



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

Policy and Human Resources Committee

Thursday, April 5, 2018

7:15PM – Upper Elementary School Room 105

**A meeting packet will be available on the policy site by April 3, 2018 at 5PM.*

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

Call to Order

Approve Minutes from the March 1, 2018 Policy/HR Committee Meeting

Old Business

- ✚ Second Reading of Policies
 - ✚ 239—Foreign Exchange Students
 - ✚ 250—Student Recruitment
 - ✚ 251—Homeless Students
 - ✚ 830—Breach of Personal Computerized Information
 - ✚ 907—School and Classroom Visitors

New Business

- ✚ First Reading of Policies
 - ✚ 114—Programs for Gifted Students (review and discussion adoption of the PSBA policy language included in the packet – examples: Radnor SD, Spring-Ford SD)
 - ✚ 118—Independent Study
 - ✚ 713—Protection of School Property
 - ✚ 915—Booster Clubs and Parent Organizations

Public Comment

Adjournment

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



Policy and Human Resources Committee

March 1, 2018

Board Chair—Doug McDonough

Administrative Liaison—Steve Yanni

Attendance—Mark Cowell, Megan Candido, Chance Trammell, Andrew Ordovery, Drew Giorgi, Wenmei Ge, Meg Thompson

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

The minutes of the February 8, 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.

- ✚ 215—Promotion and Retention
- ✚ 217—Graduation Requirements
- ✚ 311—Suspension and Furloughs
- ✚ 810—Transportation

New Business

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

- ✚ 239—Foreign Exchange Students
- ✚ 250—Student Recruitment
- ✚ 251—Homeless Students
- ✚ 830—Breach of Personal Computerized Information
- ✚ 907—School and Classroom Visitors

Public Comment

There was no public comment.

Doug McDonough adjourned the meeting at 8:15 PM.

Respectfully submitted,
Dr. Steve Yanni
Superintendent of Schools



Book	Policy Manual
Section	200 Pupils
Title	Copy of Foreign Exchange Students
Number	239
Status	
Adopted	November 17, 1997

Additions

Deletions

I. Purpose

A. In order to promote cultural awareness and understanding and to provide diverse experiences to District students, the Board shall admit foreign exchange students into the schools of the District.

II. Authority

A. The Board shall accept foreign exchange students who meet the established guidelines for admission to District schools.^[1]

B. The Board shall accept exchange students on a J-1 Visa who reside within the District as participants in group-sponsored exchange programs approved by the Board.

1. Exchange students on a J-1 Visa shall not be required to pay tuition.

C. The Board shall accept privately sponsored exchange students on an F-1 Visa for attendance only in secondary schools upon payment of tuition at the established District rate;

1. Tuition payments may not be waived.

2. The period of attendance shall not exceed twelve (12) months.

III. Delegation of Responsibility

A. The Superintendent or his/her designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to District schools.

B. All potential organizations or individuals applying for admission shall forward the request to the Superintendent or his/her designee by July 1 preceding the school year of attendance.

IV. Guidelines

A. Foreign exchange students shall comply with all immunization requirements for students.

B. Once admitted, all exchange students shall be subject to all **D**istrict policies and regulations governing students.

Legal

[1. 8 U.S.C. 1101](#)

Last Modified by Steven Yanni on April 2, 2018



Book	Policy Manual
Section	200 Pupils
Title	Copy of Student Recruitment
Number	250
Status	
Adopted	May 21, 2003

Additions

Deletions

I. Authority

A. In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States.

B. Equitable access to secondary students shall be granted to postsecondary education representatives, ~~military recruiters~~ **representatives of the armed forces of the United States** and prospective employers. [\[3\]](#)[\[4\]](#)[\[5\]](#)

II. Definitions

A. Secondary Students is defined as students in grades 7-12.

B. Postsecondary Institutions is defined as colleges or universities.

III. Guidelines

A. Postsecondary institutions and ~~military recruiters~~ **representatives of the armed forces of the United States** shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent requests that such information not be released without prior written parental consent.

B. The **D**istrict shall annually notify parents of their right to request student information not be released to representatives of postsecondary institutions and ~~military recruiters~~ **representatives of the armed forces of the United States** without their written consent.

III. Delegation of Responsibility

A. The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, ~~military recruiters~~ **representatives of the armed forces of the United States** and prospective employers.

B. The building principal reserves the right to deny access to students when such **access** will materially and substantially interfere with the proper and orderly operation of the school.

