

Jersey Shore Area School District
Board of Education – Regular Meeting
Minutes of September 10, 2018

A. Opening

1. Call to Order: Mr. Craig Allen, Vice President, called the meeting to order at 7:00 p.m.

2. Roll Call:

Members Present: Mr. Craig Allen, Mr. Christopher Fravel, Mrs. Michelle Stemler, Mrs. Karen Stover, Mr. Merrill Sweitzer, Mr. John Pecchia, Mrs. Mary Thomas and Dr. Jill Wenrich, Superintendent

Others Present: J. David Smith, Esq., Solicitor, Dr. Kenneth Dady, Assistant Superintendent and Emilianna George, Student Representative

Members Absent: Mr. Harry Brungard and Mrs. Kelley Wasson

3. Pledge of Allegiance: Led by Haylee Crawford and Ariana LoCricchio, students representing Avis Elementary School.

B. Presentations

1. Communications: None

2. President's Report:

3. Intermediate Unit Report: None

4. Superintendent's Report:

a. Recognition of Jersey Shore Area Elementary Student, Isabella Gottschall - Adrienne Johnston

b. Policy 229 - Student Fundraising at first reading - Jill Wenrich (Attachment)

c. Policy 246 - School Wellness at first reading - Jill Wenrich (Attachment)

d. Policy 618 - Student Activity Funds at first reading - Jill Wenrich (Attachment)

C. Courtesy of the Floor:

Burt Francis-JS Boro – commented on policy 903.

D. Personnel

1. Personnel Items:

Motion: A motion was made by Christopher Fravel and seconded by Mary Thomas to approve the following Personnel items as listed on the Agenda:

a. acknowledgement that Vickie Allen has attained a Master of Science in Education degree with salary increase to be effective for the 2018-2019 school year.

b. appointment of Violet Englert to a 5 hour food service position at Salladasburg Elementary School at a rate of \$9.90/hour, effective September 11, 2018.

c. the following School Wide Positive Behavior Co-Leaders for Jersey Shore Area Elementary for the 2018-19 school year, each will be paid a \$200 stipend:

Adrienne Miller

Jodi Woleslagle

The vote was a unanimous yes. Motion carried.

E. Curriculum and Instruction: None

F. Building and Grounds: None

G. Finance: None

H. Miscellaneous:

1. Miscellaneous Item

Items tabled:

- f. Policy 915 - Booster Clubs at second reading.
- g. the revision of the 2018-2019 School Year calendar.

Motion: A motion was made by Karen Stover and seconded by Mary Thomas to approve miscellaneous items a. – e, as listed on the Agenda:

- a. authorization for Business Manager/JSASD Purchasing Office to participate in KPN/CSIU cooperative bidding process for art supplies; general supplies; computer supplies; copy paper; custodial/maintenance supplies; cafeteria paper & small wares and athletic balls/athletic supplies for the 2019-2020 school year.
- b. authorization for Business Manager/JSASD Purchasing Office to solicit bids for JSASD athletic trainer and general athletic supplies for the 2019-2020 school year.
- c. Policy 815.1 - Student iPad Responsible Use Policy and Student/Parent/Guardian Policy at second reading - Jill Wenrich (Attachment)
- d. Policy 815.2 - Student Mobile Digital Device Financial Responsibility at second reading. (Attachment)
- e. Policy 903 - Public Participation in Board Meetings at second reading. (Attachment)

The vote was a unanimous Yes. Motion carried.

I. Old Business:

J. Executive Session: An Executive Session was held beginning at 8:04 p.m. for personal matters after which no business will be conducted.

Meeting resumed at 8:33 p.m.

K. Adjournment

The September 10, 2018 Regular Board meeting was adjourned at 8:34 p.m.

Respectfully submitted,

Benjamin J. Enders
Board Secretary



Book	Board Policy Manual
Section	200 Pupils
Title	Student Fundraising
Number	229
Status	
Legal	<div>1. 24 P.S. 511</div> <div>2. Pol. 618 - Student Activity Funds</div>

Purpose

The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.

Definition

For purposes of this policy, **student fundraising** shall include solicitation and collection of money by students in exchange for goods or services.

Authority

The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.

District students are not obligated to conduct door-to-door sales for fundraising activities.

