2. Medical information including information regarding required medication and medical disabilities for each child.
  - 3. Signed "Consent for Treatment" form and medical insurance information for each child.
  - 4. Home, parent workplace and emergency telephone numbers for each child.
- M. The field trip coordinator is responsible for making arrangements for the medical needs of all participating students. If any medical needs cannot be accommodated, the field trip cannot be planned. All required field trip permission and medical survey forms must be distributed and returned to the nurse in a timely manner. Failure to do so may result in the trip being canceled. Acceptable medical accommodations include:
  - 1. Requesting a certified school nurse or licensed supplemental staff employed by the school district to provide medical coverage.
  - 2. Utilizing a licensed medical professional from the school district substitute list.
  - 3. Utilizing parent/guardian of the child to assist with student medical needs.
  - 4. Address the possibility of changing the medication time with the parent/guardian. A signed order from the physician is required prior to the field trip.

5. ~~A secondary student on a field trip who has been deemed responsible by the school nurse, according to the criteria, will be given the opportunity to self-administer the student's own medication during the scheduled field trip. All medication except for inhalers, epi pens and diabetic supplies must be given to an adult chaperone to maintain until medication is requested and retrieved by the student.[7]~~

## Revision History:

June 2, 2014

**November 29, 2018**

## Legal

1. Pol. 105
2. Pol. 231
3. 24 P.S. 517
4. Pol. 103.1
5. Pol. 113
6. Pol. 210
7. Pol. 210.1
8. Pol. 916
- 24 P.S. 510



|         |                         |
|---------|-------------------------|
| Book    | Policy Manual           |
| Section | 100 Programs            |
| Title   | Concussion Management   |
| Code    | 123.1                   |
| Status  | Policy Committee Review |
| Adopted | March 4, 2013           |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes the importance of ensuring the safety of students participating in the District's athletic programs.

B. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

## II. Definitions

A. For purposes of this policy, "**appropriate medical professional**" shall mean any or all of the following:[\[1\]](#)

1. A licensed physician who is trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

B. For the purposes of this policy, "**athletic activity**" shall mean any or all of the following:[\[1\]](#)

1. Interscholastic athletics.[\[2\]](#)
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the District, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.[\[3\]](#)
3. Noncompetitive cheerleading that is sponsored by or associated with the school.[\[3\]](#)
4. Practices, interschool practices and scrimmages for all athletic activities.[\[2\]](#)[\[3\]](#)

## **5. Physical Education classes**

## **6. Recess Activities**

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

- A. Each school year, prior to participation in an athletic activity, every student athlete and every student athlete's parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet. [4]
- B. The Superintendent or his/her **the Superintendent's** designee shall develop ~~administrative regulations~~ **procedures** to implement this policy, which shall include protocols for concussion management.

### **IV. Guidelines**

- A. The District shall hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process.
- B. In addition to annual mandatory attendance by student athletes prior to participation, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists. [4]
- C. Additional Procedures for Student and Student-Athlete Injuries Involving Prevention and Treatment of Head, Brain, Neck and Back
1. The District shall require the parent/guardian of any student participating in an athletic activity to sign and return to the student's school an acknowledgment of receipt and review of the concussion and traumatic brain injury information sheet which is administered to student-athletes every school year. This form will be developed, approved and required by PIAA.
  2. The athletic training staff shall keep head coaches informed of student-athlete injury status.
- D. Pre-Testing/Baseline Testing for Student Athletes
1. The IMPACT test is mandatory and free to District student athletes in all sports.
  2. Students may also receive baseline testing from their own personal physician, which the District will consider and may accept, if provided by the student or the student's parent/guardian, as part of the District's determination for return-to-play.
- E. Mandatory Reporting
1. The District requires that coaches, athletic directors, and parents/guardians report student athlete injuries involving head, brain, neck, and back to the building principal as soon as possible after any necessary steps have been taken to stabilize and secure the necessary medical assistance for the student.
- F. Removal From Play
1. A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official

designated by the District, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed from participation at that time.[\[4\]](#)

G. Return to Play

1. The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate specific appropriate medical professional(s) to provide written clearance for return to participation.[\[4\]](#)

H. Training

1. All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations, or another provider approved by the Department of Health.[\[4\]](#)

I. Penalties

1. A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:[\[4\]](#)

- a. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.
- b. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
- c. For a **third** violation, permanent suspension from coaching any athletic activity.

Legal

1. 24 P.S. 5322
2. Pol. 123
3. Pol. 122
4. 24 P.S. 5323



|         |                               |
|---------|-------------------------------|
| Book    | Policy Manual                 |
| Section | 200 Pupils                    |
| Title   | Social Events and Class Trips |
| Code    | 231                           |
| Status  | Policy Committee Review       |
| Adopted | March 29, 1993                |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for the ~~children~~ **students** of this ~~school~~ district **School District**.

## II. Authority

A. The Board will make school facilities available and provide appropriate staff for the conduct of social events within the school facilities which have been approved by the Superintendent. [\[3\]](#)

B. For overnight school trips, approval is required by the Board.

C. As voluntary participants in school social events and class trips, students shall be held responsible for compliance with rules set forth in advance for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program. [\[2\]](#)

### D. Senior Class Trips

1. Senior class trips can be meaningful and memorable to students during their final year of school. A carefully planned senior class trip can have educational value and can serve as a culminating experience for students--something to look forward to. A senior class trip provides opportunities for planning, leadership, initiative, and camaraderie.

2. The ~~school district~~ **School District** may approve senior class trips subject to the following guidelines:

a. Early planning. Senior students, and their parents, will be involved in planning which must be completed by a date stipulated by the administration.

b. One half (1/2) or more of the senior class, must indicate their intention to participate through payment of a deposit. The Superintendent can recommend exceptions to the



Board of School Directors.

c. The total cost for lodging, meals, transportation, and admissions should be kept within reasonable limits to ensure participation by as many students as possible.

d. Adequate adult chaperones must be provided, so that the ratio of participating students to chaperones is no more than twenty to one.

e. Trips should not be scheduled on days when schools are in session, according to the school calendar as originally adopted. Exceptions require administrative and ~~school board~~ **School Board** approval. In no case shall more than two (2) days of school time be approved for this purpose.

~~f. Insurance provisions to protect students, their families, and all school district personnel must be arranged~~

~~g. f.~~ During the course of a senior class trip, ~~school district~~ **School District** standards shall apply to matters such as dress, use of alcohol, etc.

#### E. Trips By Student Organizations

1. This policy is designed to deal with trips by student organizations such as band, choir, ski club, etc. rather than field trips which are part of the instructional program. The ~~school board~~ **Board of School Directors** may approve student trips subject to the following guidelines:

a. Trips are for students. The only exceptions are approved staff members and ~~parent chaperones~~ **family members**.

b. Trips should be planned to not interfere with the school calendar as originally adopted. Exceptions will be very carefully scrutinized and approved by the school board.

c. Adequate adult chaperones must be provided, so that the ratio of participating students to chaperones is no more than twenty to one.

d. Student membership in any school organization is not to be denied because of a student's nonparticipation in any trip.

e. In regard to student behavior, school rules shall apply during the course of any trip.

f. Parent approval forms shall be required for all student participants.

g. The trip must be one for which the ~~school district's~~ **School District's** insurance carrier will insure the ~~school district~~ **School District**, its agents, employees, servants, and chaperones from liability for any negligent act or omission under the policies of the ~~district~~ **District** then in effect.

h. The ~~principal's~~ **Principal's** approval in writing must be secured before planning proceeds, and the Superintendent's approval in writing is required before any commitments are made.

i. The number of trips by any one school organization and the cost of trips will be limited.

j. The number of students participating must be:

i. Sufficient to warrant the trip.

ii. A majority of the members of the club or activity.

k. If any of the above conditions are not met, a trip may not be considered school sponsored or school endorsed. In such cases there is to be no trip planning on school premises or during school hours, no in school staff participation in planning, no collection of monies, and no handling of funds by or through the school.

#### F. Foreign Travel

1. While it is recognized that travel to foreign countries can be a valuable educational experience for students and teachers, professional staff members are to avoid any conflict regarding teaching duties or any overt endorsement of student tours from which the staff member might benefit financially.
2. Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.

### **III. Definitions**

**A. Educational Trip (Example: 7th Grade Trip to the Mines): These school sponsored activities may not relate directly to the curriculum, but do improve students' understanding of an educational objective. These are opportunities for educational enrichment beyond classroom environments. These trips are not funded by the Annual School Budget. Participation is voluntary and is usually limited to students in a particular class or grade level.**

**B. Class Recreational Trip (Example: Senior Class Trip): These trips are approved as the Board recognizes the value of student social events and class trips to enhance and enrich the school experience for the children of our School District. These trips are voluntary and not funded by the Annual School Budget.**

**C. Student Organization or Club Trip: Student Organization and Club Trips for competitions will not be funded by the Annual School Budget unless the competition is the terminal regional, state, or national competition for the organization or club. Student Organization trips for recreation are not funded by the Annual School Budget.**

**D. Travel-Study Trip (Example: Trips sponsored by the District's Foreign Language Department): A school-sponsored activity which combines instruction and travel for an extended period of time on this continent or abroad. Participating students may be from different grade levels or classes. Participation is voluntary and such trips are not funded through the Annual School Budget.**

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

A. The Superintendent shall develop procedures for the conduct of student social events and class trips which shall include the following:

1. The designation of a staff member who shall be the Board employee responsible for the event.<sup>[3]</sup>
2. The provision of adequate adult supervision or police protection as required by the circumstances of the event.
3. The formulation of rules and regulations governing the conduct and safety of all participants and the promulgation of such rules and regulations to all students and adults

involved.[\[2\]](#)

## **V. Developing a Trip Proposal for Administrative Approval**

### **A. In the development of a plan for a trip, the staff is responsible for assuring that:**

- 1. The objectives of the trip are specifically related to the District's goals, instructional program or regularly scheduled extracurricular and co-curricular activities.**
- 2. Proper supervision of the students is maintained at all times.**
- 3. The total on-going school program will not be adversely affected by participation of the students and staff on the trip. Consideration of the school calendar is given as delineated in Board Policy.**
- 4. Meaningful learning will be provided for those eligible students who do not participate in the trip.**
- 5. The proposed program is feasible within the time allotted.**
- 6. If possible, there will be a preview visit by the teacher or another staff member**
- 7. Teachers not participating in the trip who have regularly scheduled classes for students for whom the trip is planned are informed of the trip at least two weeks prior.**
- 8. When a trip is made to a business or industry, an employee of the host company serves as a guide.**
- 9. Other trips must have sufficient participation to warrant the cost.**
- 10. Trips must have an educational component.**

## **VI. Procedures for Non-Overnight Trips**

### **A. Proposals for non-overnight trips are submitted to the Principal for approval according to the Principal's time guidelines for trip approval.**

### **B. Plans for the trip are developed by the school administration and staff:**

- 1. Appropriate transportation arrangements are made.**
- 2. Written parent/guardian's consent for student participation is obtained on the appropriate form.**
- 3. Parents/guardians are provided with specific written information regarding objectives of the trip, costs, transportation arrangements including departure time and approximate time of return and chaperones and insurance information.**
- 4. The Principal or the Principal's designee is responsible for the following activities:**
  - i. Obtaining and retaining on file written parent/guardian's permission for students participating.**

**ii. Approving the list of staff and non-staff chaperones.**

**iii. Assuring that all plans and arrangements are understood by the participants and parents/guardians.**

**5. School staff is responsible for the following activities:**

**i. Carrying a list of the names of participating students and chaperones and submitting a copy of the list to the Principal prior to the trip. The list of chaperones should specify who has overall responsibility for the trip, who are certified staff members, who are approved aides, and who are parents/guardians or other non-staff adults.**

