



## **Policy and Human Resources Committee**

Tuesday, October 16, 2018

6:30PM – Upper Elementary School Room 105

The committee packet will be available on the policy website by 4PM on Friday, October 12, 2018.

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

### **Call to Order**

### **Approve Minutes from the June 14, 2018 and September 13, 2018 Meeting**

### **Old Business**

- ✚ Second Readings of Local Board Procedures
  - ✚ 006 - Meetings
- ✚ Second Readings of Policies
  - ✚ 108 – Adoption of Textbooks
  - ✚ 246 – School Wellness
  - ✚ 806 – Child Abuse
  - ✚ 907 – School and Classroom Visitors

### **New Business**

- ✚ First Readings of Local Board Procedures
  - ✚ 005 – Organization of the Board
- ✚ First Readings of Policies:
  - ✚ 121 – Field Trips
  - ✚ 122 – Extracurricular Activities

### **Public Comment**

### **Adjournment**



**Board Chair** – Doug McDonough (Meeting facilitated by Mark Cowell)

**Administrative Liaison** – Megan Candido

**Attendance** – Mark Cowell, Drew Giorgi, Stan Marcus

Mr. Cowell called the meeting to order at 6:05PM.

The minutes of the May 10, 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:

- ✚ Board Operating Guideline:
  - ✚ 002 – Authority and Powers
- ✚ Policies:
  - ✚ 209 – Health Examinations
    - The committee discussed the requirements of immunizations for students.
  - ✚ 318 – Penalties for Tardiness
  - ✚ 328 – Compensation Plans/Salary Schedules
  - ✚ 233 – Suspensions and Expulsions
  - ✚ 712 – Cellular Phones and PDAs
    - The committee discussed the use of personal devices for work-related tasks.

### **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).
  - ✚ August 9, 2018
  - ✚ September 13, 2018
  - ✚ October 11, 2018
  - ✚ November 8, 2018
- ✚ Annual review of policies notification

✚ PDE requires annual review of certain policies, so the policy committee will begin revisiting those policies in the 18/19 academic year; for example, suicide prevention, bullying and wellness

### **Public Comment**

There was no public comment.

Doug McDonough adjourned the meeting at 6:31.

Respectfully submitted,  
Megan Candido  
*Supervisor of Personnel Relations*



**Policy Committee Meeting Minutes - September 13, 2018**

**Board Chair** – Mr. Doug McDonough – Facilitated by Mr. Mark Cowell

**Administrative Liaison** – Mrs. Megan Candido

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

Mr. Cowell called the meeting to order at 6:02PM

The minutes of the June 14, 2018 meeting were not approved. They will be reviewed for approval with the September 13, 2018 meeting minutes at the October 11, 2018 meeting.

**Old Business**

No old business

**New Business**

- ✚ First Readings of Local Board Procedures
  - ✚ 006 – Meetings
    - The committee discussed requesting solicitor guidance related to abstention from voting.
- ✚ First Readings of Policies
  - ✚ 108 – Adoption of Textbooks
  - ✚ 246 – School Wellness
  - ✚ 806 – Child Abuse
  - ✚ 907 – School and Classroom Visitors
    - The committee discussed parameters related to classroom visits of parents/guardians or visitors.

**Public Comment**

- ✚ Mr. Giorgi: March 1 deadline for field trip submission should be reviewed.

Mr. Cowell adjourned the meeting at 7:19.

Respectfully submitted,

Megan Candido  
*Director of Human Resources*





Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Number	006
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	November 14, 2016

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) ~~Board members~~ **School Directors** present at a meeting.

**B.** No business shall be transacted at a meeting without a quorum, but the ~~Board members~~ **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 is present, a ~~Board member~~ **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.**[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

## 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.~~ **G.** Notice of all public meetings shall be given to any individual who so requests. [\[9\]](#)

~~G.~~ **H.** Notice of all regular and special Board meetings shall be given to ~~Board members~~ **School Directors** no later than three (3) days prior to the time of said meeting. [\[9\]](#)[\[10\]](#)

~~H.~~ **I.** Notice of executive sessions, if not previously announced, shall be provided in writing to ~~Board members~~ **School Directors** at least twenty-four (24) hours prior to said executive session. [\[9\]](#)[\[10\]](#)

## 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 his/her **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.**

~~b.~~ **d.** Any additions or changes to the prepared agenda may be requested by a ~~Board member~~ **School Director** or the Superintendent and must be approved by a majority vote of the ~~Board members~~ **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 shall be public and 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 ~~Board members~~ **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 ~~Board members~~ **School Directors**. [5]

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

## VII. Public Comment Participation

A. ~~A member of the public present at a Board meeting may address the Board~~ **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 ~~Board members~~ **School Directors** present and voting, except as provided by statute or Board procedures or as outlined in sections VIII C and VIII D of this BOG.

B. All votes on motions and resolutions shall be oral roll call votes.

### C. Special Voting Requirements

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

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

~~1.~~ a. Combine or reorganize into a larger District.