C. The Superintendent or **his/her** designee shall annually notify parents about this policy and the notice shall include:

1. Notice that the school routinely discloses names, address and telephone numbers of students to recruiters **representatives of postsecondary institutions, representatives of the armed forces of the United States and prospective employers**, subject to a parent's request not to disclose such information without written consent.
2. Explanation of the parent's right to request that information not be disclosed without prior written consent.
3. Procedures for how the parent can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.

Legal

[3. 20 U.S.C. 7908](#)

[4. 51 P.S. 20221 et seq](#)

[5. 10 U.S.C. 503](#)

Last Modified by Steven Yanni on April 2, 2018



Book	Policy Manual
Section	200 Pupils
Title	Copy of Homeless Students
Number	251
Status	
Adopted	July 21, 2003

Additions

Deletions

I. Authority

A. The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other ~~school~~ **District** students.

B. The ~~Board~~ **District** shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

~~B. The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.~~

II. Definitions

A. ~~Homeless students~~ **are** ~~is~~ defined as **an** individuals-lacking a fixed, regular and nighttime residence, which include **but are not limited to** the following conditions:[\[4\]](#)

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Living in public or private places not designed for or originally used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.

8. Living as migratory children ~~in conditions described in previous examples.~~
9. Living as run-away children.
10. Abandoned or forced out of homes by parents or caretakers.
11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

B. **School of origin** is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.

III. Delegation of Responsibility

- A. The Board designates the Director of **Student** Pupil-Services to serve as the **D**istrict's liaison for homeless students and families.
- B. The **D**istrict's liaison shall coordinate with: [\[5\]](#)
 1. Local service agencies that provide services to homeless children and youth and families.
 2. Other school districts on issues of records transfer and transportation.
 3. State and local housing agencies responsible for comprehensive housing affordability strategies.
- C. The **D**istrict's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens. [\[6\]](#)

IV. Guidelines

- A. Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. [\[7\]](#)
- B. Enrollment/Placement
 1. To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in ~~his/her~~ **the student's** school of origin while ~~s/he~~ **the student** remains homeless or until the end of the academic year in which ~~s/he~~ **the student** obtains permanent housing.
 2. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.
 3. If a student is unaccompanied by a parent/guardian, the **D**istrict liaison will consider the views of the student in determining where ~~s/he~~ **the student** will be enrolled. [\[5\]](#)
 4. The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to **D**istrict policies.
 1. However, the district may require a parent/guardian to submit contact information.
 5. The **D**istrict liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous districts, pursuant to Board policy. [\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
 6. If the **D**istrict is unable to determine the student's grade level due to missing or incomplete records, the **D**istrict shall administer tests or utilize appropriate means to determine the student's placement.

7. If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute.

1. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.

C. Services

1. Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.[\[5\]\[2\]](#)

D. Transportation

1. The **D**istrict shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school **D**istrict.[\[5\]\[2\]](#)
2. If the school of origin is outside **D**istrict boundaries or **a** homeless students **lives** in another district but will attend ~~their~~ **the student's** school of origin in this **D**istrict, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

Legal

1. [42 U.S.C. 11431 et seq](#)
2. [24 P.S. 1306](#)
3. [22 PA Code 11.18](#)
4. [42 U.S.C. 11434a](#)
5. [42 U.S.C. 11432](#)
6. [Pol. 906](#)
7. [42 U.S.C. 11431](#)
8. [Pol. 201](#)
9. [Pol. 203](#)
10. [Pol. 204](#)
11. [Pol. 209](#)
12. [Pol. 216](#)
13. [20 U.S.C. 6301](#)
16. [67 Fed. Reg. 10698](#)

Last Modified by Steven Yanni on April 2, 2018



Book	Policy Manual
Section	800 Operations
Title	Copy of Breach of Computerized Personal Information
Number	830
Status	
Adopted	March 26, 2007

Additions

Deletions

I. Purpose

- A. With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Board is ~~concerned~~ **cognizant** about the risk **possibility** of a breach in the District's electronic system security and the possible disclosure of personal information.
- B. This policy addresses the manner in which the District will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

II. Authority

- A. The Board directs that the **Superintendent or his/her designee** ~~district administrators~~ shall provide appropriate notification of any computerized system security breach to any ~~state resident~~ **individual's** whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.[\[1\]](#)