**ii. Emphasizing responsible student behavior and providing appropriate supervision.**

**iii. Notifying the Principal of any emergency situation such as an accident involving student(s) or a student missing from the group.**

**iv. Organizing contact information for students on the trip and communicating procedures for chaperones on the trip.**

**6. Students participating on a trip during school hours are permitted to make up work missed and the students' absence is recorded as excused.**

## **VII. Procedures for Overnight Trips**

**A. Plans for the school sponsored overnight trip are cooperatively developed by the administration and staff and approved by the Superintendent.**

**1. Proposals for school-sponsored trips to foreign countries should be submitted to the Board of School Directors by the Superintendent at least six months prior to the date of the trip.**

**2. School sponsored groups shall accept no invitation to participate in an overnight trip activity without the prior approval of the Principal and the Superintendent. The Superintendent will report such trips to the Board of School Directors at the next board meeting for Board approval.**

**3. The number of chaperones (professional staff and parents of students) shall be equal to a ratio of at least 1 chaperone to 20 students.**

**4. If the Superintendent approves the plan, the staff will prepare a detailed written proposal according to the guidelines listed in Section V.**

**5. The fully developed proposal with supporting data is submitted to the Principal or the Principal's designee for approval.**

**6. The Principal is responsible for reviewing and approving or disapproving all proposed school sponsored trips, and for assuring that every effort has been made to provide a stimulating learning experience and that all reasonable provisions are made for the safety of students.**

### **B. Content of a Proposal**

**1. A statement of the objectives of the school-sponsored trip and an outline of anticipated educational experiences and/or of the course of study to be**

**followed.**

**2. An itemized statement of basic costs, usually including transportation, meals, and accommodations, with evidence that the fees charged are competitive for the services provided. Other expenses not included in basic costs should be listed.**

**3. A statement of expenses (if any) not included in the basic costs as appropriate to the school-sponsored trip such as required inoculations, passport and visa expenses, costs of a personal nature, and optional trip insurance.**

**4. Procedures for maintaining financial records for purposes for auditing.**

**5. Identification of accommodations to be used with assurance that they satisfy the following criteria:**

**a. Are nondiscriminatory.**

**b. Have adequate health and safety standards.**

**c. Are adapted and suitable for individuals with disabilities.**

**6. The detailed itinerary, departure, travel schedule and return.**

**7. The names of qualified individuals who will serve as chaperones.**

**8. Identification of a travel agency, if appropriate, and evidence that the agency satisfies the following criteria:**

**a. Has experience in handling school groups.**

**b. Can provide proof of satisfactory service.**

**c. Can provide customer references (individuals who have used the service for similar programs).**

**d. Has quoted a fee that is competitive for services provided.**

**e. Has well-developed procedures for handling personal emergencies of the participants.**

**9. Orientation plans for parents/guardians and students including written information concerning the program such as that listed below:**

**a. The aims and objectives of the program of travel.**

**b. The standards of conduct established for the program.**

**c. The responsibilities students assume by participating in the program.**

**d. The basic cost of travel, meals, accommodations, and other expenses not included in the basic fee.**

**e. Travel arrangements, overnight accommodations, if appropriate, and the itinerary.**

**f. Arrangements for coping with illness, accidents, or other emergencies.**

**g. Need for special equipment and clothing.**

**10. Safety and Security Considerations**

**a. All overnight trips are subject to a determination of safety and security for the participants.**

**b. National and international conditions will be taken into consideration in determining trip approval or cancellation.**

**c. The Board of School Directors and/or Superintendent reserves the right to deny approval or cancel because of issues of safety and security.**

**11. Medical Services**

**a. If medical service is not required for any student who is participating on an overnight trip, this section shall not apply.**

**b. If medical service is required for any student who is participating on the overnight trip, the School District will:**

**i. Contact the parent/guardian/doctor to determine if the medical treatment can be altered.**

**ii. Arrange for the medical services to be provided at the host site.**

**iii. Arrange for a certified nurse to participate on the trip.**

**12. Time-Line Guidelines for Overnight Trips**

**a. Requests for overnight trips that take place outside the forty eight contiguous states must be presented to the Board of School Directors for approval at least 6 months prior to the date of the scheduled trip.**

**b. Requests for overnight trips that take place within the forty eight contiguous states must be presented to the Board of Education for approval at least 3 months prior to the date of the proposed trip.**

**c. Exceptions can be made on a case by case basis if circumstances warrant it.**

**d. Cancellation of trips that have received approval shall be made no later than four weeks prior to the trip.**

**e. In the event of a national or world crisis, a trip may be cancelled by the Board of School Directors and/or Superintendent.**

**VIII. Trip Chaperones**

**A. For any school-sponsored trip, there shall be one trip advisor with overall responsibility for the trip.**

**B. Trip advisors may be assisted in their supervisory functions by adult chaperones approved by the Principal.**

**E. Responsible and dependable chaperones should be selected by school personnel and approved by the Principal.**

**F. The trip advisor in charge of the trip has the responsibility of briefing the chaperones on the rules and prohibitions with accompanying results if the rules are violated.**

**G. All rules are to be in writing and on file so that no misunderstanding can arise regarding chaperones' responsibilities.**

**H. The chaperones should be briefed on the exact itinerary and informed that there will be no deviations from the published itinerary.**

**I. Non-School District employees must have appropriate clearances at their own expense per the District's volunteer requirements.**

**J. All chaperones shall follow all rules applicable to the group.**

**K. No chaperone shall use alcohol or drugs at any time, on-duty or off-duty during the trip.**

**L. The decision as to whether an administrator and/or nurse should attend overnight trips shall be decided by the School Board and Superintendent based on the following considerations:**

**1. Number of students participating.**

**2. Age of students participating.**

**3. Number of chaperones participating.**

**4. Risk factors of the endeavor.**

**5. Superintendent's recommendation based on a careful assessment of School District liability which may include review by the School District's solicitor and/or a review by the School District's insurance carrier.**

## **IX. Student Expectations**

**A. Students are responsible to maintain appropriate behavior as is defined in the student handbook.**

Legal

2. 24 P.S. 510

3. 24 P.S. 511

POLNEWH231ARATT1.pdf (7 KB)

POLNEWH231ARATT4.pdf (7 KB)

POLNEWH231ARATT5.pdf (9 KB)

POLNEWH231ARATT2.pdf (9 KB)

231 AR 2018.pdf (222 KB)

Overnight Trip Med Form.pdf (404 KB)







|              |   |
|--------------|---|
| Book         | Policy Manual   |
| Section      | 100 Programs  |
| Title        | Language Instruction Educational Program for English Learners |
| Code         | 138   |
| Status       | Policy Committee Review                                       |
| Adopted      | October 21, 2002  |
| Last Revised | September 21, 2015  |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. In accordance with the Board's philosophy to provide quality educational programs to all **District** students **and to increase the English language proficiency of students who are English Learners (EL)**, the District shall provide an appropriate planned instructional program for identified students whose dominant language is not English **effective Language Instruction Educational Program (LIEP) that meets the needs of English Learners.**

B. The goal of the program **LIEP** shall be to increase the English language proficiency of eligible students so that they **demonstrate success in increasing English language proficiency and student academic achievement so that EL students** can attain the academic standards adopted by the Board and achieve academic success.

C. Students who have Limited English Proficiency (LEP) **EL students** shall be identified, assessed and provided **appropriate** instruction **in accordance with the LIEP**, and shall be provided an equal **equitable** opportunity to achieve their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations. **[1][2][3][4][5]**

## II. Authority

A. The Board shall approve a written program plan of educational services for students whose dominant language is not English **a LIEP to provide English Language Development instruction (ELD) to EL students as part of the approved curriculum, in order to develop the English language proficiency of EL students.**

B. The program plan shall include English as a Second Language (ESL) or bilingual/bicultural instruction.

**B. The District shall provide EL students with both planned ELD instruction and modifications in content instruction and assessments for all curricular areas, based on the provisions of the LIEP.**

G. ~~C.~~ The ESL/Bilingual Education program shall be evaluated periodically to ensure all components are aligned and working effectively to facilitate the acquisition of the English language

and achievement of academic standards, and shall be revised when necessary to ensure greater student achievement **The LIEP shall be thoughtfully and deliberately planned and evaluated in accordance with state and federal laws and regulations, and shall meet the needs of the District's EL students.**

~~C.~~ **D.** The ESL/Bilingual Education program **LIEP** shall be based on effective research-based theory, implemented with sufficient resources and appropriately trained staff, and evaluated periodically **shall meet the following requirements:**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

**1. Aligned to state academic content standards for the appropriate grade levels of EL students.**

**2. Include ELD instruction delivered by properly certified English as a Second Language (ESL) teachers, and other certified content area teachers working in conjunction with ESL certified teachers.**

**3. Incorporate the use of state assessments and ELD criteria.**

~~D.~~ **4.** Adequate content area support shall be provided while the student is learning English, to assure achievement of academic standards **Provide equitable access to content for EL students at all proficiency levels.**

**5. Provide equitable access to enrollment in courses or academic programs for which EL students are otherwise eligible.**

**E. The Board directs the LIEP to be evaluated for effectiveness based on student outcomes at least annually, and the results documented in accordance with state and federal laws and regulations, and state guidelines.**[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

**F. The District's LIEP and evaluation results of the LIEP shall be made available to District staff working with EL students and parents/guardians of EL students.**

~~D.~~ **G.** The Board may address LIEP **EL** students and programs in the District's comprehensive planning process, and shall include appropriate training for professional staff in the Professional Development Plan as necessary to provide an appropriate ESL/Bilingual Education program in compliance with law and regulations.[\[10\]](#)

**H. The Board shall ensure that eligible EL students who are enrolled in nonpublic schools are identified, assessed, evaluated, provided with equitable LIEP services and programs and monitored in accordance with applicable laws and regulations. The District shall coordinate with nonpublic schools in the provision and monitoring of services and programs for eligible EL students.**[\[6\]](#)[\[8\]](#)

### III. Delegation of Responsibility

A. The Superintendent or his/her **the Superintendent's** designee shall implement and supervise an ESL/Bilingual Education program **a LIEP** that ensures appropriate instruction in each school and complies with federal and state laws and regulations.

**B. The Superintendent or the Superintendent's designee shall ensure that the District complies with all federal and state laws and regulations, and program requirements, for ELD program funding, including required reports in the form prescribed by the state.**[\[9\]](#)

~~B.~~ **C.** The Superintendent or his/her **the Superintendent's** designee, in conjunction with appropriate stakeholders, shall develop administrative regulations regarding the ESL/Bilingual Education program **LIEP and provision of services to EL students.**

### IV. Guidelines

~~G. A.~~ The ESL/Bilingual Education program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading and writing.

## **B. Identification and Placement of EL Students**

~~A. 1.~~ The District shall establish procedures for identifying and assessing the needs of students whose dominant language is not English. **In order to identify which students are potential English Learners,** ~~B. The the Home Language Survey shall be completed for each student upon enrollment in the District, and shall be filed in the student's permanent record folder through graduation~~ **maintained as part of the student's education records.**~~[4][11][12]~~

**2. EL students shall be appropriately placed in accordance with the LIEP within the first thirty (30) days of the school year, or within fourteen (14) days of enrollment.**~~[13]~~

## **C. Program Access**

~~L. 1.~~ Students **EL students** shall have **equitable** access to and be encouraged to participate in all academic and extracurricular activities available to District students.~~[14][15][16][17]~~

## **D. Assessment**

**1. The District shall annually administer required assessments to EL students to measure students' English Language proficiency and progress in reading, writing, speaking and listening/understanding. Assessment results shall be maintained in the student's education records. Parents/Guardians may not opt students out of English language proficiency assessments.**~~[9]~~

~~K. 2.~~ Students participating in ESL/Bilingual Education programs **EL students shall** be required **participate in all annual state or locally required assessments,** with accommodations to participate in assessments **where applicable,** and meet established academic standards and graduation requirements, adopted by the Board **in accordance with law, regulations and Board policy.**~~[2][7][8][9][18][19][20][21][22][23][24]~~

## **E. Program Exit**

~~M. Students shall exit from the ESL/Bilingual Education program in accordance with state required exit criteria:~~

**1. The District shall include uniform provisions in the LIEP, in accordance with state required criteria, for:**~~[8][9]~~

**a. Reclassifying EL students as former EL students when they attain English language proficiency.**

~~N. The District shall monitor ELL who exit from the ESL/Bilingual Education program.~~ **b. Actively monitoring and reporting the progress of former EL students for a period of two (2) years following reclassification and program exit, and reporting students to the state in a monitor status for an additional two (2) years, to ensure students are meeting academic standards.**

**c. Redesignating former EL students as active EL students if they struggle academically based on persistent language barriers.**

## **F. Staff Qualifications and Professional Development**

~~E. 1.~~ Certified employees and appropriate support staff, when necessary, shall provide the ~~ESL/Bilingual Education program~~ **LIEP**.

