

Jersey Shore Area School District
Board of Education – Regular Meeting
Minutes of January 9, 2017

A. Opening

1. Call to Order: Mrs. Kelley Wasson, President, called the meeting to order at 7:00 p.m.

2. Roll Call:

Members Present: Mr. Craig Allen, Mr. Christopher Fravel, Mr. David Hines, Mrs. Denise Smith, Mrs. Karen Stover, Mr. Merrill Sweitzer, Mrs. Mary Thomas, Mrs. Kelley Wasson and Dr. Jill Wenrich, Superintendent

Others Present: J. David Smith, Esq., Solicitor, Adrienne Craig, Board Secretary and Brandon Ranck, Student Representative

Members Absent: Mrs. Loren Koch

3. Pledge of Allegiance: Led by Alyssa Bates and Jocelyn Waltz representing Salladasburg Elementary School.

Vice President Wasson noted that an executive session was held prior to the meeting for personnel matters.

B. Presentations

1. Communications:

- a. Conversational Meetings with Community beginning in January at each building 6 p.m. – 8 p.m.
- b. Letter from Adrienne Craig.

2. President's Report: None

3. Intermediate Unit Report: None

4. Student Representative Report:

- a. Commended Mrs. Milarch and Mrs. Vierra for rebuilding Builders Club at the Middle School.
- b. FBLA had a great showing at the regional competition.
- c. TSA group is preparing for their Regional competition
- d. Student survey results are complete and given to Dr. Wenrich

5. Superintendent's Report:

- a. School Board Member Recognition - Jill Wenrich
- b. High School Band Program - Chris Lahr
- c. FBLA Presentation - Dolly Oden
- d. FOSS Presentation - Adrienne Johnson
- e. National Network of Partnership Schools: Establishment Grant - Ken Dady
- f. Ready Rosie - Ken Dady
- g. Mindset: Chapter 5 – Laura Milarch
- h. Bus Contracts - Bruce Boncal
- i. Basketball Booster Club Appreciation Nights - Jill Wenrich
- j. Policy Review, First Reading - Jill Wenrich
- Policy 233 - Suspension and Expulsion
- Policy 235 - Student Rights and Responsibilities

(Attachments)

Policy 236 - Student Assistance Program
Policy 248 - Unlawful Harassment
Policy 249 - Bullying/Cyberbullying
Policy 250 - Student Recruitment

C. Courtesy of the Floor:

Burt Francis-JS Boro – commented on new baseball field sign and congratulated Adrienne on her retirement.

D. Personnel

1. Personnel:

Motion: A motion was made by Merrill Sweitzer and seconded by David Hines to approve the following Personnel items as listed on the Agenda:

- a. appointment of Judith Kiess to a part time Food Service position at Jersey Shore Area Elementary School, at \$9.65 per hour, effective January 3, 2017.
- b. FMLA from January 3, 2017 through March 27, 2017 (approx.) for employee 2016-17-12.
- c. Linda Starr as a bus driver with Marden's, Inc.
- d. Catherine Walker as a bus aide with Marden's, Inc.
- e. The following volunteers for the Athletic program:

Brody Smith	Volunteer Coach - Middle School Boys Basketball
Hunter Zondory	Guest Volunteer - Varsity Wrestling Program
Hadyn Swartwood	Guest Volunteer - Varsity Wrestling Program

The vote was a unanimous Yes. Motion carried.

E. Miscellaneous

1. Miscellaneous Items:

Motion: A motion was made by Mary Thomas and seconded by Karen Stover to approve the following Miscellaneous items as listed on the Agenda:

- a. additional monies for FBLA Regional competition winners for State Conference participation.

The vote was a unanimous Yes. Motion carried.

F. Executive Session:

An Executive Session was held beginning at 9:49 p.m. for personnel matters after which no business will be conducted.

Meeting resumed at 10:41 p.m.

G. Adjournment

Motion: A motion was made by Karen Stover and seconded by David Hines to adjourn the January 9, 2017 Regular Board Meeting at 10:42 p.m.

The vote was a unanimous Yes. Motion carried.

