Vision Statement: The East Penn School District will empower students to maximize their individual potential and become lifelong learners and contributors to a global society.

Mission Statement: The East Penn School District will provide a learning environment in which students become effective problem solvers, collaborators, critical thinkers, and communicators.
1. CALL TO ORDER; PLEDGE OF ALLEGIANCE

President Earnshaw called the meeting to order at 7:35 p.m., followed by the Pledge of Allegiance.

2. There were no Requests to Address the Board

3. APPROVAL OF MINUTES

Motion by Ballard, Seconded by Champagne
RESOLVED, That the East Penn Board of School Directors approve the minutes of the June 27, 2016 Board meeting.

This resolution to approve the minutes was unanimously adopted by voice vote.

4. There was no Report of the Superintendent of Schools

5. PERSONNEL

Motion by Ballard, Seconded by Bacher
RESOLVED, That the East Penn Board of School Directors approve the following personnel items, including the addendum, recommended by the Superintendent:

a. Retirement(s) (Exhibit #1)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Building</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Frazier</td>
<td>Staff Assistant</td>
<td>EHS</td>
<td>8/2/16</td>
</tr>
</tbody>
</table>

b. General Leave of Absence(s) as per Board Policy

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Building</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eugenia Thompson</td>
<td>Instructional Assistant</td>
<td>Willow Lane ES</td>
<td>8/29/16 – 6/16/17</td>
</tr>
</tbody>
</table>
c. Professional Employee Appointment(s)

Name: Kara Chamberlain
Education Level: B. A. Degree; M.S. Ed. Degree
Undergraduate School: The State University of New York at Potsdam
Graduate School: The State University of New York at Potsdam
Assignment: Mathematics Teacher; EHS
(Certification: Instructional II: Mathematics 7-12)
Experience:
- Aug. 2013 – Present: Whitehall Coplay Area SD; Mathematics Teacher
Salary: $62,878; Year 7; M
Effective: August 22, 2016

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

Name: Lisa Fritz
Education Level: B. S. Degree
Undergraduate School: East Stroudsburg University
Assignment: 5th Grade Teacher; Alburtis ES
(Certification: Instructional II: Elementary K-6
Experience:
- Aug. 1998 – June 2003: Boyertown SD; Elementary Teacher
Salary: $76,666; Year 15; PC
Effective: August 22, 2016

d. Temporary Professional Employee Appointment(s)

Name: Kristin Epsaro
Education Level: B. S. Degree
Undergraduate School: Bloomsburg University
Assignment: 5th Grade Teacher; Alburtis ES
(Retirement of K. White)
Certification: Instructional I: Grades 4-8 (All subjects 4-6, Mathematics 7-8)
Experience: None
Salary: $51,500; Year 1; B
Effective: August 22, 2016

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

Name: Nicholas Haja
Education Level: B. S. Degree, M. Ed. Degree
Undergraduate School: Kutztown University
Graduate School: Kutztown University
Assignment: 3rd Grade Teacher; Jefferson ES
(Retirement of K. White & subsequent transfer)

Certification: Instructional I: Elementary K-6; Reading Specialist K-12
Experience: Aug. 2013 – Present: Lehigh Valley Academy Regional Charter School; Elementary Teacher
Salary: $61,628; Year 4; M
Effective: August 22, 2016

Name: Lauren Hostetler
Education Level: B. A. Degree
Undergraduate School: Moravian College
Assignment: 1st Grade Teacher; Wescosville ES

(Retirement of K. Schlier and subsequent transfer of H. Herman to LMMS)

Certification: Instructional I: Grades PK-4
Experience: None
Salary: $51,500; Year 1; B
Effective: August 22, 2016

Name: Jill Schrader
Education Level: B. S. Degree
Undergraduate School: Kutztown University
Assignment: Art Teacher; Macungie & Alburtis ES

(Retirement of K. Thomas & subsequent transfer)

Certification: Instructional I: Art K-12
Salary: $51,917; Year 2; B
Effective: August 22, 2016

Name: Alyssa Soupik
Education Level: B. S. Degree
Undergraduate School: Kutztown University
Assignment: Family Consumer Science Teacher; EHS

(Retirement of N. Smartschan)

Certification: Instructional I: Art K-12; Family-Consumer Science K-12
Experience: Aug. 2012 – June 2013: Southeast Delco SD; Art Teacher
Salary: $51,917; Year 2; B
Effective: August 22, 2016

Name: Loni Weller
Education Level: B. A. Degree, M. L. S. Degree
Undergraduate School: Judson College
Graduate School: Kutztown University
Assignment: Librarian; Willow Lane ES

(Retirement of A. Newton)

Certification: Instructional II: Library Science PK-12
Experience: Aug. 2015 – Present: Millville Public SD; Media Specialist
Aug. 2009 – Aug. 2015: Moravian Academy; Director of Media Services
Aug. 2008 – Aug. 2009: Bear Creek Community Charter School; Librarian
Salary: $62,045; Year 5; M
Effective: August 22, 2016

e. Full-time Substitute Appointment(s)

Name: Michael Facchiano
Education Level: B. A. Degree, M. Ed. Degree
Undergraduate School: Moravian College
Graduate School: Kutztown University
Assignment: Social Studies Teacher; Eyer MS
(Leave of Absence of S. Boyle)
Certification: Instructional I: Social Studies 7-12
Dec. 2015 – Feb. 2016: Parkland SD; Per Diem Substitute
Salary: $51,500; Year 1; B
Effective: August 22, 2016

f. Teacher Transfer Assignment(s)

Name: Tierney Peake
Education Level: B. S. Degree
Undergraduate School: Bloomsburg University
Assignment: 2nd Grade Teacher; Shoemaker ES
(Leave of Absence of B. Shreck)
Certification: Instructional I: Grades PK-4
Salary: $51,917; Year 2; B
Effective: August 22, 2016

g. Food Service Support Staff Transfer(s)

Name From: To: Effective Date
Sue Edelman Food Service Support Staff – EHS Food Service Leader – EHS 8/29/16
$16.11/hr. $16.94/hr.
29.75 hrs./wk. 37.5 hrs./wk.
(Transfer of Diane Stubits to LMMS)
h. Custodial Staff Transfer(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>From:</th>
<th>To:</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jesse Shaw</td>
<td>Custodian, Full-time 2nd Shift - EHS</td>
<td>Custodian, Full-time 2nd Shift - EHS</td>
<td>7/12/16</td>
</tr>
<tr>
<td></td>
<td>(Tues.-Sat.)  $21.46/hr. 40 hrs./wk.</td>
<td>(Mon. – Fri.) $21.46/hr. 40 hrs./wk.</td>
<td></td>
</tr>
</tbody>
</table>

(Retirement of Richard Bernecker)

i. Summer Technology Maintenance Program Employees
(as needed on a temporary basis as of June 14, 2016)

Returning Employees - $8.30/hour:
Karlos Tuazon

j. 2016-2017 Annual Rates (Exhibit #2)

k. 2016-2017 Co-Curricular Appointments - Schedule B

<table>
<thead>
<tr>
<th>School</th>
<th>Name</th>
<th>Position</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHS</td>
<td>Ed Favors</td>
<td>Football Volunteer Assistant</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

This resolution was duly adopted by the following roll call vote:
Aye: Allen, Bacher, Ballard, Champagne, Donatelli, Earnshaw – 6

6. BUSINESS OPERATIONS

➢ As there was no objection, President Earnshaw announced the Board will vote on Items a. through d. as a single motion.

