



## Superintendent's Report

March 14, 2023

### **Comprehensive School-Based Mental Health and Emotional Wellness:**

There is a two-page update in the information section of the agenda on current work by the stakeholder committee for School Base Mental Health. This same report will also be provided to the ELSD faculty to ensure they are aware of the committee's work in this area.

### **Building Project Update:**

Mr. McCaffery and I have met with engineers and architects the last two weeks to ensure he is abreast of the project and had an opportunity for input and review.

The project is currently working its way through the permitting review process at the county and municipal levels. To ensure these reviews are complete before bidding begins, the anticipated bid date is moved back to April with board review in May.

### **Board Policy Revisions / Adoptions:**

There are no additional policies on this agenda. I am requesting a second and final review of the policies from February 14 without revisions.

### **Educational / Field Trips:**

There are a number of educational / field trip requests on the agenda tonight. I have requested that principals review these requests carefully before approving relating to educational value / recreational experience with associated costs. I anticipate that there will be some discussions this summer around how to best coordinate these types of trips across elementary schools and how to balance the cost with the value of the experience.

### **Job Description – Revision:**

I am requesting the board approve a revision to the job description for Director of Athletics from Bachelor's degree required to be preferred. My concern is that we could potentially discourage individuals from applying who may be excellent for the position and yet not have a college degree.

### **E-Rate:**

E-Rate, or the Universal Services Fund, is a federal program that provides schools and libraries the ability to purchase certain types of technology at a 70% reduced cost. Mr. Creasy is requesting board approval this evening of specific pieces of technology and technology support equipment through the E-Rate program. Locally we will use the Technology Reserve fund to cover the 30% cost after E-Rate reimbursement. Since E-Rate is never guaranteed, districts are required to budget the full 100% cost. Please see Mr. Creasy's complete description in the information section.

Respectfully submitted,

Dr. Mark Stamm  
Superintendent of Schools

**EAST LYCOMING SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
Tuesday, March 14, 2023  
High School Library - 7:00 p.m.**

**Public should enter through the Library Vestibule Doors**

**WELCOME AND CALL THE MEETING TO ORDER – MR. MICHAEL, PRESIDENT**

I. **AUDIENCE PARTICIPATION:** Comments from residents of the district regarding this agenda.

II. **REPORTS:**

**Administrator Reports:**

- Superintendent Report by Dr. Mark Stamm
- Budget Update 2023/2024 by Mrs. Heather Burke

**Board Member Updates (as applicable):**

- Intermediate Unit #17 – Mrs. McClintock
- Legislative Representation – Mrs. Gavitt
- LycoCTC – Mr. Mamrak

**Committee Report:**

- Board Committee Meeting (Finance/Facilities) - Mr. Michael

III. **BOARD POLICIES:**

(BOE)

1. **Board Policy 011 (Principle of Governance and Leadership) - Second and Final Reading:**

**Resolved**, to approve the revisions to the following policy as recommended by PSBA to align with changes in **PSBA Principles of Governance and Leadership:**  
*Policy 011: Principles of Governance and Leadership* **--resolution required**

2. **Board Policies (200,202,204,217,221,251,808,810)- Second and Final Reading:**

**Resolved**, to approve the revisions to the following policies as recommended by PSBA to align with changes in the school code in 2022 to support students experiencing **educational instability:**

*Policy 200 Enrollment, 202 Eligibility of Non-Resident Students, 204 Attendance, 217 Graduation, 221 Dress and Grooming, 251 Students Experiencing Homelessness, 808 Food Services, and 810 Transportation.* **--resolution required**

3. **Board Policy 210 (Medications) - Second and Final Reading:**

**Resolved**, upon the recommendation of Superintendent Stamm and the school nurses to approve a first reading of Board Policy 210 (Medications). **--resolution required**

4. **Board Policy 233 (Suspension and Expulsion) - Second and Final Reading:**

**Resolved**, to approve the revisions to the following policy as recommended by PSBA to align with changes in the school code relating to **compulsory attendance age:**  
*Policy 233 Suspension / Expulsion.* **--resolution required**

5. **Board Policies (236.1 and 805)- Second and Final Reading:**

**Resolved**, to approve the revisions to the following policies as recommended by PSBA to align with annual changes in **school safety and security annual training**



**requirements:**

*Policy 236.1 Threat Assessment and 805 Emergency Preparedness and Response.*

**--resolution required**

**6. Board Policy 309.1 (Remote Work) - Second and Final Reading:**

**Resolved**, adoption of the following Board Policy 309.1 (Remote Work) as developed by PSBA to guide administrative actions around employees who may work remotely.

**--resolution required**

**7. Board Policies (610, 611, and 626)- Second and Final Reading:**

**Resolved**, to approve the revisions to the following policies as recommended by PSBA to align with annual changes in **procurement thresholds**:

*Policy 610 Purchases Subject to Bid/Quotation, 611 Purchases Budgeted, and 626 Federal Fiscal Compliance.*

**--resolution required**

**8. Board Policy 810.1 (School Bus Drivers) - Second and Final Reading:**

**Resolved**, adoption of the following policy to align with state requirements for **drug testing of School Bus Drivers**. Policy is consistent with current district practice.

*Policy 810.1 School Bus Drivers*

**--resolution required**

**IV. EDUCATIONAL:**

(E-1)

**1. Field Trips:**

**Resolved**, upon the recommendation of Superintendent Stamm to approve the following field trips:

-March 10, 2023 Number of Students: 2	WVIA Studios Cost to Students: \$0.00	High School Cost to District: \$200.00
-March 21, 2023 Number of Students: 8	Rohrbach's Farm Cost to Students: \$0.00	Video Production Club Cost to District: \$265.00
-March 22-24, 2023 Number of Students: 2	Susquehanna University Cost to Students: \$0.00	Sr. High Band Cost to District: \$775.00
-April 1, 2023 Number of Students: 4	Berwick High School Cost to Students: \$0.00	Scholastic Scrimmage Cost to District: \$80.00
-April 1, 2023 Number of Students: 11	Canton High School Cost to Students: \$0.00	High School Cost to District: \$290.00
-April 12, 2023 Number of Students: 3	Montgomery High School Cost to Students: \$0.00	Elementary Students Cost to District: \$230.00
-April 19-22, 2023 Number of Students: 1	Kalahari Convention Center Cost to Students: \$0.00	High School Chorus Cost to District: \$1,200.00
-May 11, 2023 Number of Students: 80 Cost to District: \$0.00 (PTO Funded)	Camp Susque Cost to Students: \$10.00	Ashkar Grade 2
-May 15, 2023 Number of Students: 42	T&D's Cats Cost to Students: Optional	Renn & Ferrell Grade 3

Cost to District: \$0.00 (PTO/PTAC Funded)

-May 16, 2023 Lake Tobias Ashkar Grade 3  
Number of Students: 67 Cost to Students: \$0.00  
Cost to District: \$0.00 (PTA Funded)

-May 30, 2023 Hershey Park High School  
Number of Students: 47 Cost to Students: \$77.00  
Cost to District: \$0.00 (Fundraising/Students) **--resolution required**

**PRE-APPROVED FIELD TRIP:** 5/16/23 District-wide Grade 6 to North Mountain  
5/18/23 Grade 8 to Gettysburg

V. **PERSONNEL:** (P-1)

1. **Board Member Resignation:**

**Resolved**, upon the recommendation of President Michael to accept the resignation of Mr. Nathan Hafer, with regret, effective March 14, 2023 and to approve the posting of the vacancy in region #2. **--resolution required**