Delegation of Responsibility

Collection of money by approved school organizations may be permitted by the [1]

Superintendent or designee

Collections by students on behalf of school organizations outside the schools may be permitted only by the

Superintendent or designee.

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

The building principal shall distribute this policy and relevant procedures to each student organization

granted permission to solicit funds.

Funds solicited shall be controlled by Policy 618.[2]

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Last Modified by Pamela M Copenhaver on September 7, 2018



Book	Board Policy Manual
Section	200 Pupils
Title	School Wellness
Number	246
Status	
Legal	<div><div>1. 24 P.S. 1422.1</div><div>2. 42 U.S.C. 1758b</div><div>3. 7 CFR 210.31</div><div>4. 7 CFR 210.15</div><div>5. 24 P.S. 1422</div><div>6. 24 P.S. 1513</div><div>7. Pol. 102 - Academic Standards</div><div>8. Pol. 105 - Curriculum</div><div>9. Pol. 808 - Food Services</div><div>10. 24 P.S. 1512.1</div><div>11. 7 CFR 210.10</div><div>12. 7 CFR 220.8</div><div>13. 42 U.S.C. 1751 et seq</div><div>14. 42 U.S.C. 1773</div><div>15. 7 CFR 210.30</div><div>16. 7 CFR 210.11</div><div>17. 7 CFR 220.12a</div><div>18. Pol. 229 - Student Fundraising</div><div>19. 24 P.S. 504.1</div><div>20. Pol. 209.1 - Food Allergy Management</div><div>24 P.S. 1337.1</div><div>24 P.S. 1422.3</div><div>P.L. 111-296</div><div>7 CFR Part 210</div><div>7 CFR Part 220</div><div>Pol. 103 - Nondiscrimination in School and Classroom Practices</div><div>Pol. 103.1 - Nondiscrimination-Qualified Students with Disabilities</div></div>

Purpose

Jersey Shore Area School District recognizes that student wellness ~~and proper nutrition are~~ **is** related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education **and promotion**, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

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

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

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

Delegation of Responsibility

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

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

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

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to ~~student~~ **school** wellness. The report may include:

1. **Assessment of school environment regarding school wellness issues.**
2. Evaluation of food services program.
3. Review of all foods and beverages sold **to students** in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.

5. Recommendations for policy and/or program revisions.

6. Suggestions for improvement in specific areas.

7. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

The Superintendent or designee and the ~~appointed~~ **established** Wellness Committee shall ~~periodically~~ conduct an assessment **at least once every three (3) years** on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. **This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:** [2][3]

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

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

The district shall **annually** inform and update the public, including parents/guardians, students, and others in the community, about the contents, **updates** and implementation of this policy **via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.** This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership. [2][3]

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include: [3][4]

- 1. The written School Wellness policy.**
- 2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.**
- 3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.**
- 4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.**

Wellness Committee

The Superintendent or designee ~~district~~ shall appoint ~~establish~~ a Wellness Committee comprised of, **but not necessarily limited to,** at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, **school health professional, health and physical education teacher** and member of the public. **It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.**^[2]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a **School** Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.^[3]

Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.^[6]^[7]^[8]

~~The goal of~~ **Nutrition** education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutrition education lessons and activities shall be age-appropriate.

Nutrition curriculum shall **teach** behavior-focused **skills, which may include menu planning, reading nutrition labels and media awareness.**

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. ~~Criteria shall be developed to measure "properly" and "appropriate."~~ **The district shall develop standards for such training and professional development.**^[9]

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

~~() District schools shall promote nutrition through the implementation of Farm to School activities, where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria~~

~~and classroom, classroom education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.~~

District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.

~~{ } Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.~~

~~{ } Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.~~

District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Extended periods of student inactivity, two (2) hours or more, shall be discouraged.

Physical activity breaks shall be provided for students during classroom hours.

Physical activity shall not be used **or withheld** as a form of punishment.

Students and ~~the community~~ **their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.**

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.^{[10][7][8]}

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be

implemented.

A varied and comprehensive curriculum that **promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime** shall be provided in the physical education program.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

Physical education classes shall have a teacher-student ratio comparable to those of other courses **for safe and effective instruction.**

Physical activity shall not be used **or withheld solely** as a form of punishment.

Other School Based Activities

Drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[\[11\]](#)[\[12\]](#)

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[9\]](#)

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

District schools may ~~shall~~ implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

Meal periods shall be scheduled at appropriate hours, as **required by federal regulations and as defined by the district.**[\[11\]](#)

Students shall have access to hand washing or sanitizing before meals and snacks.