~~F. 2.~~ The District shall ensure that all teachers in the ~~ESL/Bilingual Education program~~ **providing ELD instruction** hold the appropriate certification and can demonstrate academic language proficiency both in English and in the language used for instruction in their ~~the teacher's~~ classroom.**[8]**[25]

**3. Non-ESL staff shall incorporate ELD into all classes for EL students, as well as provide supports, modifications and accommodations for curricular content to enable EL students to achieve academic standards.**

**4. The District shall provide appropriate training in ELD for all professional staff as part of the Professional Development Plan.****[7]**[26]

#### **G. Special Education and Gifted Education Services**

~~H. 1.~~ Students who are English Language Learners (ELL) **EL** students may be eligible for special education services when they have been identified as a student with a disability and it is determined that the disability is not solely due to lack of instruction or proficiency in the English language.**[27]**[28]

~~I. 2.~~ Students who are ELL **EL students** may be eligible for gifted education services, when identified in accordance with law, regulations and Board policy. The District shall ensure that assessment of a student for gifted education services screens for intervening factors, such as ~~LEP~~ **English language proficiency**, that may be masking gifted abilities.**[29]**

~~J. 3.~~ Students participating in ~~ESL/Bilingual Education programs~~ **ELD instruction** who are eligible for special education services shall continue receiving ~~ESL/Bilingual Education~~ **ELD** instruction, in accordance with their Individualized Education Program (IEP) or Gifted Individualized Education Plan (GIEP), at the appropriate proficiency and developmental level.**[27]**[28][29]

#### **IV. Parent/Family Engagement and Communication**

A. Communications with parents/guardians shall be in the mode and language of communication preferred by the parents/guardians.**[1]****[30]****[31]**

B. ~~At~~ **Within thirty (30) days of** the beginning of each school year, or within fourteen (14) days of enrollment during the school year, the District shall notify parents/guardians of students enrolled in ~~ESL/Bilingual Education programs~~ regarding the instructional program provided to their student **identified as EL about the process for identifying their children as EL, the results of that process, and the recommended program placement. The District shall also provide parents/guardians with detailed information regarding the LIEP, the benefits of ELD instruction for their children, and an explanation of the program's effectiveness.****[6]**

C. Parents/Guardians shall be regularly apprised of their student's **child's** progress, including achievement of academic standards and assessment results.**[23]****[32]**

~~F. D.~~ The District shall maintain an effective means of outreach to encourage parental involvement in the education of their children.**[6]****[7]****[8]****[30]****[31]**

#### **E. Parental Right to Opt Out of ELD Programs and Services**

~~E.~~ The District shall notify parents/guardians of students in ~~ESL/Bilingual Education programs~~ within thirty (30) days, or within fourteen (14) days of enrollment, if the District fails to meet annual measurable performance objectives, as required by law.

~~D. 1. Parents/Guardians shall be notified of their right to opt the student out of supplemental ESL/Bilingual Education programs/opportunities provided through federal funding, in accordance with applicable law~~ **Parents/Guardians of EL students have the right to refuse specialized programs and services that may be part of the LIEP for their child. A parent's/guardian's decision to refuse programs or services must be informed and voluntary; the District shall not influence a parent's/guardian's decision in any way, or make any program or placement determinations without parental notification and an opportunity to opt the student out of programs and services.[1][6]**

**2. The District shall make a parental waiver form available for parents/guardians to opt their EL child out of ELD programs and services.**

**3. The District shall document all notifications made to parents/guardians regarding assessment and recommended placements and programs for EL students, and whether or not a parental waiver form is received. When a waiver form is not received from the parent/guardian, the District shall proceed with the recommended placement.**

**4. EL students who have a parental waiver for ELD programs and services shall be assessed on English language proficiency annually, and shall be provided with supports and accommodations to participate in general curricular and extracurricular programs, in order to meet academic standards and graduation requirements.[2][3][23]**

**5. Parents/Guardians of EL students who have been opted out of ELD programs and services shall be notified of their child's progress, including achievement of academic standards and assessment results, and shall be provided with opportunity and a form to opt their child back into ELD programs and services.[24][32]**

**Revision History:**  
**September 21, 2015**

## Legal

1. 42 U.S.C. 2000d et seq
2. Pol. 102
3. Pol. 103
4. 20 U.S.C. 6801 et seq
5. 22 PA Code 4.26
6. 20 U.S.C. 6312
7. 20 U.S.C. 6812
8. 20 U.S.C. 6826
9. 20 U.S.C. 6841
10. Pol. 100
11. 22 PA Code 11.11
12. Pol. 200
13. 20 U.S.C. 6823
14. 20 U.S.C. 1703
15. Pol. 115
16. Pol. 122
17. Pol. 123
18. 22 PA Code 4.51
19. 22 PA Code 4.51a
20. 22 PA Code 4.51b
21. 22 PA Code 4.51c
22. 22 PA Code 4.52
23. Pol. 127
24. Pol. 217
25. Pol. 304
26. Pol. 333
27. Pol. 103.1
28. Pol. 113
29. Pol. 114
30. 20 U.S.C. 6318
31. Pol. 918
32. Pol. 212
- 20 U.S.C. 7011
- 20 U.S.C. 7801
- 34 CFR Part 200
- Basic Education Circular, July 1, 2017: Educating English Learners (ELs)
- Pol. 105.1

Last Modified by Policy Staff on December 20, 2018



|         |                         |
|---------|-------------------------|
| Book    | Policy Manual           |
| Section | 200 Pupils              |
| Title   | Tobacco Use             |
| Code    | 222                     |
| Status  | Policy Committee Review |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that tobacco ~~use by students~~, **nicotine and nicotine delivery products** 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. Definitions

A. For purposes of this policy, "**tobacco use**" shall be defined as use and/or possession or sale of a lighted or unlighted cigarette, cigar, **cigarillo, little cigar**, and pipe **or other smoking product or material**; other lighted smoking product; and smokeless tobacco in any form, including e-cigarettes, vapor cigarettes, **chewing tobacco, snuff, dip or dissolvable tobacco pieces**, or any nicotine **nicotine** delivery system.<sup>[1]</sup>

**B. For purposes of this policy, "nicotine" shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.**

**C. For purposes of this policy, a "nicotine delivery product" shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.**

## III. Authority

A. The Board prohibits tobacco, **nicotine and nicotine delivery products** 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.<sup>[1][2][3]</sup>

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

C. The school District may initiate disciplinary procedures against a student who possesses or uses tobacco in violation of this policy.<sup>[15]</sup>

**D. In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take all steps required to comply with state**

**and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.**[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

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

A. The Superintendent or his/her **the Superintendent's** designee shall annually notify students, parents/guardians and staff about the District's **Board's** tobacco/**nicotine** use policy by publishing such policy **information** in the student handbooks, parental newsletters, posted notices **posters**, District web site and **by** other efficient methods, **such as posted notices, signs and on the District website.**[\[1\]](#)

B. The Superintendent or his/her **the Superintendent's** 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.[\[12\]](#)

#### **V. Guidelines**

~~B. A.~~ 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".

**B. The Superintendent or the Superintendent's designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable.**

**C. The Superintendent or the Superintendent's 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.**

**D. The Superintendent or the Superintendent's designee shall document attempts made to reach the parent/guardian.**[\[9\]](#)[\[10\]](#)[\[11\]](#)

**E. The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.**[\[9\]](#)[\[12\]](#)

#### **F. Additional Provisions - Tobacco Only**

**1. The Superintendent or the Superintendent's designee may report incidents of possession, use or sale of tobacco by students 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 school police, school resource officer (SRO) or 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.**[\[9\]](#)[\[10\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

~~A. 2.~~ 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 **by the court** to alternative adjudication in lieu of imposition of a fine.[\[15\]](#)

**Revision History:**  
**October 17, 2016**



## Legal

1. 35 P.S. 1223.5
2. 18 Pa. C.S.A. 6305
3. 20 U.S.C. 7183
4. 20 U.S.C. 1400 et seq
5. 22 PA Code 10.23
6. Pol. 103.1
7. Pol. 113.1
8. Pol. 113.2
9. Pol. 805.1
10. 22 PA Code 10.2
11. 22 PA Code 10.25
12. 24 P.S. 1303-A
13. 22 PA Code 10.22
14. 24 P.S. 1302.1-A
15. 18 Pa. C.S.A. 6306.1
- 20 U.S.C. 7114
- 24 P.S. 510
- 20 U.S.C. 7118
- 20 U.S.C. 7181 et seq
- 34 CFR Part 300

Last Modified by Policy Staff on February 11, 2019



|              |                         |
|--------------|-------------------------|
| Book         | Policy Manual           |
| Section      | 300 Employees           |
| Title        | Tobacco                 |
| Code         | 323                     |
| Status       | Policy Committee Review |
| Adopted      | April 19, 1993          |
| Last Revised | November 14, 2016       |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that tobacco, **nicotine and nicotine delivery products** presents a health and safety hazard that can have serious consequences for the **both** users and the nonusers and the safety **and environment** of the schools.

## II. Definitions

A. For purposes of this policy, "**tobacco use**" shall be defined as use and/or possession and/or sale of lit or unlit cigarette, cigar, **cigarillo, little 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, **chewing tobacco, snuff, dip or dissolvable tobacco pieces**.  
[1]

**B. For purposes of this policy, "nicotine" shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.**

**C. For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.**

## III. Authority

A. The Board prohibits **use of** tobacco use, **nicotine and nicotine delivery products** 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 **also** prohibits **use of** tobacco use, **nicotine and nicotine delivery products** by District employees at school-sponsored activities that are held off school property. [1]

## IV. Delegation of Responsibility

~~C.~~ **A.** The District **Superintendent or the Superintendent's designee** shall notify employees about the Board's tobacco/**nicotine** policy by distributing it through **publishing information** in handbooks, newsletters, ~~posted notices,~~ **posters,** and any other efficient methods **such as posted notices, signs and on the District website.**<sup>[1]</sup>

#### ~~IV.~~ **V. Guidelines**

**A. This policy does not prohibit the use of a patch, gum or lozenge as a smoking cessation product by any employee who has a written order by a physician.**

#### **B. Reporting**

~~B. 1.~~ In accordance with state law, the **The** Superintendent shall annually, by July 31, report incidents of possession, use or sale of tobacco, **nicotine and nicotine delivery products** on school property to the Office for Safe Schools on the required form.<sup>[3]</sup><sup>[4]</sup>

#### **C. Additional Provisions - Tobacco Only**

~~A. 1.~~ The Superintendent or his/her **the Superintendent's** 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 **school police, school resource officer (SRO) or 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.<sup>[3]</sup><sup>[4]</sup><sup>[5]</sup><sup>[6]</sup><sup>[7]</sup><sup>[8]</sup>

#### **Revision History:**

**November 14, 2016**

|       |                       |
|-------|-----------------------|
| Legal | 1. 35 P.S. 1223.5     |
|       | 2. 20 U.S.C. 7183     |
|       | 3. 24 P.S. 1303-A     |
|       | 4. Pol. 805.1         |
|       | 5. 18 Pa. C.S.A. 6305 |
|       | 6. 22 PA Code 10.2    |
|       | 7. 22 PA Code 10.22   |
|       | 8. 24 P.S. 1302.1-A   |
|       | 20 U.S.C. 7181 et seq |

Last Modified by Policy Staff on February 11, 2019



|              |  |
|--------------|--|
| Book         | Policy Manual                          |
| Section      | 900 Community                          |
| Title        | Public Participation in Board Meetings |
| Code         | 903                                    |
| Status       | Policy Committee Review                |
| Adopted      | March 29, 1993                         |
| Last Revised | May 16, 2016                           |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings.