2. **2022/2023 Daily Substitute Teacher/Support Staff/Guest Teacher Listings:**

**Resolved**, to approve the following for the 2022/2023 Daily Substitute Teacher/Support Staff/Guest Teacher Listings:

-Lisa Feist (BLaST Guest Teacher)  
-Amanda Holmes (Supervisory Aide) **--resolution required**

3. **Athletic Volunteers:**

**Resolved**, upon the recommendation of Superintendent Stamm and Athletic Director Tallman to approve the following athletic volunteers:

-Trevor Detweiler - 2023 Softball season  
-Rodney Lee Koser Jr. - 2023 Softball season **--resolution required**

VI. **MINUTES:** (1)

**Resolved**, to accept the minutes from the meeting of February 21, 2023 as submitted. **--resolution required**

VII. **BUSINESS/FINANCIAL MATTERS:**

1. **Athletic Director Job Description Revision:** (F-1)

**Resolved**, upon the recommendation of Superintendent Stamm to approve the revised job description for Athletic Director, specifically the Educational Level is being changed from required to preferred. **--resolution required**

2. **E-Rate PEPPM Mini Bid Award:** (F-2)

**Resolved**, upon the recommendation of Superintendent Stamm and Technology Director Creasy that the attached E-Rate Bid be approved to purchase equipment using technology reserve funds. **--resolution required**

VIII. **INFORMATION:**

1. Resignations received and accepted by Superintendent Stamm:  
-Kenneth Tallman, Athletic Director, effective June 2, 2023.
2. Lyco-CTC Newsletter.
3. Comprehensive School-Based Mental Health and Emotional Wellness update.
4. Administrative Regulations-Supplemental Pay Step Placement.

5. E-Rate description.

IX. **AUDIENCE PARTICIPATION:**

Questions or comments from residents of the district regarding board discussion topics or other school-related matters.

X. **ADJOURNMENT:**

**NEXT BOARD MEETING:  
TUESDAY, MARCH 28, 2023  
7:00 PM**

## Finance & Facility Committee Meeting

**Location:** Board Executive Meeting Room

**Date:** Tuesday, March 14, 2023

**Attendees:** Rich Michael, Mike Mamrak, Donna Gavitt, Matt Pendrak, Heather Burke, Dr. Mark Stamm

**Time:** 6:00PM – 6:45PM

### I. Call to order

### II. Preliminary Comments on Agenda Items

### III. 2023 – 2024 Budget Update / Heather Burke

Mrs. Burke will review the preliminary 23-24 budget information with the committee before the February board presentation.

### IV. Capital Projects / Mark Stamm

Dr. Stamm will update the board on the capital status of the board approved capital projects and changes that will be recommended to meet operational needs.

### V. Athletic Score Boards

Dr. Stamm will update the committee on the status of athletic score boards and find raising campaign to cover 50% of the cost of the boards.

### VI. Miscellaneous Items from the Committee

### VII. Adjournment



Book	Policy Manual
Section	000 Local Board Procedures
Title	Principles for Governance and Leadership
Code	011 Vol IV 2022
Status	From PSBA

*This board policy supports the Principles for Governance and Leadership adopted by the board and signed by individual school directors.*

Pennsylvania school boards are committed to providing every student the opportunity to grow and achieve. **Our actions, as elected and appointed board members,** ultimately have both short and long-term impact in the classroom. Therefore, **we pledge that we** will . . .

#### **Lead Responsibly**

- Prepare for, attend, and actively participate in board meetings
- Work together **with civility and** cooperation, **respecting that individuals hold differing opinions and ideas**
- Participate in professional development, training, and board retreats
- Collaborate with the Superintendent, **acknowledging their role** as the **10th member of the board and commissioned officer of the Commonwealth**

#### **Act Ethically**

- Never use the position for improper benefit to self or others
- **Avoid** actual or perceived conflicts of interest
- Recognize **school directors do not possess any** authority outside of the collective board
- **Accept that when a board has made a decision, it is time to move forward collectively and constructively**

#### **Plan Thoughtfully**

- **Implement** a collaborative **strategic** planning process
- Set annual goals that are aligned with comprehensive plans, **recognizing the need to adapt as situations change**
- Develop a **comprehensive** financial plan **and master facilities plan** that anticipates short and long-term needs
- **Allocate resources to effectively impact student success**

#### **Evaluate Continuously**

- **Make** data-informed decisions
- **Evaluate** the Superintendent **annually**
- **Conduct a board self-assessment on a recurring basis**
- **Focus on** student growth and achievement

- Review effectiveness of **all** comprehensive **and** strategic plans

### **Communicate Clearly**

- Promote open, honest, and respectful dialogue among the board, staff, and community
- **Acknowledge and listen to varied input from all stakeholders**
- **Promote transparency while protecting necessary confidential matters**
- **Set expectations and guidelines for individual board member communication**

### **Advocate Earnestly**

- Promote public education as a keystone of **our Commonwealth**
- Engage the community by seeking input, building support networks, and generating action
- Champion public education by **engaging** local, state, and federal **officials**

### **Govern Effectively**

- **Establish and** adhere to rules and procedures for board operations
- Develop, adopt, revise, and review policy **routinely**
- Align **board** decisions to policy **ensuring compliance with the PA School Code and other local, state, and federal laws**
- **Remain focused on the role of** governance, **effectively** delegating management tasks to **the** administration



Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200 Vol IV 2022
Status	From PSBA
Legal	<a href="#">1. 24 P.S. 1301</a> <a href="#">2. 24 P.S. 1302</a> <a href="#">3. 22 PA Code 11.11</a> <a href="#">4. 22 PA Code 11.41</a> <a href="#">5. 24 P.S. 1331.1</a> <a href="#">6. 22 PA Code 11.12</a> <a href="#">7. 22 PA Code 12.1</a> <a href="#">8. 24 P.S. 1303a</a> <a href="#">9. 24 P.S. 1304-A</a> 10. Pol. 203 11. Pol. 216.1 12. Pol. 138 13. Pol. 251 14. Pol. 202 Pol. 201

### **Authority**

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

### **Definitions**

**School age** shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[1\]](#)[\[6\]](#)

**District of residence** shall be defined as the school district in which a student's parents/guardians reside.[\[2\]](#)[\[3\]](#)

### **Guidelines**



School age resident students and eligible nonresident students shall be entitled to attend district schools.[1][2][3][7]

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.[1][2][3][8][9][10][11]

The district shall administer a home language survey to all students enrolling in district schools for the first time.[3][12]

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[3]

The district shall immediately enroll students **experiencing homelessness, foster care and other forms of educational instability**, even if the student or parent/guardian is unable to produce the required documents, **in accordance with Board policy, law and regulation.**[5][13]

The district shall not inquire about the immigration status of a student as part of the enrollment process.[3]

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[14]

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's **enrollment** policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[4]

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.





