



NEW HOPE-SOLEBURY SCHOOL DISTRICT
*Engaging, Enriching, and Empowering All Students
through a World-Class Education*

Policy and Human Resources Committee

Thursday, June 14, 2018

6:00PM – Upper Elementary School Room 105

The committee packet will be available on the policy website by 4PM on Tuesday (6/12).

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

Please Note—Because this is the last meeting of the 2017-2018 school year, there will be no first readings of policies.

Call to Order

Approve Minutes from the May 10, 2018 Policy/HR Committee Meeting

Old Business

- ✚ Second Reading of Board Operating Guidelines
 - ✚ 002—Authority and Powers
- ✚ Second Readings of Policies
 - ✚ 209—Health Examinations
 - ✚ 318—Penalties for Tardiness
 - ✚ 328—Compensation Plans/Salary Schedules
 - ✚ 233—Suspension and Expulsion
 - ✚ 712—Cellular Phones and PDAs

New Business

- ✚ Policy/HR meeting dates for SY 2018-2019 through November (dates for December through June will be set following the Board's Organization Meeting in December 2018)
- ✚ Annual review of policies notification

Public Comment

Adjournment

Please Note: The HR meeting will take place in closed session immediately following the conclusion of the Policy Meeting. Due to the confidential nature of the HR meeting, it is not open to the public.



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Policy and Human Resources Committee

May 10, 2018

Board Chair—Doug McDonough (Meeting facilitated by Mark Cowell)

Administrative Liaison—Steve Yannì

Attendance—Megan Candido, Alyssa Marton, Stan Marcus

Mr. Cowell called the meeting to order at 6:00PM.

The minutes of the April 4, 2018 meeting were approved.

Old Business

The committee reviewed the following policies for a second time and moved them forward to the Board for approval.

- + 114—Programs for Gifted Students
- + 118—Independent Study
- + 713—Protection of School Property
- + 915—Booster Clubs and Parent Organizations

New Business

The committee reviewed the following policies for a first time. They will be reviewed again in May.

- + First Reading of Board Operating Guidelines
 - o 002—Authority and Powers
- + First Reading of Policies
 - o 209—Health Examinations
 - o 318—Penalties for Tardiness
 - o 328—Compensation Plans/Salary Schedules
 - o 233—Suspension and Expulsions
 - o 712—Cellular Phones and PDAs

Public Comment

There was no public comment.

Mark Cowell adjourned the meeting at 7:35.

Respectfully submitted,
Dr. Steven Yannì
Superintendent of Schools



Book	Policy Manual
Section	000 Local Board Procedures
Title	Copy of Authority and Powers
Number	002
Status	
Adopted	March 29, 1993

Proposed Additions

Proposed Deletions

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][7][8][9][10][11]

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
- ~~(iv v)~~ **(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][12][13][8][14][15][9][10][16].

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.

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.[4][5][6].

Legal

1. 24 P.S. 211
3. 24 P.S. 406
4. 24 P.S. 426
5. 24 P.S. 427
6. 24 P.S. 508
7. 24 P.S. 301
8. 24 P.S. 501
9. 24 P.S. 507
10. 24 P.S. 510
11. PA Const. Art. III Sec. 14
12. 24 P.S. 1411
13. 24 P.S. 407
14. 24 P.S. 502
15. 24 P.S. 503
16. 24 P.S. 803

Last Modified by Steven Yanni on June 11, 2018



Book	Policy Manual
Section	200 Pupils
Title	Copy of Health Examinations
Number	209
Status	
Adopted	March 29, 1993
Last Revised	July 21, 2003
Last Reviewed	February 16, 2016

Proposed additions

I. Authority

A. In compliance with the School Code, the Board shall require that District students submit to health and dental examinations in order:[1][2]

1. To protect the school community from the spread of communicable disease.
2. To ensure that the student's participation in health, safety and physical education courses meets his/her individual needs.
3. To ensure that the learning potential of each student is not lessened by a remediable physical disability.

II. Guidelines

A. Each student shall be required to have a comprehensive health examination upon original entry, while in sixth grade and in eleventh grade.

1. Parents are requested to have examinations conducted by the family physician.
2. The school physician will conduct the examination if one is not done by the family physician.[1][3][4]

B. Each student shall be required to have a comprehensive dental examination upon original entry, while in third grade and in seventh grade.

1. Parents are requested to have examinations conducted by the family dentist.
2. The school dentist will conduct the examination if one is not done by the family dentist.
[2][3]

C. A private health and/or dental examination conducted at the parents' request and expense will be accepted in lieu of the school examination.[3]

D. The **D**istrict will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

E. Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, tuberculosis tests, and other tests deemed advisable at intervals established by the **D**istrict.[1]

F. A student who presents a statement signed by the parent or guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.[5][6]

G. Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent or guardian shall be informed; and a recommendation shall be made that the parent consult a private physician or dentist.

1. The parent shall be required to report to the school the action taken subsequent to such notification.

2. When the parent or guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance.

3. Where no action is taken, the school physician may conduct further examinations.[1][7][4]

H. Parents and guardians of students who are to receive physical and dental examinations or screenings shall be notified.