B. As such, it shall be the policy of the District to encourage public comment pursuant to the following conditions.

## II. Authority

A. The Board shall establish guidelines to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.[\[1\]](#)

B. In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action or deliberation before the Board prior to official action by the Board.[\[2\]](#)

C. The Board requires that public participants be a resident or taxpayer of the District or fall into one of the following categories:

~~a-~~ **1.** Anyone who has registered a legitimate interest in a contemplated action of the Board.

~~b-~~ **2.** Anyone representing a group in the community or District.

~~c-~~ **3.** Any District employee.

~~d-~~ **4.** Any District student.

~~e-~~ **5.** Anyone who fulfills the requirements of a Non-Resident/Non-Taxpayer as outlined in section VI.

D. If the Board determines there is no sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.<sup>[2]</sup>

### III. Powers of the President or Presiding Officer

A. The President, or presiding officer shall be responsible for setting the parameters for public comment and public participation as outlined in this policy.

B. The President or presiding officer may:

~~a.~~ **1.** Interrupt or terminate a participant's statement at any time when the statement is:

~~i.~~ **a.** too lengthy,

~~ii.~~ **b.** personally directed,

~~iii.~~ **c.** abusive

~~iv.~~ **d.** obscene, or

~~v.~~ **e.** irrelevant.

~~b.~~ **2.** Request any individual to leave the meeting when the person does not observe decorum.

~~c.~~ **3.** Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.

~~d.~~ **4.** Call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

### IV. Comment on Agenda Items

A. Public comment restricted to items on the agenda will be provided in each meeting before the Board's action on those items.

B. Individual public comment must begin with the participant identifying himself or herself by name.

C. Each participant must provide his or her full address on the sign in sheet provided at each meeting.

D. Each participant is restricted to a maximum of three (3) minutes for comment. However, that time limit may be extended at the discretion of the President, or whoever is presiding over the meeting, up to a maximum of five (5) minutes.

E. All statements shall be directed to the President or presiding officer; no participant may address or question Board members directly.

F. The Board reserves the right to limit the time allocated for public comment on any agenda and to the limit the time for the total period of time for public comment on agenda items.

### V. Comment on Non-Agenda Items

- A. Public comment open to any topic will be provided at the end of each meeting.
- B. Individual public comment must begin with the participant identifying himself or herself by name.
- C. Each participant must be provide his or her full address on a list for addresses provided at each meeting.
- D. Each participant is restricted to a maximum of three (3) minutes for comment. However, that time limit can be extended at the discretion of the President, or whoever is presiding over the meeting, up to a maximum of five (5) minutes.
- E. All statements shall be directed to the President or the presiding officer; no participant may address or question Board members individually.
- F. The Board reserves the right to limit the time allocated for public comment on any non-agenda item and to limit the time for the total period of time for public comment on non-agenda items.

#### VI. Comment by a Non-Resident/Non-Taxpayer

A. All individuals, other than a resident or taxpayer, wishing to participate in a public Board meeting shall register their intent with the Board Secretary ten (10) calendar days in advance of the meeting and shall include:

- ~~a-~~ 1. Name and address of the participant who will speak at the meeting,
- ~~b-~~ 2. Topic to be addressed,
- ~~c-~~ 3. Name of any group on whose behalf comments will be made, if applicable, and,
- ~~d-~~ 4. Copies of any handouts or other literature that will be disseminated.

B. Non-Resident/Non-Taxpayer participants must be recognized by the President or presiding officer and must preface their comments with the participant identifying himself or herself by name and the name of the group the participant is speaking for, if applicable.

C. Each Non-Resident/Non-Taxpayer participant must provide his or her full address as well as the full address of any group the participant is speaking for on the sign-in sheet.

D. Each Non-Resident/Non-Taxpayer participant is restricted to a maximum of three (3) minutes for comment. However, that time limit can be extended at the will of the President, or whoever is presiding over the meeting, up to a maximum of five (5) minutes.

E. All statements shall be directed to the President or presiding officer; no participant may address or question Board members individually.

F. The Board reserves the right to limit the time allocated for public comment on any non-agenda items and to limit the time for the total period of time for Non-Resident/Non-Taxpayer comment.

#### VII. General Guidelines

A. Whenever issues identified by any participant during public comment are subject to remediation under any policy or procedure of the Board, those issues shall be taken under advisement by the Policy Committee and addressed in accordance with those policies and

procedures, as seen fit by the Policy Committee.

B. Electronic recording devices and cameras shall be permitted at public meetings, unless they interfere with the meeting.

C. No placards or banner shall be permitted within the meeting room unless they are part of a scheduled presentations. Additionally:

~~a-~~ **1.** A copy of any placard or meeting or banner must be provided to the Board prior to the meeting at which it is being presented.

~~b-~~ **2.** No placard or banner shall contain obscenities of any kind.

~~c-~~ **3.** Any placard or banner can be removed from the meeting, at the discretion of the President or presiding officer, if said placard or banner is deemed to be disruptive to the meeting.

~~d-~~ **4.** The meeting agenda and all pertinent documents shall be distributed to the press and public at, or before, the meetings and will be posted on the District website.

**Revision History:**

**May 16, 2016**

Legal

- 1. 65 Pa. C.S.A. 710
- 2. 65 Pa. C.S.A. 710.1
- 24 P.S. 407
- 65 Pa. C.S.A. 701 et seq
- Pol. 006

Last Modified by Policy Staff on February 7, 2019



|              |                         |
|--------------|-------------------------|
| Book         | Policy Manual           |
| Section      | 900 Community           |
| Title        | Public Complaints       |
| Code         | 906                     |
| Status       | Policy Committee Review |
| Adopted      | March 29, 1993          |
| Last Revised | May 5, 2014             |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board welcomes inquiries, suggestions, and constructive criticism regarding the district's programs, personnel, operations and facilities. Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint. The Board intends to provide a fair and impartial method for seeking appropriate resolution.

## II. Authority

A. Attempts to resolve public concerns and complaints of ~~district~~ **District** residents shall begin with informal, direct discussions among the affected parties, following the established guidelines and ~~district~~ **District** organizational structure. Only when informal meetings fail to resolve the issue shall more formal procedures be utilized.

B. In accordance with law, the Board shall adopt a written procedure that provides parents/guardians, public agencies, other individuals, and organizations a means to submit and resolve complaints alleging violations in the administration of educational programs under the ~~No Child Left Behind Act~~ **Every Student Succeeds Act (ESSA)**. The complaint procedure shall be available to the public, a copy maintained in each school, and be distributed annually to parents/guardians and staff.[\[1\]](#)

C. Any requests, suggestions or complaints directed to individual ~~Board members~~ **School Directors** and/or the Board shall be referred to the Superintendent for consideration and action. If further action is warranted, based on the initial investigation, such action shall proceed in accordance with the established guidelines.

## III. Guidelines

### A. General Complaint Procedure

1. General complaints about Board policy and ~~district~~ **District** procedures, programs, operations, facilities and personnel shall be processed in accordance with the following



procedure.

- a. First Level - Complaints and requests shall be addressed initially to the concerned employee, who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee's authority. As appropriate, the staff member shall report the matter and the resolution to the building principal or immediate supervisor.
  - b. Second Level - If the issue cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.
  - c. Third Level - If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent or designee. The principal or supervisor shall provide to the Superintendent or **the Superintendent's** designee a report that includes the specific nature of the complaint, brief statement of relevant facts, how the complainant has been affected adversely, the action requested, and the reasons why such action should be taken or not taken.
  - d. Fourth Level - Should the matter not be resolved by the Superintendent or **the Superintendent's** designee or is beyond his/her **the Superintendent's** authority and requires Board action, the Superintendent or **the Superintendent's** designee shall provide the Board with a complete report.
  - e. Final Level - After reviewing all information relative to the complaint, the Board shall provide the complainant with its written decision and may grant a hearing before the Board or a committee of the Board.
2. The complainant shall be advised of the Board's decision, in writing, no more than ten (10) days following the hearing.

### **3. Incivility**

**a. "Incivility," for the purposes of this Policy, shall be defined as any of the following:**

- i. Rude, obtrusive, or intolerant behavior in any type of school setting when such behavior may tend to erode education or diminish an atmosphere of professionalism or mutual respect; and/or,**
- ii. Use of offensive or obscene language in person, voice mail, written correspondence, email or any other form of communication; and/or,**
- iii. Threatening or belligerent conduct that in any way interferes or threatens to interfere with the orderly operations of the District or places another person in fear of imminent physical harm.**

#### **b. Incivility During Meetings**

- i. If a participant in a meeting becomes verbally abusive, the District employee or School Director responsible for chairing the meeting, on their own initiative or at the request of another meeting participant, shall immediately ask the participant to stop.**

**ii. If the participant continues to act in an uncivil manner, the meeting will be terminated or continued without the participant's continued participation.**

**iii. If necessary, the meeting chair should request a five-minute break to allow everyone to regroup.**

**iv. If the incivility recurs after the meeting is reconvened, the chair should consider ending the meeting and documenting the basis for the meeting termination.**

**v. If the District is under a timeline to conduct a meeting involving an uncivil participant, the District employee or Board member responsible for chairing the meeting should advise the participant that the meeting will be completed without the uncivil participant.**

**vi. If at any time, a Board Director, staff member, student, parent, community member, or other individual threatens bodily harm or attempts to physically touch in a threatening and harmful manner any person on school property, the policy must be notified.**

**c. Any community member who behaves in an uncivil manner toward staff in writing or during phone conversations will be directed to cease all communication with that staff member and will be directed to communicate with that staff member's immediate supervisor.**

#### B. ~~NCLB~~ **ESSA** Complaint Procedure

1. Complaints alleging violations of law in the district's **District's** administration of ~~NCLB~~ **ESSA** education programs shall be processed in accordance with the following procedure.<sup>[1]</sup>

a. The complaint must be filed with the district as a written, signed statement that identifies:

1. Alleged ~~NCLB~~ **ESSA** violation.
2. Facts supporting the alleged violation.
3. Supporting documentation, such as information on discussions, correspondence or meetings with the district regarding the complaint.

b. Complaints shall be referred to the Head of Federal Programs Coordinator, who will notify the Superintendent or **the Superintendent's** designee.

c. The Head of Federal Programs will conduct an independent investigation, which could include but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for each side to question parties of other side and witnesses.

d. When the investigation is completed, the Head of Federal Programs will prepare a report with a recommendation for resolving the complaint. The report will include:

1. Name of the individual or organization filing the complaint.
  2. Nature of the complaint.
  3. Summary of the investigation.
  4. Recommended resolution.
  5. Reasons for the recommended resolution.
- e. The Head of Federal Programs will submit the report to the Superintendent or **the Superintendent's** designee, who will determine whether further investigation is required and/or the ~~district's~~ **District's** final response.
- f. All parties involved in the complaint will be notified of the resolution of the complaint by the Head of Federal Programs.
- g. The Head of Federal Programs will ensure that the resolution of the complaint is implemented.
- h. The time period between receipt and resolution of a complaint will not exceed sixty (60) calendar days, unless circumstances require additional time.
- i. Either party may appeal the final resolution to the Pennsylvania Department of Education.