Motion by Bacher, Seconded by Ballard
RESOLVED, That the East Penn Board of School Directors vote on items a. through d. as follows:

a. Approval of the Bill List

RESOLVED, That the East Penn Board of School Directors approve the attached bill list and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated, as per Exhibit #3.

b. Disbursement of Funds

RESOLVED, That the East Penn Board of School Directors authorize the expenditure of funds from the Capital Reserve Fund, as per Exhibit #4.

c. Contracts/Agreements

1) RESOLVED, That the East Penn Board of School Directors approve the following collaborative agreement, as per Exhibit #5:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Type of Agreement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services for Children, Inc.</td>
<td>Early Childhood Education services-Head Start program</td>
<td>N/A</td>
</tr>
</tbody>
</table>
2) RESOLVED, That the East Penn Board of School Directors approve the following collaborative agreement, as per Exhibit #6:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Type of Agreement</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services for Children, Inc.</td>
<td>Early Childhood Education services- PA Pre-K Counts program</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>August 1, 2016 – June 30, 2017</td>
<td></td>
</tr>
</tbody>
</table>

In response to Ms. Allen’s questions, Kristen Campbell, Assistant Superintendent, explained this program is offered as a result of the different socioeconomics of the families. Dr. Schilder clarified that this program is not mandated by the state and is optional. The District offers space to CCS for this program.

d. PDE Acknowledgement and Acceptance of PlanCon Part K: Project Refinancing - GON, Series of 2016 Information Only (Exhibit #7)

Theses resolutions were duly adopted by the following roll call vote:
Aye: Allen, Bacher, Ballard, Champagne, Donatelli, Earnshaw – 6

7. CURRICULUM

a. Educational Conferences

Motion by Champagne, Seconded by Ballard
RESOLVED, That the East Penn Board of School Directors approve the estimated expenses for the individuals attending educational conferences, as per Exhibit #8.

This resolution was duly adopted by the following roll call vote:
Aye: Allen, Bacher, Ballard, Champagne, Donatelli, Earnshaw – 6

8. POLICY

a. Second Reading – Board Policy Series 200 – Pupils

1) Part 2 of 2 – Policy 221 – 252 (Exhibit #9)

Dr. Schilder reviewed the recommended changes, additions and deletions as a result of input by the Board and Administration since the first reading.

During the discussion and review of the policies, the Board shared their opinions, asked questions, requested clarification and provided recommendations pertaining to these policies.

The administration was directed to make the final revisions as discussed in the meeting, and to consult with the Board Solicitor, where needed, to produce their recommendations for the final reading and adoption of these policies at the next Board meeting.
9. OTHER EDUCATIONAL ENTITIES


➢ JOC Members: Mr. Champagne, Mr. Earnshaw, Ms. Fuller, Ms. Heid

➢ There was no LCTI meeting in July.

b. Carbon Lehigh Intermediate Unit – Report

➢ Board Member: Ms. Fuller

➢ Ms. Fuller was not present to provide a report.

10. LEGISLATIVE

a. Mr. Ballard reported on the following:

➢ Concern remains as to whether or not there will actually be a state budget since Governor Wolf announced he will be allowing the budget to become law without his signature.
➢ Funding bills have not been passed.
➢ Talk of funding education with internet gambling.
➢ Charter Reform Bill, SB530, still under consideration. Charter Reform bill would remove caps on enrollment numbers. One-third of Philadelphia students currently attending charter schools. Mr. Ballard recommended the Board reach out to their state senators and representatives. Currently, EPSD’s share going to charter schools is $4 million.

11. ITEM FOR DISCUSSION – As requested by Carol Allen

a. Implementation of School Board Committee(s)

➢ Ms. Allen provided her explanation of the need to implement Board committees. She noted there is a volume of information that is presented to the Board. Committees would allow Board members to become knowledgeable of this information prior to being recommended for Board approval.
➢ During the discussion, President Earnshaw and Mr. Ballard provided insight with regard to the history of the Board committees at East Penn. Board members shared their views and expressed their opinions providing both pros and cons of Board committees.
➢ Dr. Schilder shared his perspective and observations, having served as superintendent on Boards with and without a committee structure. Boards that operate with sub-committees spend more time in evening meetings and often end up repeating entire discussions for the full Board. He has been impressed with how efficiently the East Penn Board operates as a committee-of-the-whole, citing examples of policy and budget development.
➢ President Earnshaw reviewed the process that would need to take place should the Board decide to form Board committees. Meetings would have to be advertised and made public, agendas would need to be produced and minutes approved.
➢ President Earnshaw recommended Ms. Allen provide a motion to the Board Secretary to be placed on a future agenda if she wishes to move this item forward for Board approval. It was noted that a full Board will not be in session until the first meeting in September.
12. ANNOUNCEMENTS

a. An Executive Session was held on Monday, July 11, 2016 at 7:00 p.m. to discuss personnel and labor relations.

b. Next Board Meeting is scheduled for Monday, August 8, 2016 at 7:30 p.m.

13. ADJOURN

There being no further business to come before the Board, Motion to adjourn was made by Ballard, Seconded by Bacher at 8:18 p.m.

Respectfully submitted,

Janine L. Allen
Board Secretary
East Penn School District
July 1, 2016

Ms. Amy Hitch  
East Penn School District  
800 Pine Street  
Emmaus PA 18049

To the East Penn Board of School Directors:

I hereby request the Board’s approval of my retirement. If approved, I hereby tender my resignation for the purpose of retirement effective August 2, 2016.

I have been employed by the District for 22 years and have served East Penn as a staff assistant and an administrative assistant. During that time I met and worked with many outstanding people including Administrators, Teachers, Coaches, Secretaries and Custodial and Maintenance Personnel. I have enjoyed the many years of working with the fabulous students of Emmaus High School.

Thank you for the opportunity you have given me.

Sincerely,

[Signature]

Julie Frazier  
Cc: Dave Piperato
<table>
<thead>
<tr>
<th>Category</th>
<th>2016-2017 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remedial Assistant (1st Year)</td>
<td>$14.50</td>
</tr>
<tr>
<td>Remedial Assistant</td>
<td>$17.50</td>
</tr>
<tr>
<td>Remedial Assistant Sub (up to 20 days)</td>
<td>$11.92</td>
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<tr>
<td>Remedial Assistant Sub (21+ days)</td>
<td>$12.44</td>
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<tr>
<td>Teacher Sub (up to 50 days)</td>
<td>$110.08</td>
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<tr>
<td>Teacher Sub (51-75 days)</td>
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<tr>
<td>Teacher Sub (76+ days)</td>
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<tr>
<td>Teacher Sub (21+ days in same assignment)</td>
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<tr>
<td>Instructional/Staff Assistant Sub (up to 20 days)</td>
<td>$9.75</td>
</tr>
<tr>
<td>Instructional/Staff Assistant Sub (21+ days)</td>
<td>$11.00</td>
</tr>
<tr>
<td>Health Room Nurse Sub (up to 20 days)</td>
<td>$16.32</td>
</tr>
<tr>
<td>Health Room Nurse Sub (21+ days)</td>
<td>$18.36</td>
</tr>
<tr>
<td>Administrative Assistant Sub (up to 20 days)</td>
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<tr>
<td>Administrative Assistant Sub (21+ days)</td>
<td>$12.75</td>
</tr>
<tr>
<td>Food Service Sub (up to 20 days)</td>
<td>$9.00</td>
</tr>
<tr>
<td>Food Service Sub (21+ days)</td>
<td>$9.75</td>
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<tr>
<td>EHS after School Monitors</td>
<td>$15.05</td>
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<tr>
<td>Starting IA/SA</td>
<td>$14.70</td>
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<tr>
<td>Starting HRN</td>
<td>$20.73</td>
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<tr>
<td>Starting Custodian</td>
<td>$21.31</td>
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<tr>
<td>Teacher (B Year 1)</td>
<td>$51,500.00</td>
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<tr>
<td>Teacher (M Year 1)</td>
<td>$60,378.00</td>
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</tbody>
</table>
# Fund Accounting Check Summary