Respectfully submitted,

Adrienne F. Craig
Board Secretary

Field Trip List

Date	Student Group	Destination Facility	Destination Location	Chaperones
10/11/2016	HS - Social Studies Classes, Gr. 12	Lock Haven University	Lock Haven, PA	Greene/J Smith
10/12/2016	MS - Gr 6-7 Outdoor Club	MS Courtyard, HS Cross Country Course	Jersey Shore, PA	Klugh/Moore/S Weaver
10/13/2016	HS - FBLA, Gr. 9-12	Penn College	Williamsport, PA	Oden/Griswold/J Miller/S Smith/C Ferguson
10/13/2016	HS - CTE Manufacturing, Gr. 10-12	Penn College Manufacturing Day	Williamsport, PA	Wheeland/Becker/Baker
10/14/2016	SE - Kindergarten	Larry's Creek Fire Station/Waltz's Creamery	Salladasburg, PA	Marriott/Wall/Schall/Knipe/Bower/Elison/Mauck/Davis
10/18/2016	HS - Outdoor Club, Gr. 9-12	DCNR Hiking Trails	Waterville, PA	E Hess/J Smith/Hartman/B Ferguson
10/20/2016	HS - Accounting Classes, Gr. 9-12	Susquehanna University	Sellinsgrove, PA	Griswold/Oden/Counselor TBD
10/24/2016	SE - Kindergarten and Gr. 3	Carpenter's Farm	Linden, PA	Marriott/Wall/B Barth/Barto/4 TBD
10/25/2016	AE - Kindergarten	Carpenter's Farm	Linden, PA	Bailey/Swales/Hughes/Jameson/Karstetter/Baler/Kline/Wensel
10/25/2016	SE - Gr. 1 & Gr. 4	Carpenter's Farm	Linden, PA	Robinson/Yohn/R Crist/L Eiswerth/ 5TBD
10/26/2016	SE - Gr. 2 & Gr. 5	Carpenter's Farm	Linden, PA	Gill/Kinley/Eaton/K Wert/5 TBD
10/26/2016	JSE - LSS	Best Western/Country Cupboard	Lewisburg, PA	Wheeler/Koon/Englert/Woleslagle/Hershberger/Stiffler/Weymouth/Danley
10/28/2016	HS - Gr. 9-12	Construction Site	Woolrich, PA	J Jarrett/Wheeland/TBD
11/1/2016	HS - LSS	Faxon Bowling Lanes & Wegman's	Williamsport, PA	Machmer/Haltenhoff/Killion
11/3/2016	MS - Gr 8 Outdoor Club	Crystal Lake Ski Area	Hughesville, PA	Klugh/Moore/S Weaver/Grubb/2 TBD
11/5/2016	HS - Band, Gr. 8-12	West Shore Stadium	Camp Hill, PA	Lahr/TBD Band Parent Volunteers
11/6-7/2016	HS - FBLA, Gr. 10-12	Hilton Harrisburg	Harrisburg, PA	Oden
11/8/2016	HS - Gr. 9-12	Penn College	Williamsport, PA	English/Hensler/Baker
11/9/2016	MS - Gr. 7	JS High School	Jersey Shore, PA	Galer/S Smith/H
11/9/2016	MS - Outdoor Club, Gr. 6	Grieco Park	Jersey Shore, PA	Reeder/Dunn/Flock/Zeruth/Schaller/Kuehne/Silvis/Eingo/Fedele/J Welsh/Rodabaugh/Swanger/Grubb
11/10/2016	MS - Gr. 7-8	Mansfield University	Mansfield, PA	Moore/Ebner/Klugh Bowers/Holdren