III. Definitions

- A. **Breach of the system's security - means** unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the District as part of the database of personal information regarding multiple individuals and that the District reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the school District for the purpose of the District is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the District and is not subject to further unauthorized disclosure.[\[2\]](#)
- B. **Individual** - means any natural person, not an entity or company.[\[2\]](#)
- C. **Personal information** - ~~includes~~ **means** an individual's first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:

1. Social security number.
2. Driver's license number. ~~or~~
3. State identification card number issued instead of a driver's license.
4. Financial account number,
5. Credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
6. Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.[3]

D. **Records** - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted.

1. This term **does not** include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.

IV. Delegation of Responsibility

- A. The Superintendent or **his/her** designee shall ensure that the District provides notice of any system security breach, following discovery **of the breach**, to any ~~state resident~~ **individual** whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person.
- B. Such notice shall be made ~~without a reasonable delay~~ **within a reasonable time**, except when a law enforcement agency determines and advises the **D**istrict in writing that the notification would impede a criminal or civil investigation, or the **D**istrict must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system.
- C. The **D**istrict will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.[4]
- D. The **D**istrict shall provide notice by at least one (1) of the following methods:[2]

1. Written notice to last known home address for the individual.
2. Telephone notice if the individual can be reasonably expected to receive the notice and the notice is given in a clear and conspicuous manner; describes the incident in general terms; verifies the personal information but does not require the individual to provide personal information; and provides a telephone number to call or Internet web site to visit for further information or assistance.
3. E-mail notice, ~~if a prior business relationship exists and the school~~ **if the D**istrict has a valid e-mail address for the individual.
4. Substitute notice if the **D**istrict determines that the cost of notice exceeds \$100,000, the affected individuals exceed 175,000 people, or the **D**istrict does not have sufficient contact information.

1. Substitute notice shall consist of an e-mail notice, conspicuous posting of the notice on the district's web site, and notification to major statewide media.

- C. If the **D**istrict provides notification to more than 1,000 persons at one (1) time, the **D**istrict shall also notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution and number of notices, ~~without unreasonable delay~~ **within a reasonable time**. [6][7]

Legal

1. [73 P.S. 2301 et seq](#)
2. [73 P.S. 2302](#)
3. [Pol. 801](#)
4. [73 P.S. 2303](#)
6. [15 U.S.C. 1681a](#)
7. [73 P.S. 2305](#)

Last Modified by Steven Yanni on April 2, 2018



Book	Policy Manual
Section	900 Community
Title	Copy of School and Classroom Visitors
Number	907
Status	
Adopted	March 29, 1993
Last Revised	April 19, 2010

Additions

~~Deletions~~

I. Authority

- A. The ~~Board~~ **District** welcomes and encourages interest in **D**istrict 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 designee and the building principal ~~has~~ **have** the authority to prohibit the entry of any individual to a District school, in accordance with Board **policy** ~~guidelines~~ and state and federal law and regulations.
- ~~B. The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.~~

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 ~~s/he~~ **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** 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** 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 their **parent/guardian's** child.[\[1\]](#)[\[2\]](#)

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

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

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

2. Scheduling-Advanced Notice –

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

1. The parent/guardian must state the reason for the visitation and in turn, the **D**istrict must acknowledge and respond to the request within twenty-four (24) hours of receipt of the request.
2. For a visitation to be officially scheduled, the district must respond to the parents'/guardians' request for a visitation.
3. ~~Therefore,~~ no visitations will take place unless parents/guardians' and the **D**istrict have established a visitation date and time in advance.

b. If the **D**istrict denies ~~parent'/guardians'~~ **a** request for a visitation, the **D**istrict is obligated to ~~respond to the parents/guardians and~~ provide a basis for the denial.

1. This response shall be provided in writing within five (5) school days.
2. The ~~parents/guardians have~~ **person requesting visitation has** a right to waive the need for a written response.

c. Nothing in these guidelines shall require the **D**istrict to schedule a visitation within twenty-four hours 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. 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.

1. These requests must be submitted by the child's parent/guardian for special occasions.

2. The same responsibility and procedure for approval/denial of these requests lies with the building principal.

f. The building principal shall notify classroom teachers of an approved classroom visit prior to the visit.

Legal

[1. 24 P.S. 510](#)

[2. 22 PA Code 14.108](#)

Last Modified by Steven Yanni on April 2, 2018



Book	Policy Manual
Section	100 Programs
Title	Copy of Programs for Gifted Students
Number	114
Status	
Adopted	November 23, 1992
Last Revised	February 17, 2015

The District will examine PSBA policy language.