**b. Appoint as Board Secretary a former school Director who has resigned, before the expiration of the term for which the Director was elected.\* [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.\* [14][15]**

~~D.~~ **2.** The following actions require the recorded affirmative votes of two-thirds of the full number of ~~Board members~~ **School Directors**:

~~1.~~ **a. Transferring, during the first three (3) months of the fiscal year, of budgeted funds set apart or appropriated to a particular item of expenditure.\* [15][16][17]**

~~2.~~ **b. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another. [15][16][17]**

~~3.~~ **c. Incur a temporary debt or borrow money upon such obligation (non-emergency).\* [17][20]**

~~4.~~ **d. Incur a temporary debt Adding or increasing appropriations to meet an emergency or catastrophe.\* [15][17]**

~~5.~~ **e. Elect to a teaching position a person who has served as a Board member School Director and who has resigned from the Board, before the expiration of the term for which the Director was elected.\* [14][15]**



~~6. f.~~ Conveying land or buildings to the municipality co-terminus with the District to **certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.**\*[15][15][17]

~~7. g.~~ Adopting or changing **change** textbooks without the recommendation of the Superintendent.\*[15][23]

~~8.~~ Dismiss, after a hearing, a tenured professional employee.[18]

~~E. 3.~~ The following actions require the recorded affirmative votes of a majority of the full number of Board members **School Directors**:

~~1. a.~~ Fixing the length of the school term.\*[15]

~~2. b.~~ Adopting textbooks recommended by the Superintendent.\*[15][24]

~~3. c.~~ Appointing the District Superintendent and Assistant Superintendent(s).\*[15][25][26]

~~4. d.~~ Appointing teachers and principals.\*[15]

~~5. e.~~ Adopting the annual budget.\*[15][27]

~~6. f.~~ Appointing tax collectors and other appointees.\*[15][28][29]

~~7. g.~~ Levying and assessing taxes.\*[15][30]

~~8. h.~~ Purchasing, selling, or condemning land.\*[15]

~~9. i.~~ Locating new buildings or changing the location of old ones.\*[15]

**j. Creating or increasing any indebtedness.**\*[15]

~~10. k.~~ Adopting planned instruction.[15][31]

~~11. l.~~ Establishing additional schools or departments.\*[15]

~~12. m.~~ Designating depositories for school funds.\*[15][32][33]

~~13. n.~~ Expending District funds.

**o. 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]

~~14. p.~~ 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][34]

~~15. q.~~ Fixing salaries or compensation of officers, teachers, or other appointees of the Board.\*[15]

~~16. r.~~ 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]

~~17. s.~~ Dismissing, after a hearing, a **Superintendent, Assistant Superintendent or non-tenured employee.**\*[15][35][36]

~~18. t.~~ Adopting a corporate seal for the District.[43]

19. **u.** Determining the location and amount of any real estate required by the District for school purposes.\*[\[15\]](#)[\[37\]](#)

20. **v.** Vacating and abandoning property to which the Board has title.\*[\[15\]](#)[\[38\]](#)

21. **w.** 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.

**x. Appointing a school Director to fill a vacancy on the Board.**\*[\[15\]](#)[\[39\]](#)

**y. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.**[\[5\]](#)

22. **z.** Removing Board members **School Directors.**[\[40\]](#)

23. **aa.** Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school Director to qualify.[\[40\]](#)

24. **bb.** Removing an officer of the Board.[\[41\]](#)

25. **cc.** Removing an appointee of the Board.[\[41\]](#)

26. **dd.** Adopting, amending or repealing Board policy.[\[41\]](#)

## **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.**[\[44\]](#)

**2. De minimis economic impact – an economic consequence which has an insignificant effect.**[\[44\]](#)

**3. Immediate family – parent, spouse, child, brother or sister.**[\[44\]](#)

**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.**[\[44\]](#)

**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.** [44][45][46]

**3. Relative recommended for appointment to or dismissal from a teaching position.** [21][47]

**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.** [45][46]

~~IX.~~ **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: [48][49]

1. Date, place, and time of the meeting.
2. The names of ~~Board members~~ **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. [50]
7. Names of all residents who appeared officially and the subject of their testimony.

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

~~C.~~ **D.** The minutes of Board meetings shall be approved at the next succeeding Board meeting and signed by the Board Secretary. [51]

**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][52][53]

~~X.~~ **XI. Recess and Adjournment /Reconvene**

A. The Board may at any time recess or adjourn a meeting upon the majority vote of those ~~Board members~~ **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][54]

~~XI.~~ **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.[\[12\]](#)[\[55\]](#)[\[56\]](#)

~~B.~~ **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.**

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

### ~~XII.~~ **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. ~~Public notice of such meetings shall be made.~~[\[2\]](#)[\[54\]](#)

B. A meeting of the "Committee of the Whole," not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by ~~Board members~~ **School Directors**.

**1.** Public notice of the meeting **of the "committee of the whole"** shall be made in accordance with ~~Pol. 006, 4.b.~~ **BOG 06, IV.**

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

### ~~XIII.~~ **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.[\[8\]](#)[\[9\]](#)[\[54\]](#)

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. ~~Board members~~ **School Directors** who are not committee members but who attend committee meetings may not vote on committee matters.

Revision History:

November 14, 2016

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. 671
20. 24 P.S. 634
21. 24 P.S. 1129
22. 24 P.S. 640
23. 24 P.S. 803
24. Pol. 108
25. 24 P.S. 1071
26. 24 P.S. 1076
27. Pol. 604
28. Pol. 005
29. Pol. 606
30. Pol. 605
31. Pol. 107
32. 24 P.S. 621
33. Pol. 608
34. Pol. 610

- 35. 24 P.S. 1080
- 36. 24 P.S. 514
- 37. 24 P.S. 702
- 38. 24 P.S. 708
- 39. 24 P.S. 315
- 40. Pol. 004
- 41. Pol. 003
- 42. 24 P.S. 224
- 43. 24 P.S. 212
- 44. 65 Pa. C.S.A. 1102
- 45. 65 Pa. C.S.A. 1103
- 46. Pol. 827
- 47. 24 P.S. 1111
- 48. 24 P.S. 518
- 49. 65 Pa. C.S.A. 706
- 50. 65 Pa. C.S.A. 705
- 51. 24 P.S. 433
- 52. Pol. 800
- 53. Pol. 801
- 54. Pol. 006
- 55. 65 Pa. C.S.A. 707
- 56. 65 Pa. C.S.A. 708
- 24 P.S. 408
- 24 P.S. 1075
- 24 P.S. 1077
- 65 Pa. C.S.A. 1101 et seq
- Pol. 612