Field Trip List

11/10-12/2016	MS & HS - Gr 8-12 Student Council	Deer Lakes High School	Cheswick, PA	Charnego/C Blerly
11/11/2016	HS - Ap Environmental Science, Gr. 11-12	Jersey Shore Cemetery	Jersey Shore, PA	J Barnhart
11/17/2016	MS - Honors Social Studies, Gr. 8	Campus	State College, PA	Schaller/Klugh/ 6 TBD
11/17/2016	HS - Rho Kappa	JS Historical Society	Jersey Shore, PA	J Smith
11/19/2016	HS - VEX Team, Gr. 9-12	St. Joseph's Prep School	Philadelphia, PA	Baker
11/19/2016	HS - Band, Gr. 8-12	Williamsport Area High School	Williamsport, PA	Lahr/2 TBD
11/22/2016	HS - Band, Gr. 9-12	Montgomery High School	Montgomery, PA	Lahr
12/1/2016	MS - Outdoor Club, Gr. 7-8	Ravensburg Park	Rauchtown, PA	Moore/Klugh/1 TBD
12/1-2/2016	HS - Band, Gr. 9-12	Montgomery High School	Montgomery, PA	Lahr
12/2/2016	AE - MDS Class	Lycoming Mall	Muncy, PA	Carlin/Conklin/Bonnett/Zimmerman/Sweely/Person
12/2/2016	HS - Culinary Arts, Gr. 9-12	Penn College of Technology	Williamsport, PA	Rogers/Paulhamus/P Hess
12/9/2016	MS - Gifted, Gr. 6-8	JS Food Bank	Jersey Shore, PA	Dammer/Cornelius
12/9/2016	HS - German Program, Gr. 11-12	German Christmas Market	Mifflinburg, PA	Neuschafer/Wolford/2 TBD
12/15/2016	JSE - LSS	Manor Care	Jersey Shore, PA	Wheeler/Koon/Englert/Woleslagle/Hershberger/Stif fler
12/16/2016	MS - Chorus, Gr. 6-8	Elementary/Manor Care	Jersey Shore, PA	Bowers/2 Parent Vol TBD
12/16/2016	JSE - LSS	Wmspt Moive Theater/Long Island Pizza	Williamsport, PA	Wheeler/Koon/Englert/Woleslagle/Hershberger/Stif fler/Cassie
12/19/2016	HS - Military Support Club, Gr. 9-12	Manor Care	Jersey Shore, PA	Melissa Williamson
12/19/2016	HS - Life Skills, Gr. 9-12	Lycoming Mall, Cinema Center, Restaurant	Williamsport, PA	Machmer/E Haltenhoff/T Killion
12/19/2016	HS - Gr. 11-12	Lycoming College	Williamsport, PA	Hunter/Ferguson/B Williamson
1/4/2017	HS - ConCon/Model UN Club, Gr. 9-12	Williamsport Area High School	Williamsport, PA	Greene/J Smith/Jessica George
1/4/2017	HS - FBLA, Gr. 9-12	Penn College	Williamsport, PA	Oden/Griswold/J Miller/H Barnhart/Wasson/Sarah Smith
1/11-13/2017	HS - Choir, Gr. 12	Berwick Area Senior High School	Berwick, PA	Ortbal
1/28/2017	HS - TSA, Gr. 9-12	Mifflinburg Area HS	Mifflinburg, PA	Baker/Harter/2 TBD
2/4/2017	HS - TSA Vex Robotics, Gr. 9-11	West Shore Christian Academy	Shiremanstown, PA	Baker/Knepp/Stratton/Berfield
2/7/2017	SE - Gr. 4	Community Arts Center	Williamsport, PA	Crist/Eiswerth/3 Parents TBD

Field Trip List

2/11/2017	HS - TSA Vex Robotics, Gr. 9-11	New Foundations Charter School	Philadelphia, Pa	Baker/Knepp/Stratton/Berfield
2/16/2017	AE & SE - Gr. 5	Penn College Science Festival	Williamsport, PA	G Wert/Allison/Arnold/Carson/Eaton/K Wert/Allen
3/27/2017	SE - Gr. 1	Community Arts Center	Williamsport, PA	Robinson/3 TBD
4/7/2017	HS - Model UN, Gr. 9-12	Lycoming College	Williamsport, PA	Greene/J Smith/Jessica George
04/19-22/2017	HS - TSA, Gr. 9-12	Seven Springs Resort	Seven Springs, PA	Baker/Harter/2 TBD