Access to the food service operation shall be limited to authorized staff.

Nutrition content of school meals shall be available to students and parents/guardians.

Students and parents/guardians may be involved in menu selections through various means, **such as taste testing and surveys.**

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

Goals of the student **School** Wellness policy shall be considered in planning all school based activities.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

The district shall maintain a healthy school environment, including but not limited to indoor air quality, in accordance with the district’s healthy learning environment program and applicable laws and regulations.

Nutrition Guidelines for All Foods/Beverages at School

All foods **and beverages** available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods **and beverages** provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall will be encouraged to offer healthy alternatives in addition to more traditional fare.

Competitive Foods -

Competitive foods available **for sale shall meet or exceed the** established federal nutrition standards **(USDA Smart Snacks in School)**. **These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.**[\[16\]](#)[\[17\]](#)[\[3\]](#)

Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.[\[16\]](#)[\[3\]](#)

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[\[16\]](#)[\[3\]](#)

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.^[16]

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.^[18]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.^[16]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

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

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

- 1. Rewards and Incentives: (CHOOSE ONE OF THE OPTIONS BELOW)
 - a. ~~{ } Foods and beverages shall not be used as a reward or incentive in district schools.~~
 - b. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
 - c. { } _____ other.
- 2. ~~Classroom~~ Schoolwide Parties and Celebrations: (CHOOSE ONE OR MORE OF THE OPTIONS BELOW)
 - a. ~~{ } Only non-food based parties and celebrations shall occur on the school campus during the school day in district schools.~~
 - b. ~~Classroom~~ Schoolwide parties/celebrations with food/beverages shall be limited to no more than one two (2) per month in each classroom.
 - c. Parents/Guardians shall be informed through newsletters or other efficient

communication methods that foods/beverages should only be brought in when requested for scheduled schoolwide parties.

- d. Classroom Schoolwide parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:**
 - i. Fresh fruits/vegetables; and**
 - ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.**
- e. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.**
- f. Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.**
- g. No homemade food will be allowed. All food must be prepackaged and sealed. All food must have a nutritional label-so that allergy ingredients can be easily identified.**
- 3. Shared Classroom Snacks (ie. birthday celebration or individual classroom parties):**

- a. ~~Shared classroom snacks are not permitted in district schools.~~**
- b. No homemade food will be allowed. All food must be prepackaged and sealed. All food must have a nutritional label-so that allergy ingredients can be easily identified.**

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website. ~~student handbooks, newsletters, posted notices and/or other efficient communication methods.~~

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.^{[16][3]}

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.^[19]

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:^[20]

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

2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

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

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Last Modified by Pamela M Copenhaver on September 7, 2018



Book	Board Policy Manual
Section	600 Finances
Title	Student Activity Funds
Number	618
Status	
Legal	<div><div>1. 24 P.S. 511</div><div>2. Pol. 811 - Bonding</div><div>3. 24 P.S. 440.1</div><div>4. 24 P.S. 623</div><div>5. Pol. 608 - Bank Accounts</div><div>6. 24 P.S. 807.1</div><div>7. Pol. 619 - District Audit</div></div>

Purpose

The Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.

Definition

For purposes of this policy, student activity funds shall include the funds of Board-approved student groups. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision-making process regarding these areas.

Authority

Student activity funds are not part of district funds but must be approved by the Board. The Board adopts this policy to ensure proper supervision of student activity funds under the district's responsibility.^[1]

Delegation of Responsibility

The Superintendent or designee is responsible for developing administrative regulations governing student activity funds.

The building principal is responsible for working with students and advisors, implementing

policies and procedures, and maintaining fiscal records. ~~The principal shall serve as custodian of the funds and shall countersign all checks drawn upon them. The principal shall be bonded.~~^[2]

Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policy and administrative regulations by the student organization.

The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the Board Administration.

Guidelines

Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.

All student activities shall be on a self-sustaining basis, except for situations approved by the Board.