Last Modified by Steven Yanni on October 5, 2018



Book	Policy Manual
Section	100 Programs
Title	Adoption of Textbooks and Related Curriculum Materials
Number	108
Status	Policy Committee Review
Adopted	November 23, 1992
Last Revised	September 23, 2002

Proposed deletions: ~~strike through~~

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

## I. Purpose

A. ~~It is the responsibility of the~~ **The Board shall, by an affirmative vote of a majority of the full Board,** to adopt all "textbooks" and related curriculum materials used **for instruction** as part of the educational program of this District.

**B. The Board shall establish a planned cycle of textbook review and replacement.** [1][2]  
[3][4]

## II. Definition

A. For purposes of this policy, "textbooks" shall be defined as those books, **in print or digital format**, which are to be used as the basic source of any information in any class.

B. For the purpose of this policy, "related curriculum materials" shall be defined in a broader sense to encompass hands-on curriculum kits/labs, paperbacks, curriculum journals, or curriculum workbooks which are to be used as the basic source of any information in the classroom.

## III. Delegation of Responsibility

A. The Director of Elementary and Secondary Education **after consultation with administrative and professional staff**, shall be responsible for the selection and recommendation of textbooks for ~~Board~~ **Superintendent's** consideration. No adoption or change of textbooks shall be made without his/her **the Superintendent's** recommendation, except by a two-thirds vote of the Board. [1][3][4]

## IV. Guidelines

### a. **A.** Selection

1. The Director of Elementary and Secondary Education shall develop a plan for the selection of textbooks according to the following guidelines:

a. Textbooks and related curriculum materials currently in use shall be periodically evaluated for their continuing usefulness and relevance, as well as sound instructional delivery and coordination with state and national standards.

## 2. V. **Standards for Approval**

a. **A.** To facilitate the approval of any proposed textbook and/or related curriculum materials, the appropriate staff evaluations and textbooks shall be made available to the specific Curriculum Committee or Department, which shall review them and make ~~its~~ recommendations s to the Board for ~~its~~ approval at a public Board meeting through a written presentation by the ~~Assistant to the Superintendent~~ **Director of Elementary and Secondary Education**. [5]

## 3. VI. **Record**

a. **A.** A list of all approved textbooks and related curriculum materials shall be prepared and maintained.

**B.** It shall be reviewed periodically by the Superintendent or ~~his/her~~ **the Superintendent's** designee and the Director of Elementary and Secondary Education and made available for the use of the professional staff and for the information of members of the Board and community. [5]

Revision History:

September 23, 2002

Legal	1. 24 P.S. 508
	2. 24 P.S. 801
	3. 24 P.S. 803
	4. Pol. 006
	5. Pol. 105.1
	22 PA Code 14.106
	24 P.S. 807.1
	Pol. 103.1
	Pol. 610

Last Modified by Steven Yanni on October 8, 2018





Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Number	246
Status	Policy Committee Review
Adopted	April 24, 2006
Last Revised	April 27, 2017

Proposed deletions: ~~strike through~~

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

## I. Purpose

**A.** The New Hope-Solebury School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn.

**B.** The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, of regular physical activity as part of the total learning experience.

**C.** In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

## II. Authority

**A.** The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

**B.** To ensure the health and well-being of all students, the Board establishes that the District shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

## III. Delegation of Responsibility

A. The Superintendent or **the Superintendent's** designee shall be responsible for the implementation and oversight of this policy to ensure each of the District's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[\[2\]](#)[\[3\]](#)

B. Each building principal or designee shall annually report to the Superintendent or **the Superintendent's** designee regarding compliance in the principal's school.[\[3\]](#)

C. Staff members responsible for programs related to school wellness shall report to the Superintendent or **the Superintendent's** designee regarding the status of such programs.

D. The Superintendent or **the Superintendent's** designee shall annually report to the Board on the District's compliance with law and policies related to school wellness.

**1.** The report may include:

- ~~1.~~ **a.** Assessment of school environment regarding school wellness issues.
- ~~2.~~ **b.** Evaluation of food services program.
- ~~3.~~ **c.** Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
- ~~4.~~ **d.** Listing of activities and programs conducted to promote nutrition and physical activity.
- ~~5.~~ **e.** Recommendations for policy and/or program revisions.
- ~~6.~~ **f.** Suggestions for improvement in specific areas.
- ~~7.~~ **g.** Feedback received from District staff, students, parents/guardians, community members and the Wellness Committee.

E. The Superintendent or **the Superintendent's** designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation.

F. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[\[2\]](#)[\[3\]](#)

1. The extent to which each District school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the District in attaining the goals of this policy.

G. At least once every three (3) years, the District shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as District and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[\[3\]](#)

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

I. This annual notification shall include:

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

#### IV. Guidelines

##### A. Recordkeeping

1. The District shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[\[3\]](#)[\[4\]](#)
  - ~~2.~~ **a.** The written School Wellness policy.
  - ~~3.~~ **b.** Documentation demonstrating that the District has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
  - ~~4.~~ **c.** Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the District to inform the public of their ability to participate in the review.
  - ~~5.~~ **d.** Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

##### B. Wellness Committee

1. The District shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School ~~Board member~~ **Director**, District administrator, District food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public.
- ~~2.~~ **3.** It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[\[2\]](#)
- ~~2.~~ **3.** The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.
- ~~3.~~ **4.** The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[\[3\]](#)

##### C. Nutrition Education

1. Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Physical Education.[\[6\]](#)[\[7\]](#)[\[8\]](#)
2. Nutrition education in the District shall teach, model, encourage and support healthy eating by students.