Book	Policy Manual
Section	200 Pupils
Title	Eligibility of Nonresident Students
Code	202 Vol IV 2022
Status	
Legal	<a href="#"><u>1. 24 P.S. 501</u></a> <a href="#"><u>2. 24 P.S. 502</u></a> <a href="#"><u>3. 24 P.S. 503</u></a> <a href="#"><u>4. 24 P.S. 1301</u></a> <a href="#"><u>5. 24 P.S. 1316</u></a> 6. Pol. 200 <a href="#"><u>7. 24 P.S. 1302</u></a> <a href="#"><u>8. 22 PA Code 11.19</u></a> 9. Pol. 906 <a href="#"><u>10. 24 P.S. 2561</u></a> 11. Pol. 607 <a href="#"><u>12. 24 P.S. 1305</u></a> <a href="#"><u>13. 24 P.S. 1331.1</u></a> <a href="#"><u>14. 24 P.S. 1306</u></a> <a href="#"><u>15. 24 P.S. 1307</u></a> <a href="#"><u>16. 24 P.S. 1308</u></a> <a href="#"><u>17. 24 P.S. 1309</u></a> <a href="#"><u>18. 24 P.S. 1310</u></a> <a href="#"><u>19. 24 P.S. 2562</u></a> <a href="#"><u>20. 22 PA Code 11.18</u></a> 21. Pol. 251 <a href="#"><u>24 P.S. 1306.2</u></a> <a href="#"><u>24 P.S. 2503</u></a> <a href="#"><u>22 PA Code 11.41</u></a> Pol. 103 Pol. 103.1
Adopted	March 9, 2010
Last Revised	March 14, 2023

## **Purpose**

The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.[1][2][3]

## **Authority**

{ } It shall be the policy of the Board not to permit the admission of nonresident students.[4]

{XX } The Board may permit the admission of nonresident students in accordance with Board policy.[4][5][6]

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in district schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the PA Department of Education.[7][8]

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.[7]

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.[7][9]

{ XX} The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries.

Tuition rates shall be determined annually in accordance with law. Tuition shall be charged monthly, in advance of attendance.[5][10][11]

## **Guidelines**

### **Nonresident Children Placed in Resident's Home**

Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.[12][13]

### **Residents of Institutions**

A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but **the student** shall be admitted to district schools, and a charge shall be made for tuition in accordance with law.[10][13][14][15][16][17][18][19][20]

### **Students Experiencing Educational Instability**

**The district shall immediately admit students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulation.[13][21]**

{ XX} Prospective Residents

A student eligible for attendance whose parent/guardian has executed a contract to buy, build or rent a residence in this district for occupancy by \_\_\_\_October 1\_\_\_\_ may be enrolled[5].

☐ ( ) with payment of tuition

☒ ( XX) without payment of tuition

☐ ( ) for \_\_\_\_\_ previous to the anticipated date of residency.

☐ ( ) at the beginning of the school year, provided that the anticipated date of residency is not later than \_\_\_\_\_ of the same school year.

If the student does not become a resident of the district by the end of the period for which

☒ (XX ) free attendance is given,

☐ ( ) reduced rate tuition is charged,

tuition shall be required until residency is established.

Parents/Guardians of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.

#### { } Former Residents

Regularly enrolled students whose parents/guardians have moved out of the school district may be permitted to finish the[5].

☐ ( ) school year

☐ ( ) semester

☐ ( ) marking period

☐ ( ) with payment of tuition.

☐ ( ) without payment of tuition.

☐ ( ) when the parents/guardians move from the district during the \_\_\_\_\_ immediately previous to the end of the school year.

☒ (XX ) when the student is completing the senior year and will graduate.

#### Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.  
[7][8]

#### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations for the enrollment of nonresident students.

The Superintendent shall report to the Board for its information the enrollment of nonresident students.

NOTES:

Incarcerated Juveniles

Convicted – SC 1306.2, 1318

Charged – SC 1306.2

**PSBA Revision 11/22 © 2022 PSBA**



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204 Vol IV 2022
Status	



## Legal

- [1. 22 PA Code 11.41](#)
- [2. 24 P.S. 1327](#)
- [3. 24 P.S. 1329](#)
- [4. 24 P.S. 1330](#)
- [5. 22 PA Code 11.23](#)
- [6. 22 PA Code 11.25](#)
- [7. 22 PA Code 12.1](#)
- [8. 24 P.S. 1326](#)
- [9. 22 PA Code 11.13](#)
- [10. 42 Pa. C.S.A. 6302](#)
- [11. 24 P.S. 510.2](#)
- [12. 24 P.S. 1332](#)
- [13. 24 P.S. 1339](#)
- [14. 22 PA Code 11.22](#)
- [15. 22 PA Code 11.28](#)
16. Pol. 113
17. Pol. 115
18. Pol. 116
19. Pol. 117
20. Pol. 118
- [21. 22 PA Code 11.34](#)
- [22. 22 PA Code 11.32](#)
- [23. 22 PA Code 11.5](#)
- [24. 24 P.S. 1327.1](#)
- [25. 22 PA Code 11.31](#)
- [26. 22 PA Code 11.31a](#)
27. Pol. 137
- [28. 22 PA Code 11.21](#)
- [29. 22 PA Code 11.26](#)
30. Pol. 251
- [31. 24 P.S. 1546](#)
- [32. 24 P.S. 1333](#)
- [33. 24 P.S. 1333.1](#)
- [34. 24 P.S. 1333.2](#)
35. Pol. 103.1
36. Pol. 113.3
37. Pol. 114
- [24 P.S. 1333.3](#)
- [22 PA Code 11.24](#)
- [22 PA Code 11.8](#)

Adopted October 8, 2019

Last Revised March 14, 2023

## **Purpose**

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

## **Authority**

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

## **Definitions**

**Compulsory school age** shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than **six (6)** years of age, until the student reaches **eighteen (18)** years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[8\]](#)

**Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[8\]](#)

**Person in parental relation** shall mean a:[\[8\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

**School-based or community-based attendance improvement program** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[8\]](#)

## **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, persons in parental relation, staff and

{ } local children and youth agency

{XX} local magisterial district judges

about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[\[1\]](#)[\[11\]](#)

{ } The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the

{XX } building principal,

{ } Attendance Officer,

{ } Home and School Visitor,

{ } (other) \_\_\_\_\_,

shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]](#)[\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. {XX} Ensure that students legally absent have an opportunity to make up work.

## **Guidelines**

### **Compulsory School Attendance Requirements**

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[2\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[\[2\]](#)[\[5\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[3\]](#)[\[4\]](#)[\[21\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[2\]](#)[\[22\]](#)



3. Students attending college who are also enrolled part-time in district schools.[\[23\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[2\]](#)[\[18\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[2\]](#)
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[4\]](#)
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[\[4\]](#)[\[15\]](#)

#### Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]](#)[\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[3\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[1\]](#)[\[3\]](#)
9. {XX} Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[\[3\]](#)
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
  - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. {XX} Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[\[28\]](#)
11. {XX} Nonschool-sponsored educational tours or trips, if the following conditions are met: [\[3\]](#)[\[29\]](#)
  - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.

b. The student's participation has been approved by the Superintendent or designee.

c. {X} The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.

d. { } (other) \_\_\_\_\_.

12. {X} College or postsecondary institution visit, with prior approval.

13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care **and other forms of educational instability**. [3][6][30]

The district may limit the number and duration of

{XX} nonschool-sponsored educational tours or trips

{XX} college or postsecondary institution visits

for which excused absences may be granted to a student during the school year.

#### *Temporary Excusals –*

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. [2][14][18]
2. Students participating in a religious instruction program, if the following conditions are met: [28][31]
  - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education. [21]

#### *Parental Notice of Absence –*

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within

{XX} three (3)

{ } five (5)

{ } (other) \_\_\_\_\_

days of the absence.