Funds of any student body organization may be deposited or invested in banks whose accounts are insured by FDIC or investment certificates or withdrawable shares in state-chartered savings and loan associations doing business in-state and insured by FDIC or FSLIC.^{[3][4]}

All funds collected by student organizations shall be deposited in a student activities fund in a bank designated by the Board. No school-sponsored student organization is permitted to establish an account separate from the student activities fund.^{[1][5]}

Funds collected shall be turned in to the custodian of the fund before the end of each school day, and they shall be safeguarded until deposited as soon as possible.

Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the bylaws of the activity approved by the Board.^[1]

Disbursements from such funds shall be made only by check upon the request of the authorized advisor and the approval of the fund custodian. Disbursements shall be supported by invoices or verified documentation. All checks shall be signed by two (2) individuals authorized to approve such disbursements.

All purchases of materials or supplies by any organization, club, society or group, or by any school or class shall be made by the purchaser in accordance with the requirements of law.^{[1][6]}

All funds shall be of an exchange nature, and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.

All funds accumulated in the name of a specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year.^[1]

A financial report of the condition of each student activity fund shall be submitted to the Board at least quarterly.^[1]

The student activity fund shall be audited annually during the district's established audit.[7]

Graduating Classes

All graduating classes, after payment of all financial obligations and prior to graduation, shall make a commitment for distribution of the funds remaining in the class account to school activities of the class's choosing, such as a senior gift or scholarship fund.

Funds may not be disbursed or set aside for future obligations, such as class reunions.

Last Modified by Pamela M Copenhaver on September 7, 2018



Book	Board Policy Manual
Section	800 Operations
Title	Student Technology Responsible Use Policy and Student/Parent/Guardian Policy
Number	815.1
Status	
Adopted	June 26, 2017

Purpose

This Responsible Use Policy is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued technology device. Technology devices are defined as, but not limited to, district owned laptops, iPads, and digital cameras. The use of technology is fundamental to the instruction process. Use of technology is required. Technology, on or off campus, must be used in accordance with the mission and philosophy of Jersey Shore Area School District as well as the Acceptable Use of Internet, Computers and Network Resources, Board Policy, 815. A copy of this Board Policy can also be found in the Student-Parent Handbook. Teachers may set additional requirements for use in their respective classes.

The technology device and accessories remain the property of Jersey Shore Area School District at all times. Therefore, there is no assumption of privacy. Jersey Shore Area School District reserves the right to inspect student devices at any time during the school year. Misuse of technology devices will result in disciplinary action.

Guidelines

Above all, the "Digital Conversion" program at Jersey Shore Area School District is an academic program, and the policies governing the use of the technology device support its academic use. To maintain the integrity of the technology program, all students and parents/guardians are subject to the following conditions of use:

1. **Liability** - The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the technology device, protective case (if applicable), keyboard (if applicable) and all other issued accessories if the property is:
 - a. Not returned.
 - b. Intentionally damaged.
 - c. Lost or damaged because of negligence and/or by not following the procedures established in this policy.
 - d. Stolen, but not reported to school and/or police by end of the next school day. A police report must be filed by the parent/guardian/student if the device is stolen.

2. **Personal Safety**

- a. Users should recognize that communicating over the internet brings risks associated with the lack of face-to-face contact.
- b. Users should carefully safeguard their personal information and that of others.
- c. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without parental and/or teacher permission.
- d. Students should never agree to meet someone they meet online in real life.
- e. If the user sees a message, comment, image, or anything else online that makes him/her concerned for his/her personal safety, it should be brought to the attention of school personnel.

3. Netiquette

- a. Users should always use the internet, network resources, and online sites in a courteous and respectful manner.
- b. Users should recognize that, with valuable content online, there is also unverified, incorrect, and/or inappropriate content.

4. Cyberbullying

- a. The National Crime Prevention Council defines cyberbullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."
- b. Cyber-Bullying will not be tolerated and is strictly forbidden.
- c. The user should remember that digital activities are monitored and retained.
- d. Report cyber-bullying immediately to school personnel.
- e. Users must be familiar with and adhere to the District's Bullying/Cyberbullying policy, Policy 249.

5. District Acceptable Use Policy - Jersey Shore Area School District's Policy for Acceptable Use of Internet, Computers and Network Resources #815 is to be followed at all times.