**ATHLETIC FUND** - From 07/01/2016 To 06/30/2017

*Note: Output selection limited to transactions dated between 06/28/2016 and 07/11/2016*

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<th>Vendor Name</th>
<th>Description Of Purchase</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
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<td>00004925</td>
<td>STAN LUCKENBILL</td>
<td>VAR SBALL VS. PARKLAND (5/9/2016).</td>
<td>70.00</td>
</tr>
</tbody>
</table>

**10-GENERAL FUND**

- Grand Total Manual Checks : 0.00
- Grand Total Regular Checks : 70.00
- Grand Total Direct Deposits: 0.00
- Grand Total Credit Card Payments: 0.00
- Grand Total All Checks : 70.00

* Denotes Non-Negotiable Transaction

# - Payables within Check
P - Prenote
d - Direct Deposit
C - Credit Card Payment

07/07/2016 08:47:20 AM
EAST PENN SCHOOL DISTRICT
## Fund Accounting Check Summary

**FIRST NIAGARA-GENFUN** - From 07/01/2016 To 06/30/2017

Note: Output selection limited to transactions dated between 06/28/2016 and 07/11/2016

<table>
<thead>
<tr>
<th>Check #</th>
<th>Vendor Name</th>
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<tbody>
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<td>BOOKS AND PERIODICALS</td>
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<td>ANGELA BROWN</td>
<td>CONTRACTED CARRIERS</td>
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<td>00031610</td>
<td>BSN - SPORT SUPPLY GROUP</td>
<td>GENERAL SUPPLIES</td>
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<td>00031611</td>
<td>PATRICK CAMPBELL</td>
<td>STUDENT FEES FOR INSTRUCTIONAL RELATION</td>
<td></td>
<td>1,642.00 #</td>
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<td>00031612</td>
<td>CARBON LEHIGH INTERMED UNIT</td>
<td>PROFESS EDU SERVICES-OTHER EDU AGE OTHER PURCHASED PROF &amp; TECHNICAL SERVICES</td>
<td>1,605.43 #</td>
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<td>00031613</td>
<td>CDW GOVERNMENT INC</td>
<td>SUPPLIES &amp; FEES; TECHNOLOGY RELATE</td>
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<tr>
<td>00031614</td>
<td>CHESTER COUNTY INTERMEDIATE</td>
<td>PROFESSIONAL EDU SERVICES - IUs...</td>
<td></td>
<td>5,690.47 #</td>
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<tr>
<td>00031615</td>
<td>CIRCLE OF SEASONS CHARTER SCHOOL</td>
<td>TUITION TO PENNSYLVANIA CHARTER SC SCHOOL</td>
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<td>C.J. WAGNER BOWLING SUPPLIES</td>
<td>GENERAL SUPPLIES</td>
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<td>GENERAL SUPPLIES</td>
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<td>00031622</td>
<td>BOROUGH OF EMMAUS</td>
<td>WATER/SEWAGE</td>
<td></td>
<td>728.71 #</td>
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<tr>
<td>00031623</td>
<td>EAST PENN SCHOOL DISTRICT</td>
<td>MISCELLANEOUS EXPENDITURES</td>
<td></td>
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<tr>
<td>00031624</td>
<td>EXECUTIVE EDUCATION ACADEMY</td>
<td>TUITION TO PENNSYLVANIA CHARTER SC</td>
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<td>2,152.40 #</td>
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<td>00031625</td>
<td>GOVCONNECTION INC</td>
<td>SUPPLIES &amp; FEES; TECHNOLOGY RELATE</td>
<td></td>
<td>146.40 #</td>
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<tr>
<td>00031626</td>
<td>GRP &amp; ASSOCIATES</td>
<td>DISPOSAL SERVICES</td>
<td></td>
<td>949.55 #</td>
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<tr>
<td>00031627</td>
<td>HOME DEPT CREDIT SERVICES</td>
<td>GENERAL SUPPLIES</td>
<td></td>
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<tr>
<td>00031628</td>
<td>JACK DEVINE FLOOR CO</td>
<td>REPAIRS/MAINTENANCE SERVICE OF EQUIPMENT</td>
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<tr>
<td>00031629</td>
<td>JACK'S GLASS INC</td>
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<td></td>
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<tr>
<td>00031630</td>
<td>KELLY GMC</td>
<td>GENERAL SUPPLIES</td>
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</tbody>
</table>

* Denotes Non-Negotiable Transaction

# - Payables within Check  P - Prenote  d - Direct Deposit  c - Credit Card Payment

07/07/2016 08:43:42 AM  EAST PENN SCHOOL DISTRICT  Page 1
# Fund Accounting Check Summary
**FIRST NIAGARA-GENFUN** - From 07/01/2016 To 06/30/2017

Note: Output selection limited to transactions dated between 06/28/2016 and 07/11/2016

<table>
<thead>
<tr>
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<th>Vendor Name</th>
<th>Description Of Purchase</th>
<th>Description Of Purchase</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
<tr>
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* Denotes Non-Negotiable Transaction

# - Payables within Check  P - Prenote  d - Direct Deposit  c - Credit Card Payment

07/07/2016 08:43:42 AM  EAST PENN SCHOOL DISTRICT  Page 2
## Fund Accounting Check Summary

**FIRST NIAGARA-GENFUN - From 07/01/2016 To 06/30/2017**

Note: Output selection limited to transactions dated between 06/28/2016 and 07/11/2016

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### 10-GENERAL FUND

217,032.59

# - Payables within Check  P - Prenote  d - Direct Deposit  c - Credit Card Payment

07/07/2016 08:43:42 AM  EAST PENN SCHOOL DISTRICT  Page 3
Fund Accounting Check Summary
FIRST NIAGARA-GENFUN - From 07/01/2016 To 06/30/2017
Note: Output selection limited to transactions dated between 06/28/2016 and 07/11/2016

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Grand Total Manual Checks : 0.00
Grand Total Regular Checks : 182,203.72
Grand Total Direct Deposits: 34,828.87
Grand Total Credit Card Payments: 0.00
Grand Total All Checks : 217,032.59

* Denotes Non-Negotiable Transaction
# - Payables within Check
P - Prenote
d - Direct Deposit
c - Credit Card Payment

07/07/2016 08:43:42 AM
EAST PENN SCHOOL DISTRICT
### Fund Accounting Check Summary

**FIRST NIAGARA-GENFUN - From 07/01/2016 To 06/30/2017**

Note: Output selection limited to transactions dated between 07/12/2016 and 07/12/2016

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**10-GENERAL FUND**

232,285.04

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# - Payables within Check
P - Prenote
D - Direct Deposit
c - Credit Card Payment

07/07/2016 10:14:58 AM

EAST PENN SCHOOL DISTRICT

Page 1
## Fund Accounting Check Summary

**FIRST NIAGARA-GENFUN - From 07/01/2016 To 06/30/2017**

Note: Output selection limited to transactions dated between 07/12/2016 and 07/12/2016

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* Denotes Non-Negotiable Transaction

# - Payables within Check  P - Prenote  d - Direct Deposit  c - Credit Card Payment

07/07/2016 10:14:58 AM  

EAST PENN SCHOOL DISTRICT  

Page 2
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<th>Check#</th>
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**Fund Accounting Check Summary**

CAPITAL RESERVE - From 07/01/2016 To 06/30/2017

Note: Output selection limited to transactions dated between 06/28/2016 and 07/11/2016

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<td>EYER SECURITY CAMERAS................</td>
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32 - CAPITAL RESERVE FUND

- Grand Total Manual Checks : 0.00
- Grand Total Regular Checks : 28,217.25
- Grand Total Direct Deposits: 0.00
- Grand Total Credit Card Payments: 0.00
- Grand Total All Checks : 28,217.25

* Denotes Non-Negotiable Transaction

# - Payables within Check
P - Prenote
d - Direct Deposit
c - Credit Card Payment

07/06/2016 09:23:28 AM

EAST PENN SCHOOL DISTRICT

Page 1
Recognizing mutual goals of: 1) developing and implementing a high quality early education model of collaboration that maximizes the use of available resources; 2) ensuring that all eligible children are ready for school and families are positioned for success; and 3) ensuring smooth and supportive transitions for children and their families, the above-named parties hereby agree to collaborate in the delivery of Early Childhood Education services to 20 children and their families who are enrolled in the East Penn School District / Head Start Collaboration for the period beginning 8/1/2016 – 6/30/2017.