A maximum of

{ } eight (8)

{XX} ten (10)

{ } (other) \_\_\_\_\_

days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond

{ } eight (8)

{XX} ten (10)

{ } (other) \_\_\_\_\_

cumulative days shall require an excuse from a licensed practitioner of the healing arts.

#### Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[\[8\]](#)

#### *Parental Notification –*

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

#### Enforcement of Compulsory Attendance Requirements

#### *Student is Truant –*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[32\]](#)

The notice shall:[\[32\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[32\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[32\]](#)

#### *School Attendance Improvement Conference (SAIC) –*

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[32]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[8]

The following individuals shall be invited to the SAIC:[8]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[32]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[32]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[32]

*Student is Habitually Truant –*

When a student under fifteen (15) years of age is habitually truant, district staff:[33]

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[33]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[33]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[33]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[33]

#### *Filing a Citation –*

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[34]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[34]

#### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy. [16][35][36][37]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy. [16][35][37]

#### Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[32]

#### NOTES:

Remove language on withholding of credit or automatic grade deductions for students with unexcused/illegal absences (based on court decision). May include language on deduction of class participation grades only, if in response to unexcused/illegal absences.

See additional explanation on court case and info. from School Law Handbook.





Book Policy Manual  
Section 200 Pupils  
Title Graduation  
Code 217 Vol IV 2022  
Status

Legal [1. 24 P.S. 121](#)  
[2. 22 PA Code 4.24](#)  
[3. 22 PA Code 4.51](#)  
[4. 22 PA Code 4.52](#)  
[5. 24 P.S. 510.2](#)  
[6. 24 P.S. 1611](#)  
[7. 24 P.S. 1613](#)  
8. Pol. 102  
9. Pol. 127  
10. Pol. 212  
11. Pol. 233  
[12. 24 P.S. 1331.1](#)  
13. Pol. 251  
[14. 24 P.S. 1614](#)  
[15. 22 PA Code 11.27](#)  
[16. 22 PA Code 4.12](#)  
[17. 34 CFR 300.102](#)  
[18. 34 CFR 300.305](#)  
19. Pol. 113  
[20. 22 PA Code 11.5](#)  
[21. 22 PA Code 11.8](#)  
[22. 22 PA Code 11.4](#)  
23. Pol. 216  
[34 CFR Part 300](#)

Adopted March 9, 2010  
Last Revised March 14, 2023

## **Purpose**

The Board shall establish graduation requirements and acknowledge each student's successful completion of the instructional program by awarding diplomas and certificates at graduation ceremonies.

### **Authority**

The Board shall adopt the graduation requirements students must achieve in accordance with state **law and** regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each school building **and posted** on the district's **publicly accessible** website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each school building **and posted** on the district's **publicly accessible** website immediately following approval by the Board.[\[2\]](#)[\[5\]](#)

### **Diplomas**

The Board shall award a high school diploma to every student enrolled in this district who meets the requirements for graduation established by this Board.[\[2\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure

{XX}, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.[\[11\]](#)

### ***Students Experiencing Educational Instability -***

**The district shall provide supports to ensure that students experiencing educational instability graduate in a timely manner, in accordance with law and Board policy. A graduation plan shall be developed to facilitate this process for students in grades nine (9) through twelve (12) who are experiencing educational instability.**[\[12\]](#)[\[13\]](#)

### ***Students With Disabilities -***

The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with **their** graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.[\[1\]](#)[\[2\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

### ***Part-Time Students -***

A student may qualify for graduation by attending a district school part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution.[\[20\]](#)[\[21\]](#)

### ***Full-Time Postsecondary Students -***

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.[\[21\]](#)[\[22\]](#)

### ***{XX} Eligible Veterans -***

{XX} In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.[\[6\]](#)

{XX} Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.

{XX} The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for ensuring the following:

1. Publication and distribution of graduation requirements to students and parents/guardians.[\[2\]](#)[\[5\]](#)
2. Counseling of students regarding expectations of graduation requirements.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[16\]](#)
3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[16\]](#)
4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements.[\[10\]](#)[\[23\]](#)
5. Provision of assistance to those students having difficulty attaining the academic standards.[\[1\]](#)[\[2\]](#)
6. Development of a list of individuals who qualify for the award of a diploma.
7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.

**The Superintendent or designee shall annually, no later than December 1, report to the PA Department of Education (PDE) graduation information and data, as required by law.[\[1\]](#)**





Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Code	221 Vol IV 2022
Status	
Legal	<a href="#">1. 24 P.S. 1317.3</a> <a href="#">2. 22 PA Code 12.11</a> 3. Pol. 251 4. Pol. 325
Adopted	March 9, 2010
Last Revised	March 14, 2023

### **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.[\[1\]](#)[\[2\]](#)

{ } The Board may require students to wear standard dress or uniforms, which may be required district-wide or by individual schools.[\[1\]](#)[\[2\]](#)

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.[\[2\]](#)

**The Board directs district staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with Board policy or school rules related to dress and grooming.[\[3\]](#)**

### **Delegation of Responsibility**

The building principal or designee shall be responsible to 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 **and compliance with Board policy and school rules related to dress and grooming.**[4]

NOTE:

If district has three (3) employee sections, remember to change the policy cites in the policy and references.

**PSBA Revision 11/22   © 2022 PSBA**



Book	Policy Manual
Section	200 Pupils
Title	Students Experiencing Homelessness, Foster Care and Other Educational Instability
Code	251 Vol IV 2022
Status	
Legal	<a href="#">1. 22 PA Code 11.18</a> <a href="#">2. 24 P.S. 1305</a> <a href="#">3. 24 P.S. 1306</a> <a href="#">4. 24 P.S. 1331.1</a> <a href="#">5. 20 U.S.C. 6311</a> <a href="#">6. 20 U.S.C. 6312</a> <a href="#">7. 42 U.S.C. 11431 et seq</a> <a href="#">8. 42 U.S.C. 675</a> 9. Pol. 221 10. Pol. 810 11. Pol. 113 12. Pol. 115 13. Pol. 121 14. Pol. 122 15. Pol. 123 16. Pol. 114 17. Pol. 231 18. Pol. 124 19. Pol. 217 20. Pol. 223 21. Pol. 808 22. Pol. 110 <a href="#">23. 23 Pa. C.S.A. 6301 et seq</a> <a href="#">24. 42 Pa. C.S.A. 6301 et seq</a> <a href="#">25. 45 CFR 1355.20</a> <a href="#">26. 42 U.S.C. 11434a</a> <a href="#">27. 42 U.S.C. 11432</a> 28. Pol. 103.1 29. Pol. 113.4 30. Pol. 216

30. Pol. 216

31. Pol. 200

32. Pol. 201

33. Pol. 203

34. Pol. 204

35. Pol. 209

36. Pol. 206

37. Pol. 906

38. Pol. 202

[39. 20 U.S.C. 1232g](#)

40. Pol. 146

41. Pol. 918

42. Pol. 138

[43. 24 P.S. 121](#)

[20 U.S.C. 6301 et seq](#)

[22 PA Code 403.1](#)

[34 CFR Part 99](#)

[67 Fed. Reg. 10698](#)

PA Education for Homeless Children and Youth State Plan

[Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability](#)

Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide

Adopted July 18, 2017

Last Revised March 14, 2023

## **Purpose**

The Board recognizes the **challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports** in compliance with federal and state laws, regulations and Board policy, for such students.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]](#)

## **Authority**

**The Board directs the district to** collaborate with **school staff**, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.