6. Technology Device Use, Care, and Routines

- a. Never pile things on top of the device in or out of your backpack, case or carry all.
- b. Keep the technology device in the district-issued protective case at all times, if applicable.
- c. Do not leave the device out in extreme heat or cold.
- d. Do not leave the device in a vehicle or place it on top of a vehicle.
- e. Keep food, drink, pets, etc. away from the device at all times.
- f. Do not drop the device as the screen is made of glass and will break.
- g. Do not leave the device unattended at any time including during class, extra-curricular activities, lunch, locker room, etc. During lunch, devices are to be kept in a predefined secure location.
- h. Labels, stickers, or screen protectors placed on the device by the technology department shall not be removed.

- i. Do not write on, or place any labels or stickers on, the device or district-issued case.
- j. Do not alter the device in any manner that will permanently change the device.
- k. Do not remove the serial number or identification sticker on the device.
- l. Do not lend the device to a classmate, friend, or family member.
- m. Clean the device screen with a soft, dry, anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- n. Fully charge the device each night with the appropriate A/C adapter.
- o. Do not attempt to repair a damaged or malfunctioning device. All damaged and malfunctioning devices need to be taken to the Library Media Center.
- p. Do not change in any way the device operating system.
- q. Do not remove or circumvent the mobile device management system installed on each device. This includes removing restrictions or "jailbreaking" the device.
- r. Do not sync the device with a district or home computer.
- s. Avoid touching the screen with pens/pencils. Use an appropriate stylus.
- t. Students are responsible for the safety and security of their technology device.
- u. Students may or may not be permitted to take the device home based on school-standard operating procedures (SOP).
- v. Students may not change the "Device Name".
- w. Students may not change or delete any "Profile" settings.
- x. All accessories will be unplugged from the device and secured into the school issued protective case or sleeve, if applicable, when it is moved or in transit to another location.

7. **Email for Students** - Purpose: All students will receive an individual email account. With these accounts, students will have access to educational applications, which include productivity and instructional tools and much more. All technology devices will need to be set up with email so students can quickly and easily send messages and schoolwork to teachers. This setup will happen during orientation, and the email required to remain on the devices through the course of the school year. All official JSASD electronic communications will be sent via the JSASD student email.

a. The effective use of email will:

- i. Develop 21st Century Communication Skills.
- ii. Allow students to develop positive professional relationships with peers and staff.
- iii. Assist in collaboration skills required in careers and higher education settings.

b. Guidelines and Reminders

- i. School email accounts should be used for educational use only.

- ii. Students should only have their school email account set up on their device. No other personal email accounts should be set up on the device.
- iii. ALL communication from students to teachers must be on their school issued email account or through the district's instructional management system. Personal accounts are not an acceptable means of communication with teachers.
- iv. Email transmissions at school are subject to inspection by teachers and/or administrators as deemed necessary.
- v. All email and contents are property of the Jersey Shore Area School District.
- vi. Only the authorized user of the account should access, send, and/or receive emails for the account.
- vii. Passwords should be protected and never shared with other students.

c. Examples of Unacceptable Use

- i. Non-educational related forwards (e.g. jokes, chain letters, images).
- ii. Harassment, cyber-bullying, profanity, obscenity, racist terms, hate mail.

8. Camera - Purpose: Each student device is equipped with a digital camera feature. The camera will allow students to utilize a 21st century tool to develop 21st century learning skills. This feature will be used for educational purposes only. Devices may not be brought into restrooms, locker rooms, or other changing areas. Devices may not be taken to events where physical damage to the devices would be likely to occur without permission from the teacher. These restrictions are for both sanitation and social health reasons. Inappropriate pictures/video of yourself (selfies) are prohibited.

a. Examples of Acceptable Use

- i. Recording and/or taking pictures for project-based learning assessments.
- ii. Assisting in ensuring accurate notes are taken in class.
- iii. Submitting work digitally.

- b. Students are not allowed to take any pictures/video of staff and/or students without expressed permission by those individuals. Any violation of this policy will result in discipline measures.

9. Listening to Music

- a. Streaming music is not allowed at school without permission from the teacher. Music must be appropriate for an educational environment.
- b. Users must follow copyright and other applicable laws.

10. Watching Movies

- a. Watching movies will not be allowed during school hours.
- b. Video segments required for school use will be allowed on devices with teacher permission.
- c. Students will have access to YouTube with teacher approved video clips being authorized.

11. Games

- a. Students may not play games on the device during school hours unless they are given permission by the teacher AND the game supports education.
- b. The content of any games played at home must be school appropriate.