**a.** Promoting student health and nutrition enhances readiness for learning and increases student achievement.

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

#### D. Nutrition Promotion

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

#### E. Physical Activity

1. District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.
2. Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.
3. Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals, and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.
4. A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
5. Before and/or after-school programs shall provide developmentally appropriate physical activity for participating children.

6. District schools shall partner with parents/guardians and community members and organizations, such as YMCAs, Boys and Girls Clubs, local and state ~~parts~~ **parks**, hospitals, etc., to institute programs that support lifelong physical activity.
7. Physical activity shall not be used or withheld as a form of punishment.
8. Students and their families shall be encouraged to utilize District-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established District rules.

#### F. Physical Education

- 1.** All District students must participate in physical education.
- ~~1.~~ **2.** A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. [7][8][[10](#)].
- ~~2.~~ **3.** Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.
- ~~3.~~ **4.** Physical education classes shall be a means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity. ~~⊖~~
- ~~4.~~ **5.** A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.
- ~~5.~~ **6.** A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.
- ~~6.~~ **7.** Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.
- ~~7.~~ **8.** A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.
- ~~8.~~ **9.** Students shall be moderately to vigorously active as much time as possible during a physical education class.
  - a.** Documented medical conditions and disabilities shall be accommodated during class.
- ~~9.~~ **10.** Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
- ~~10.~~ **11.** Physical education shall be taught by certified health and physical education teachers.
- ~~11.~~ **12.** Physical education classes shall have a teacher-student ratio comparable to those of other courses for ~~safe~~ **safe** and effective instruction.
- ~~12.~~ **13.** Physical activity **Education Classes** shall not be used or withheld ~~solely~~ as a form of punishment.

#### G. Other School Based Activities

1. ~~Drinking~~ **Safe drinking** water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day. [\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)
2. Nutrition professionals who meet hiring criteria established by the District and in compliance with federal regulations, shall administer the school meals program. Professional development and continuing education shall be provided for District nutrition staff, as required by federal regulations.[\[9\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)
3. District schools shall provide adequate space, as defined by the District, for eating and serving school meals.
4. Students shall be provided a clean and safe meal environment.
5. Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.
6. District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.
7. Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the District.[\[8\]](#)
8. Students shall have access to hand washing or sanitizing before meals and snacks.
9. Access to the food service operation shall be limited to authorized staff.
10. Nutrition content of school meals shall be available to students and parents/guardians.
11. Students and parents/guardians may be involved in menu selections through various means, such as taste testing and surveys.
12. To the extent possible, the District shall utilize available funding and outside programs to enhance student wellness.
13. The District shall provide appropriate training to all staff on the components of the School Wellness Policy.
14. Goals of the School Wellness Policy shall be considered in planning all school based activities.
15. Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.
16. Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through District programs, communications and outreach efforts.
17. The District shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.
18. The District shall maintain a healthy school environment **to optimize conditions for learning and minimize potential health risks to students**, including but not limited to indoor air quality, in accordance with the District's healthy learning environment program and applicable laws and regulations.

## H. Nutrition Guidelines for All Foods/Beverages at School

1. All foods and beverages available in District schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.
2. Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards. [\[11\]](#)[\[12\]](#)[\[15\]](#)[\[16\]](#)
3. Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

## I. Competitive Foods

### **1. Definitions:**

- ~~2.~~ **a.** "**Competitive Foods,**" **for the purposes of this policy,** are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.
- ~~3.~~ **b.** For purposes of this policy, "school campus" ~~means~~ **is defined as** any area of property under the jurisdiction of the school that students may access during the school day. [\[3\]](#)[\[18\]](#)
- ~~4.~~ **c.** For purposes of this policy, "school day" ~~means~~ **is defined as** the period from midnight before school begins until thirty (30) minutes after the end of the official school day. [\[3\]](#)[\[18\]](#)
- ~~1.~~ **2.** Competitive Foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School).
  - a.** These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to:
    - i.** A la carte options in cafeterias;
    - ii.** Vending machines;
    - iii.** School stores;
    - iv.** Snack carts;
    - v.** Fundraisers. [\[3\]](#)[\[18\]](#)[\[19\]](#)
- ~~5.~~ **3.** The District may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements. [\[18\]](#)

## J. Fundraiser Exemptions

- 1.** "Exempt fundraisers," **for the purposes of this policy,** are **defined as** fundraisers in which ~~competitive foods~~ Competitive Foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards. [\[18\]](#)
- ~~1.~~ **2.** Fundraising activities held during the school day involving the sale of ~~competitive foods~~ **Competitive Foods** shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations. [\[20\]](#)

~~2.~~ **3.** The District may allow a limited number of exempt fundraisers **each school year** as permitted by the Pennsylvania Department of Education ~~each school year~~: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings.

#### K. Non-Sold Competitive Foods

1. Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the District.

2. If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

a. Rewards and Incentives:

i. Foods and beverages shall not be used as a reward or incentive in District Schools.

ii. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).

b. Classroom Parties and Celebrations:

i. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.

#### L. Marketing/Contracting

1. Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.

[3][18]

2. Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law.

**a.** Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions. [21]

#### M. Management of Food Allergies in District Schools

1. The District shall establish Board policy to address food allergy management in District schools in order to:[22]

a. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.

b. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.

c. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.