Conferences Attendees					
Date	Name of Conference	Conference Facility	Conference Location	Attendees	
10/27, 11/8, 11/30, 12/1, 12/2/2016	ALPS Instructional Strategies	BLaST IU 17	Williamsport and Canton, PA	Jennifer McKee	
11/1/2016	Success in Algebra I: Use Data to Inform a Systems Approach	BLaST IU 17	Williamsport, PA	Bob Fox, Wanda Derr, Lynnann Charnego, Jennie Welsh, Krista Callahan, Reed Mellinger, Laura Milarch	
11/1/2016	PC NOW Point of Contact	Penn College	Williamsport, PA	Roxann Laird	
11/3/2016	Decoding and the Struggling Reader	Hampton Inn	Lewisburg, PA	Kristi Swanger	
11/4/2016	Lycoming County Youth Task Force	Sharwell Building	Williamsport, PA	Roxann Laird	
11/9/16, 11/10/2016, 1/10/2017, 1/11/2017, 3/9/2017, 3/10/2017	NISL Course 1: World Class Schooling: Vision and Goals	IU 16	Lewisburg, PA	Adrienne Johnston	
11/7/2016	Comprehensive IEP's for Students Who Are Deaf or HH	BLaST IU 17	Williamsport, PA	Tara Phlegar	
11/9/2016	You Can't Make Me, But You Can Motivate Me	BLaST IU 17	Williamsport, PA	Theresa Murray, Megan Kodish	
11/11/2016	OBS-Safety Care Specialist Recert	BLaST IU 17	Williamsport, PA	Ruth Viera	
11/15/2016	MTSS Through the Lens of Literacy	Lycoming College	Williamsport, Pa	Jon Jean	
11/16-17/2016	MTSS Math Content and Instruction K- 12	PaTTAN	Harrisburg, PA	Nancy Rodabaugh, Adrienne Johnston, Lynnann Charnego, Laura Milarch	
11/17/2016	Central Columbia Technology Visit	Central Columbia SD	Bloomsburg, PA	Julie Wagner, Tricia Sweitzer, Tom Neuschafer, Patty Hess. Thomas Kirol, Jodi English, Dolly Oden, Cindy Welsh, Sarah Keim	
11/18/2016	College and Career Readiness Conference	Penn College of Technology	Williamsport, PA	Heather Reeder, Dolly Oden, Roxann Laird	
11/30/2016	Trends and issues in HS Scheduling	Capital Area IU	Harrisburg, PA	Reed Mellinger , Bradd Williamson	
12/2/2016	Lycoming County Youth Task Force	Sharwell Bldg	Williamsport, PA	Roxann Laird	

12/4-5/2016	PDE 2016 SAS Institute			Hershey, PA	Cindy Welsh
12/4-6/2016	SAS Institute			Hershey, PA	Ken Dady, Steven Keen, Bruce Boncal
12/6/2016	eQuip Academy Services In-Service	BlaST IU 17		Williamsport, PA	Jason Willits
12/7/2016	Lyc0 Chamber of Commerce	Keystone Friction Hinge		South Williamsport, PA	Brent Wheeland
12/7/2016	Community Suicide Prevention Committee	New Covenant		Williamsport, PA	Roxann Laird
12/7/2016	Establishment Grant Training	PaTTAN		Harrisburg, PA	Rachel Barth, Beth Gill
12/8/2016	Central Columbia HS	Central Columbia SD		Bloomsburg, PA	Reed Mellinger, Bill Ferguson, Tricia Sweitzer
12/12/2016	Rtl Model and Title I Observation Visit	Curtin Middle School		Williamsport, PA	Angela Feerrar, Jennifer Ingraham, Adrienne Johnston, Jodie Chappel
12/13/2016	Fair Labor Standards Act	PASBO Office		Harrisburg, PA	Maureen Erlandson, Lynn Robinson
12/13/2016	Genetic Testing for Medications	Behavior Specialists, Inc		Williamsport, PA	Jennifer Patterson
12/16/2016	Section 504 Training	Blossburg Elementary		Blossburg, PA	Amanda Pauling, Teri Bauman
1/2/2017	Designing Elementary Schedules	CAIU 15		Enola, PA	Keith Veldhuis
1/5-8/2017	American Historical Association Annual Meeting			Denver, CO	Greene, Jessica George
1/6-9/2017	Eastern Athletic Trainers Association			Philadelphia, PA	Jacqueline George
1/11/2017-3/15/2017	Cisco CCNA4 Routing and Switching	Online Wednesday Evenings			David Becker
1/18/2017 and 2/27/2017	Assistive Tech Roundtable	IU 17		Canton and Wimpst., PA	Cindy Ferguson, Amanda Pauling
1/31/2017	Collins Writing Across Content Areas, Level 2				Cindy Eaton, Dennis Killion, Lisa Eiswerth, William Zeruth, Samantha Smith, Nichole Bechdel, Sarah Kuehne, Ruth Levan, Emily Buttorff, Corrine Fravel, Andrea Campbell, Tammy Anderson
2/11-15/2017	PETE&C PA Educational Tech Expo and Conference	Lycoming College Hershey Lodge & Convention Center		Williamsport, PA Hershey, Pa	Cindy Welsh, Teri Dolan-Ward