Division of Federal Programs  
PA Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333

**Revision History:**  
**May 5, 2014**

Legal                      1. 20 U.S.C. 7844

Last Modified by Policy Staff on February 8, 2019



|              |                            |
|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | 000 Local Board Procedures |
| Title        | Authority and Powers       |
| Code         | 002                        |
| Status       | Policy Committee Review    |
| Adopted      | March 29, 1993             |
| Last Revised | June 28, 2018              |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Authority

A. The authority to establish, equip, furnish, operate and maintain the public schools of the School District of New Hope-Solebury is vested in the Board, which is constituted and governed by Title 24, the "Public School Code of 1949", of the Pennsylvania statutes and Article III of the Pennsylvania Constitution.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[9\]](#)[\[10\]](#)

## II. Powers

A. The Board:

- (i) shall establish such schools as are required for the education of every person residing in the District between the ages of six (6) and twenty-one (21) years who may attend such schools;
- (ii) shall equip, furnish, operate, and maintain such schools;
- (iii) shall adopt and enforce rules and regulations for the management of school affairs and the conduct and deportment of employees and students;
- (iv) approve labor contracts and agreements governing staff; and
- (v) shall levy and collect such taxes as may be necessary, in addition to the annual State appropriation, for the exercise of aforesaid powers.[\[1\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

B. The Board shall act as the general agent of the General Assembly of Pennsylvania in carrying out the will of the people of this District in the matter of public education.

C. The Board shall establish educational goals for the children of this District and govern a program of education designed to meet those goals.

D. The Board shall be responsible for establishing, maintaining and appraising the public education activities of this District in accordance with law.

E. The powers of the Board are not vested in any individual school Director.[\[2\]](#)

F. No such individual is authorized, {without written direction from the Board}, to act on behalf of the Board to carry out any of the Board's statutorily authorized powers, except for those acts stated in law.[\[2\]](#)

**Revision History:****June 28, 2018**

|       |                               |
|-------|-------------------------------|
| Legal | 1. 24 P.S. 211                |
|       | 2. 24 P.S. 301                |
|       | 3. 24 P.S. 501                |
|       | 4. 24 P.S. 507                |
|       | 5. 24 P.S. 510                |
|       | 6. PA Const. Art. III Sec. 14 |
|       | 7. 24 P.S. 1411               |
|       | 8. 24 P.S. 407                |
|       | 9. 24 P.S. 502                |
|       | 10. 24 P.S. 503               |
|       | 11. 24 P.S. 803               |
|       | 12. 24 P.S. 1301              |
|       | 13. 24 P.S. 1302              |
|       | 14. 24 P.S. 511               |
|       | 15. 24 P.S. 801               |
|       | Pol. 100                      |
|       | Pol. 102                      |

Last Modified by Policy Staff on January 28, 2019



|              |                            |
|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | 000 Local Board Procedures |
| Title        | Functions of the Board     |
| Code         | 003                        |
| Status       | Policy Committee Review    |
| Adopted      | March 29, 1993             |
| Last Revised | September 19, 2016         |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## 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.

**1.** 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.

**1.** The study and evaluation of reports concerning the execution of written policies shall constitute the basic method by which the Board shall exercise its control over the Board's operation of the District.

C. The formal adoption of policies shall be recorded in the minutes of the Board and shall become the policy of the District immediately **upon adoption** and shall be incorporated in the Policy Manual as soon as practical.

D. Only those policies ~~upon~~ **formally** adoption **adopted** shall be regarded as official Board policy.

## II. Administrative Regulations

A. The Superintendent or his/her **the Superintendent's** designee shall specify required actions and design the detailed arrangements under which the schools will be operated within the policies established by the Board.

**B.** These rules and detailed procedures shall constitute the Administrative Regulations governing the schools.

**C.** An Administrative Regulation shall be necessary when rules/regulations or guidelines are not provided in a policy.

**B. D.** Every Board member shall be supplied with access to Administrative Regulations.

**E.** Administrative Regulations shall be attached to policies in the electronic manual and shall be attached to policies in the physical manual.

**F.** Should the interpretation of a policy or the method by which a policy is effected be 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.

**B.** 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.

**B.** A recommendation for its **a policy's** continued suspension, or revision, if desired, shall be clearly stated in the minutes of that meeting.

**C.** 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 Guidelines**

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

### **VI. Executive/Superintendent**

**A.** The Superintendent or his/her **the Superintendent's** designee shall be delegated the authority to take necessary action in circumstances not provided for in Board policy.

**B.** Any significant action so taken shall be reported to the Board at the meeting next following such action.

### **VII. Review/Dispute Resolution**

**A.** The Board may assume jurisdiction over controversies or disputes arising within the 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.

#### **Revision History:**

**September 19, 2016**

Legal

2 Pa. C.S.A. 551 et seq  
24 P.S. 1001  
24 P.S. 1081  
24 P.S. 301  
24 P.S. 407  
24 P.S. 508  
24 P.S. 510  
24 P.S. 511  
65 Pa. C.S.A. 1101 et seq  
Pol. 006  
Pol. 006.1  
Pol. 006.2  
Pol. 007

Last Modified by Policy Staff on January 28, 2019





|              |                            |
|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | 000 Local Board Procedures |
| Title        | Membership                 |
| Code         | 004                        |
| Status       | Policy Committee Review    |
| Adopted      | March 29, 1993             |
| Last Revised | February 22, 2018          |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Number

- A. The Board shall consist of nine (9) members, known as Directors. [\[1\]](#)
- B. The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote. [\[2\]](#)

## II. Qualifications

- A. Each school Director shall meet the following qualifications:
  - 1. Be of good moral character,
  - 2. Be at least eighteen (18) years of age,
  - 3. Have been a resident of the ~~district~~ **District** for at least one (1) year prior to the date of ~~his/her~~ **an** election or appointment.
  - 4. Not be a holder of any office or position as specified in Section 322 of the School Code; [\[3\]](#)
  - 5. Shall not be a member of the municipal council. [\[3\]](#)
  - 6. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office. [\[4\]](#)
  - 7. Shall not be engaged in a business transaction with the School District,
  - 8. Shall not be employed by the School District, or receive pay for services from the School District, except as provided by law. [\[5\]](#)[\[6\]](#)

9. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office,[\[7\]](#) and
10. Shall file a statement of financial interests with the Board Secretary or his or her **the Board Secretary's** designee at the following times:[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
  - a. Before taking the oath of office or entering upon his/her **the Director's** duties.
  - b. Annually by May 1 while serving on the Board.
  - c. By May 1 of the year after leaving the Board.

### III. Election

- A. Election of members of the Board shall be in accordance with law.[\[13\]](#)

### IV. Vacancies

- A. A vacancy shall occur by reason of death, resignation, removal from a District or region, or otherwise.
- B. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy.
- C. The school Director so appointed shall serve for the remainder of the unexpired term or, if earlier, until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)
  1. The Board will advertise for a person to fill the vacancy within five (5) days of approving the vacancy.
  2. The advertisement shall be in the paper of general circulation approved by the Board as well as on the District web page and on list serve, as well as other means that may be available at the time.
  3. Candidates shall be required to submit a letter of interest including a statement about why they want to be on the Board as well as a resume to the Board.
  - 4.** The Board may also require written answers to preliminary questions.
  - ~~4.~~ **5.** The Board shall schedule public meetings at which, all eligible candidates who choose to attend the meeting will be interviewed.
  - ~~5.~~ **6.** The Board shall decide on the new Director by seeking nominations from sitting members of the Board.
  - ~~6.~~ **7.** Following nominations the Board will take a roll call vote in which each Director will indicate which candidate they endorse for the open seat.
  - ~~7.~~ **8.** To become a seated member of the Board, a candidate must earn at least five (5) votes.
  - ~~8.~~ **9.** Voting must continue until a candidate receives at least five (5) votes, or the President declares a deadlock.

~~9-~~ **10.** If the Board becomes deadlocked and no candidate receives at least five (5) votes, the vacancy shall be filled by the Court of Common ~~Please~~ **Pleas** of Bucks County.

~~10-~~ **11.** When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Bucks County.

~~B-~~ **D.** Temporary Vacancy – Active Military Service

1. A temporary vacancy shall be declared when a school Director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days.

**2.** The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy in accordance with the procedure outlined in Section IV. ~~A- C., supra:~~ **above.**

~~2-~~ **3.** The school Director so appointed shall serve either until the school Director returns from active duty or until expiration of the term for which s/he **the active military Director** was elected, whichever occurs first. [\[14\]](#)[\[20\]](#)[\[19\]](#)

## V. Term

A. The term of office of each school Director shall be four (4) years and shall expire on the first Monday of December, except for a school Director appointed or elected to fill a vacancy.

B. A school Director appointed to fill a vacancy shall serve pursuant to Section IV. ~~A- C.,~~ above.

C. The term of a school Director elected to an unexpired term shall expire at the termination of that term. [\[1\]](#)[\[14\]](#)

## VI. Removal

A. Whenever a school Director is no longer a resident of the District or the region the Director represents, the Director's eligibility to serve on the Board shall cease. [\[14\]](#)[\[21\]](#)

B. If a school Director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting the Director shall neglect or refuse to act in an official capacity as a school Director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board. [\[18\]](#)[\[22\]](#)

C. If a person elected or appointed as a school Director, having been notified, shall refuse or neglect to qualify as such Director, the remaining members may, within ten (10) days following the beginning of the Director's term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board. [\[18\]](#)[\[22\]](#)

## VII. Expenses

A. Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for necessary expenses incurred in attendance authorized by the Board at any other meeting held within the state or at an educational convention out-of-state.

B. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting.

C. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.[\[23\]](#)

D. Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the District of such funds remaining, or an additional payment shall be made by the District to meet the verified expenses actually incurred.[\[23\]](#)

E. No school Director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

## VIII. Orientation

A. The Board believes that the preparation of each school Director for the performance of duties is essential to the effectiveness of the Board's functioning.

B. The Board shall encourage each new school Director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

C. Accordingly, the Board shall give to each new school Director access to the following items, no later than ~~his/her~~ **the Director's** first regular meeting, for use during ~~his/her~~ **the Director's** term on the Board:

1. A copy of the School Code.[\[24\]](#)
2. A copy of the Board Policy Manual.
3. A copy of the District Administrative Regulations Manual.
4. The current budget statement, audit report and related fiscal materials.
5. Access to District information on comprehensive planning, curriculum, assessments, facilities planning and District programs.
6. A copy of the Board's adopted Principles for Governance and Leadership.[\[25\]](#)
7. Each new school Director shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.

## IX. School Director Education/Training

A. The Board places a high priority on the importance of a planned and continuing program of inservice education and training for its members.

1. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership.

B. The Board, in conjunction with the Superintendent or ~~his/her~~ **the Superintendent's** designee, shall plan specific inservice education programs and activities designed to assist Board members in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the District's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

C. The school community shall be kept informed about the Board's continuing inservice education and training and the anticipated short and long-term benefits to the District and its schools.[26]

D. The Board shall annually budget funds to support its planned program of inservice education and training.

E. The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions.
2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications addressed to Board members' concerns.
4. Maintenance of resources and reference materials accessible to Board members.

## **X. Conference Attendance**

A. In keeping with its stated priority of the importance of continuing inservice education and training for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions.

B. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Board establishes the following guidelines: [23][27]

1. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by Board members in conferences, workshops and conventions.
2. The Superintendent or his/her **the Superintendent's** designee shall inform Board members, in a timely manner, of upcoming conferences, workshops and conventions.
3. Funds for conference attendance shall be budgeted on an annual basis.
4. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the School District.
5. Reimbursement to Board members for their travel expenses shall be in accordance with Board procedures and policy.[28]
6. The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Business Manager or **the Business Manager's** designee.
7. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.[7]

## **XI. Student Representation**

A. The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

### **Revision History:**

**February 22, 2018**

## Legal

1. 24 P.S. 303
2. 24 P.S. 1081
3. 24 P.S. 322
4. 24 P.S. 323
5. 24 P.S. 324
6. 65 Pa. C.S.A. 1101 et seq
7. 24 P.S. 321
8. 65 Pa. C.S.A. 1102
9. 65 Pa. C.S.A. 1104
10. 65 Pa. C.S.A. 1105
11. 51 PA Code 15.2
12. 51 PA Code 15.3
13. 24 P.S. 301 et seq
14. 24 P.S. 315
15. 24 P.S. 316
16. 24 P.S. 317
17. 24 P.S. 318
18. 24 P.S. 319
19. 65 Pa. C.S.A. 701 et seq
20. 24 P.S. 407
21. 65 P.S. 91
22. Pol. 006
23. 24 P.S. 516.1
24. 24 P.S. 519
25. Pol. 011
26. Pol. 901
27. 24 P.S. 516
28. Pol. 004
- Pol. 331

Last Modified by Policy Staff on February 11, 2019



|              |                            |
|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | 000 Local Board Procedures |
| Title        | Code of Ethics             |
| Code         | 004.1                      |
| Status       | Policy Committee Review    |
| Adopted      | May 23, 1990               |
| Last Revised | March 23, 2017             |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. The New Hope-Solebury School District will abide by the **Pennsylvania School Boards Association ("PSBA")** Code of Conduct for Members of Pennsylvania School Boards, as attached: **which will provide as follows:**

**"We, as members of our local board of education, representing all the residents of our school district, believe that:**

- **Striving toward ideal conditions for effective school board service to our community, in a spirit of teamwork and devotion to public education, is the greatest instrument for preserving and perpetuating our representative democracy.**
- **The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools.**
- **In order to maintain a free and strong country, our civic obligation to the community, commonwealth and nation is to maintain free and strong public schools in the United States of America, without surrendering our responsibilities to any other person, group or organization.**
- **Boards of School Directors share responsibility for ensuring a "thorough and efficient system of public education" as required by the Pennsylvania Constitution.**
- **Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.**
- **The public expects that our first and greatest priority is to provide equitable educational opportunities for all youth.**

**Accordingly,**

- **The community should be provided with information about its schools and be engaged by the board and staff to encourage input**

**and support for the school system.**

**Devoting time, thought and study to our duties and responsibilities as school board members is critical for rendering effective and credible service.**

- **Board members should work together in a spirit of harmony, respect and cooperation, despite differences of opinion.**
- **Personal decisions should be based upon all sufficient facts, we should vote our honest conviction without partisan bias, and we will abide by and uphold the majority decision of the board.**
- **Individuals have no legal authority outside the meetings of the board, and should conduct their relationships with all stakeholders and media on this basis.**
- **We will not use our positions as school directors to benefit ourselves or any individual or agency.**
- **School Boards must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.**
- **We should recognize that the primary responsibility of the board is to adopt policies by which the schools are to be administered.**
- **We should respect that the superintendent of schools and his or her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.**
- **Communication with all stakeholders and the media should be conducted in accordance with board policy."**

II. At each organizational meeting, the Board of Directors shall be given a copy of the Code of Ethics **Conduct** and asked to sign a document acknowledging receipt of a copy of the Code of Ethics **Conduct**.

III. If a new member is appointed to the Board of Directors, the Code of Ethics **Conduct** will be reviewed at that time and the new member will sign a document, **acknowledging receipt of a copy of the Code of Conduct**.

**Revision History:**

**March 23, 2017**

Last Modified by Policy Staff on January 28, 2019





|              |   |
|--------------|---|
| Book         | Policy Manual                               |
| Section      | 000 Local Board Procedures                  |
| Title        | Student Representatives to the School Board |
| Code         | 004.2                                       |
| Status       | Policy Committee Review                     |
| Adopted      | January 27, 1992                            |
| Last Revised | June 20, 2016                               |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Purpose

A. The Board recognizes that the students attending the New Hope-Solebury School District are the most important concern of the District.

**B.** The Board establishes the positions of Student Representatives to the Board to establish a communications link between itself **the Board** and the student body.

**C.** The Student Representatives will work constructively with members of the Board and the Administration.

~~B.~~ **D.** In order to achieve the above goal, the Board will accept two (2) High School Student Representatives as selected by the High School Student Council and approved by faculty and administration to serve as nonvoting Student Representatives to the Board.

**E.** Responsibilities of Student Representatives are outlined in Section II of this policy.

~~C.~~ **F.** Student Representation to the Board is intended to provide a better understanding of the needs and concerns of students toward the ultimate goal of improving the educational program.

**G.** Additionally, this participation will provide a practical governmental experience for those students selected.

~~D.~~ **H.** Further, the Board will also accept monthly student reports from two (2) students from the Middle School, ~~and two (2) students from the Upper Elementary School,~~ **and two (2) students from the Lower Elementary School.**

## II. Responsibilities of Student Representatives

A. Student Representatives shall serve as a representative of the student body both seeking and reflecting fellow students' concerns and positions on school matters.

- B. Student Representatives shall make a monthly report to the Board and be listed on the agenda.
- C. Student Representatives shall have their opinions heard and considered during public discussions of agenda items as well as in other meetings to which they have been invited by the Board President and/or committee chair.
- D. Student Representatives shall be provided, in advance of all public Board meetings, copies of agendas and non-confidential materials.
- E. Student Representatives shall act only when the Board is in session unless authorized by the Board to perform a specific assignment.
- F. Student Representatives may submit agenda items through appropriate channels to allow for inclusion in Board packets.
- G. Student Representatives shall provide constructive comments.
- H. Student Representatives shall meet with student government representatives and other interested student groups to discuss policies, actions and decisions that affect students.
- I. Student Representatives shall be willing to attend all public Board meetings.
- J. Student Representatives shall serve as a member of the Student Council and attend all scheduled Student Council meetings.
- K. Student Representatives shall consider attending workshops for student delegates with prior Board approval.

### **III. Term of Office and Election Procedure for High School Representatives**

- A. There shall be two (2) Student Representatives to the Board, a **one** junior and a **one** senior.
- B. Student Representatives shall be chosen by the New Hope-Solebury Student Council with approval by the principal and Faculty Council prior to the September Board meeting.
- C. The term of office will be for two (2) years running from September through June.
- D. Newly elected Student Representative to the Board shall be confirmed and seated during the September Board meeting.
- E. Vacancies shall be filled through a special election of Student Council with approval by the principal and Faculty Council.

- 1.** The tenure of this selection will be for the remaining portion of the original term of the vacating Student Representative.

#### **Revision History:**

**June 20, 2016**

Last Modified by Policy Staff on January 28, 2019



|              |                            |
|--------------|----------------------------|
| Book         | Policy Manual              |
| Section      | 000 Local Board Procedures |
| Title        | Organization of the Board  |
| Code         | 005                        |
| Status       | Policy Committee Review    |
| Adopted      | March 29, 1993             |
| Last Revised | November 29, 2018          |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Organization Meeting

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

## 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 School Directors.
- B. The Board Secretary shall be secretary of the meeting.
  - 1.** In an election year, the certificates of the election or appointment of all new School Directors shall be read, and a list shall be prepared of the legally elected or appointed and qualified School Directors.[\[4\]](#)[\[5\]](#)
- C. The temporary President may administer the oath or affirmation of office to those School Directors who have not previously taken and subscribed to the same.[\[5\]](#)[\[22\]](#)

## III. Officers

- A. Election of officers shall be by a majority of the full Board.
  - a. 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 organization meeting, elect from their members a President and Vice President who shall serve in those positions for one (1) year.[\[2\]](#)

- 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. [\[2\]](#)
- a. 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. [\[2\]](#)
  - b. The Treasurer shall not enter upon the Treasurer's duties until the Treasurer furnishes a bond in accordance with law and with the approval of the Board.
  - c. The Treasurer shall be compensated in the manner and at a rate determined by the Board. [\[6\]](#)[\[7\]](#)[\[8\]](#)
- D. 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. [\[2\]](#)
- a. The Secretary shall not enter upon the Secretary's duties until furnishing a bond in accordance with law and with Board approval.
  - b. The Secretary shall be compensated in the manner and at the rate determined by the Board. [\[9\]](#)[\[10\]](#)[\[8\]](#)
- E. Vacancies in any office shall be filled by Board appointment, and such appointed officers shall serve for the remainder of the unexpired term.
- F. The same School Director may not hold more than one (1) office of the Board.
- a. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board. [\[2\]](#)[\[15\]](#)
- G. 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 School Directors. [\[21\]](#)[\[11\]](#)

#### **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. [\[12\]](#)[\[13\]](#)
  - 2. A school physician. [\[14\]](#)
  - 3. A school dentist. [\[14\]](#)
  - 4. A solicitor. [\[15\]](#)[\[16\]](#)
  - 5. An independent auditor. [\[17\]](#)
  - 6. Delegates to a state convention or association of School Directors. [\[18\]](#)
  - 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 School Directors. [\[23\]](#)[\[11\]](#)

## V. Resolutions

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

1. Depositories for school funds. [\[19\]](#)
2. Newspaper(s) for general circulation as defined in law. [\[20\]](#)
3. Normal day, place and time for regular meetings. [\[3\]](#)
4. Normal day, place and time for open committee meetings.

## VI. Committees

A. When specifically charged to do so by the Board, committees of School Directors shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board. [\[11\]](#) [\[23\]](#)

1. Committees shall consist of no more than three (3) School Directors.
2. ~~Public Members members of the committee shall be appointed~~ **Members of the public shall be appointed to committees** by the Board ~~who may appoint the Superintendent as an ex-officio member of all committees.~~
  - a. All prospective public members of committees shall attend a committee meeting and submit a statement of interest.
  - b. All public attendees at the committee meeting who wish to serve as a member of the committee shall have their names submitted to the Board for appointment to that committee.
  - c. Once approved by the Board, that person shall serve as a committee member until the next initial committee meeting.

### **3. The Board may appoint the Superintendent as an ex-officio member of all committees.**

- ~~3.~~ **4.** A School Director may request or refuse appointment to a committee.
- ~~4.~~ **5.** Refusal or inability of an individual to serve on any one committee shall not be grounds for failure to appoint that individual to another committee.
- ~~5.~~ **6.** Each Board committee shall be convened by a chairperson, who shall report for the committee.
- ~~6.~~ **7.** 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.~~ **8.** Ad hoc committees may be created.
- ~~8.~~ **9.** Ad hoc committees shall be charged with a task and assigned a fixed termination date, which may be extended by the President.
- ~~9.~~ **10.** Any committee chairperson may create a subcommittee to address a certain issue within the mission of the committee.

- a. Said subcommittee shall go into effect upon the majority vote of the Board.

~~10.~~ **11.** Members of committees (inclusive of ad hoc and subcommittees) shall serve after appointment by the Board and at the will of the Board.

a. A member of a committee may resign at any time after giving notice to the Board.

b. If members of the committee shall neglect or refuse to attend two (2) successive regular meetings of the committee, unless detained by sickness or prevented by necessary absence from the District, the ~~President~~ **Board** may remove such member from that committee.

c. If any member resigns or is removed, the member shall ~~be~~ be replaced pursuant to section (VI).**(A)**(2) of this Board Operating Guideline.