The Board shall ensure that **students experiencing educational instability** have equal access to the same educational programs, **activities** and services provided to other district students.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

The Board authorizes the Superintendent to waive **specific requirements in Board** policies, procedures and administrative regulations **to the extent** that **they** create barriers **for** the enrollment and attendance of **students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:**[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)



1. **Dress code.**[9]
2. **Transportation.**[10]
3. **School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes.**[11][12][13][14][15][16][17]
4. **Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.**[9][13][14][15][18][19][20][21][22]
5. **Graduation.**[19]
6. **Registration deadlines.**

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on **their status as a student experiencing educational instability.**

### **Definitions**

**Student Experiencing Educational Instability** means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:  
**[4]**

1. **Homelessness.**[1][3][7]
2. **An adjudication of:**[23][24]
  - a. **Dependency relating to child protective services and juvenile matters;**
  - b. **Delinquency, if disclosed by the student's parent/guardian; or**
  - c. **As part of court-ordered services under a voluntary placement or custody agreement.**

**A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.**[25]

**Enroll or Enrollment** means attending classes and participating fully in school activities.[26]

**Additional costs** means the difference between what the district spends to transport a resident student to the student's assigned school and the cost to transport a child in foster care to the child's school of origin.

**Foster care** means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.[25]

**Homeless children and youths** means individuals who lack a fixed, regular and adequate nighttime residence, and includes: [\[26\]](#)

1. Children and youths who are:
  - a. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
  - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
  - c. Living in emergency, transitional or domestic violence shelters; or
  - d. Abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

**School of origin** is the school in which the **student experiencing educational instability** was last enrolled.

- **The school of origin for a *homeless child or youth*** - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool. [\[27\]](#)
- **The school of origin for a *child in foster care*** - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement. [\[8\]](#)
- When the **homeless** child or youth, **or child in foster care**, completes the final grade level served by the school of origin, the school of origin shall **become** the designated receiving school at the next grade level for all feeder schools.

**Unaccompanied youth** means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason. [\[26\]](#)

### **Delegation of Responsibility**

The Board designates the

{XX} Superintendent or designee

{ } Assistant Superintendent

{ } Federal Programs Coordinator



{ } Home and School Visitor

{ } **Director of Student Services**

{ } **Homeless Child or Youth Liaison**

{ } (Other) \_\_\_\_\_

to serve as the district's **point of contact** for **students experiencing educational instability**.[\[4\]](#)[\[5\]](#)[\[27\]](#)

**The name and contact information of the district's point of contact shall be included in the student's education records and provided to the student's education decision maker.**[\[4\]](#)

The district's **point of contact** shall ensure outreach and coordination with **the following, as appropriate to each individual student's needs:**[\[4\]](#)[\[5\]](#)[\[27\]](#)

**1. Local children and youth agency to:**

- a. **Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements;**
- b. **Develop a protocol on how to make best interest determinations; and**
- c. **Develop and coordinate transportation procedures.**

**2. Other local service agencies and entities that provide services to students experiencing educational instability.**

3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.

4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[\[11\]](#)[\[28\]](#)

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

**The district's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:**[\[4\]](#)

1. **Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.**
2. **Facilitate the prompt placement of the student in appropriate courses.**
3. **Connect the student with educational services that meet the student's specific needs.**
4. **Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.**
5. **Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and**

**transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.**

### ***Additional Responsibilities to Support Homeless Students -***

The district's **point of contact** shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[\[27\]](#)

The district's **point of contact** shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[\[27\]](#)

### **Training**

**The district's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.**

### ***Additional Training to Support Homeless Students -***

The district's **point of contact** shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[\[27\]](#)

The district's **point of contact** shall arrange professional development programs for school staff, including office staff.[\[27\]](#)

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[\[27\]](#)

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

### **Guidelines**

**Students enrolled in this district experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[\[4\]](#)**

**Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.**

**Parents/Guardians and students have the authority to determine what information shall be shared with the district.**

**Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian.[\[29\]](#)[\[30\]](#)**



## **Enrollment**

**Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.**[5][27]

In accordance with the **homeless** child's or youth's best interest, the district shall continue to enroll a homeless student in **the student's** school of origin **within the district** while **the student** remains homeless and through the end of the academic year in which **the student** obtains permanent housing.  
[27]

**An unaccompanied youth or the** parents/guardians of a homeless student may request enrollment in **any grade-appropriate school within the district regardless of the district** attendance area where the student is actually living or **a school of origin in another district.**[27]

The district's **point of contact** shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where **the student** will be enrolled.  
[27]

### ***Best Interest Determination -***

**The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.**

**In making a best interest determination,** the district shall:[5][27]

- 1. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.**
- 2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.**

**The cost of transportation shall not be used as a factor in the best interest determination.**

**Documentation related to the best interest determination shall be maintained in the student's education record.**[29][30]

### ***Timeliness of Enrollment -***

**When a school receives a student experiencing educational instability,** the school shall immediately enroll the student and begin instruction, even if:[4][5][7][29][30][31][32][33][34][35]

- 1. The student is unable to produce records normally required for enrollment.**[27][31]
- 2. The application or enrollment deadline has passed.**[27][31][32]

The district's **point of contact** shall immediately contact the school last attended by the **student** to obtain relevant academic or other records.[27]

The district may require a parent/guardian to submit contact information.

### ***Grade Level Assignment -***

If the district is unable to determine the student's grade level due to missing or incomplete records, the district **may** administer tests or utilize appropriate means to determine the student's assignment within the school.[36]

#### Dispute Resolution

**If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.[37]**

#### ***Dispute Resolution for Homeless Students -***

**If the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.[27]**

If a dispute arises over eligibility, enrollment or school selection:[27]

1. The parent/guardian or unaccompanied youth shall be referred to the district's **point of contact**, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's **point of contact** shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

#### ***Dispute Resolution for Students in Foster Care -***

**If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.[2][38]**

#### **{XX} Students Discharged From Foster Care**

**A student who has been discharged from foster care may be permitted to finish the (XX) school year**

**( ) semester**

**in this district, if appropriate, and approved by the superintendent,**

**(XX) with payment of tuition.**

**( ) without payment of tuition.**

#### Education Records

Information about a **student's educational instability** shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[29][30][39]



**The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is:[29][30][39]**

- 1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.**
- 2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.**

#### Comparable Services

Students **experiencing educational instability** shall be provided services comparable to those offered to other district students including, but not limited to:[3][27][40]

1. Transportation services.[10]
2. School nutrition programs.[21]
3. Career and technical education.[12]
4. Educational programs for which the student meets the eligibility criteria, such as:
  - a. Services provided under Title I or similar state or local programs.[41]
  - b. Programs for English **Learners**. [42]
  - c. Programs for students with disabilities.[11]
  - d. Programs for gifted and talented students.[16]
5. **{XX}** Preschool programs.

#### ***Transportation for Homeless Students -***

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the district.[3][10][27]

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.[27]

#### ***Transportation for Students in Foster Care -***

**The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[6][10]**

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[6]

The transportation plan shall address the following:[6]

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.[8]
2. How transportation costs will be covered if additional costs are incurred. Options include:
  - a. The local children and youth agency agrees to reimburse the district;
  - b. The district agrees to pay for the cost;[6]
  - c. The district and the local children and youth agency agree to share the costs; or
  - d. The district of origin, the district of foster residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

### Course Credit and Graduation

The district shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The district's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:[4][5][6]

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:[4][19]
  - a. Competency demonstration, which could include, but is not limited to:
    - i. Submission of an essay, presentation or project.
    - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.
  - b. Performance on an examination.
  - c. Successful completion of a career and technical education course.



d. Other evidence or method determined appropriate by the district.