I. Purpose

A. The policy of the New Hope-Solebury School District is to adhere to and implement faithfully the requirements of Chapter 16 of the regulations of the Pennsylvania State Board of Education, as they exist on the date of the adoption of this policy and as they may be hereafter revised or amended for all resident school aged children who are mentally gifted or who are thought to be mentally gifted.

Last Modified by Steven Yanni on April 1, 2018

SECTION: PROGRAMS

TITLE: GIFTED EDUCATION

ADOPTED: OCTOBER 28, 2008

REVISED:

RADNOR TOWNSHIP SCHOOL DISTRICT

<p>1. Authority Title 22 Sec. 16.1 et seq SC 1371, 1372 Title 22 Sec. 4.28</p> <p>2. Definitions Title 22 Sec. 16.21</p> <p>Title 22 Sec. 16.32</p> <p>3. Delegation of responsibility Title 22 Sec. 16.21</p> <p>4. Guidelines</p>	<p style="text-align: center;">114. GIFTED EDUCATION</p> <p>In accordance with the Board's philosophy to inspire in all students the love of learning and to empower them to discover and pursue their passions and develop their special abilities, the District shall provide appropriate individual education plans for each identified mentally gifted student in compliance with the mandate of the Commonwealth of Pennsylvania.</p> <p>Gifted student – shall mean a student of school age with an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged student with an IQ lower than 130 when educational criteria strongly indicate gifted ability. For purposes of this definition, any determination of mentally gifted status shall include an assessment by a certified school psychologist.</p> <p>GIEP - shall mean a Gifted Individualized Education Plan.</p> <p>GMDT – shall mean a Gifted Multidisciplinary Team. The GMDT shall be formed on the basis of the student's needs and shall include the student's parents/guardians; the student, if the parents wish to have him/her participate; a representative of the District with knowledge of and authority to commit District resources . The team may also include: a certified school psychologist; persons familiar with the student's educational experience and performance; one or more of the student's current teachers; persons trained in the appropriate evaluation techniques; and, when possible, persons familiar with the student's cultural background. A single member of the GMDT may meet two (2) or more of the specified qualifications.</p> <p>The Superintendent or designee shall establish procedures to ensure fidelity when applying applicable law as established by the Commonwealth of Pennsylvania regarding gifted education.</p> <p>The District's gifted education program shall provide the following:</p>
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Title 22 Sec. 16.2	<ol style="list-style-type: none"> 1. Services and programs planned, developed and operated for identification and evaluation of each gifted student. 2. Gifted education for each identified student, based on the unique needs of the student, not solely on the classification. 3. Gifted education that enables identified students to participate in acceleration and/or enrichment programs, and to receive services appropriate to their individual intellectual and academic abilities and needs.
Title 22 Sec. 16.31, 16.32	<p><u>Referral Procedures</u> The Superintendent or designee shall develop and implement procedures and the necessary forms to permit teachers to refer a student or allow a parent/guardian to request in writing that a school-aged student undergo a multidisciplinary gifted evaluation to determine if the student is gifted.</p> <p><u>Evaluation Process</u> The Superintendent or designee shall develop and implement procedures to create a GMDT to determine if a school-aged student is eligible to receive gifted services.</p> <p><u>Development of GIEP</u> The Superintendent or designee shall develop and implement procedures to ensure the development of a GIEP for each gifted student and subsequent modification of services, in the manner prescribed by law.</p>
Title 22 Sec. 16.41	<p><u>Caseloads/Class Size</u> The Superintendent or designee shall develop and implement procedures, in conjunction with the building principals and other appropriate school personnel, to annually assess the delivery of gifted education within the District in order to comply with current state regulations on class size and case load limits and to provide the services required in each GIEP.</p>
Title 22 Sec. 16.61, 16.62	<p><u>Notice/Consent for Evaluation</u> Prior to conducting an initial gifted multidisciplinary evaluation or re-evaluation of any school-aged student, the District shall provide the parents/guardians of that student with sufficient advance written notice, as required by law, proposing such an evaluation and obtain written parental consent to do so.</p>