## N. Safe Routes to School

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

### Revision History:

April 27, 2017

Legal	1. 24 P.S. 1422.1
	2. 42 U.S.C. 1758b
	3. 7 CFR 210.31
	4. 7 CFR 210.15
	5. 24 P.S. 1422
	6. 24 P.S. 1513
	7. Pol. 102
	8. Pol. 105
	9. Pol. 808
	10. 24 P.S. 1512.1
	11. 7 CFR 210.10
	12. 7 CFR 220.8
	13. 24 P.S. 701
	14. 24 P.S. 742
	15. 42 U.S.C. 1751 et seq
	16. 42 U.S.C. 1773
	17. 7 CFR 210.30
	18. 7 CFR 210.11
	19. 7 CFR 220.12
	20. Pol. 229
	21. 24 P.S. 504.1
	22. Pol. 209.1
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	24 P.S. 1422.3
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Proposed additions/revisions: **underlined and bold**

## I. Authority

A. The Board requires ~~district~~ **District** employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

## Definitions

A. The following words and phrases, ~~when used in~~ **for the purposes of** this policy, shall ~~have the meaning given to them in this section~~ **be defined as**:

1. **Adult** - an individual eighteen (18) years of age or older.[\[5\]](#)
2. **Bodily injury** - impairment of physical condition or substantial pain.[\[5\]](#)
3. **Certifications** - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.[\[6\]](#)[\[7\]](#)
4. **Child** - an individual under eighteen (18) years of age.[\[5\]](#)
5. **Child abuse** - intentionally, knowingly or recklessly doing any of the following:[\[5\]](#)
  - a. Causing bodily injury to a child through any recent act or failure to act.
  - b. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
  - c. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.

- d. Causing sexual abuse or exploitation of a child through any act or failure to act.
- e. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- f. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- g. Causing serious physical neglect of a child.
- h. Engaging in any of the following recent acts:
  - i. Kicking, biting, throwing, burning, stabbing or cutting a child ~~in a manner that endangers the child.~~
  - ii. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - iii. Forcefully shaking a child under one (1) year of age.
  - iv. Forcefully slapping or otherwise striking a child under one (1) year of age.
  - v. Interfering with the breathing of a child.
  - vi. Causing a child to be present during ~~the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement~~ **any illegal drug activity**.[\[8\]](#)
  - vii. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, **has to register for life**, or has been determined to be a sexually violent predator or sexually violent delinquent.[\[9\]](#)  
[\[10\]](#)[\[11\]](#)[\[12\]](#)
- i. Causing the death of the child through any act or failure to act.
- j. **Engaging a child in a form of trafficking in persons or sex trafficking, as those terms are defined in the law.**[\[13\]](#)

~~6.~~ **k.** The term "child abuse" does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities.

**l.** Also excluded from the meaning of the term child abuse is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

- ~~a.~~ **i.** Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
- ~~b.~~ **ii.** Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
- ~~c.~~ **iii.** Is necessary for self-defense or defense of another;
- ~~d.~~ **iv.** Is necessary to prevent the child from self-inflicted physical harm; or
- ~~e.~~ **v.** Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

~~7.~~ **6. Direct contact with children** - the possibility of care, supervision, guidance or control of children or routine interaction with children.[\[1\]](#)

~~8.~~ **7. Independent contractor** - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract.

a. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[\[5\]](#)[\[14\]](#)

~~9.~~ **8. Perpetrator** - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; **or an adult who engages a child in forms of trafficking in persons or sex trafficking, as those terms are defined in the law.** Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child.[\[5\]](#)  
[\[13\]](#)

~~10.~~ **9. Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[\[5\]](#)

~~11.~~ **10. Program, activity or service** - any of the following in which children participate and which is sponsored by a school or a public or private organization:[\[5\]](#)

- a. A youth camp or program.
- b. A recreational camp or program.
- c. A sports or athletic program.
- d. A community or social outreach program.
- e. An enrichment or educational program.
- f. A troop, club or similar organization.

~~12.~~ **11. Recent act or failure to act** - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.[\[5\]](#)

~~13.~~ **12. Routine interaction** - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.[\[5\]](#)

~~14.~~ **13. School employee** - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[\[5\]](#)

~~15.~~ **14. Serious mental injury** - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[\[5\]](#)

- a. Renders a child chronically and severely anxious, ~~agitated~~, **agitated**, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
- b. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

~~16.~~ **15. Serious physical neglect** - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning: [\[5\]](#)

- a. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
- b. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

~~17.~~ **16. Sexual abuse or exploitation** - any of the following: [\[5\]](#)

- a. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - i. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - ii. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
  - iii. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
  - iv. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
- b.** The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.
- ~~b.~~ **c.** Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

~~18.~~ **17. Student** - an individual enrolled in a ~~district~~ **District** school under eighteen (18) years of age. [\[5\]](#)

~~19.~~ **18. Volunteer** - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children. [\[14\]](#)

### III. Delegation of Responsibility

A. In accordance with Board ~~policy~~ **policy**, the Superintendent or **the Superintendent's** designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law. [6][7][15][16][17][18]

2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a ~~district~~ **District** employee to another position as a district employee of this ~~district~~ **District** and the applicant's certifications are current. [19][20][21]

B. School employees and independent contractors shall obtain and submit new certifications every sixty (60) months. [20]

C. Certification requirements for volunteers are addressed separately in Board Policy 916. [22]

D. The Superintendent or **the Superintendent's** designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

**E. The Superintendent or the Superintendent's designee shall ensure that the poster, developed by the PA Department of Education, displaying the statewide toll-free telephone numbers for reporting suspected child abuse, neglect and school safety issues be posted in a high-traffic, public area of each school. The designated area shall be readily accessible and widely used by students. [23]**

F. The Superintendent or **the Superintendent's** designee shall annually notify ~~district~~ **District** staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

#### IV. Guidelines

##### **A. Aiding and Abetting Sexual Abuse**

**1. School employees, acting in an official capacity for this district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student. [15][16][17][18][21][24][25][26][27]**

**2. This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information.**

**3. This prohibition shall not apply if: [25]**

**a. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.**

**b. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.**

**c. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.**

##### B. Training

1. The school district **District**, and independent contractors of the school district **District**, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting.