Under this agreement, both parties agree:

1. To engage in joint planning around educational goals, aligned with East Penn School District objectives, and Head Start National Performance Standards.

2. To cooperate and coordinate, wherever possible and appropriate, staff training experiences and staff development opportunities, including topics such as instructional methods, curricula, and social-emotional development.

3. To jointly disseminate information about the EPSD/Head Start program to ensure access of programming to the most at-risk population and full funded enrollment.

4. To jointly engage in parent communications, parent engagement in the school, and planning for successful transition to kindergarten.

5. To provide services to children and their families that meet or exceed all applicable standards; to include those established by the Pennsylvania Department of Child Development and Early Learning (OCDEL), the Pennsylvania Early Learning Standards, Head Start National Performance Standards, and the standards and mission as set forth by East Penn School District.

Under this agreement, East Penn School District agrees to the following:

1. Provide and maintain one classroom with a minimum of 740 square feet, use of outdoor and indoor play area, designed to serve 20 students, meeting all state, local and federal regulations at the Jefferson Elementary School at no cost to Head Start.

2. Provide child meals in accordance with the School Lunch Program at no cost to Head Start.

3. Support Head Start in outreach and recruitment activities to ensure full enrollment for the classroom by the first day of programming and throughout the program year by referring families to HS, distributing flyers, etc.

4. Provide daily transportation to and from the school for those eligible children per EPSD criteria that meet all Child Safety requirements.

5. Provide use of adult meeting space for two hours per month.

6. Retain and preserve documentation and records related to the provision of this agreement for a period of 4 years from the date of the expiration of this agreement.
7. Participate quarterly and/or as needed in administrative collaboration meetings to support ongoing planning, monitoring, and evaluation of the program.

8. Provide evidence of a comprehensive emergency response plan and a procedure for implementation, as needed.

Under this agreement, Community Services for Children Head Start of the Lehigh Valley, agrees to provide the following at no cost to East Penn School District.

1. Provide a comprehensive nationally recognized Head Start early childhood and family development program that encompasses high quality, developmentally appropriate early childhood education, child health and disability services, and family engagement services.

2. Provide a demonstration model, early childhood education classroom that meets all Head Start National Performance Standards, Middle States and NAEYC Accreditation Standards including all furnishings, educational materials, and technology.

3. Provide professional education staff (one lead teacher and one assistant teacher) that meets required educational qualifications of a minimum BA in ECE/certification (LT), CDA/experience with young children (AT).

4. Operate the classroom for a minimum of 160 days, 4.5 hours per day, beginning/ending at agreed date of start of school year.

5. Comply with general operating regulations of East Penn School District, and Head Start of the Lehigh Valley.

6. Conduct Outreach, recruitment, selection, and enrollment services including the completion of all necessary paperwork to maintain full enrollment and select those children and families that are of greatest need.


8. Provide mid-year and end year child and family progress reports.

9. Share child health, family contact information with signed consent of parents with EPSD.

10. Adhere to and implement all East Penn School District procedures and policies as it relates at a minimum to school safety, security and professional behavior.

11. Provide supportive documentation to EPSD to assure kindergarten registration and a seamless transition of children and families to school.

In addition:

1. The collaboration agreement outlined in the body of the contract are contingent upon CSC/Head Start receiving continued funding for services from the Department of Health and Human Services, OHS. These funds are secured for the period of 2014 – 2019 and based on continued demonstrable need in the community for services.

2. At such times as determined by Community Services for Children and/or East Penn School District, this service agreement may be amended or modified to comply with regulations, guidelines, and reporting requirements.

3. East Penn School District enters into this contract as an independent entity, and its employees in no way may be considered as employees of the Federal government or as employees of Community Services for Children, Inc/Head Start.
4. As required by law, East Penn School District is responsible for general liability insurance for its facilities. CSC/Head Start are responsible for general liability, Head Start student and employer related for its program and participants and materials.

5. The contract may be canceled without advance notice for non-performance, inadequate performance, or breach of any material terms and conditions.

Responsibility for and coordination of this collaborative agreement rests with those who signed below. This agreement will be reviewed annually.

Michael Walker, CEO/President
Community Services for Children, Inc.
Date

Michael Schilder, Ed.D., Superintendent
East Penn School District
Date

Paula Margraf, Executive VP/HS Director
Community Services for Children, Inc.
Date

Principal, Jefferson Elementary
East Penn School District
Date
COMMUNITY SERVICES FOR CHILDREN, INC.

COLLABORATIVE AGREEMENT/CONTRACT FOR SERVICES
Between
COMMUNITY SERVICES FOR CHILDREN, INC.

PRE-K COUNTS PROGRAM
and
EAST PENN SCHOOL DISTRICT
2016-2017

Recognizing mutual goals of: 1) developing and implementing a high quality early education model of collaboration that maximizes the use of available resources; 2) ensuring that all eligible children are ready for school and families are positioned for success; and 3) ensuring smooth and supportive transitions for children and their families, the above-named parties hereby agree to collaborate in the delivery of Early Childhood Education services to 20 children and their families who are enrolled in the East Penn School District / Pre-K Counts Collaboration for the period beginning 8/1/2016 – 6/30/2017.

Under this agreement, both parties agree:

1. To engage in joint planning around educational goals, aligned with East Penn School District objectives, and Pre-K Counts / PA Early Learning Standards.

2. To cooperate and coordinate, wherever possible and appropriate, staff training experiences and staff development opportunities, including topics such as instructional methods, curricula, and social-emotional development.

3. To jointly disseminate information about the EPSD/Pre-K Counts program to ensure access of programming to the most at-risk population and full funded enrollment.

4. To jointly engage in parent communications, parent engagement in the school, and planning for successful transition to kindergarten.

5. To provide services to children and their families that meet or exceed all applicable standards; to include those established by the Pennsylvania Department of Child Development and Early Learning (OCDEL), the Pennsylvania Early Learning Standards, and the standards and mission as set forth by East Penn School District.

Under this agreement, East Penn School District agrees to the following:

1. Provide and maintain one classroom with a minimum of 740 square feet, use of outdoor and indoor play area, designed to serve 20 students, meeting all state, local and federal regulations at the Alburris Elementary School at no cost to CSC Pre-K Counts.

2. Provide child meals in accordance with the School Lunch Program at no cost to CSC Pre-K Counts.

3. Support Pre-K Counts in outreach and recruitment activities to ensure full enrollment for the classroom by the first day of programming and throughout the program year by referring families to PKC, distributing flyers, etc.
4. Retain and preserve documentation and records related to the provision of this agreement for a period of 4 years from the date of the expiration of this agreement.

5. Participate as needed in administrative collaboration meetings to support ongoing planning, monitoring, and evaluation of the program.

6. Provide evidence of a comprehensive emergency response plan and a procedure for implementation, as needed.

Under this agreement, Community Services for Children Pre-K Counts Collaboration, agrees to provide the following at no cost to East Penn School District.