Book	Board Policy Manual
Section	200 Pupils
Title	Suspension and Expulsion
Number	233
Status	
Legal	<u>1. 22 PA Code 12.6</u> <u>2. 22 PA Code 12.7</u> <u>3. 22 PA Code 14.143</u> <u>4. 20 U.S.C. 1400 et seq</u> <u>5. 34 CFR Part 300</u> <u>6. 24 P.S. 1318</u> <u>7. 22 PA Code 12.8</u> <u>8. 2 Pa. C.S.A. 101 et seq</u> <u>9. 2 Pa. C.S.A. 101</u> 10. Pol. 204 11. Pol. 113 12. Pol. 113.1 13. Pol. 218 14. Pol. 216 <u>22 PA Code 12.3</u>

Purpose

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][4][5]

Authority

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.[6][1][7]

Guidelines

Exclusion From School - Suspension

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.[6][1]

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]

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][7]

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

Purpose of Informal Hearing

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.[7]

Due Process Requirements for Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.[7]
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.

Exclusion From Class - In-School Suspension

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]

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][7]

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

Expulsion

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 and a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.[6][1][7]

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[6][1][7][8]

The formal hearing shall observe the due process requirements of:[7]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. 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.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. 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.
9. 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:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. 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).
 - c. 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.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[9]

Attendance/School Work During Suspension and Prior to Expulsion

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][10]

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.

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.

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.

Attendance/School Work After Expulsion

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]

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.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[11][12]

Delegation of Responsibility

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.[13]
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.[14]
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.

Last Modified by Pamela M Copenhaver on January 4, 2017



Book	Board Policy Manual
Section	200 Pupils
Title	Student Rights and Responsibilities
Number	235
Status	
Legal	<u>1. 24 P.S. 510</u> <u>2. 22 PA Code 4.4</u> <u>3. 22 PA Code 12.1</u> <u>4. 22 PA Code 12.3</u> <u>5. 22 PA Code 12.4</u> <u>6. 22 PA Code 12.9</u> <u>7. 22 PA Code 12.2</u> 8. Pol. 130 9. Pol. 204 10. Pol. 218 11. Pol. 220 12. Pol. 221 13. Pol. 224 14. Pol. 233 Pol. 218.1 Pol. 218.2 Pol. 248 Pol. 249 Pol. 705

Purpose

This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.

Authority

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.

Guidelines

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.[7][4][8][9][10][11]

It shall be the responsibility of the student to:[7]

- 1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.[10]**
- 2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.**
- 3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.[12]**
- 4. Assist the school staff in operating a safe school.**
- 5. Comply with federal, state and local laws.**
- 6. Exercise proper care when using district facilities, school supplies and equipment.[13]**
- 7. Attend school daily and be on time to all classes and other school functions.[9]**
- 8. Make up work when absent from school.**
- 9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.**
- 10. Report accurately in student media.[11]**
- 11. Not use obscene language in student media or on school property.[11]**

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.[10][14]

A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.[4][10]

Delegation of Responsibility

The Superintendent or designee shall develop **administrative regulations** consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.