<p>Title 22 Sec. 16.65 20 U.S.C. Sec. 1232g 34 CFR 99</p> <p>Title 22 Sec. 16.21</p>	<p><u>Confidentiality of Student Records</u></p> <p>All personally identifiable information regarding a gifted student shall be treated as confidential and disclosed only as permitted by the Family Education Rights and Privacy Act (FERPA), its implementing regulations, and the State Board of Education Regulations.</p> <p><u>Awareness Activities</u></p> <p>The Superintendent or designee shall annually conduct awareness activities to inform parents/guardians of school-aged children residing within the District of its gifted education program. Those awareness activities may include providing written notice of the District's gifted education program through newspapers and District publications including the Web site; distributing such written notice to private schools serving school-aged residents; hosting meetings and/or distributing literature designed to inform parents/guardians of newly-enrolled students of the District's gifted services.</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GIFTED EDUCATION

ADOPTED: March 25, 1991

REVISED: November 25, 2013

	114. GIFTED EDUCATION
1. Authority SC 1371 Title 22 Sec. 4.28, 16.1 et seq	<p>In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education programs designed to meet the individual educational needs of each student.</p>
2. Definition Title 22 Sec. 16.21 Title 22 Sec. 16.1	<p>Gifted student - shall mean a student of school age with an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged student with an IQ lower than 130 when educational criteria strongly indicate gifted ability. For purposes of this definition, any determination of mentally gifted status shall include an assessment by a certified school psychologist.</p> <p>GIEP - shall mean a Gifted Individualized Education Program.</p>
Title 22 Sec. 16.22	<p>GMDT - shall mean a Gifted Multidisciplinary Team. The GMDT shall be formed on the basis of the student's needs and shall be comprised of the student's parents; a certified school psychologist; persons familiar with the student's educational experience and performance; one or more of the student's current teachers; persons trained in the appropriate evaluation techniques; and, when possible, persons familiar with the student's cultural background. A single member of the GMDT may meet two or more of the specified qualifications.</p>
3. Guidelines Title 22 Sec. 16.2	<p>The district's gifted education program shall provide the following:</p> <ol style="list-style-type: none"> 1. Services and programs planned, developed and operated for identification and evaluation of each gifted student. 2. Gifted education for each identified student, based on the unique needs of the student, not solely on the classification.

Title 22 Sec. 4.28	<p>3. Gifted education that enables identified students to participate in acceleration and enrichment programs, and to receive services appropriate to their intellectual and academic abilities and needs.</p>
Title 22 Sec. 16.22	<p><u>Referral Procedures</u></p> <p>The Superintendent or designee shall develop and implement procedures and the necessary forms to permit teachers to refer a student or allow a parent or guardian to request in writing that a school-aged student undergo a multidisciplinary gifted evaluation to determine if the student is gifted.</p>
Title 22 Sec. 16.22	<p><u>Evaluation Process</u></p> <p>The Superintendent or designee shall develop and implement procedures to create a GMDT to determine if a school-aged student is eligible to receive gifted services.</p>
Title 22 Sec. 16.31, 16.32	<p><u>Development Of GIEP</u></p> <p>The Superintendent or designee shall develop and implement procedures to ensure the development of a GIEP for each gifted student and subsequent modification of services, in the manner prescribed by law.</p>
Title 22 Sec. 16.41	<p><u>Caseloads/Class Size</u></p> <p>The Superintendent or designee shall develop and implement procedures, in conjunction with the building principals and other appropriate school personnel, to annually assess the delivery of gifted education within the district in order to:</p> <ol style="list-style-type: none"> 1. Ensure the ability of assigned staff to provide the services required in each identified student's GIEP. 2. Address the educational placements for gifted students within the district. 3. Limit the total number of gifted students that can be on an individual gifted teacher's caseload to a maximum of sixty-five (65) students. 4. Limit the total number of gifted students that can be on an individual gifted teacher's class roster to a maximum of twenty (20) students.
Title 22 Sec. 16.41	<p>Notwithstanding the above, the district shall have the right to make a written request to the Secretary of Education to waive the applicable caseload and class size maximums in extenuating circumstances.</p>