12. Student Files and Storage - All students should store their files using District approved file storage resources including the approved Learning Management System. Additional data storage, through portable or cloud resources, is at the expense and responsibility of the user. These file storage resources should be setup using the student's JSASD email account and password. If students need additional storage, they can request it via a Help Desk request.

13. Printing

- a. Printing will not be allowed from the devices at school.
- b. If printing is necessary, students must email the document to their school email account or save to their student network account and print from a computer lab.

14. Device Background Image - The lock screen picture background will be used by the School District and cannot be changed. Any picture used as the background for a school issued device must be school appropriate and align with the Acceptable Use guidelines.

15. Plagiarism

- a. Users are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the internet.
- b. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online.
- c. Research conducted via the Internet should be appropriately cited, giving credit to the original authors.
- d. Users are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.
- e. Plagiarism will be handled according to the school discipline policy on plagiarism. Please see JSASD handbook for the policy.
- f. Users must follow copyright and other applicable laws.

16. Behaviors and Discipline Related to Student device Use

- a. Violations are as follows:

<i>Technology Related Behavior Violations</i>	<i>Equivalent "traditional" Classroom</i>
• Failure to bring device to school	• Coming to class unprepared
• Missing cover/protective case	• Not having required supplies
• Email, texting, skyping, internet surfing, etc.	• Passing notes, reading magazines, games, etc.
• Damaging, defacing, placing stickers, etc. to device	• Vandalism/Property damage

• Using account belonging to another student or staff member	• Breaking into someone else's property, locker/classroom
• Accessing inappropriate material	• Bringing inappropriate content to school in print version
• Cyberbullying	• Bullying/Harassment
• Using profanity, obscenity, racist terms	• Inappropriate language, harassment
• Sending/Forwarding assignment to another student to use as their own	• Cheating, copying assignment, plagiarism
Violations to the JSASD Digital Conversion 1:1 Project	
• Not having device fully charged at the start of the day	
• Attempts to defeat or bypass the district's internet filter and/or security settings	
• Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity	
• Unauthorized downloading/installing of Apps	

- b. Progressive Discipline – The discipline process with the Digital Conversion project will be progressive in nature.

Discipline Steps are as follows:

- i. Verbal warning and parent/guardian contact.
- ii. One (1) afterschool detention and parent/guardian contact.
- iii. Two (2) afterschool detentions and parent/guardian contact.
- iv. One (1) extended detention/one (1) in-school suspension and parent/guardian contact.
- v. Two (2) extended detentions/two (2) in-school suspensions and parent/guardian contact.
- vi. One (1) out-of-school suspension and parent/guardian contact.

17. Examples of Unacceptable Use - Unacceptable use of the technology devices includes, but is not limited to, the following examples:

- a. Using the school network for illegal activities such as copyright and/or license violations.
- b. Using the device as the vehicle for plagiarism.
- c. Unauthorized downloading of apps and/or jail-breaking of the device.
- d. Accessing and/or using websites or materials that are not in direct support of the curriculum and are inappropriate for school.
- e. Vandalizing equipment and/or accessing the network inappropriately. Using and/or

possessing programs that are capable of hacking the network.

- f. Gaining unauthorized access anywhere on the network.
- g. Invading the privacy of individual(s).
- h. Using and/or allowing use of another person's login/password to access the network.
- i. Being a passive observer or active participant with any unauthorized network activity.
- j. Participating in cyber-bullying of any person.
- k. Using objectionable language, photos, or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- l. Obtaining, modifying, or using user name/passwords of other users.
- m. Modifying files belonging to another student on the network.
- n. Attempting to access or accessing websites blocked by the school's internet filter.

o. Downloading apps, streaming media, or playing games without permission of an administrator.

p. Sending and/or forwarding emails that are chain letters, forwards, etc. via school email.

q. Any use that violates any School District policy.

18. Power Management

- a. Users are responsible to recharge the device's battery so it is fully charged by the start of the next school day.
- b. Users with no battery life may bring the device to the Library Media Center for charging. Students needing this service will be referred to the office under the progressive discipline clause (see 16b).
- c. Users will forfeit use of the device for the entire time it takes to charge the device.
- d. The Library Media Center may lend a device to a student while the student's device is charging.
- e. Users may pick up or check on the device during passing periods and lunch. Users may not ask for permission during class to pick up or check on the device.