2. If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.
3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not eligible for graduation, the district may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

### ***Keystone Diploma –***

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply: [\[4\]](#)[\[43\]](#)

1. All other graduation options have been exhausted.
2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education. [\[4\]](#)[\[43\]](#)

### ***Students with Disabilities –***

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP. [\[11\]](#)[\[19\]](#)

Students with an IEP may elect to remain in school until age twenty-one (21) even if the district determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school. [\[19\]](#)



Book	Policy Manual
Section	800 Operations
Title	Food Services
Code	808 Vol I 2022
Status	First Reading

## Legal

- [1. 2 CFR Part 200](#)
- [2. 24 P.S. 1335](#)
- [3. 24 P.S. 1337](#)
- [4. 24 P.S. 504](#)
- [5. 24 P.S. 807.1](#)
- [6. 42 U.S.C. 1751 et seq](#)
- [7. 42 U.S.C. 1773](#)
- [8. 7 CFR Part 210](#)
- [9. 7 CFR Part 215](#)
- [10. 7 CFR Part 220](#)
- [11. 7 CFR 210.23](#)
- [12. FNS Instruction 113-1 \(USDA\)](#)
- [13. 42 U.S.C. 1760](#)
- [14. 7 CFR 210.14](#)
- [15. 3 Pa. C.S.A. 5713](#)
- [16. 42 U.S.C. 1758\(h\)](#)
- [17. 7 CFR 210.13](#)
- [18. 7 CFR 210.30](#)
19. Pol. 246
- [20. 42 U.S.C. 1758](#)
- [21. 7 CFR Part 245](#)
- [22. 7 CFR 15b.40](#)
23. Pol. 103.1
24. Pol. 113
25. Pol. 209.1
26. Pol. 610
27. Pol. 626
28. Pol. 827
- [29. 7 CFR 210.15](#)
- [30. 7 CFR 220.7](#)
- [31. 7 CFR 210.9](#)
- [P.L. 111-296](#)
- [7 CFR Part 15](#)
- Pol. 103

Adopted

October 8, 2019

Last Revised

March 14, 2023

## **Purpose**



The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

### **Authority**

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[\[11\]\[12\]](#)

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[\[4\]\[13\]](#)

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[\[13\]\[14\]](#)

### **Delegation of Responsibility**

Operation and supervision of the food service program shall be the responsibility of the

{ } Superintendent.

{XX} Business Manager.

{ } Food Services Director.

{ } Cafeteria Supervisor.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[\[4\]](#)

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the [\[3\]\[4\]](#)

{ } Superintendent.

{ } Business Manager.

{XX} auditor.

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[\[2\]\[3\]\[4\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[\[15\]\[16\]\[17\]\[18\]](#)

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

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[\[12\]](#)

### **Guidelines**

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[\[19\]](#)

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

{XX} The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[\[4\]](#)

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[\[4\]](#)

### **Free/Reduced-Price School Meals and Free Milk**

The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[\[20\]](#)[\[21\]](#)

The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:[\[20\]](#)[\[21\]](#)

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The district may also conduct direct certification on a weekly or monthly basis.

### **Accommodating Students With Special Dietary Needs**

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)

### **School Meal Service and Accounts**

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:



1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in **their** school meal account, **except when** the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.[\[3\]](#)

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[\[3\]](#)[\[20\]](#)[\[21\]](#)

Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian.[\[3\]](#)

School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.[\[3\]](#)

{XX} The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[\[3\]](#)

District schools shall be prohibited from:[\[3\]](#)

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

{XX} The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.



### Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

### Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[26][27][28]

### Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[6][7][18][29]

### School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][30]

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

### School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[8][10][16]

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][30][31]

### NOTES:

Language related to provisions for alternative meals being served to students if the student is not eligible for free/reduced-price school meals and the student's account reaches a negative balance of more than fifty dollars (\$50) in a school year was removed based on recent food service audits conducted by PDE stating that the language is in violation of the USDA regulations. Although alternative meal provisions were added to the PA School Code [24 P.S. Sec. 13-1337](#) under Act 16 of 2019, PDE's Child Nutrition Programs issued a memo regarding [Revised Meals for Students with Insufficient Funds and Local Meal Charge Policies](#) stating that the provision of law regarding alternative meals **does not apply to any student in any school that participates in the National School Lunch or School Breakfast Programs whether or not the student qualifies for free and reduced-price school meals**. School entities should work with their solicitor if they wish to use the alternative meal provisions from 24 P.S. Sec. 13-1337 under Act 16 of 2019.

When a district contracts for food services, use master as-is except delete the paragraphs under Guidelines starting with "Surplus accounts..." and "All funds derived..."



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Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810 Vol IV 2022
Status	From PSBA
Legal	<a href="#">1. 75 Pa. C.S.A. 102</a> <a href="#">2. 24 P.S. 1361</a> <a href="#">3. 24 P.S. 1362</a> <a href="#">4. 24 P.S. 1726-A</a> <a href="#">5. 22 PA Code 23.1</a> <a href="#">6. 22 PA Code 23.2</a> <a href="#">7. 22 PA Code 23.4</a> 8. Pol. 610 9. Pol. 611 10. Pol. 818 <a href="#">11. 67 PA Code 447.1 et seq</a> <a href="#">12. 22 PA Code 23.3</a> <a href="#">13. 24 P.S. 1374</a> 14. Pol. 103 15. Pol. 103.1 16. Pol. 113 17. Pol. 140 <a href="#">18. 20 U.S.C. 6312</a> 19. Pol. 251 <a href="#">20. 42 U.S.C. 11432</a> <a href="#">21. 35 P.S. 4601 et seq</a> <a href="#">22. 35 P.S. 4608</a> <a href="#">23. 67 PA Code 212.101</a> 24. Pol. 121 25. Pol. 209.1 26. Pol. 209.2 27. Pol. 210 28. Pol. 210.1 29. Pol. 113.4 30. Pol. 216

30. Pol. 210

[31. 24 P.S. 1517](#)

[32. 75 Pa. C.S.A. 4552](#)

33. Pol. 805

[24 P.S. 1331](#)

[24 P.S. 1365](#)

[24 P.S. 1366](#)

[24 P.S. 2541](#)

[24 P.S. 2542](#)

[22 PA Code 15.1 et seq](#)

[22 PA Code 23.6](#)

[75 Pa. C.S.A. 4551-4553](#)

[20 U.S.C. 6301 et seq](#)

[42 U.S.C. 11431 et seq](#)

[49 CFR Part 37](#)

[49 CFR Part 38](#)

Pol. 810.1

## **Purpose**

Transportation for students shall be provided in accordance with law and Board policy.