Revision History:

October 17, 2016

**November 29, 2018**

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
11. Pol. 006
12. 24 P.S. 508
13. 24 P.S. 683
14. 24 P.S. 1410
15. 24 P.S. 324
16. 24 P.S. 406
17. 24 P.S. 2401
18. 24 P.S. 516
19. 24 P.S. 621
20. 24 P.S. 106
21. PA Const. Art. VI Sec. 7
22. 24 P.S. 321
23. 65 Pa. C.S.A. 701 et seq
- 24 P.S. 434

POLNEWH005BOG1.pdf (16 KB)

005-BOG-2-FunctsOfStdngCom Rev 4-27-17.doc (50 KB)

Last Modified by Policy Staff on January 28, 2019





|         |                            |
|---------|----------------------------|
| Book    | Policy Manual              |
| Section | 000 Local Board Procedures |
| Title   | Board Standing Committees  |
| Code    | 005.1                      |
| Status  | Policy Committee Review    |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Authority**

**A.** Board Standing Committees are established to perform a continuing function and to facilitate the Board's decision-making.

**B.** Standing Committees operate at the will and direction of the full Board.

**C.** The Board President may appoint or remove any Committee Chairperson at the Board's annual organization meeting.

**D.** The Board may appoint or remove members of a Standing Committee, as recommended by the Committee Chair, at any Board meeting based on a majority vote of the Board.

**E.** Each Standing Committee, during the first quarter of the New Year, will review the function statement from 005-BOG-2 that it is responsible to perform.

**F.** Any suggested change to the Committee function statement will be suggested at the next Board meeting.

**G.** Standing Committees may seek input and participation from administrators, district staff, members of the community, and consultants.

## **II. Operating Procedures For Committee Meetings**

~~1.~~ **A.** Each Standing Committee will meet at the call of the Chairperson and at the designated time and place.

1. Additional meetings may be scheduled as needed.

~~2.~~ **B.** Public notice of the date, time and place of a Standing Committee meeting will be provided at least three (3) days in advance, and advertised on district listserv, or other ~~district~~ **District**-wide electronic media.

~~3.~~ **C.** The Chairperson, in collaboration with the Committee, Superintendent, and Board, will establish the agenda for each meeting.



**1.** Chairpersons should strive to provide the meeting agenda and minutes of the previous meeting to the Committee at least five (5) business days prior to the scheduled committee meeting date, in order to give sufficient time to have these communications placed on listserv or other district-wide electronic media.

**D.** The current meeting agenda and the minutes of the previous meeting shall be distributed and reviewed by the Committee, prior to distribution on listserv.

**E.** The meeting agenda along with the minutes of the previous meeting will be distributed via listserv or other electronic communication at least three (3) business days in advance of the meeting.

**4- F.** The Board President and the Superintendent should be copied on all communications from the Committee Chairperson to the Committee members.

**5- G.** If the Chairperson of a Standing Committee is unavailable for a scheduled committee meeting, the members of the committee may elect one (1) of the committee members in attendance to serve as Chairperson for that meeting.

**6- H.** The Superintendent may recommend administrators or ~~district~~ **District** staff to serve in a liaison or advisory capacity and/or to provide information and resources.

**7- I.** Any Board member, ~~district~~ **District** employee, or member of the public may attend a meeting of the Standing Committee and comment on matters being discussed.

**8- J.** For any issue on its agenda, a Standing Committee may agree to make recommendations to the full Board, by a majority vote or consensus of its committee members present.

**9- K.** Recommendations of the Standing Committee may be presented to the Board as a proposed motion or report, or referred to the full Board for discussion with no recommendation.

**L.** Committee Chairs shall advise the Board President and the Superintendent, in advance, of any Committee recommendations for consideration by the full Board.

**10- M.** Reports from the Chairpersons of Standing Committees will be included as an agenda item for all regular Board meetings.

**11- N.** Any issue referred by the Board to a Standing Committee will be reported on at the next regular Board meeting, indicating work completed; progress to date; or recommendation for continued study by the committee.

**12- O.** Minutes of Standing Committee meetings are public information, subject to law and Board policy.

**1.** The minutes are the responsibility of the Committee Chair and should contain:

- a. The date, place and time of the committee meeting;
- b. The names of committee and staff members present, and other individuals who attend the meeting;
- c. A list of topics discussed;
- d. Committee recommendations or actions taken on those topics;
- e. Recorded votes and a record by individual members if a roll call vote is taken; and

f. The names of all citizens who appeared officially and the subject of their comments.

Last Modified by Policy Staff on February 7, 2019



|         |                                  |
|---------|----------------------------------|
| Book    | Policy Manual                    |
| Section | 000 Local Board Procedures       |
| Title   | Functions of Standing Committees |
| Code    | 005.2                            |
| Status  | Policy Committee Review          |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Authority**

**A. New Hope-Solebury School District has six (6) standing committees: Curriculum Advisory, Facilities, Finance, Policy, Human Resources and Special Education.**

**B. The functions of these committees are:**

### **1. Curriculum Advisory Committee**

- a. The Curriculum Advisory Committee will support the School Board in establishing educational goals for the children of the New Hope-Solebury District and governing a program of education, or curriculum, designed to meet those goals.**
- b. The Committee works in collaboration with all NHSD stakeholders to build consensus around curriculum goals and activities.**
- c. The committee will recommend decisions and actions to the School Board that are based on current research, best practices, and innovative new ideas to further the District curriculum program within the context of federal, state, and District guidelines.**

### **2. Facilities Committee**

- a. The mission of the Facilities Committee is to oversee the School District's physical assets; its land, building, equipment, and technology infrastructure.**
- b. The Facilities Committee will develop strategies:**
  - i. to maintain the adequacy and condition of capital assets,**
  - ii. to develop and periodically review policies,**
  - iii. to advocate for new structures and rehabilitate or remove older structures, and**

**iv. to ascertain that adequate levels of funding exist for campus maintenance and operations, and technology infrastructure.**

**c. The Facilities Committee understands that welcoming, well-maintained and safe schools are vital to helping ensure that all students have a positive learning environment in which they can succeed and thrive.**

**d. In addition to studying the District's facilities, the members of the Facilities Committee will also monitor individual building maintenance concerns articulated by the Superintendent as well as the Principal and the head custodian of each school Director of Operations.**

**e. The Facilities Committee may request information about facility concerns in each building, may tour and inspect each building on a periodic basis and will monitor the completion of any projects targeted to address any concerns.**

**f. The recommendations of the Facilities Committee assist the Board of School Directors of New Hope-Solebury School District in developing an updated Comprehensive Plan which guides facility initiatives throughout the District based upon a study of current and future needs.**

**g. These recommendations are formed by a review of the following information:**

**i. school District enrollment history and projections,**

**ii. present and future educational program needs,**

**iii. city/county population data and growth projections,**

**iv. community development information,**

**v. existing school capacity information,**

**vi. review of school District property available for development,**

**vii. existing school facility needs assessment data,**

**viii. capital funding options and information,**

**ix. input from students, parents, citizens and staff, and**

**x. available survey/polling information.**

**h. The Facilities Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable improvement related to facilities.**

**i. The Facilities Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities.**

**j. The Facilities Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of the New Hope-Solebury School District to ensure compliance with federal, state,**

**and local laws while adhering to the principles outlined in this Mission Statement.**

**k. These recommendations will be based on current research, best practices, and innovative new ideas.**

**l. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Facilities Committee members, after thorough discussion and deliberation.**

**m. The group consensus or voting of the Facilities Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.**

### **3. Finance Committee**

**a. Mission: It shall be the mission of the Finance Committee to assist the Board of School Directors of New Hope-Solebury School District with planning and making decisions on all matters relating to finance by reviewing financial accounts of the District and making recommendations thereon.**

**b. Principles: The Finance Committee shall review and make recommendation to the Board of School Directors of New Hope-Solebury School District on all areas of financial policy, including but not limited to:**

**i. annual budgeting process and forecasting,**

**ii. financial activities for capital projects and operating activities,**

**iii. cash management,**

**iv. negotiation of large vendor contracts,**

**v. the financial impacts of all contracts,**

**vi. the reports of the School District Secretary and the School District Treasurer concerning the financial status of the School District.**

**vii. the transfer of any School District funds, and**

**viii. recommend the proposed annual budget prepared by the School Administration prior to its presentation to the Board.**

**c. The Finance Committee shall provide financial review, analysis, and opinion, and shall propose frameworks or roadmaps for completing any and all financial or budget related projects.**

**d. Role: The Finance Committee shall recommend to the Board of School Directors of New Hope-Solebury School District any actions to be taken in the best interest of the financial stability and growth of the District.**

**e. The Finance Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable financial improvement.**

**f. The Finance Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide policies**

**and making decisions that are needed and are aligned with the School District's mission, goals, and priorities.**

**g. The Finance Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this Mission Statement.**

**h. These recommendations will be based on current research best practices, and innovative new ideas.**

**i. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Finance Committee members, after thorough discussion and deliberation.**

**j. The group consensus or voting of the Finance Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.**

#### **4. Policy Committee**

**a. It is the mission of the Policy Committee to serve as the Board of School Directors of New Hope-Solebury School District's vehicle for policy review, change, monitoring current policies and periodically updating the New Hope-Solebury School Board Policy Manual.**

**b. The mission of the Policy Committee is to review all School District-wide policies that require the Board of School Directors of New Hope-Solebury School District's approval.**

**c. The Policy Committee reviews policy drafts to ensure that they are concise, consistent in format and scope, and accessible.**

**d. The critical issues with which school districts often struggle are matters shaped by public policy, legislation, litigation, and formal resolutions of commissions, organizations, and other bodies.**

**e. The Policy Committee not only gathers and shares information concerning those issues, but also brings concerns and calls for action to the attention of the Board.**

**f. Major Policy Committee functions include:**

**i. review and update existing policy for the Board,**

**ii. respond to the need for policy review and writing of any new policy that might arise from administrative recommendations, citizen's requests, statutory requirements, or specific board member concerns,**

**iii. assess existing policies for coverage, including consistency or conflict with other policies, evaluate current practice of compliance with the policies, and distinguish between policies and procedures,**

**iv. develop a process and governance framework through which District policies are formulated, vetted, approved, reviewed, maintained, communicated, and enforced,**

**v. review and present recommendations to the Board for any policy about which there is a question of interpretation, and**

**vi. review Board Operating Guidelines and Administrative Regulations which accompany policies to ascertain conformance with Board policy.**

**g. The Policy Committee informs the Board of School Directors of New Hope-Solebury School District about key public policy issues.**

**h. The Policy Committee searches for news and events that rise to the level of an issue that is important enough to the Policy Committee.**

**i. When an issue becomes critical to the administration of the School District, Policy Committee members discuss and decide what action might be taken.**

**j. The Policy Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for changes to enable improvement related to policy.**

**k. The Policy Committee works in partnership with individuals from both campuses and community stakeholders in developing District wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities.**

**l. The Policy Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this Mission Statement.**

**m. These recommendations will be based on current research, best practices, and innovative new ideas.**

**n. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Policy Committee members, after thorough discussion and deliberation.**

**o. The group consensus or voting of the Policy and Human Resources Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.**

## **6. Human Resources Committee**

**a. It is the mission of the Human Resources ("HR") Committee to serve the Board of School Directors of New Hope-Solebury School District by focusing efforts on the District's most valuable asset: its employees and to help the District achieve excellence by examining human resources issues and recommending improvements.**

**b. The HR Committee achieves its mission through recruitment, hiring, and retention of a diverse, qualified workforce.**

**c. The HR Committee provides human resource direction, technical assistance, training, equal employment opportunity, and labor relations services to the Board.**

**d. The HR Committee oversees the development and implementation of compensation and benefit policies, plans, and programs.**

**e. The HR Committee develops and retains a high performing and diverse workforce and fosters a healthy, safe, and productive work environment for employees, their families, departments, and the public in order to maximize individual and organizational potential.**

**f. The goals of the HR Committee are:**

- i. valuing, encouraging, and supporting a diverse workforce,**
- ii. continually improving individual and organizational effectiveness,**
- iii. anticipating and meeting the changing needs of the workforce/family,**
- iv. championing career and professional growth,**
- v. creating and enhancing strategic partnerships, and**
- vi. enhancing services through technology.**

**g. The HR Committee strives to attract, develop, motivate and retain a diverse workforce within a supportive work environment. The HR Committee's core services and competencies include:**

- i. recruitment and staffing,**
- ii. employee relations,**
- iii. organizational and employee development,**
- iv. risk management,**
- v. compensation and benefits,**
- vi. payroll,**
- vii. HR information management, and**
- viii. Regulatory compliance.**

**h. The Human Resources Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for changes to enable improvement related to human resources.**

**i. The Human Resources Committee works in partnership with individuals from both campuses and community stakeholders in developing District wide policies and making decisions that are needed and are aligned with the School District's mission, goals, and priorities.**

**j. The Human Resources Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this Mission Statement.**

**k. These recommendations will be based on current research, best practices, and innovative new ideas.**



**l. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Human Resources Committee members, after thorough discussion and deliberation.**

**m. The group consensus or voting of the Policy and Human Resources Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.**

## **6. Special Education**

**a. The Special Education Committee works collaboratively with the Director of Pupil Services regarding special education topics and direction for the District.**

**b. The Committee recommends action to the Board of School Directors regarding special education topics, including programming and service delivery.**

Last Modified by Policy Staff on February 11, 2019



|         |  |
|---------|--|
| Book    | Policy Manual  |
| Section | 000 Local Board Procedures                           |
| Title   | Attendance at Meetings via Electronic Communications |
| Code    | 006.1  |
| Status  | Policy Committee Review                              |
| Adopted | July 9, 2012   |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## I. Authority

- A. The Board recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make the physical presence of a Board member at a Board meeting impractical, and that electronic communications can enable a Board member to participate in a meeting from a remote location.
- B. A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, ~~but only under approved circumstances.~~ **[1]**
- C. The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.

