



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

Policy and Human Resources Committee

Thursday, May 10, 2018

6:00PM – Upper Elementary School Room 105

**A meeting packet will be available on the policy site by May 9, 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 April 4, 2018 Policy/HR Committee Meeting

Old Business



Second Readings of Policies

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

New Business



First Reading of Board Operating Guidelines

- 002—Authority and Powers



First Reading of Policies

- 209—Health Examinations
- 318—Penalties for Tardiness
- 328—Compensation Plans/Salary Schedules
- 233—Suspension and Expulsions
- 712—Cellular Phones and PDAs

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

April 4, 2018

Board Chair—Doug McDonough

Administrative Liaison—Steve Yanni

Attendance—Megan Candido, Alyssa Marton, Chuck Malone

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

The minutes of the March 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.

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

New Business

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

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

Public Comment

There was no public comment.

Doug McDonough adjourned the meeting at 7:57 PM.

Respectfully submitted,

Dr. Steve Yanni

Superintendent of Schools



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

~~Old Policy~~

~~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.~~

New/revised policy:

I. Authority

- a. It shall be the Policy of the District to develop the special abilities of each student by providing gifted education programs designed to meet the individual educational needs of each student.
- b. The District shall provide appropriate GIEPs for each student identified as a Gifted Student, as defined in this policy, in accordance with the mandate of the Commonwealth of Pennsylvania.

II. Definitions

- a. For the purposes of this policy "Gifted Student" shall mean either (a) a student of school age with an Intelligence Quotient ("IQ") of 130 or higher who meets established multiple criteria indicating gifted ability or (b) a student of school age with an IQ of 129 or less, when other educational criteria strongly indicating gifted ability are present.
- b. For the purposes of this policy "GIEP" shall mean a Gifted Individualized Education Plan.
- c. For the purposes of this policy "GMDT" shall mean a Gifted Multidisciplinary Team

III. Delegation of Responsibility

- a. The Superintendent, or his/her designee, and the Director of Student Services shall develop procedures for the identification of Gifted Students and shall implement programs designed to meet the individual needs of each Gifted Student.

IV. Gifted Education Plan

- a. The District shall develop **a Comprehensive Plan, which will include information about Gifted Education, every three years as required by the Pennsylvania Department of Education.** ~~and implement a Gifted Education Plan every six (6) years, as required by law and regulations.~~
- b. Prior to approval by the Board, the Comprehensive Plan, **which shall include gifted education information,** ~~Gifted Education Plan~~ shall be made available for public inspection and comment in the District's administrative office, and on the District's website, for a minimum of twenty eight (28) days.
- c. The gifted education information in the Comprehensive Plan ~~Plan~~ shall reflect the following:
 - i. The District's process for identifying gifted children in need of specially designed instruction.
 - ii. The gifted special education programs offered by the District.
 - iii. Reports of gifted students, personnel and program elements, and costs, as required by the Pennsylvania Department of Education.
- d. The District may enter into a cooperative agreement with other educational agencies to develop a Gifted Education Plan, and to develop gifted education services and programs in accordance with the guidelines outlined below.

V. Guidelines. The Superintendent or his/her designee shall establish procedures to ensure fidelity when applying applicable law as established by the Commonwealth of Pennsylvania regarding gifted education.

a. Identification and Evaluation. The District shall develop and implement:

- 1. A system to locate and identify all students within the District who are thought to be gifted and in need of specially designed instruction.
 - a. The District shall make the Permission to Evaluate Gifted Student Form readily available to parents / guardians.
 - b. If an oral request is made by a parent or guardian to a District administrator or professional employee for a Permission to Evaluate Gifted Student Form, the parent or guardian shall be provided with the Permission to Evaluate Gifted Student Form within ten (10) days of that request.
- 2. Procedures to permit teachers to refer a student, or allow a parent or guardian to request in writing that a student undergo a multidisciplinary gifted evaluation to determine if the student is gifted.
 - a. The necessary forms to submit these requests shall also be developed and made readily available to teachers and parents / guardians.
- 3. Procedures to create a GMDT to determine if a school aged student meets the definition of a Gifted Student and is therefore eligible to receive gifted services.
- 4. Screening and evaluation processes that meet state requirements to determine a student's educational needs.
 - a. Prior to the District conducting an initial gifted multidisciplinary evaluation or re-evaluation of any student, the District shall provide student's parent or guardian with a

written notice proposing such an evaluation and shall provide the student's parent or guardian with the Permission to Evaluate Gifted Student Form.