<p>Title 22 Sec. 16.61, 16.62</p>	<p><u>Notice/Consent For Evaluation</u></p> <p>Prior to the district conducting an initial gifted multidisciplinary evaluation or re-evaluation of any school-aged student, the district shall provide the parents or guardians of that student with written notice proposing such an evaluation and obtain written parental consent to do so.</p>
<p>Title 22 Sec. 16.65 Pol. 216</p>	<p><u>Confidentiality Of Student Records</u></p> <p>All personally identifiable information regarding a gifted student shall be treated as confidential and disclosed only as permitted by the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; its implementing regulations, 34 C.F.R. Part 99; and Chapter 12 of the State Board of Education Regulations, 22 Pa. Code §12.33 Appendix A.</p>
<p>Title 22 Sec. 16.21</p>	<p><u>Awareness Activities</u></p> <p>The Superintendent or designee shall annually conduct awareness activities to inform parents of school-aged children residing within the district of its gifted education program. Those awareness activities may include providing written notice of the district's gifted education program through newspapers and district publications; distributing such written notice to private schools serving school-aged residents; hosting meetings and/or distributing literature designed to inform parents of newly-enrolled students of the district's gifted services.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1371</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.28, 11.12, 16.1 et seq.</p> <p>Board Policy – 000, 113, 216</p>



Book	Policy Manual
Section	100 Programs
Title	Copy of Independent Study
Number	118
Status	
Adopted	November 23, 1992
Last Revised	June 26, 2000

Proposed additions

Proposed deletions

I. Purpose

A. The ~~Board~~ **Director of Education** shall consider the approval of a course of independent study for a properly qualified student, as recommended by the **High School Principal** ~~Superintendent~~ ~~or his/her designee~~, on the condition that the student will demonstrate achievement of established academic standards as a result of participation in the independent study.

B. The purposes of independent study may be to:

1. Extend the learning experience of the classroom.
2. Develop a student's judgment and self-reliance in the conduct of the learning experience.
3. Relate academic knowledge to the world of work and learning beyond the school.
4. Draw upon community resources as well as school resources for a student's educational program.
5. Include a greater variety of learning experiences within the educational program.
6. Identify and explore an area of particular interest.
7. Set personal learning goals and work toward achieving them, with appropriate staff guidance.
8. Learn to utilize various research tools and methods.

II. Authority

A. The **Director of Education** ~~administrator responsible for curriculum~~ shall approve each course of independent study and may designate the number of credits toward graduation to be awarded upon successful completion of each course, except that the ~~Board~~ **Superintendent** reserves the right to assign no credit for an approved course. [\[1\]](#)

B. Each course of independent study must meet the requirements of applicable laws and regulations.

III. Delegation of Responsibility

A. The ~~Superintendent~~ **Director of Education** or his/her designee shall develop procedures for implementing independent study which:

1. Counsel students who apply for independent study.
2. Develop specified, measurable instructional objectives and standards for each planned course of independent study.
3. Assure that each student conducts study under appropriate staff guidance and supervision.
4. Monitor the progress of each student.
5. Certify the completion of each course of independent study based upon the original specified objectives.
- ~~6. Prepare recommendations for Board approval of courses of independent study prior to the beginning of the term in which the independent study commence.~~

IV. Guidelines

A. Recommendations for approval may include:

1. the qualifications of the student,
2. objectives established for the course,
3. description of the method of study and research to be undertaken,
4. staff members assigned to advise the project,
5. manner in which the project will be evaluated, and
6. proposal for the number of credits to be awarded for the course.

Legal

[1. 22 PA Code 4.4](#)

Last Modified by Steven Yanni on April 1, 2018



Book	Policy Manual
Section	700 Property
Title	Copy of Protection of Property
Number	713
Status	
Adopted	March 29, 1993
Last Revised	April 15, 2003

Proposed additions

~~Proposed deletions~~

I. The Board provides facilities for the effective operation of the District. As the governing body the District, the Board has the right and duty to be informed of instances when property is vandalized.

II. Definition

A. For the purposes of this policy, vandalism shall be defined as any deliberate act that defaces or destroys District property.

III. Delegation of Responsibility

A. The Superintendent or his/her designee shall be responsible for implementing this policy.

IV. Guidelines

A. Any theft and/or damage to buildings, grounds, or equipment shall be reported immediately to the Director of Operations.

B. The principal shall immediately report to the Director of Business and Finance and, if appropriate, the police department, the extent of any facilities or grounds damage.

C. Any verbal report shall be followed by a written report, within twenty-four (24) hours, to the **Business Administrator** ~~Director of Business and Finance~~. If appropriate, one copy of this report will be sent by the principal to the police department.