1. The notice shall include the date and location of the examination or screening and notice that the parent or guardian may attend or may have the examination or screening conducted privately at the parent's expense.

2. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's religious belief.[8][9][10]

I. Students without the necessary physical and dental examinations on record, except for those exempt for religious reasons, will be ineligible to participate in co-curricular and extra-curricular activities as well as field trips and class trips.

III. Delegation of Responsibility

A. The Superintendent or his/her designee shall instruct all staff members to continually observe students for conditions that indicate physical defect or disability and to promptly report such conditions to the school nurse.[1]

B. The Superintendent or his/her designee shall request an adequate health record from the transferring school for each student transferring into the **D**istrict.[11]

C. The Superintendent or his/her designee shall ensure that notice is provided to all parents regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).[7]

Legal

1. 24 P.S. 1402
2. 24 P.S. 1403
3. 24 P.S. 1407
4. 22 PA Code 7.13
5. 24 P.S. 1419
6. 28 PA Code 23.45
7. 24 P.S. 1406
8. 24 P.S. 1405
9. 28 PA Code 23.2
10. 20 U.S.C. 1232h
11. 24 P.S. 1409

Last Modified by Steven Yanni on June 11, 2018



Book	Policy Manual
Section	300 Employees
Title	Copy of Penalties for Tardiness
Number	318
Status	
Adopted	May 5, 2014

Proposed Additions

I. Authority

A. Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of District schools. ~~Therefore,~~

B. A prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.[1][2]

II. Delegation of Responsibility

A. It shall be the responsibility of the Superintendent or **his/her** designee to assess penalties when a District employee fails to meet attendance requirements.

B. Tardiness will be recorded in minutes and hours and shall constitute half-day and full-day absences upon the meeting the thresholds of 3.25 hours and 6.5 hours, respectively.

Legal	1. 24 P.S. 510
	2. Pol. 332

Last Modified by Steven Yanni on June 11, 2018



Book	Policy Manual
Section	300 Employees
Title	Copy of Compensation Plans/Salary Schedules
Number	328
Status	
Adopted	June 2, 2014

Proposed Additions

I. Authority

- A. The Board shall approve compensation plans, individual contracts and salary schedules for administrative, professional and support employees.
- B. The administrative compensation plan shall be determined through a good faith, meet and discuss procedure with designated administrators upon written request of a majority of **D**istrict administrators.[1]
- C. Salary schedules approved by the Board shall be in accordance with those specified in applicable collective bargaining agreements and/or Board resolutions.
- D. Salary schedules shall be used to set compensation for new and inexperienced employees and for experienced employees new to the **D**istrict, and salary adjustments that result from earning advanced degrees while employed by the **D**istrict or required by law.[2][3][1][6][7][8][9]

E. All labor contracts and agreements shall be made available on the District's website at least 48 hours prior to the Board taking action to approve said documents.

II. Delegation of Responsibility

- A. Implementation of the administrative compensation plan, individual contracts, collective bargaining agreements and Board resolutions regarding employee salaries shall be the responsibility of the Superintendent **of his/her designee.**
- B. The Superintendent is authorized to credit past experience of a candidate when determining salary.[5]

III. Guidelines

A. Administrative Employees

- 1. The Board shall pursue a plan of compensation, based upon responsibility and performance, which will provide fair and adequate financial incentive for all management personnel.

2. The administrative compensation plan shall include:

- a. A description of the program for determining administrative salaries.
- b. Salary amounts and/or salary schedules or scales.
- c. A list of fringe benefits to be provided to administrators.

B. Professional and Support Employees

1. The Board shall include salary schedules determined through the bargaining process in all labor contracts.

Legal

- 1. 24 P.S. 1164
- 2. 24 P.S. 406
- 3. 24 P.S. 1075
- 5. 24 P.S. 1149
- 6. 24 P.S. 1077
- 7. 24 P.S. 1089
- 8. 24 P.S. 1141-1152
- 9. 24 P.S. 1162

Last Modified by Steven Yanni on June 11, 2018



Book	Policy Manual
Section	200 Pupils
Title	Copy of Suspension and Expulsion
Number	233
Status	
Adopted	March 29, 1993
Last Revised	July 9, 2012

Proposed Additions

I. Purpose

A. The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.

B. The Board shall define and publish the types of offenses that would lead to exclusion from school.

C. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[1][2][3][14][15]

II. Authority

A. The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[5][1][6]

III. Guidelines

A. Exclusion From School - Suspension

1. The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.
[5][1]
2. No student may be suspended without notice of the reasons for which ~~s/he~~ **the student** is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student.

A. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened.

3. Suspensions may not be made to run consecutively beyond the ten-school day period.[1]

4. When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official.

A. Such hearing shall take place as soon as possible after the suspension, and the **D**istrict shall offer to hold it within the first five (5) days of the suspension.[1][6]

5. Informal hearings under this provision shall be conducted by the building principal.

B. Purpose of Informal Hearing

1. The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[6]

C. Due Process Requirements For Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.[6]
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The school **D**istrict shall offer to hold the informal hearing within five (5) days of the suspension.