**2.** The training shall include, but not be limited to, the following topics: [\[1\]](#)[\[3\]](#)[\[4\]](#)[\[26\]](#)

a. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.

b. Provisions of the Educator Discipline Act, including mandatory reporting requirements. [\[26\]](#)[\[28\]](#)

c. District policy related to reporting of suspected abuse and sexual misconduct.

d. Maintenance of professional and appropriate relationships with students. [\[27\]](#)

~~2.~~ **3.** Employees are required to complete a minimum of three (3) hours of training every five (5) years. [\[1\]](#)

### C. Duty to Report

1. School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances: [\[14\]](#)

a. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.

b. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.

c. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.

d. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that ~~s/he~~ **the individual** has committed child abuse.

2. A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse. [\[14\]](#)

3. A report of suspected child abuse does not require the identification of the person responsible for the child abuse. [\[14\]](#)

4. Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions. [\[29\]](#)

5. Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution. [\[30\]](#)

6. Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution. [\[31\]](#)

7. Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.[\[32\]](#)

8. The ~~district~~ **District** shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.[\[33\]](#)

#### D. Reporting Procedures

1. School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies ([www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)) or an oral report via the statewide toll-free telephone number (1-800-932-0313).

**2.** A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report.

**3.** Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.[\[14\]](#)  
[\[34\]](#)[\[35\]](#)

~~2.~~ **4.** A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the school **building** principal **or an administrator** and, if the initial report was made electronically, also provide the **building** principal **or an administrator** with a copy of the report confirmation.

**5.** The school **building** principal **or an administrator** shall then immediately notify the Superintendent or **the Superintendent's** designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.[\[14\]](#)[\[34\]](#)[\[35\]](#)

~~3.~~ **6.** When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report.

**7.** An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report.

**8.** The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the school **building** principal **or an administrator** with a copy of the report confirmation promptly after the written electronic report has been filed.

**9.** The **building** principal **or an administrator** shall in turn provide a copy of the report confirmation to the Superintendent or **the Superintendent's** designee.[\[14\]](#)[\[34\]](#)[\[35\]](#)

~~4.~~ **10.** When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The school **building** principal **or an administrator** shall be notified whenever such photographs are taken.[\[36\]](#)

~~5.~~ **11.** If the Superintendent or **the Superintendent's** designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or **the Superintendent's** designee shall inform local law



enforcement, in accordance with applicable law, regulations and Board policy.[\[37\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)

#### E. Investigation

1. The ~~school~~ **building** principal **or an administrator** shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[\[14\]](#)[\[43\]](#)

2. Upon notification that an investigation involves suspected child abuse by a school employee, the **building** principal **or an administrator** shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation.

**3.** The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[\[44\]](#)

Revision History:  
2/16/2016

Legal	1. 24 P.S. 1205.6
	2. 23 Pa. C.S.A. 6301 et seq
	3. Pol. 333
	4. Pol. 818
	5. 23 Pa. C.S.A. 6303
	6. 24 P.S. 111
	7. 23 Pa. C.S.A. 6344
	8. 18 Pa. C.S.A. 7508.2
	9. 42 Pa. C.S.A. 9799.12
	10. 42 Pa. C.S.A. 9799.24
	11. 42 Pa. C.S.A. 9799.55
	12. 42 Pa. C.S.A. 9799.58
	13. 22 U.S.C. 7102
	14. 23 Pa. C.S.A. 6311
	15. Pol. 302
	16. Pol. 304
	17. Pol. 305
	18. Pol. 306
	19. 23 Pa. C.S.A. 6344.3
	20. 23 Pa. C.S.A. 6344.4
	21. Pol. 309
	22. Pol. 916
	23. 23 Pa. C.S.A. 6332
	24. 24 P.S. 111.1
	25. 20 U.S.C. 7926
	26. Pol. 317.1

- 27. Pol. 824
- 28. 24 P.S. 2070.1a
- 29. 23 Pa. C.S.A. 6318
- 30. 23 Pa. C.S.A. 6319
- 31. 18 Pa. C.S.A. 4906.1
- 32. 18 Pa. C.S.A. 4958
- 33. 23 Pa. C.S.A. 6320
- 34. 23 Pa. C.S.A. 6305
- 35. 23 Pa. C.S.A. 6313
- 36. 23 Pa. C.S.A. 6314
- 37. 24 P.S. 1302.1-A
- 38. 24 P.S. 1303-A
- 39. 22 PA Code 10.2
- 40. 22 PA Code 10.21
- 41. 22 PA Code 10.22
- 42. Pol. 805.1
- 43. 23 Pa. C.S.A. 6346
- 44. 23 Pa. C.S.A. 6368
- 24 P.S. 1301-A et seq
- 22 PA Code 10.1 et seq
- 24 P.S. 1527
- 24 P.S. 2070.1a et seq
- 18 Pa. C.S.A. 4304
- Pol. 317

Last Modified by Steven Yanni on October 7, 2018



Book	Policy Manual
Section	900 Community
Title	Copy of School and Classroom Visitors
Number	907
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	April 26, 2018

Proposed deletions: ~~strike through~~

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

### **I. Authority**

- A. The District welcomes and encourages interest in District educational programs and other school-related activities.
- B. The Board recognizes that such interest may result in visits to school by parents/guardians and interested educators.
- C. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.[\[1\]](#)

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

- A. The Superintendent or ~~his/her~~ the **Superintendent's** designee and the building principal have the authority to prohibit the entry of any individual to a District school, in accordance with Board policy and state and federal law and regulations.