## **Definitions**

**School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

## **Authority**

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[\[2\]\[3\]\[4\]](#)

The Board shall purchase, lease, equip and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[\[2\]\[3\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[\[3\]\[11\]](#)

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement. [\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law. [\[2\]](#)[\[4\]](#)[\[17\]](#)

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan. [\[18\]](#)[\[19\]](#)

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations. [\[19\]](#)[\[20\]](#)

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law. [\[21\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles. [\[22\]](#)[\[23\]](#)

### **Delegation of Responsibility**

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation. [\[7\]](#)

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation. [\[5\]](#)[\[7\]](#)
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district. [\[7\]](#)
3. Provide each school bus/school vehicle driver with:
  - a. The Pennsylvania School Bus Driver's Manual;
  - b. The written rules for student conduct on buses/vehicles;
  - c. The procedures for evacuation drills; and
  - d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.
4. { } Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips. [\[7\]](#)[\[24\]](#)
5. { } Prepare a district map or schedule indicating each bus stop and bus route. [\[7\]](#)

### **Guidelines**



## Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[15][16][25][26][27][28]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[29][30]

## Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[31][32][33]

## NOTES:

Title 22, Sec. 23.4 - discipline, field trips, contracted negotiations, records

Title 22, Sec. 23.6 - authorized passengers

Computation of distance - 1366

Field Trips - 24 P.S. Sec. 517 (farm show), 1361 (nonpublic); Title 22, Sec. 23.4

Ten-mile boundaries - 1361

Other boundaries - 1 ½ miles - 1362

Payments/reimbursements - 2541, 2542, Title 22 Sec. 23.31-23.40

Transportation - Title 22, Chapter 23

School Buses/Vehicles - Title 67, Chapter 171

Bus Drivers Minor Children - Title 22 Sec. 23.6

Definitions of motor vehicle - Vehicle Code - 75 Pa. C.S.A. Sec. 102

If the district has existing language in policy on transportation routes and stops, which addresses students being limited to a single bus stop or single residence, recommend reviewing the language with the solicitor based on recent court cases regarding student transportation and residency (*Watts v Manheim Township SD*, *Wyland v West Shore SD*). Consult Legal with questions.



Book Policy Manual

Section 200 Pupils

Title Medications

Code 210

Status

Legal [1. 24 P.S. 510](#)  
[2. 22 PA Code 12.41](#)  
[3. 42 Pa. C.S.A. 8337.1](#)

4. Pol. 103.1

5. Pol. 113

[6. 24 P.S. 1409](#)

7. Pol. 216

[8. 24 P.S. 1414.1](#)

9. Pol. 210.1

10. Pol. 121

[24 P.S. 1401](#)

[24 P.S. 1402](#)

Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, March 2010

## **Purpose**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

## **Definitions**

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

## **Authority**

The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration. [1][2]

### **Delegation of Responsibility**

The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care. [3]

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students. [4][5]

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, designated administrators, and revised as necessary.

### **Guidelines**

The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines. [6][7]

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy. [8][9]

### **Delivery and Storage of Medications**

**Students are prohibited from possessing medication except as allowed by Board policy and state law.**

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.



Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

#### Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

#### Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the district shall require the following:[9]

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.



The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

#### Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school district's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

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[Self-administration of Medication- 210 Attachment A.pdf \(121 KB\)](#)

[Request to Administer Medication 210 Attachment B.pdf \(155 KB\)](#)



Book	Policy Manual
Section	200 Pupils
Title	Suspension and Expulsion
Code	233 Vol IV 2022
Status	
Legal	<a href="#">1. 22 PA Code 12.6</a> <a href="#">2. 22 PA Code 12.7</a> <a href="#">3. 22 PA Code 14.143</a> <a href="#">4. 20 U.S.C. 1400 et seq</a> <a href="#">5. 34 CFR Part 300</a> <a href="#">6. 22 PA Code 12.8</a> <a href="#">7. 24 P.S. 1318</a> <a href="#">8. 2 Pa. C.S.A. 101 et seq</a> <a href="#">9. 2 Pa. C.S.A. 101</a> 10. Pol. 204 <a href="#">11. 24 P.S. 1326</a> 12. Pol. 113 13. Pol. 113.1 14. Pol. 218 15. Pol. 216 16. Pol. 113.4 <a href="#">22 PA Code 12.3</a>
Adopted	March 9, 2010
Last Revised	March 14, 2023

### **Purpose**

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

### **Authority**

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[\[1\]\[6\]\[7\]](#)

## **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.[\[1\]\[7\]](#)

No student may be suspended without notice of the reasons for which **the student** is suspended and an opportunity to be heard on **their** own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[\[1\]](#)

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[\[1\]\[6\]](#)

Informal hearings under this provision shall be conducted by the

{XX} building principal.

{ } Superintendent.

{ } person in charge of the school.

### **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.[\[6\]](#)

### **Due Process Requirements for Informal Hearing**[\[6\]](#)

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
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 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 **the student** 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.[\[2\]\[6\]](#)

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 [\[1\]\[6\]\[7\]](#)

{XX} the Board,

{XX} a duly authorized committee of the Board,

{ } a qualified hearing examiner appointed by the Board,

and upon action taken by the Board after the hearing.

### Expulsion Hearings

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

The formal hearing shall observe the due process requirements of:[\[6\]](#)

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 **the student** demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.



- b. Evaluations or other court or administrative proceedings are pending due to a student's invoking **their** 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 **their** 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 **eighteen (18)** years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[1][10][11]

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.[12][13]

#### Delegation of Responsibility

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

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.  
[14]

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.[15][16]
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.



Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment
Code	236.1 Vol III 2022
Status	
Legal	<a href="#">1. 24 P.S. 1302-E</a> <a href="#">2. 24 P.S. 1301-E</a> 3. Pol. 832 4. Pol. 236 5. Pol. 805.2 6. Pol. 805 7. Pol. 819 8. Pol. 103 9. Pol. 113.4 10. Pol. 207 11. Pol. 216 12. Pol. 146.1 <a href="#">13. 24 P.S. 1205.2</a> <a href="#">14. 24 P.S. 1205.5</a> <a href="#">15. 24 P.S. 1310-B</a> 16. Pol. 333 17. Pol. 104 18. Pol. 105.1 19. Pol. 249 20. Pol. 805.1 <a href="#">21. 23 Pa. C.S.A. 6311</a> 22. Pol. 806 23. Pol. 247 24. Pol. 252 25. Pol. 226 26. Pol. 103.1 27. Pol. 113 28. Pol. 113.1 29. Pol. 113.2 30. Pol. 113.3



30. Pol. 113.3

31. Pol. 146

32. Pol. 218

33. Pol. 218.1

34. Pol. 218.2

35. Pol. 233

36. Pol. 709

[37. 24 P.S. 1303-A](#)

[38. 22 PA Code 10.2](#)

[39. 35 P.S. 780-102](#)

[40. 24 P.S. 1302.1-A](#)

[41. 22 PA Code 10.21](#)

[42. 22 PA Code 10.22](#)

[43. 22 PA Code 10.25](#)

[44. 20 U.S.C. 1232g](#)

[45. 20 U.S.C. 1415](#)

[46. 34 CFR Part 99](#)

[47. 34 CFR Part 300](#)

[48. 24 P.S. 1409](#)

49. Pol. 209

50. Pol. 216.1

[51. 24 P.S. 1304-A](#)

[52. 24 P.S. 1305-A](#)

[53. 24 P.S. 1307-A](#)

[54. 42 Pa. C.S.A. 6341](#)

55. Pol. 218.3

[56. 24 P.S. 1304-D](#)

[57. 22 PA Code 12.12](#)

[58. 42 Pa. C.S.A. 5945](#)

[59. 42 Pa. C.S.A. 8337](#)

[60. 42 CFR Part 2](#)

[61. 24 P.S. 1309-B](#)

[20 U.S.C. 1400 et seq](#)

[35 P.S. 7601 et seq](#)

Pol. 203.1

[PA Commission on Crime and Delinquency, School Safety and Security Committee Model K-12 Threat Assessment Procedures and Guidelines](#)

Adopted

October 10, 2021

Last Revised

March 14, 2023

## **Purpose**

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[1]

## **Authority**

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[1]

## **Definitions**

**Behavioral service providers** – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[2]

**Bias** – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.[3]

**Individualized Management Plan** – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team's attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

**Threat assessment** – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

## **Delegation of Responsibility**

The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint [1]

**[Note: districts should only select one of the appropriate options if the designated team is made up of required personnel under 24 P.S. 1302-E]**

{XX} individuals to a district threat assessment team.