D. The Director of Operations ~~will~~ **shall** be responsible for recording any costs related to vandalism. This record shall be forwarded to the **Business Administrator**. ~~Director of Business and Finance.~~

E. Hours spent and materials used by custodial employees in repairing damages due to vandalism shall be recorded. This record shall be forwarded to the **Business Administrator**. ~~Director of Business and Finance.~~

F. The building principals shall be responsible for providing student discipline for acts of vandalism.

G. The Superintendent shall inform the Board of all acts of vandalism and malicious mischief exceeding five hundred dollars (\$500) or **that are** sensitive in nature **no later than** at its next scheduled meeting.

Last Modified by Steven Yanni on April 1, 2018



Book	Policy Manual
Section	900 Community
Title	Copy of Booster Clubs and Parent Organizations
Number	915
Status	
Adopted	October 18, 2010

Proposed additions

~~Proposed deletions~~

I. Purpose

- A. The Board recognizes and appreciates the cooperation and support given by booster clubs and parent organizations (collectively referred to as "organizations") to various athletic, extracurricular, and student club activities of the schools.
- B. It is the Board's desire to maintain the continuing good relationship between the District and the booster clubs/parent organizations to serve the basic educational goals of the district.

II. Authority

- A. The Board, the administration and all other personnel of the district shall each endeavor to foster a positive and productive relationship with booster clubs and parent organizations and shall also support these organizations when they operate to benefit the district.

III. Guidelines

- A. In order for this process to flow appropriately, the following guidelines are put in place by the Board.
 - 1. The Board shall provide booster clubs and parent organizations opportunities to support local school athletic, extracurricular, and student club efforts. Each booster club and parent organization must maintain current bylaws which, among other things, define who can be a member. Booster clubs and parent organizations shall also follow the district's rules regarding constitution and bylaws as promulgated in the administrative regulation related to this policy.
 - 2. The ~~district's~~ Athletic Director shall be the administrative liaison for booster clubs and parent organizations that support District athletic programs.
 - 3. Building principals shall be the administrative liaison for building-based booster clubs and parent organizations that support district extracurricular and student club activities. The Superintendent shall designate the administrative liaison for all nonathletic District-wide booster clubs.

4. Each booster club and parent organization must appoint an organization liaison for purposes of communications with the District. This appointed liaison may be the organization's president, treasurer or any other member. The district's Athletic Director shall maintain a list of organization-appointed liaisons for applicable district athletic programs; building principals shall maintain a list of organization-appointed liaisons for applicable extracurricular and student clubs in their respective buildings; and the designated administrative liaison shall maintain a list of organization-appointed liaisons for all nonathletic District-wide booster clubs.

5. Each booster club and parent organization shall yearly submit a listing of its officers to the appropriate district administrative liaison after the annual organizational meeting of the booster club or the parent organization.

G. Other Guidelines and Restrictions

1. The following classifications of individuals are not eligible for membership in booster clubs or parent organizations:

- a. District or home-schooled students eligible to participate in the sport or activity.
- b. District employees, unless they are the parent/guardian of a student participating in the sport or activity.
- c. Head and assistant coaches of the sport in question, whether paid or volunteer.

2. Coaches of district athletics or teacher activity sponsors/advisors should, when possible, attend the meetings of booster clubs and parent organizations in an advisory capacity.

3. When using any school facility for meetings, fundraising, socials, banquets, and other activities, booster clubs and parent organizations must complete the Application for Use of Facilities Form as per Board Policy 707.[1]

4. Booster clubs and parent organizations are not authorized to use the district tax-free number for purchases. Organizations seeking tax-free purchases should consider filing with the Bureau of Charitable Organizations, Department of State, as a charitable organization.

5. Booster clubs and parent organizations may not deny students access to district athletic, extracurricular, or club activities. In addition, booster clubs and parent organizations shall not charge fees for services which are already available for free to district students.

6. Booster clubs and parent organizations are not permitted to use the district's name or logo without license or express permission granted in writing by the Superintendent. If an organization desires to use a logo other than the designated district logo for use by the club or organization on merchandise or for any other reason, such use must be approved in writing by the Superintendent. Designated district logos shall be established in the administrative regulation accompanying this policy.

H. Budget

1. All booster clubs and parent organizations must elect or otherwise designate a treasurer. The treasurer will follow the district's rules as promulgated in the administrative regulation related to this policy regarding the following:

- a. Initial budgets.
- b. The requirement of a uniform accounting procedures.

- c. Procedures for the internal audit process.
- d. Plans for fundraising activities and expenditures.
- e. Reporting of income and expenditures.
- f. Tentative goals for yearly carryover funds.