### **III. Guidelines**

- A. Visitors should make arrangements in advance with the school office in that building and have clear objectives for the visit.
- B. Upon arrival at the school, visitors must register at the office where they will sign in and sign out, receive a visitor's pass, receive instructions and be provided with a guide if the visitor is not there to see a designated individual.
- C. All staff members shall be responsible for requiring a visitor to demonstrate that the visitor:
  1. Has a visitor's pass.
  2. Has registered at the school office.
  3. Has and received authorization to be present for the purpose of conducting business.

D. No visitor may confer with a student in school without the approval of the principal or his/her **the principal's** designee.

E. Should an emergency require that a student be called to the school office to meet a non-parental visitor, the principal or his/her **the principal's** designee shall be present during the meeting.

#### F. Classroom Visits

##### 1. Classroom and Child Observations Subject to Visitation –

a. A parent/guardian, or a person with appropriate professional expertise designated by a parent/guardian may visit a classroom or program for the parent/guardian's child if: [\[1\]](#) [\[2\]](#)

i. The District has specifically recommended that classroom or program for the parent/guardian's child.

ii. The District has assigned the child to that classroom or program.

iii. The child is currently placed in that classroom or program.

##### 2. Scheduling-Advanced Notice –

a. Parents/Guardians must notify the District of their desire to visit the District's classrooms and/or programs at least ~~twenty four (24) hours~~ **ten school days** in advance with the principal of the building in which the classroom or program is located.

i. ~~The parent/guardian must state the reason for the visitation and in turn, the District must acknowledge and respond to the request within twenty four (24) hours of receipt of the request.~~ **Parents or guardians must arrange visitations at least ten school days in advance with the principal of the building in which the classroom or program is located or, in the case of a special education program or service, with the Director of Student Services.**

**ii. The parent or guardian must state the reason for the visitation.**

**iii. The following shall apply to the timing of visitations, other than visitations that are by teacher invitation as part of a planned parent activity:**

**A. The total number of visits to any one classroom or program site shall not exceed four for any one child during any twelve month period, and;**

**B. The District may limit the timing or duration of visits based on the type and intensity of planned instruction or activities, the susceptibility of individual students to the disruption known or likely to be caused by the visit, the stated purpose of the visit, the number of adults the visit will place in the room at the same time, and the total amount of traffic in the classroom at or near the time of the visit.**

iv. For a visitation to be officially scheduled, the district **District** must respond to the parents'/guardians' request for a visitation.

- v. No visitations will take place unless parents/guardians' and the District have established a visitation date and time in advance.
- b. If the District denies a request for a visitation, the District is obligated to provide a basis for the denial.
  - i. This response shall be provided in writing within five (5) school days.
  - ii. ~~The person requesting visitation has a right to waive the need for a written response.~~
- c. Nothing in these guidelines shall require the District to schedule a visitation within ~~twenty four (24) hours~~ **ten school days** of receipt of a request, unless required to do so by law, regulation, or court order.
- ~~d. Where a specified period of observation to exceed one (1) hour is requested by a parent/guardian, for the purpose of observation by the parent/guardian, or in the alternative, by a recognized professional on behalf of the parent/guardian, such a request must be made to and approved by the building principal or his/her designee.~~
- e. d. In addition to the above conditions for visitation, the building principal will consider approving requests for visitation made by persons other than a child's parent/guardian.
  - i. These requests must be submitted by the child's parent/guardian for special occasions.
  - ii. The same responsibility and procedure for approval/denial of these requests lies with the building principal.
- f. e. The building principal shall notify classroom teachers of an approved classroom visit prior to the visit.

## Revision History:

April 26, 2018

## Legal

- 1. 24 P.S. 510
- 2. 22 PA Code 14.108
- 24 P.S. 2402 (Military Uniform)
- Pol. 250

Last Modified by Steven Yanni on September 19, 2018



Book	Policy Manual
Section	000 Local Board Procedures
Title	Organization of the Board
Number	005
Status	
Adopted	March 29, 1993
Last Revised	October 17, 2016

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 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 ~~Board members~~ **School Directors**.

**B.** The Board Secretary shall be secretary of the meeting. In an election year, the certificates of the election or appointment of all new ~~Board members~~ **School Directors** shall be read, and a list shall be prepared of the legally elected or appointed and qualified ~~Board members~~ **School Directors**. [\[4\]](#)[\[5\]](#)

~~B.~~ **C.** The temporary President may administer the oath or affirmation of office to those ~~Board members~~ **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 those present and voting.

**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.

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

~~D.~~ **b.** The Treasurer shall not enter upon his/her **the Treasurer's** duties until he or she **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.[\[6\]](#)[\[7\]](#)[\[8\]](#)

~~E.~~ **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.[\[2\]](#)

~~F.~~ **a.** The Secretary shall not enter upon his or her **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.[\[9\]](#)[\[10\]](#)[\[8\]](#)

~~G.~~ **E.** Vacancies in any office shall be filled by Board appointment, and such appointed officers shall serve for the remainder of the unexpired term.