1. Provide a comprehensive Pre-K Counts early childhood program that encompasses high quality, developmentally appropriate early childhood education.

2. Provide a demonstration model, early childhood education classroom that meets all OCDEL Standards, including all furnishings, educational materials, and technology.

3. Provide professional education staff (one lead teacher and one assistant teacher) that meets required educational qualifications of a minimum BA in ECE/certification (LT), associates degree in ECE (AT).

4. Operate the classroom for a minimum of 180 days for the 2016/2017 program year, 5.25 hours per day, 5 days per week, beginning/ending at agreed date of start of school year.

5. Comply with general operating regulations of East Penn School District and PA Pre-K Counts.

6. Conduct Outreach, recruitment, selection, and enrollment services including the completion of all necessary paperwork to maintain full enrollment and select those children and families that are of greatest need.


8. Provide mid-year and end year child and family progress reports.

9. Share child health, family contact information with signed consent of parents with EPSD.

10. Adhere to and implement all East Penn School District procedures and policies as it relates at a minimum to school safety, security and professional behavior.

11. Provide supportive documentation to EPSD to assure kindergarten registration and a seamless transition of children and families to school.

In addition:

1. The collaboration agreement outlined in the body of the contract is contingent upon CSC/Pre-K Counts receiving funding for services from the Pennsylvania Department of Child Development and Early Learning (OCDEL).

2. At such times as determined by Community Services for Children and/or East Penn School District, this service agreement may be amended or modified to comply with regulations, guidelines, and reporting requirements.

3. East Penn School District enters into this contract as an independent entity, and its employees in no way may be considered as employees of the Federal government or as employees of Community Services for Children, Inc. / Pre-K Counts.

4. As required by law, East Penn School District is responsible for general liability insurance for its facilities. CSC/Pre-K Counts are responsible for general liability, Pre-K Counts student and employer related for its program and participants and materials.
5. The contract may be canceled without advance notice for non-performance, inadequate performance, or breach of any material terms and conditions.

Responsibility for and coordination of this collaborative agreement rests with those who signed below. This agreement will be reviewed annually.

__________________________  ____________________________
Michael Walker, CEO/President  Michael Schilder, Ed.D., Superintendent
Community Services for Children, Inc.  East Penn School District

__________________________  ____________________________
Date  Date

__________________________  ____________________________
Paula Margraf, Executive VP/HS Director  Principal, Alburtis Elementary
Community Services for Children, Inc.  East Penn School District

__________________________  ____________________________
Date  Date
June 16, 2016

Ms. Janine L. Allen
Board Secretary
East Penn School District
800 Pine Street
Emmaus, PA 18049

RE: PLANCON PART K: PROJECT REFINANCING

Lease Number: 162283
Amount Financed: $6,524,000
Reimbursable Percent: 25.88% (Permanent)
Refinancing Type: Issuance of General Obligation Note, Series of 2016 To Refund Series of 2011 (Lease Number 112283)

Dear Ms. Allen:

This letter acknowledges receipt of the PlanCon Part K, "Project Refinancing," for the above-referenced bond issue. The material is in a form acceptable to the department and is hereby approved. This approval is based on a limited review of the documents submitted. If information reviewed subsequent to this approval violates law, policy or procedure, the department reserves the right to rescind any and all approvals materially affected.

The Commonwealth will share in the excess proceeds realized from these transactions by reducing the May 15, 2016 request for reimbursement on the Series of 2016 note by $1,694.39 (see the attached settlement sheet for detailed information).

Any funds returned to the school district after all refunded bonds have been retired must be used to reduce the reimbursable amortization on the refunding bond issue. The school district is directed to report the unexpended funds related to the escrow to the Comptroller’s Office after May 15, 2016. The Commonwealth will share in any funds returned to the school district by reducing the next scheduled debt service payment on the refunding bond issue. Unadjusted overpayments will be cited in future Auditor General audit findings.

A condition of this approval is that, unless otherwise approved by the department, all available funds in the bond issues being refunded are to be used to reduce the principal amount of the new bond issue. Any funds remaining at closing which are not earmarked for capital projects and any excess proceeds from the refunding bond issue must be transferred to the debt service fund established for the new bond issue. These funds are not subject to reimbursement by the Commonwealth.

The school district must file form PDE-2071, "Application For Reimbursement For School Construction Project," to the Comptroller’s Office to receive the reimbursement on this financing. The lease number and reimbursable percent referenced above must be included on form PDE-2071.
This document and appended materials should be entered into the minutes of the next board meeting. If you have any questions, please contact James Grant at 717.787.5993.

Sincerely,

Jeannine J. Weiser, Chief
Division of Budget and School Facilities

JJW/pgs

Attachments

cc: Public Financial Management, Inc.
School Finance
Refunding
Budget
### Reimbursable Percent - Refinancing with No New Money

**SD/AVTS:** East Penn  
**LEASE #:** 162283

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<th>Available Funds</th>
<th>Net Outstanding Debt</th>
<th>Reim %</th>
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**TOTAL:** 6,808,750 0 6,808,750 1,768,232

A. Total Eligible Debt - Refinancing  
B. Total Net Outstanding Debt  
C. Total New Debt Service  
D. Reimbursable Pct (Temporary or Permanent)  

(Total Eligible Debt divided by the greater of Line B or Line C)

PREPARED ON 6/6/2016
### SUMMARY OF SOURCES AND USES OF FUNDS

**District/Code:**
East Penn School District  
**Financing Name:**
General Obligation Note, Series of 2016  
**Closing Date:**
4/15/2016

**REPORT TO THE PENN - DO NOT ROUND**

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<td>Accrued Interest</td>
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<td>Cash Contribution by District</td>
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<td>Unallocated Funds from Bond Issues Being Refunded</td>
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**USES:**

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<td>10. Computer Fees</td>
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**REVISED JULY 1, 2010**

**FORM EXPIRES 6-30-12**

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<td>Harrisburg, PA</td>
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<td>Mark Neth</td>
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<td>Kevin Bisignani</td>
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<td>6/27/2016</td>
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**Key:**

- **S** = Superintendent
- **AS** = Assistant Superintendent
- **BS** = Board Solicitor
- **AI** = Administrative Input
Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[1][2]

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student or where attire is required for special school-affiliated performances.[2]

Delegation of Responsibility

The building principal or designee shall be responsible to administration shall develop building level student dress codes, monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[2]

Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.[3]
Purpose

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definition

For purposes of this policy, tobacco includes a lighted or unlighted cigarette (including electronic or vapor cigarettes), cigar, pipe or other smoking product or material and smokeless tobacco in any form.

Authority

The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by
the school district. [2][1][3]

The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement authorities and Board policies.[4][5][6][7][8][9]

**Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco policy by publishing such policy in the student handbook, parent newsletters, posted notices, district website and other appropriate methods.

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

**Guidelines**

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement authorities that have jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement authorities and Board policies.[10][11][12][13][9]

The Superintendent or designee shall, as soon as practicable, notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco. The Superintendent or designee shall inform the parent/guardian whether or not the law enforcement authorities that have jurisdiction over the school property have been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[12][14][9]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by students to the Office for Safe Schools on the required form.[11][9]

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars ($50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.[15]

Last Modified by Dr Denise Torma on June 29, 2016
Purpose

The Board regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.

Authority

The Board may permit the use of bicycles by students in accordance with district administrative regulations, provided that students have been granted permission by the building principal and have obtained parental permission to ride a bicycle to school.[1]

The Board shall permit allow the use of motor vehicles on school property by secondary students in accordance with district administrative regulations, provided that such students have successfully completed a course in driver education and have obtained the required school parking permit.[1][2]

The Board prohibits the use of skateboards, hoverboards, scooters, mini-bikes, motorcycles, ATVs, and other unauthorized vehicles on school property.