## II. Guidelines

- A. A Board member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member.
  - 1. If the Board President determines either condition is not occurring, s/he the Board President shall terminate the Board member's attendance through electronic communications.**
- B. A majority of Board members ~~shall~~ **must** be physically present at a Board meeting ~~when a Board member attends through electronic communications.~~
- C. To attend a Board meeting through electronic communications, a Board member shall comply with the following:
  - 1. Submit such request to the Board President ~~at least three (3) days prior to the meeting~~ **as soon as the Board Member will be unable to physically attend the meeting.**

2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in the entire Board meeting.

Legal

1. 24 P.S. 407

Last Modified by Policy Staff on February 7, 2019



|              |  |
|--------------|--|
| Book         | Policy Manual                                      |
| Section      | 000 Local Board Procedures                         |
| Title        | Recording of School Board Meetings by the District |
| Code         | 006.2  |
| Status       | Policy Committee Review                            |
| Adopted      | April 13, 2011                                     |
| Last Revised | November 30, 2017                                  |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

## **I. Audio and Video Recordings for Rebroadcast**

**A. It shall be the policy of the District to record all public board and committee meetings to promote the District's policy of transparency to the public and in the furtherance of the District's efforts to share information with as many stakeholders as possible.**

~~A. B.~~ The Board recognizes the usefulness of audio recording the proceedings during publicly convened Board legislative meetings ("public legislative meetings" or "Board Meetings") and other public meetings of the Board.

~~C. Therefore, the~~ **The** Board shall ~~audio~~ record and make available for rebroadcast all or any portion of public legislative meetings or other public meetings of the Board or committees of the Board, subject to the following limitations:

1. The recording of any public legislative meeting or other audio recorded Board meeting produced by the District is the exclusive property of the District to be used at the Board's discretion.

2. Rebroadcast and/or reproduction of this audio recording in whole or in part are strictly prohibited unless prior written permission is obtained from the Superintendent or his/her **the Superintendent's** designee.

~~2. 3.~~ The Board-approved written minutes will continue to be the official record of the meeting.

**4. Audio recordings Recordings** of District meetings will be preserved **indefinitely** in the event that there is a legal hold instituted, meaning that the District believes a matter is likely to lead to litigation by or against the District.

~~a. all~~ **All** relevant materials shall be retained until such time as the legal hold is lifted.

~~3-~~ **5.** While it is the Board's intent to broadcast audio recorded Board meetings in their entirety, the Board, at its discretion, may:

- a. Discontinue the recording of a meeting at any time by majority vote of the quorum in attendance at a particular public meeting if recording becomes impractical due to equipment malfunction, operator unavailability or if the recording is creating any impediment to conducting the meeting in an orderly fashion.
- b. Edit the recording of a meeting prior to broadcast in order to avoid possible legal liability to the Board, the District and District employees.
- c. Examples of the type of statements that would be subject to editing are those relating to confidential student or personnel matters, as well as abusive, obscene, and potentially defamatory statements by those in attendance at the meeting.[1]

~~4-~~ **6.** The Board President and Superintendent or ~~his/her~~ **the Superintendent's** designee, acting upon advice of the solicitor or other appropriate legal counsel, will determine which portions, if any, of its recordings of public Board meetings will not be broadcast over the Internet, television or other media.

**a.** The President may seek input and advice from the Board when practical.

~~5-~~ **7.** Any Board member, District employee or any other person who believes they have been defamed at a Board meeting should notify the Board President or Superintendent immediately to provide the opportunity to edit the audio recording from that meeting.

~~6-~~ **8.** The agenda for the meeting will contain a notification that the meeting is being audio recorded for purpose of public broadcast.

~~7-~~ **9.** The ~~audio~~ broadcast of each Board meeting will contain a notification disclaiming responsibility for statements made by those in attendance at the meeting.

**10. The audio broadcast of each Board Meeting will contain a notification** ~~This notice will also advise that rebroadcasting/reproduction of the audio recording is strictly prohibited unless prior written permission is obtained from the Superintendent or his/her~~ **the Superintendent's** designee.

## II. Establishment of Procedures

A. Notification of ~~audio~~ taping of public Board meetings to the public:

- 1. ~~Audio recording~~ **Recording** of Board meetings by the District, will be posted on the District website.
- 2. The agenda posted for each public School Board meeting will have a notification attached that all public School Board meetings are being ~~audio~~ recorded and reference the appropriate School Board policy.
- 3. At the beginning of each public School Board meeting the Board President will notify the public that the meeting is being ~~audio~~ recorded.
- 4. At the beginning of other public meetings, it shall be announced by a member of the board or a member of administration that the meeting is being ~~audio~~ recorded.
- 5. A written disclaimer regarding ~~audio~~ recording will be posted on all agendas and on sign-in sheets for public comment and attendance at meetings.

6. Posting of recorded ~~audio~~ material:

a. Prior to posting, the ~~audio~~-recording will be reviewed by the Board President or his/her **the President's** designee.

**b.** The recording will be edited, if necessary, as outlined below:

~~1. i.~~ **i.** Should the recording need to be edited for any reason, that portion of the audio will be removed from the ~~audio~~ recording.

**ii.** If the recording is edited, the reason for editing the recording along with who edited it will be stated on the website.

~~2. The Board Secretary will attempt to notify, via email or another method designed to provide prompt notification, any individuals whose comments were removed from the audio recording.~~

~~3. iii.~~ **iii.** An unedited version of the recording will be held but not disseminated publicly.

7. Recorded ~~audio sessions~~ **meetings** will be posted on the District's website ~~for the public.~~

8. A disclaimer recorded by the District will be added to the beginning of each ~~audio~~ posting.

9. ~~Audio recordings~~ **Recordings** will be maintained for at least one (1) year from the date of the meeting, but can be discarded, destroyed or reused at any time after one (1) year, **unless being retained pursuant to section I.C.4, supra.**

**Revision History:**

**November 30, 2017**

|       |             |
|-------|-------------|
| Legal | 1. Pol. 903 |
|       | Pol. 006    |
|       | Pol. 006.1  |

Last Modified by Policy Staff on February 7, 2019



|              |   |
|--------------|---|
| Book         | Policy Manual                           |
| Section      | 000 Local Board Procedures              |
| Title        | Distribution of Policies and Procedures |
| Code         | 007                                     |
| Status       |   |
| Adopted      | March 29, 1993                          |
| Last Revised | September 19, 2016                      |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

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. The entire Manual of Policies and Procedures shall be made public on the District website.

**A.** Further, any member of the public is welcome to make arrangements to copy the manual, or any portion of it.

**B.** Copies are subject to a reasonable price per page charges established by the District.

III. Physical copies of this manual retained by the District shall be numbered and a record maintained by the Superintendent or his/her **the Superintendent's** designee as to the placement of each copy.

**A.** Changes will be made to the electronic manual to incorporate any revisions.

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 **the Superintendent's** 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.

**A.** Further, the Superintendent or his/her **the Superintendent's** 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.

#### **Revision History:**

**September 9, 2016**

Legal

24 P.S. 407

24 P.S. 510

24 P.S. 510.2

65 P.S. 67.101 et seq

Pol. 003

Pol. 801

Last Modified by Policy Staff on February 7, 2019





|         |                            |
|---------|----------------------------|
| Book    | Policy Manual              |
| Section | 000 Local Board Procedures |
| Title   | District Organization      |
| Code    | 008                        |
| Status  | Policy Committee Review    |
| Adopted | March 29, 1993             |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. The Board of ~~Education~~ **Directors** recognizes the importance of having a clearly defined organization structure.

**II.** The Superintendent shall be responsible for preparing organizational charts and job descriptions for all employees and for defining the administrative chain of command.

Last Modified by Policy Staff on February 7, 2019



|              |  |
|--------------|--|
| Book         | Policy Manual                            |
| Section      | 000 Local Board Procedures               |
| Title        | Principles for Governance and Leadership |
| Code         | 009                                      |
| Status       |  |
| Adopted      | October 16, 2006                         |
| Last Revised | February 16, 2016                        |

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. ~~Pennsylvania school boards are~~ **The School Board is** committed to providing every student the opportunity to grow and achieve.

**II.** The actions taken by the Board ultimately have both short and long-term impact in the classroom.

**III.** Therefore, school Directors collectively and individually will:

A. Advocate Earnestly

1. Promote public education as a keystone of democracy.
2. Engage the community by seeking input, building support networks, and generating action.
3. Champion public education by engaging members of local, state and federal legislative bodies.

B. Lead Responsibly

1. Prepare for, attend and actively participate in board meetings.
2. Work together in a spirit of harmony, respect and cooperation.
3. Participate in professional development, training and board retreats.
4. Collaborate with the Superintendent as the "Team of 10".

C. Govern Effectively

1. Adhere to an established set of rules and procedures for board operations.
2. Develop, adopt, revise and review policy.

3. Align decisions to policy.
4. Differentiate between governance and management, delegating management tasks to the administration.
5. Allocate finances and resources.
6. Ensure compliance with local, state and federal laws.

D. Plan Thoughtfully

1. Adopt and implement a collaborative comprehensive planning process, including regular reviews.
2. Set annual goals that are aligned with the comprehensive plan.
3. Develop a financial plan that anticipates both short and long-term needs.
4. Formulate a master facilities plan conducive to teaching and learning.

E. Evaluate Continuously

1. Utilize appropriate data to make informed decisions.
2. Use effective practices for the evaluation of the Superintendent.
3. Assess student growth and achievement.
4. Review effectiveness of the comprehensive plan.

F. Communicate Clearly

1. Promote open, honest and respectful dialogue among the board, staff and community.
2. Encourage input and support for the District from the school community.
3. Protect confidentiality.
4. Honor the sanctity of executive session.

G. Act Ethically

1. Never use the position for improper benefit to self or others.
2. Act to avoid actual or perceived conflicts of interest.
3. Recognize the absence of authority outside of the collective board.
4. Respect the role, authority and input of the Superintendent.
5. Balance the responsibility to provide educational programs with being stewards of community resources.
6. Abide by the majority decision.

**Revision History:**  
**February 16, 2016**