~~H.~~ **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.[\[2\]](#)[\[15\]](#)

~~I.~~ **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 ~~Board members~~ **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~~ **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 ~~Board members~~ **School Directors**.[\[11\]](#)[\[23\]](#)

## 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 ~~Board members~~ **School Directors** shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.

1. Committees shall consist of no more than three (3) ~~Board members~~ **School Directors**.
2. Members shall be appointed by the President who may appoint the Superintendent as an ex-officio member of all committees.
3. A member may request or refuse appointment to a committee.
4. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.
5. Each Board committee shall be convened by a chairperson, who shall report for the committee.
6. Each Board committee shall have an administrative liaison who shall prepare the agenda and minutes for each meeting in conjunction with the Board chairperson.
7. Ad hoc committees may be created.
- ~~8.~~ **9.** Ad hoc committees shall be charged with a task and assigned a fixed termination date, which may be extended by the President.
- ~~8.~~ **9.** 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.

~~9.~~ **10.** 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 may remove member from committee.**

**b.** If any member resigns **or is removed**, he/she **the member** shall be replaced pursuant to section (VI)(2) of this Board Operating Guideline.

Revision History:



October 17, 2016

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
- 24 P.S. 434
- 65 Pa. C.S.A. 701 et seq

[POLNEWH005BOG1.pdf \(16 KB\)](#)

[005-BOG-2-FunctsOfStndgCom Rev 4-27-17.doc \(50 KB\)](#)

Last Modified by Steven Yanni on October 5, 2018



Book	Policy Manual
Section	100 Programs
Title	Field Trips
Number	121
Status	Policy Committee Review
Adopted	November 23, 1992
Last Revised	June 2, 2014

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.[1]
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.[1]

## III. Authority

A. The Board shall approve only 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 his/her **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. The Superintendent or his/her designee shall develop administrative regulations for the operation of field trips.~~

**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.[4][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 of Schools 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.[5][6]
3. Medication shall be administered in accordance with applicable laws, regulations, Board policies and District procedures.[7][8]

**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.**

**G. Field trip planning forms must be submitted to the principal 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.**

**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 his/her 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**

Revision History:  
June 2, 2014

- Legal
- 1. Pol. 105
- 2. Pol. 231
- 3. 24 P.S. 517
- 4. 22 PA Code 4.4
- 5. Pol. 103.1
- 6. Pol. 113
- 7. Pol. 210
- 8. Pol. 210.1
- 24 P.S. 510

121 AR.pdf (350 KB)

POLNEWH121ARATT.pdf (114 KB)

Overnight Trip Med Form.pdf (404 KB)

Last Modified by Steven Yanni on October 8, 2018



Book	Policy Manual
Section	100 Programs
Title	Extracurricular Activities
Number	122
Status	Policy Committee Review
Adopted	April 15, 2013

Proposed deletions: ~~strike through~~

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

## I. Purpose

A. The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.

## II. Definitions

A. For purposes of this policy, "extracurricular activities" shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.[\[1\]](#)

B. For purposes of this policy, an "athletic activity" shall mean all of the following:[\[2\]](#)[\[3\]](#)

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

C. "Noninstructional time" is defined as the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.

## III. Authority

A. The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

B. The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the District. In pursuit of such goal

and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities.

C. Any extracurricular activity shall be considered under the sponsorship of this Board when it has been approved by the Superintendent or his/her **the Superintendent's** designee upon recommendation of the building principal.

D. The Board shall maintain the program of extracurricular activities at no cost to participating students, except that:

1. Students may assume all or part of the costs for travel and attendance at extracurricular events and trips.
2. Where eligibility requirements are necessary or desirable, the Board shall be informed and must approve the establishment of eligibility standards before they are operable.

#### IV. Off-Campus Activities

A. This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[8]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school District furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

#### V. Delegation of Responsibility

A. Each school year, prior to participation in an athletic activity, every student athlete and his/her **the student athlete's** parent/guardian shall sign and return the acknowledgement of receipt and review of the following:[10][11][12][14].

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

B. The Superintendent or his/her **the Superintendent's** designee shall develop administrative regulations to implement the extracurricular activities program. All student groups shall adhere to Board policy and administrative regulations.

**1. At the request of the Board, a committee shall be established with the purpose of evaluating time and expertise required for extra duty responsibilities with the goal of creating an equitable pay structure.**

## VI. Guidelines

- A. Guidelines shall ensure that the program of extracurricular activities:
1. Assesses the needs and interests of and is responsive to District students.
  2. Invites the participation of parents/guardians and community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act.[\[5\]](#)
  3. Involves students in developing and planning extracurricular activities.
  4. Ensures provision of competent guidance and supervision by staff.
  5. Guards against exploitation of students.
  6. Provides a variety of experiences and diversity of organizational models.
  7. Provides for continuing evaluation of the program and its components.
  8. Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.[\[1\]](#)[\[13\]](#)

## VIII. Equal Access Act

- A. The District shall provide secondary students the opportunity for noncurriculum-related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees.[\[5\]](#)
- B. The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.
- C. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall establish the length of sessions, number of sessions per week, and other limitations deemed reasonably necessary for the orderly conducting of noncurriculum-related to student groups.
- D. The District retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.



Legal

1. 22 PA Code 12.1
  2. 24 P.S. 5322
  3. 24 P.S. 5332
  4. 24 P.S. 511
  5. 20 U.S.C. 4071 et seq
  6. Pol. 103
  7. Pol. 103.1
  8. Pol. 218
  10. 24 P.S. 5333
  11. Pol. 123.1
  12. Pol. 123.2
  13. 22 PA Code 12.4
  14. 24 P.S. 5323
- Pol. 110

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