The Board shall not be responsible for bicycles or motor vehicles that are lost, stolen, or damaged, or for injuries arising from their use.

Delegation of Responsibility

The building principal or designee shall disseminate administrative regulations for operating and parking of authorized bicycles and motor vehicles to affected students.

The building principal or designee shall establish standards for granting permits, which contain the warning that infraction of rules may result in revocation of the permit.
Purpose

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

Authority

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child.[1][2][3]

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.[4]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.[5][6]

The Superintendent shall submit a report on incidences of vandalism to the Board on each occurrence.

Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.
Purpose

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Authority

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[1][2][3][4]

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.[5][6][7]

Delegation of Responsibility

https://www.boarddocs.com/pa/epenvBoard.nsf/Private?open&login#
The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.[3]

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

**Guidelines**

**Individualized Suspicion Searches**

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.[3]

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by **building** principal or designee of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

**Random or General Searches Without Individualized Suspicion**

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.
Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement authorities.[8]

**Searches Upon Consent**

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.[6]

**Searches by or at the Request of Law Enforcement Authorities**

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement authorities are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement authorities, but may assist when law enforcement authorities have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.[8]

**Locker Inspections and Searches**

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of
laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The building principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,

2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender identity as the student, with at least one (1) other staff person of the same gender identity present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are
evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Last Modified by Dr Denise Torma on July 6, 2016
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Legal

1. 35 P.S. 780-102
2. 21 U.S.C. 812
3. Pol. 210
4. Pol. 210.1
5. 24 P.S. 510
6. 24 P.S. 511
7. 22 PA Code 12.3
8. 22 PA Code 10.23
9. 20 U.S.C. 1400 et seq
10. Pol. 103.1
11. Pol. 113.1
12. Pol. 113.2
13. Pol. 805.1
14. Pol. 218
15. Pol. 122
16. Pol. 123
17. 24 P.S. 1302.1-A
18. 24 P.S. 1303-A
19. 42 Pa. C.S.A. 8337
20. Pol. 233
21. 22 PA Code 10.2
22. 22 PA Code 10.21
23. 22 PA Code 10.22
24. 22 PA Code 10.25
25. 35 P.S. 807.1
26. 35 P.S. 807.2
27. 20 U.S.C. 7161
28. 20 U.S.C. 7114
29. 21 U.S.C. 801 et seq
30. 22 PA Code 403.1
31. 34 CFR Part 300
32. 35 P.S. 780-101 et seq
33. 35 P.S. 807.1 et seq
34. Pol. 805

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal,
physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

**Definitions**

For purposes of this policy, controlled substances shall include all:[1][2]

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

**Authority**

The Board prohibits students from using, possessing, distributing, and or being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement authorities and Board policies.[10][11][12][13][8][9]

**Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Discipline Code if any of the following circumstances exist:[14]
1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.

2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[15][16]

3. **Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.**

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Student Discipline Code if conducted in school.

5. **The conduct involves the theft or vandalism of school property.**

6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

**Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[17][18][19]

2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.

3. Provide education concerning the dangers of abusing controlled substances.

4. Establish procedures for education and readmission to school of students disciplined for use of or convicted of offenses involving controlled substances.

**Guidelines**

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[14][20]

The Superintendent or designee shall immediately report **required all incidents and may report discretionary incidents** involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement authorities that have jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement authorities and Board policies.[13][17][18][21][22][23]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the
parent/guardian whether or not the law enforcement authorities that have jurisdiction over the school property have been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[13][21][24]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[13][18]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the voluntary and aware consent of the student and parent/guardian.

**Anabolic Steroids**

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[25]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[20][26]

**Reasonable Suspicion/Testing**

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing shall occur at a facility designated by the district and may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test breath.

Last Modified by Dr Denise Torma on June 29, 2016
Purpose

The Board acknowledges the importance of offering students the opportunity to participate in self government within the schools.

The purpose of student government shall be to develop student leadership, provide a learning experience in democratic decision-making, and offer another avenue toward the realization of district goals.

Authority

The Board establishes that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.[1]

The charter, constitution or bylaws of the organization for student government shall be duly adopted by the members of the student body it represents and approved by the Board.

The Board shall appoint a qualified member of the faculty to serve as an advisor for student government activities.[1]

Delegation of Responsibility

The Superintendent shall develop administrative regulations to implement this policy.

Last Modified by Kristin Ehrhart on January 7, 2016
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

Fundraising activities within the schools by students or approved school organizations shall be permitted only upon written application to, and prior approval of, the building principal. In the case of multiple school involvement, mutual agreement of the building principals shall be required prior to approval.[1]

Fundraising activities in the community by student organizations shall be permitted only upon written application to, and prior approval of, the building principal, subject to administrative regulations established by the Superintendent. In the case of multiple school involvement, mutual agreement of the building principals shall be required prior to approval.

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]
Purpose

The Board recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.

Authority

The Board endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.[1]

Delegation of Responsibility

All requests for public performances by student groups require the approval of the Board.

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

Last Modified by Kristin Ehrhart on January 7, 2016
The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

Authority

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the building principal.[1]

Class trips and social events that take place outside of school facilities require approval by the Board.[2]

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.[3]

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for Board policies, administrative regulations or school rules.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations governing the conduct of student social events and class trips.
Purpose

The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because as an institution fundamental to the operation of a democratic society, the schools should strive to exemplify the democratic ideal of citizen participation in decision-making, and students are a valuable resource whose contributions can aid and benefit the programs of the schools.

Authority

The Board directs that students be invited to participate in activities appropriate to their maturity and competency, leading to administrative decision-making.

Suggestions for improvement may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the district’s educational goals.

Delegation of Responsibility

The Superintendent or designee shall develop rules to implement this policy which:

1. Provide for submission, consideration, and response to constructive student suggestions.

2. Ensure that student participation is fairly representational of the whole student body.

3. Ensure that the student voice and vote in decision-making is fairly balanced with those of faculty, administration and community members.

Last Modified by Kristin Ehrhart on January 7, 2016
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. 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—person in charge of the school. 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 building principal or designee. 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, a duly authorized committee of the Board, or 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 authorities.

   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 Student Discipline Code, 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 Dr Denise Torma on June 29, 2016
Purpose

A student who is eligible to attend district schools and is married and/or pregnant/parenting shall not be denied an educational program solely because of marriage, pregnancy, pregnancy-related disabilities, or potential or actual parenthood.[1][2]

Authority

The Board reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the schools that each pregnant student present to the Superintendent or designee a licensed physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

Guidelines

A pregnant/parenting student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program.

A student who has received an alternate educational program for reasons associated with her pregnancy or parenting shall be readmitted to the regular school program upon her request and the written statement of a licensed physician that she is physically fit to do so.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for implementing this policy.

Last Modified by Dr Denise Torma on July 6, 2016
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.[1][2][3][4][5][6]

**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.[10][11][4][7][8][9]

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 or 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.

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 Student Discipline Code and Board policy.[10][13]

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

**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.

Last Modified by Kristin Ehrhart on June 30, 2016
Purpose

This policy sets forth guidelines regarding the conduct of surveys and or collection and use of information for marketing purposes, consistent with law and regulations.