- b. The universal screening assessment provides a nonverbal, culturally neutral assessment of general ability that is ideal for use with a diverse student population. IQ scores become stable around the age of 6 and the stability of IQ increases as students get older. Therefore, the screener will be administered annually in second grade. Parents may request to have their child evaluated prior to second grade.

5. A GIEP developed, and subsequently modified, for each student identified as gifted and in need of specially designed instruction based on the student's unique needs and the written report of the student's GMDT.

6. Gifted education programs for each identified Gifted Student, based on the unique needs of the student, and not solely on the student's classification.

- a. These programs shall include the opportunity for each Gifted Student to participate in acceleration and/or enrichment programs, and to receive services appropriate to each student's intellectual and academic abilities and strengths.

7. Safeguards for the due process rights of gifted students.

- b. For high school students who choose not to take gifted support classes, the GMDT will reconvene to complete a review of data. A NORA will be issued indicating that the student will continue to be eligible for gifted services, but not in need of specially designed instruction and a GIEP will not be written. At any time the student may choose to take gifted classes. When this occurs the GMDT team will reconvene, a review of data will be completed, and a NORA issued indicating that the student is in need of a GIEP.

VI. Awareness Activities

- a. The Superintendent or his/her designee shall annually conduct awareness activities to inform parents/guardians of the District's gifted education program.

b. These awareness activities may include:

1. Providing written notice of the District's gifted education program through the Student Handbook and on the District's website.
2. Notice in the local newspaper(s).
3. Distributing literature designed to inform parents of newly-enrolled students of the District's Gifted Services.
4. Hosting meetings.

VII. Caseloads / Class Size

- a. The Board directs the Superintendent or his/her designee to annually assess the District's delivery of gifted services and programs in order to:

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 teacher of the gifted's caseload to a maximum allowed under PDE guidelines.
 4. Limit the total number of gifted students that can be on an individual teacher of the gifted's class roster to a maximum allowed per PDE guidelines.
- b. Notwithstanding the above, the District shall have the right to make a written request to the Pennsylvania Secretary of Education to waive the applicable caseload and class size maximums in extenuating circumstances.

VIII. Notification to Teachers of the Gifted

- a. Each teacher of a gifted student shall be given notification of their responsibilities to each of their identified gifted students, as provided in the student's GIEP.

IX. Confidentiality of Student Records

- a. 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") and any other state or federal law.

- X. The District shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians to such notices, and adhere to all established timelines.

Last Modified by Steven Yanni on May 9, 2018



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



POLNEWH915ARATT.pdf (31 KB)



POLNEWH915ARATT.pdf (31 KB)

Last Modified by Steven Yanni on April 1, 2018



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

Proposed Additions

~~Proposed Deletions~~

I. Authority

A. The authority to establish, equip, furnish, operate and maintain the public schools of the School District of New Hope-Solebury is vested in the Board, which is constituted and governed by Title 24, the "Public School Code of 1949", of the Pennsylvania statutes and Article III of the Pennsylvania Constitution.~~[1][7][8][9][10][11]~~

II. Powers

A. The Board:

- (i) shall establish such schools as are required for the education of every person residing in the District between the ages of six (6) and twenty-one (21) years who may attend such schools;
- (ii) shall equip, furnish, operate, and maintain such schools;
- (iii) shall adopt and enforce rules and regulations for the management of school affairs and the conduct and deportment of employees and students
- (iv) approve labor contracts and agreements governing staff;** and
- ~~(iv v)~~ shall levy and collect such taxes as may be necessary, in addition to the annual State appropriation, for the exercise of aforesaid powers.~~[1][3][12][13][8][14][15][9][10][16]~~

B. The Board shall act as the general agent of the General Assembly of Pennsylvania in carrying out the will of the people of this District in the matter of public education. The Board shall establish educational goals for the children of this District and govern a program of education designed to meet those goals. The Board shall be responsible for establishing, maintaining and appraising the public education activities of this District in accordance with law.