19. Device Security - Content filtering is present on the school network.

Content Filtering – The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block inappropriate and objectionable sites. Students are to comply with the School Districts, Acceptable Use Policy on and off school district property. When using the device at home, parents/guardians will supervise the appropriate use of device.

20. Damaged and Lost or Stolen Devices

- a. Users will report any damaged or lost devices to School Authorities immediately.

- b. Users will bring damaged devices to the Library Media Center, and fill out an incident report.
 - c. For any minor troubleshooting, students should take device to library media center.
 - d. If the device is lost or stolen, the parent/guardian/student is required to file a police report in order to receive a replacement device. Otherwise, replacement is the financial responsibility of the student/parent/guardian.
 - e. Damaged JSASD devices that are not in a district issued case and/or protective sleeve will be the financial responsibility of the student/parent/guardian, as will any other damage caused by student/parent/guardian as a result of a violation of this policy, or any other policy of the District.
21. Device Fees/Coverage - Effective beginning the 2017-18 school year, parents/guardians have the option of purchasing annual, nonrefundable for the device. Purchasing device coverage limits the parents'/guardians'/student's financial liability. If device coverage is not purchased, the parent/guardian is financially liable for the full replacement or repair cost as determined by the Principal and/or Director of Technology.

NOTE: Parent/Guardian may not substitute homeowner insurance or other personal insurance for district device insurance.

Last Modified by Pamela M Copenhaver on September 5, 2018



Book	Board Policy Manual
Section	800 Operations
Title	Student Mobile Digital Device Financial Responsibility
Number	815.2
Status	
Adopted	June 26, 2017

Purpose

The Jersey Shore Area School District is embarking on a multi-year initiative to provide a digital device to every student for use in the classroom. In some cases, students will take the devices home with them for research and homework assignments during the school year. The benefits of the Jersey Shore Area School District 1:1 device program include:

- Providing instant access to up-to-date information and current events as well as digital books and multimedia resources
- Fostering critical thinking skills to do research that encourages proactive learning
- Strengthening communication skills and literacy
- Availability of multiple collaboration tools
- Individualizing learning for each student
- Preparing students for high school and college work
- Expanding students' working knowledge of effective methods to problem solve and complete tasks

The device, accessories, and all necessary software are provided free of charge but, in accordance with applicable laws, parents/guardians may be held financially responsible for damage, loss, or theft of the device under certain circumstances. These circumstances are more fully described in the section below.

The District is offering an *optional, voluntary device coverage program* to provide financial protection against accidental damage (including screen breakage) of devices. This program is self-funded, and all monies collected will be deposited into a special account to be used for repair or replacement of damaged, lost, or stolen student devices. The purpose of the program is to help offset the cost of a lost or damaged device to families, and it can provide significant savings in the event of accidental damage or loss.

Technology Device Coverage Details:

1. **Damage**: pays for damage to the device on school property or any other location.
2. **Accidental Damage**: Pays for accidental damage cause by liquid spills, drops, falls, and collisions.
3. **Theft**: Pays for loss or damages due to theft; a claim must be made the next school day and

must include a copy of a police report.

- 4. **Fire:** Pays for loss or damage due to fire; a copy of the official fire report from the investigating authority must be included with the claim.
- 5. **Electrical Surge:** Pays for damage to the device due to electrical surges.
- 6. **Natural Disasters:** Pays for loss caused by a natural disaster.

The parent/guardian may not substitute homeowner insurance or personal insurance for School District iPad insurance.

The device coverage fee cost is not subject to reduction or refund for partial year participation due to late enrollment in, or early withdrawal from, the school district.

The device coverage enrollment period is from the beginning of the school year through October 15. For new students enrolling in the school district after the October 15 enrollment deadline, the enrollment period will be with the first ten (10) school days after receiving a student device. After the enrollment period, parents/guardians would need to wait until the subsequent school year to opt in and would therefore be fully responsible for damage to their devices.

For incidents covered by optional coverage, parents/guardians will be asked to submit payment of the coverage deductible prior to the student receiving a repaired or replaced device. For incidents not covered by optional device coverage, parents/guardians will be invoiced for the full cost of repair or replacement.

The cost of device coverage will be in accordance with rates established and in effect at the time of the school year in question. These rates may change from time to time.