Definitions

Personal information means individually identifiable information, including a student’s or parent’s/guardian’s first and last name; home or physical address, including street name and the name of the city or town; telephone number; or social security number. For purposes of this policy, protected information, as addressed by the Protection of Pupil Rights Amendment (PPRA), includes:

1. Political affiliations or beliefs of the student or student’s parent/guardian.
2. Mental or psychological problems of the student or student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parent/guardian.
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Authority

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent’s recommendation, prior to administration to students.
Guidelines

All surveys and instruments used to collect information from students shall relate to the district’s educational objectives.[2]

U.S. Department of Education Funded Surveys

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis or evaluation that reveals protected information without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.[1]

All instructional materials, including teachers’ manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be made available for inspection by the parent(s)/guardian(s) of the student.[1][3]

Surveys Funded by Other Sources

Parents/Guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent’s/guardian’s right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.[2][1]

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior written consent.[4][2][1]

Collection of Information for Marketing, Sales or Other Distribution Purposes

The district shall notify parents/guardians of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling, or otherwise providing the information to others for that purpose.[1]

The parent/guardian has the right to inspect the instrument used in collection of personal information for the purpose of marketing or selling that information and opt the student out of participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information.[1]

This provision does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: recruiters, book clubs, curriculum and instructional materials used by schools, sale by students of products or services to raise funds for approved school-related or approved education-related activities, or student recognition programs.[1]

Privacy

The district shall implement procedures to protect student identity and privacy when a survey containing one or more of the items listed under protected information is administered or distributed to a student and in the event of the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.[1]
Student and Parent/Guardian Rights

Under federal law, the rights provided to parents/guardians under this policy transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to receive notice and to inspect.[4][2][1]

Delegation of Responsibility

The Superintendent or designee shall notify parents/guardians and students of:[1]

1. This policy and its availability.
2. The specific or approximate dates during the school year when activities described above are scheduled, or expected to be scheduled.
3. How to opt their child out of participation in activities as provided in this policy.
4. How to request access to any survey or other material described in this policy.

This notification shall be given at least annually, by posting this policy on the district website.

The Superintendent or designee shall establish administrative regulations for protecting student identity and privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Last Modified by Dr Denise Torma on July 1, 2016
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 Dr Denise Torma on June 29, 2016
Purpose

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

Definition

Personal electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages, videos, or images; or provide a wired or wireless, unfiltered connection to the Internet. Examples of personal electronic devices include, but shall not be limited to, smartphones, smartwatches, radios, CD players, digital music players, iPods, MP3 players, DVD players, handheld game consoles, cellular telephones, BlackBerries, laptop computers, tablets, PCs, digital cameras, video cameras, as well as any new technology developed device with similar capabilities.

Authority

The Board prohibits use of personal electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time. Notwithstanding, students may transport bring cellular phones and other personal electronic devices authorized by the administration building principal to and from school provided they are turned off upon entering any school building and are properly stored during school hours in areas designated by the school administration building principal.[1]

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.[2]
Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Student Discipline Code if any of the following circumstances exist:[3]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.

2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[4][5]

3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Student Discipline Code if conducted in school.

5. The conduct involves the theft or vandalism of school property.

6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board’s personal electronic device policy.

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

Guidelines

Violations of this policy by a student shall result in disciplinary action and confiscation of the personal electronic device.[3][6][7]

The confiscated item shall be returned to the student's parent/guardian.

Exceptions

The building administrator may grant approval for possession and use of a personal electronic device by a student for the following reasons:

https://www.boarddocs.com/pa/pen/Board.nsf/Private?open&login#2/4
1. Health, safety or emergency reasons.

2. An individualized education program (IEP).[8]

3. Participation in the Bring Your Own Device (BYOD) program

4. Classroom or instructional-related activities.[9]

5. Other reasons determined appropriate by the building principal.

Phones may be turned on and used when authorized by the activity advisor, coach or building administrator to make calls to a parent or guardian, or other person providing transportation for the student.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[2]

1. Student is a member of a volunteer fire company, ambulance or rescue squad.

2. Student has a need due to the medical condition of an immediate family member.

3. Other reasons determined appropriate by the building principal

Acceptable Use Policy

If a personal electronic device utilizes the district's Internet connection, as part of the BYOD program, the student is required to disable the device's data connection and use the district's filtered wireless network. The district's Acceptable Use Policy then applies and is incorporated herein by reference.

Loss or Damage to Electronic Devices

Students are solely responsible for the safe storage of any personal electronic devices that they choose to bring to school. The district shall not be liable or responsible for the loss or damage to any personal electronic devices that a student brings to school, extracurricular activities, to school sponsored events or trips, or from the confiscation of a personal electronic device as a result of a policy violation.

Student Responsibility for Data Charges

No student shall be required to provide a personal electronic device as a condition of receiving educational instruction. If any student chooses to utilize such a device pursuant to this policy, the student and parent/guardian assumes full responsibility for any phone or data charges that may result from such use.

Limitation on Technical Support

District technology staff may not provide technical assistance to students for their personal electronic devices. However, this policy shall not prohibit district technology staff from providing general instructions for the configuration of such devices to access or connect to district-owned technology resources and filtered wireless Internet access.
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Deleted district's policy as a recommendation - language is not really necessary as a stand-alone Board policy and is somewhat procedural - is better suited as an administrative regulation to records policies related to students (such as draft policies 113, 113.4, and 216).

Last Modified by Kristin Ehrhart on January 7, 2016
Purpose

In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the Board district may admit foreign exchange students into district schools.

Authority

The Board district may accept foreign exchange students who meet the established criteria for admission to district schools and have an adult sponsor or sponsoring program.

The Board district may accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board and Superintendent. Exchange students on a J-1 Visa shall not be required to pay tuition.

The Board district may accept privately sponsored exchange students on an F-1 Visa for attendance only in secondary schools (grades 9-12). The period of attendance shall not exceed twelve (12) months.

The Board reserves the right to limit the number of foreign exchange students admitted to the schools based on space availability and qualifying criteria.

Delegation of Responsibility

The Superintendent or designee shall be responsible for establishing the criteria for admission to district schools, and determining the visa status and eligibility of foreign exchange students applying for admission to district schools, acceptability of sponsoring programs, and recommending admission of students to the Board to limit the number of foreign exchange students admitted to the schools based on space availability and qualifying criteria.

Guidelines

All individuals applying for admission under this policy shall forward the request to the Superintendent or designee by July 1 preceding the school year of attendance.

The sponsoring organization must petition the Board and Superintendent for recognition as an acceptable program. The petition shall be submitted to the Superintendent or designee by
March 31st to meet the July 1 deadline for student admission. Exchange programs are subject to annual review by the Superintendent or designee to ensure continued compliance with the provisions of this policy and established administrative regulations.

Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all Board policies, administrative regulations and rules governing all district students.[1]

Last Modified by Dr Denise Torma on July 6, 2016
The East Penn School District recognizes that student wellness and proper nutrition are 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 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 and overall health.
The Board adopts the Student Wellness Policy based on the recommendations of the appointed Coordinated School Health Committee and in accordance with federal and state laws.[1][2]

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 nutritional 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 district schools, programs and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.[2]

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

1. Evaluation of food services program.
2. Listing of activities and programs conducted to promote nutrition and physical activity.
3. Recommendations for policy and/or program revisions.
4. Feedback received from district staff, students, parents/guardians, and community members.

The Superintendent or designee and the appointed Coordinated School Health Committee shall periodically conduct an assessment on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. The assessment shall include the extent to which district schools are in compliance with law and policies related to student wellness, and shall describe the progress made by the district in attaining the goals of this policy. The assessment shall be made available to the public on the district website.[2]

The district shall inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy.[2]

**Guidelines**

**Coordinated School Health Committee**

The Board shall appoint a Coordinated School Health Committee comprised of at least one (1) of each of the following: which may include a School Board member, district administrator, district food service representative, student, parent/guardian, and a member of the public.
physical education teachers, and school health professionals.[2]

The district shall be required to permit physical education teachers and school health professionals to participate on the Coordinated School Health Committee.[2]

The Coordinated School Health Committee will examine related research, assess student needs and the current school environment, review existing Board policies and administrative regulations, report to the Superintendent on issues relevant to student wellness, and raise awareness about student health issues.