C. The powers of the Board are not vested in any individual school Director. No such individual is authorized, (without written direction from the Board), to act on behalf of the Board to carry out any of the Board's statutorily authorized powers, except for those acts stated in law.~~[4][5][6]~~

Legal

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

Last Modified by Steven Yanni on May 9, 2018



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

Proposed additions

I. Authority

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

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

II. Guidelines

A. Each student shall be required to have a comprehensive health examination upon original entry, while in sixth grade and in eleventh grade. Parents are requested to have examinations conducted by the family physician. The school physician will conduct the examination if one is not done by the family physician.[1][3][4]

B. Each student shall be required to have a comprehensive dental examination upon original entry, while in third grade and in seventh grade. Parents are requested to have examinations conducted by the family dentist. The school dentist will conduct the examination if one is not done by the family dentist.[2][3]

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

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

E. Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, tuberculosis tests, and other tests deemed advisable at

intervals established by the district.[1]

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

G. Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent or guardian shall be informed; and a recommendation shall be made that the parent consult a private physician or dentist. The parent shall be required to report to the school the action taken subsequent to such notification. When the parent or guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance. Where no action is taken, the school physician may conduct further examinations.[1][7][4]

H. Parents and guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent or guardian may attend or may have the examination or screening conducted privately at the parent's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's religious belief.[8][9][10] **Students without the necessary physical and dental examinations on record, except for those exempt for religious reasons, will be ineligible to participate in co-curricular and extra-curricular activities as well as field trips and class trips.**

III. Delegation of Responsibility

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

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

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

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



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

Proposed Additions

I. Authority

A. Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.[1][2]

II. Delegation of Responsibility

A. It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.

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

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

Last Modified by Steven Yanni on May 9, 2018



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

Proposed Additions

I. Authority

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

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

II. Delegation of Responsibility

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

III. Guidelines

A. Administrative Employees

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

2. The administrative compensation plan shall include:

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

B. Professional and Support Employees

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

Legal

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

Last Modified by Steven Yanni on May 9, 2018



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

Proposed Additions

I. Purpose

A. The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[1][2][3][14][15]

II. Authority

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

III. Guidelines

A. Exclusion From School - Suspension

1. The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[5][1]
2. No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[1]
3. When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the

district shall offer to hold it within the first five (5) days of the suspension.[1][6]

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

B. Purpose of Informal Hearing

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

C. Due Process Requirements For Informal Hearing

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

D. Exclusion From Class - In-School Suspension

1. No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]
2. Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][6]
3. The district shall provide for the student's education during the period of in-school suspension.[2]

E. Expulsion

1. **Expulsion** is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, or a duly authorized committee of the Board, and upon action taken by the Board after the hearing.[5][1][6]

F. Expulsion Hearings

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

G. Adjudication

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

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

1. Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[1]

[9]

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

I. Attendance/School Work After Expulsion

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

J. Students With Disabilities

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

IV. Delegation of Responsibility

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

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.[12]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[13]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Legal

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

Last Modified by Steven Yanni on May 9, 2018



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

Proposed Additions

Proposed Deletions

I. Purpose

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

II. Guidelines

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

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

c. Persons to whom they are assigned.

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

III. Delegation of Responsibility

A. The Board authorizes the Superintendent and Business Administrator to develop a procedure for employee reimbursement to the ~~school~~ District for personal use of school district cellular phones/~~personal digital assistants~~. The Board further authorizes that the procedure will adhere to all state and federal requirements and regulations.[1]

Legal

1. Pol. 624

Last Modified by Steven Yanni on May 9, 2018