In the event that invoices are not paid within thirty (30) days, any or all of the following actions may also be taken by the District, until such time as the invoiced amount is paid in full:

- Additional correspondence/contact demanding payment.
- Withholding of student transcripts.
- Suspension of discretionary activities for the student.
- Referral to a collection agency.
- Student use of a replacement device would be limited to school (no option for taking device home).

In cases where a replacement device is necessary, the District will decide what type of device will be provided as a replacement.

Opt-in/Opt-out Process

Parents/Guardians have the option to decide if they want to participate (OPT-IN) in the student device coverage program or not participate (OPT-OUT) and assume full responsibility to pay for accessory replacement costs or repair/replacement of damaged equipment.

Device coverage envelopes will be sent home with student(s) the first days of school and will be available after that at each school's main office.

- 1. Mark on the envelope with your coverage selection - OPT-IN or OPT-OUT.
 - 2. Fill in the needed information on the device coverage Envelope (even if the parent/guardian OPTs-OUT).
 - 3. If Opting-IN, select the cost category (Regular, Reduced Lunch or Free Lunch) and put that amount in the envelope and seal it.
 - 4. Envelopes with parent/guardian decision (OPT-IN or OPT-OUT) are returned to the student's homeroom teacher.
- OPT IN - fill out the requested information on the envelope, and submit a check (made out to Jersey Shore Area School District) or money order for the correct amount. The student should

return the envelope to his/her homeroom teacher.

****There will be a \$25.00 fee on all returned checks****

OPT OUT – fill out the requested information, sign the envelope. The student should return the envelope to his/her homeroom teacher.

If the device coverage envelope is not returned for any reason, the parent/guardian will be considered to not have any coverage.

All device coverage claims should be filed with the school's library media center on forms that will be made available in each school's library.

Last Modified by Pamela M Copenhaver on September 5, 2018



Book	Board Policy Manual
Section	900 Community
Title	Public Participation in Board Meetings
Number	903
Status	
Legal	1. 65 Pa. C.S.A. 710 2. 65 Pa. C.S.A. 710.1 3. 24 P.S. 407 4. Pol. 006 - Meetings 65 Pa. C.S.A. 701 et seq
Adopted	March 18, 2013
Last Revised	January 25, 2016

Purpose

The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.

Authority

The Board adopts this policy to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.[\[1\]](#)

In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on official action or deliberation before the Board action by the Board. The Board will have two (2) public comment sessions each being a maximum of 30 minutes in length. [\[2\]](#)

The Board shall require that the first public comments be made at the Courtesy of the Floor before each meeting to pertain to the evening's agenda only.

The Board shall require that the second public comments be made after the business of the evening to pertain to anything other than the evening's agenda.

If the Board determines there is not sufficient time at a meeting for public comments, the comment

period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.[2]

Delegation of Responsibility

The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.[3][4]

Guidelines

Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the district.

The Board requires that public participants be residents or taxpayers of this district or:

1. Anyone representing a group in the community or school district.
2. Any representative of a firm eligible to bid on materials or services solicited by the Board.
3. Any district employee.
4. Any district student.

Participants must sign in to be addressed; before the Board meeting for the Courtesy of the Floor to be recognized by the presiding officer and must preface their comments by an announcement of their name, address, topic (i.e., agenda item) and group affiliation if applicable.

The second Courtesy of the Floor participants must be recognized by the presiding officer and must preface their comments by an announcement of the name, address, topic and group affiliation if applicable.

Each recognized organization shall designate one (1) individual to address the Board.

Each statement made by a participant shall be limited to three (3) minutes duration, unless the Board President extends the time limit.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Board members individually. Questions of fact asked by the public will, when appropriate, be answered by the Superintendent or designee. Questions requiring investigation will be referred by the Superintendent to the appropriate employee for later reporting to the Board and public. As appropriate, questions submitted may be referred to the "Right to Know" process by the presiding officer or Superintendent (Administration).

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
2. Request any individual to leave the meeting when that person does not observe reasonable

decorum.

3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
5. Waive these rules with the approval of the Board.
6. Omitted agenda items will not be addressed during the first Courtesy of the Floor.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent documents shall be available to the press and public at the meetings, with reasonable attempts to publish electronically on the JSASD website on the date of the respective meeting.



[JSASD School Board Courtesy of the Floor Sign In Sheet.pdf \(34 KB\)](#)

Last Modified by Pamela M Copenhaver on September 4, 2018