The Coordinated School Health Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

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.[4][5][6]

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 shall be integrated into other subjects to complement but not replace academic standards based on nutrition education.

Nutrition Promotion

The district aims to teach, encourage, and support healthful eating by students. District schools shall promote nutrition by providing appropriate nutrition education in accordance with the Student Wellness Policy.

Consistent nutrition messages shall be disseminated throughout the district, schools, classrooms and cafeterias.

Physical Activity

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

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.[7][5][6]

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

Other School Based Activities

https://www.boarddocs.com/pa/pen/Board.nsf/Private?open&login#
The intent of the Student Wellness Policy shall be considered in planning all school based activities.

The district shall provide appropriate training to all staff and related groups on the components of the Student Wellness Policy and established nutrition standards/guidelines. Staff will be encouraged to consider established nutrition standards/guidelines in their food and beverage choices.

Students shall be provided a clean and safe meal environment.

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

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.[8][9]

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

Selection of snacks, foods and beverages for vending machines or school stores shall be supportive of healthy eating and meet established nutrition standards/guidelines.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness. Organizations shall consider the district’s established nutrition standards/guidelines when selecting activities projects.

Selection of foods for classroom parties/holiday celebrations shall be supportive of healthy eating and meet the district’s established nutrition standards/guidelines.

Food and/or physical activity may be used as a reward. Any foods used for this purpose should meet the established nutrition standards/guidelines.

Parents/Guardians will be encouraged to consider the district’s established nutrition standards/guidelines when providing food to their children at school.

**Nutrition Standards/Guidelines**

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

Foods provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[10][11][8][9]

Competitive foods available to students in district schools outside of school meal programs shall comply with established federal nutrition standards and the Nutrition Standards for Competitive Foods in Pennsylvania Schools, as applicable.[12][13]

*The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.* [12]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law.[14]

**Management of Food Allergies in District Schools**

https://www.boarddocs.com/pa/epen/Board.nsf/Private?cpen&login#
The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:[15]

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.

Last Modified by Dr Denise Torma on July 6, 2016
Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

For purposes of this policy hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and or safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.[1]

For purposes of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[2][3][4][5]

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy.

Guidelines

In addition to posting this policy on the district's website, the district shall annually inform students, parents/guardians, sponsors, coaches, volunteers and district employees that hazing is prohibited, by means of distribution of written policy, publication in handbooks, and verbal instruction by the coach or sponsor at the start of the season or program.[3]

This policy, along with other applicable district policies, procedures and Student Discipline Code, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization.[2][3]

Complaint Procedure

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.

The district shall document the any corrective action taken.
Consequences for Violations

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Student Discipline Code. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.[2][3][6][7]

{ }- Building principals shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Student Discipline Code.

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[8]

If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.[3]

Any person who causes or participates in hazing may also be subject to criminal prosecution.[9]

Last Modified by Dr Denise Torma on July 6, 2016
Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual or groups.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Authority

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.[1][2][3][4]

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.
The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

**Delegation of Responsibility**

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, and verbal instruction by the coach or sponsor at the start of the season or program.

**Guidelines**

**Complaint Procedure**

When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The principal shall prepare a written report summarizing the investigation and recommending 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.

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Discipline Code. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Last Modified by Heather Masshardt on June 20, 2016
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 building principal or the Superintendent if the building principal is the subject of the complaint.[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, gender identity, 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:

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 Human Resources Manager as the district's Compliance Officer.

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 for providing training for informing 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.
5. **Refer the complainant to the Superintendent if the Compliance Officer 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 accepted.

**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, *ongoing*, 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.

The complainant and the accused shall be informed of the outcome of the investigation.

**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.

Disciplinary actions shall be consistent with the Student Discipline Code, 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.
REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: ________________________________________________________________
Home Address: ______________________________________________________________
Home Phone: ________________________________________________________________
School Building: ____________________________________________________________
Date of Alleged Incident(s): ________________________________________________

Alleged harassment was based on: ____________________________________________

Name of person you believe violated the district’s unlawful harassment policy: ________________

If the alleged discrimination was directed against another person, identify the other person:
____________________________________________________________________

Describe the incident as clearly as possible, including what force, if any, was used; verbal
statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved.
Attach additional pages if necessary: ____________________________________________
____________________________________________________________________
____________________________________________________________________

When and where incident occurred: ____________________________________________

List any witnesses who were present: __________________________________________
____________________________________________________________________

This complaint is based on my honest belief that ___________________________ has harassed me
or another person. I certify that the information I have provided in this complaint is true, correct
and complete to the best of my knowledge.

_________________________________________ Date ________________________________
Complainant's Signature

_________________________________________ Date ________________________________
Received By

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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 outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: [1]

1. Substantially interfering with a student’s education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school setting.

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. A parent/guardian may report complaints of bullying on behalf of
the student.

Any staff member who receives a complaint of bullying shall immediately refer the matter to the building principal for a prompt investigation and appropriate action.

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.


3. Information on the development and implementation of any bullying prevention, intervention or education programs.

**Guidelines**

The Student Discipline Code, 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 on the school websites.

**Education**

The district shall 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]

The district shall educate all students about network etiquette and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.[1][7]

**Consequences for Violations**

https://www.boarddocs.com/pa/eps/Board.nsf/Private?open&login#
A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Discipline Code, which may include:

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

Last Modified by Dr Denise Torma on July 6, 2016
Moved this policy to draft policy 113.2, in keeping with PSBA's standard numbering format.

Last Modified by Kristin Ehrhart on January 7, 2016
Authority

In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions, prospective employers, 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 compile 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 sophomore year about the provisions of this policy. The notice shall include:

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.
The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.[1][2][3]

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

Definitions

Homeless students are defined as individuals lacking a fixed, regular and adequate nighttime residence, which include the following conditions:[4]

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.

3. Living in emergency, transitional or domestic violence shelters.

4. Abandoned in hospitals.

5. Awaiting foster care placement.

6. Using public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings, as a primary nighttime residence.

7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.

8. Living as migratory children in conditions described in previous examples.

9. Living as run-away children, abandoned or forced out of homes by parents/guardians or caretakers, or separated from parents/guardians for any other reason.

10. Living as school age parents/guardians in houses for school age parents/guardians if they have no other living accommodations.

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

Delegation of Responsibility

The Board designates the Superintendent or designee to serve as the district's liaison for homeless students and families.

The district's liaison shall coordinate with:

1. Local service agencies that provide services to homeless children and youth and families.

2. Other school districts on issues of records transfer and transportation.

3. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens.

Guidelines

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.

Enrollment/Placement

To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the
end of the academic year in which s/he obtains permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will consider the views of the student in determining where s/he will be enrolled.[5]

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.[5][6][7][8][9][10][11]

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.

Services

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

Transportation

To the extent feasible and in accordance with the student's best interest, the district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[1][5]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[5]

Last Modified by Dr Denise Torma on July 1, 2016
Purpose

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

Definitions

Dating Partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[1]

Dating Violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[1]

Authority

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[2]

Guidelines

Complaint Procedure

When a student believes that s/he has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, or classroom teacher.
The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[1]

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Discipline Code.[1][2]

If a possible violation of the district’s harassment policy is implicated, the building principal shall take additional action as necessary to comply with Board policy and state and federal law and regulations.[3]

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[1]

1. Published in the Student Discipline Code.

2. Published in the Student Handbook.

3. Made available on the district’s website, if available.

4. Provided to parents/guardians.

**Dating Violence Training**

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.[1]

**Dating Violence Education**

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.[1][4]

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.[1][5]

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.[1][6]