Book	Board Policy Manual
Section	200 Pupils
Title	Student Assistance Program
Number	236
Status	
Legal	<u>1. 22 PA Code 12.16</u> <u>2. 24 P.S. 1547</u> <u>3. 22 PA Code 12.42</u> <u>22 PA Code 12.41</u> <u>42 Pa. C.S.A. 8337</u> <u>20 U.S.C. 1232g</u> <u>34 CFR Part 99</u>

Purpose

The Board is committed to assisting all students to achieve to their fullest potential.

Definition

Student Assistance Program (SAP) - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.[1]

Authority

The Board shall provide a Student Assistance Program (SAP) that assists district employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.[2][3]

Delegation of Responsibility

The Superintendent or designee shall develop, implement, maintain and monitor a Student Assistance Program (SAP) that complies with state regulations.

Guidelines

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.

2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

Last Modified by Pamela M Copenhaver on January 5, 2017



Book Board Policy Manual
Section 200 Pupils
Title Unlawful Harassment
Number 248
Status

Legal 1. 43 P.S. 951 et seq
2. 20 U.S.C. 1681 et seq
3. 29 CFR 1606.8
4. 29 CFR 1604.11
5. Pol. 103

Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties

Pol. 103.1

Pol. 806

Purpose

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

Authority

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.[1][2][3]

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, **sex**, age, disability, sexual orientation or religion when such conduct:[3]

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate

in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.

3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:[4]

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.

3. Such conduct deprives a student of educational aid, benefits, services or treatment.

4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or designee as the district's Compliance Officer.[5]

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

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.

2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.

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

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

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

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

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

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

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be **informed of the outcome of the investigation, including the recommended disposition of the complaint.**

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. **District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.**

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, **and may include educational activities and/or counseling services.**

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. **The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.**

 248-Attach.doc (27 KB)

Last Modified by Pamela M Copenhaver on January 5, 2017



Book	Board Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Number	249
Status	
Legal	<u>1. 24 P.S. 1303.1-A</u> <u>2. 22 PA Code 12.3</u> 3. Pol. 218 <u>4. 24 P.S. 1302-A</u> 5. Pol. 236 6. Pol. 233 Pol. 248

Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or school-sponsored activities, that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

Authority

The Board prohibits all forms of bullying by district students.[1]

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the Safe School Report:[1]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][2][3]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[4][1][5]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][3][6]

1. Counseling within the school.
2. Parental conference.

3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Counseling/Therapy outside of school.
9. Referral to law enforcement officials.
10. Transfer to another school building, classroom or school bus.

Last Modified by Pamela M Copenhaver on January 5, 2017



Book	Board Policy Manual
Section	200 Pupils
Title	Student Recruitment
Number	250
Status	
Legal	<u>1. 51 P.S. 20221 et seq</u> <u>2. 10 U.S.C. 503</u> <u>3. 20 U.S.C. 7908</u> <u>4. 51 P.S. 20222</u> <u>5. 24 P.S. 2402 (Military Uniform)</u> <u>22 PA Code 403.1</u>

Authority

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.[1][2][3]

Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.

Guidelines

Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.[2][3]

The district shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.[4][2][3]

The district shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.[4]

Military Personnel

Military recruiters and all other members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear their official military uniforms while on district property.[5]

Delegation of Responsibility

The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.

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 **and discipline** of the school; **is likely to cause violence or disorder; or will constitute a violation of the rights of other students.**

The Superintendent or designee shall notify parents/guardians prior to the end of the student's junior year about the provisions of this policy. The notice shall include:[4]

1. Notice that the school routinely discloses names, addresses and telephone numbers of junior and senior students to postsecondary institutions and military recruiters, subject to a parent's/guardian's or secondary student's request not to disclose such information without prior written parental consent.
2. Explanation of the parent's/guardian's or secondary student's right to request that information not be disclosed without prior written parental consent.
3. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.