I. Concerns

1. Concerns or issues of individual members of booster clubs or parent organizations regarding the organization should be made following the chain of command as indicated below:

- a. Step 1 – Organization officers.
- b. Step 2 – Designated administrative liaison.
- c. Step 3 – Superintendent.
- d. Step 4 – Board of School Directors.

J. Fundraising and Communication[2]

1. A key to the success of any organization is clear communications. It is required by the Board of School Directors that each booster club or parent organization have clear communications with their members as to the purpose of the club or organization and the desired voluntary commitment of the members. It is imperative for the booster club or parent organization to communicate with the parents/guardians at the first possible opportunity, prior to the start of the team season or beginning of the activity.

2. Communications with members should follow the rules as promulgated in the administrative regulation related to this policy.

3. Parents/Guardians should be given the option to participate, donate money of equal value, or not participate in any fundraiser. In other words, mandatory fundraisers are not permitted.

4. District students under the age of eighteen (18) are prohibited from participating or being a part of any activity that involves games of chance as per Pennsylvania law.[3]

K. Charging a Booster Club or Parent Organization Fee Instead of Fundraising

1. Some of the booster clubs and parent organizations choose to charge a fee instead of fundraising. The District does not oppose this as long as the guidelines as promulgated in the administrative regulation related to this policy are established and followed.

L. Improvements to the District Buildings and Grounds

1. Proposed improvements to the district buildings and grounds being made by the booster club or parent organization must have the approval of the Superintendent **and the Board of School Directors**. Paid consultants to the boosters clubs or parent organizations for various projects, including, but not limited to, construction, should not be engaged without School Board approval.

2. Pursuant to the administrative regulation accompanying this policy, requests to the School Board for approval must be made in a timely manner so as to ensure that the Board

will have adequate time to deliberate prior to making a decision at a public School Board meeting.

M. Recognition Functions (Banquets)

1. To avoid conflicting events and demands on students and school personnel, each booster club or parent organization may sponsor athletic, extracurricular, or club banquets to which participating students may be invited either with or without charging admission to such students pursuant to the administrative regulation accompanying this policy.

N. Printed Programs

1. Booster clubs and parent organizations which print programs for any reason shall follow the procedures as outlined in the administrative regulation related to this policy in regard to such printed programs.

O. Expenditures or Equipment, Supplies, etc.

1. All game uniforms shall be purchased by the District or by the booster club.
2. The game uniform shall include any clothing that:
 - a. Displays the school colors or logo (except shoes).
 - b. Is purchased by the district.
 - c. Is worn during the athletic contest.
 - d. Is intended to be collected by the school at the conclusion of the season.
3. Ancillary gear and apparel, such as coaching aid equipment items, bags, totes, etc., may be purchased and/or donated by booster clubs, parent organizations, corporate sponsors, or other nonschool-sanctioned entities to the district for use by the district team or student club.
4. Items purchased or donated other than by the District must meet the criteria as established in the administrative regulation related to this policy.

P. Disbanding Booster Clubs or Parent Organizations

1. Should the Board deem that the efforts or activities of any booster club or parent organization are not in the best interest of the district, the authorization to operate the organization may be withdrawn.
2. A booster club or parent organization may disband on its own accord by submitting a written notice to the designated administrative liaison. All monies remaining in the organization's account must be turned over to the district for use in connection with the team or activity which the organization had supported to the extent permitted by law, with any residual amount going to support district athletics or other student activities generally.

Q. Exclusion From Liability

1. The District and its Board of School Directors does not assume any financial responsibility for booster clubs or parent organizations, and it also excludes itself from any liability such organizations may incur.

R. Compliance

1. Should any issues of compliance regarding this or other district policy or administrative regulation emerge between a booster club or parent organization and the district, the Superintendent shall resolve the situation within established Board policy and administrative regulations.
2. No booster club or parent organization shall engage in any activity outside established Board policies and administrative regulations.
3. Violation of Board policy, Board administrative regulation, Title IX of the U.S. Code, as well as any other applicable state or federal laws and regulations may lead to revocation of a booster club's or parent organization's function in district activities.[\[4\]](#).

Legal

1. Pol. 707
 2. Pol. 229
 3. 10 P.S. 311-327
 4. [20 U.S.C. 1681 et seq](#)
[24 P.S. 511](#)
- Pol. 227
Pol. 702
Pol. 913.1

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