D. Exclusion From Class - In-School Suspension

1. No student may receive an in-school suspension without notice of the reasons for which s/he **the student** is suspended and an opportunity to be heard prior to the time the suspension becomes effective.

A. The parent/guardian shall be informed of the suspension action taken by the school **as soon as practicable**. [2]

2. Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal.

A. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions, **outlined above**. [2][6]

3. The **D**istrict shall provide for the student's education during the period of in-school suspension. [2]

E. Expulsion

1. ~~Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days.~~ The Board may permanently expel **(i.e. exclude for a period exceeding ten (10) consecutive days.)** from the **D**istrict rolls any student whose misconduct or disobedience warrants this sanction.

2. No student shall be expelled without an opportunity for a formal hearing before the Board, or a duly authorized committee of the Board, and upon action taken by the Board after the hearing.[5][1][6]

F. Expulsion Hearings

1. A formal hearing shall be required in all expulsion actions.[5][1][6][7]
2. The formal hearing shall observe the due process requirements of:[6]
 - a. Notification of the charges in writing by certified mail to the student's parent/guardian.
 - b. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel.
 1. A student may request the rescheduling of the hearing when ~~s/he~~**student** demonstrates good cause for an extension.
 - c. The hearing shall be private unless the student or parent/guardian requests a public hearing.
 - d. Representation by counsel at the parent's/guardian's expense **is permitted at the hearing.** and
 - e. Parent/guardian may attend the hearing.
 - f. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits **shall be provided the student prior to the hearing.**
 - g. The **student has the** right to request that witnesses against the student appear in person and answer questions or be cross-examined.
 - h. The **student has the** right to testify and present witnesses on the student's behalf.
 - i. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
 - j. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - (i.) The need for laboratory reports from law enforcement agencies.
 - (ii.) Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - (iii.) Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
 - k. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

G. Adjudication

1. A written adjudication shall be issued after the Board has acted to expel a student.
2. The adjudication may include additional conditions or sanctions.[8]

H. Attendance/School Work During Suspension and Prior to Expulsion

1. Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[1]
[9]
2. Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.
3. If it is not possible to hold the formal hearing within the first ten (10) school days, the ~~school~~ District may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.
4. Any further exclusion prior to a formal hearing may be **enforced** only by mutual agreement.
a. Such students shall be given alternative education, which may include home study.

I. Attendance/School Work After Expulsion

1. Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[1]
2. The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so.
3. If the parent/guardian is unable to provide for the required education, the school District shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.
4. The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

J. Students With Disabilities

1. A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[10][11]

IV. **Delegation of Responsibility**

A. The Superintendent or **his/her** designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.[12]

2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[13]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board.

a. Such students may be designated by code.

5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Legal

1. 22 PA Code 12.6
2. 22 PA Code 12.7
3. 22 PA Code 14.143
5. 24 P.S. 1318
6. 22 PA Code 12.8
7. 2 Pa. C.S.A. 101 et seq
8. 2 Pa. C.S.A. 101
9. Pol. 204
10. Pol. 113
11. Pol. 113.1
12. Pol. 218
13. Pol. 216
14. 20 U.S.C. 1400 et seq
15. 34 CFR Part 300
- 22 PA Code 12.3

Last Modified by Steven Yanni on June 11, 2018



Book	Policy Manual
Section	700 Property
Title	Copy of Cellular Phones/Personal Digital Assistants (remove PDA)
Number	712
Status	
Adopted	January 24, 2000
Last Revised	November 14, 2007

Proposed Additions

Proposed Deletions

I. Purpose

A. The Board of School Directors recognizes for the **use of cellular devices to complete essential job functions.** ~~the need to augment current communications devices with cellular phones and personal digital assistants (PDAs). Portable cellular phones are to be used in emergency situations, inclement weather situations, or other situations which require mobile communications.~~

II. Guidelines

A. Listed guidelines should be followed when using **District issued** cellular phones and PDAs. ~~Cellular phones and PDAs are:~~

1. To be used when mobile communications are advised and when walkie-talkies are ineffective.
2. For school-related use only.[1]
3. Should be used in accordance with Section 1, Purpose, of this policy.
4. The responsibility of persons to whom they have been assigned with regard to loss or theft through negligence.
5. To have ~~fully~~ charged batteries at all times; this is the responsibility of the person to whom the phone has been assigned.
6. To be listed by the Business Office with the following information:
 - a. Serial numbers.
 - b. Cellular numbers.

c. Persons to whom they are assigned.

7. ~~Not to be used while operating a vehicle unless they are hands free.~~

III. Delegation of Responsibility

A. The Board authorizes the Superintendent and Business Administrator to develop a procedure for employee reimbursement to the ~~school~~ District for personal use of school District cellular phones/~~personal digital assistants~~.

B. The Board further authorizes that the procedure will adhere to all state and federal requirements and regulations.[1]

Legal

1. Pol. 624

Last Modified by Steven Yanni on June 11, 2018