{ } individuals to a threat assessment team at each school building in the district.

{ } the district's Student Assistance Program team to serve as the threat assessment team.

{ } the district's Safe2Say Something crisis team to serve as the threat assessment team.

{ } the district's suicide prevention crisis response/crisis intervention team to serve as the threat assessment team.

{ } the district's \_\_\_\_\_ to serve as the threat assessment team.

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.[1]

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.[1]

{ } members of the Student Assistance Program team.[4]

{ } school security personnel.[5]

{ } law enforcement agency representatives.

{ } behavioral health professionals.

{ } members of the Safe2Say Something crisis team.[6]

{ } suicide prevention coordinators and/or members of the crisis response/crisis intervention team.[7]

{ } juvenile probation professionals.

{ } The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.

The Superintendent or designee shall develop and implement administrative regulations to support the threat assessment process.

### **Guidelines**

#### **Training**

The

{XX} Superintendent or designee

{ } School Safety and Security Coordinator

shall ensure that threat assessment team members are provided individual and/or group training **annually** on:[1]

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.[3][8]
4. Confidentiality requirements under state and federal laws and regulations, and Board policies.[4][6][9][10][11]
5. { } Student Assistance Program process.[4]
6. { } Youth suicide awareness, prevention and response.[7]
7. { } Trauma-informed approach.[12]
8. { } Safe2Say Something procedures.[6]
9. { } Multi-tiered systems of support.
10. { } Positive Behavioral Intervention and Support.

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.[1][6][13][14][15][16]



## Information for Students, Parents/Guardians and Staff

The district shall **annually** notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods.[\[1\]](#)

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.[\[1\]](#)[\[7\]](#)[\[8\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.[\[1\]](#)[\[7\]](#)[\[8\]](#)[\[17\]](#)[\[19\]](#)

**The district shall annually provide mandatory training for school staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with law, Board policy and the standards specified by the state's School Safety and Security Committee.**[\[6\]](#)[\[15\]](#)

## Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[\[1\]](#)

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[\[1\]](#)[\[6\]](#)

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.[\[1\]](#)[\[7\]](#)

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:[\[1\]](#)

1. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.[\[1\]](#)[\[5\]](#)[\[6\]](#)[\[20\]](#)

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.[\[1\]](#)[\[21\]](#)[\[22\]](#)



## Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment.[8][17]
2. Bullying/Cyberbullying.[19]
3. Suicide Awareness, Prevention and Response.[7]
4. Hazing.[23]
5. Dating Violence.[24]

Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. {XX} Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. {XX} Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. {XX} Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy.[25]
4. {XX} Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. {XX} Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[4][26][27][28][29][30]

The threat assessment team shall establish and implement procedures, in accordance with the district's Memorandum of Understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.[5][20]

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.[1]

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.

## Response and Intervention

The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:[\[1\]](#)

1. A referral to the Student Assistance Program.[\[4\]](#)
2. A referral to the appropriate law enforcement agency.[\[5\]](#)[\[6\]](#)[\[20\]](#)
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.[\[26\]](#)[\[27\]](#)[\[30\]](#)
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.[\[26\]](#)
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[\[31\]](#)
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[\[32\]](#)[\[33\]](#)[\[34\]](#)[\[35\]](#)
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.[\[6\]](#)[\[36\]](#)

#### *Safe Schools Incident Reporting –*

For Safe Schools reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[20\]](#)[\[37\]](#)[\[38\]](#)[\[39\]](#)

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents committed 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 local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Board policies.[\[20\]](#)[\[32\]](#)[\[37\]](#)[\[38\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)



The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian.[20][38][43]

#### *Students With Disabilities –*

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[9][11][44][45][46][47]

#### Monitoring and Management

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy.[4][7][9][11][26][27]

#### Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:[1]

1. Student health records.[48][49]
2. Prior school disciplinary records.[9][11][50]
3. Records related to adjudication under applicable law and regulations.[50][51][52][53][54][55]
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the district.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the district.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.[1]

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.[4][7][9][10][11][19][44][46][50][56]

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.[10][57][58][59][60]

### Annual Board Report

The threat assessment team shall provide the required information to the Superintendent, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Board, at an executive session, a report outlining the district's approach to threat assessment, which shall include:[1]

1. Verification that the district's threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the district, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the district's threat assessment team(s) operation.
6. Recommendations for improvement of the district's threat assessment processes.
7. Any additional information required by the Superintendent or designee.

{XX} The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on district safety and security practices.[1][5]

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the district and their composition, the total number of threats assessed that year, and **additional** information required by the Superintendent or designee shall be included in the School Safety and Security Coordinator's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee.[1][5][61]



Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805 Vol III 2022
Status	First Reading
Legal	<div><div>1. Pol. 705</div><div><div><a href="#">2. 22 PA Code 10.24</a></div><div><a href="#">3. 35 Pa. C.S.A. 7701</a></div></div><div>4. Pol. 805.1</div><div><div><a href="#">5. 24 P.S. 1517</a></div><div><a href="#">6. 24 P.S. 1518</a></div><div><a href="#">7. 24 P.S. 1301-B</a></div><div><a href="#">8. 22 PA Code 10.11</a></div><div><a href="#">9. 24 P.S. 1303-A</a></div><div><a href="#">10. 24 P.S. 1303-B</a></div><div><a href="#">11. 24 P.S. 1314-B</a></div><div><a href="#">12. 24 P.S. 1315-B</a></div><div><a href="#">13. 24 P.S. 1302.1-A</a></div></div><div>14. Pol. 804</div><div><div><a href="#">15. 35 Pa. C.S.A. 7301 et seq</a></div><div><a href="#">16. 24 P.S. 520.1</a></div><div><a href="#">17. 24 P.S. 1501</a></div><div><a href="#">18. 24 P.S. 1506</a></div><div><a href="#">19. 22 PA Code 11.2</a></div></div><div>20. Pol. 803</div><div><div><a href="#">21. 24 P.S. 1310-B</a></div></div><div>22. Pol. 203</div><div>23. Pol. 203.1</div><div><div><a href="#">24. 24 P.S. 102</a></div></div><div>25. Pol. 333</div><div>26. Pol. 805.2</div><div>27. Pol. 146.1</div><div>28. Pol. 249</div><div>29. Pol. 819</div><div>30. Pol. 337</div></div>



30. Pol. 227

31. Pol. 351

32. Pol. 805

[33. 24 P.S. 1302-E](#)

34. Pol. 236.1

[35. 24 P.S. 1205.2](#)

[36. 75 Pa. C.S.A. 4552](#)

[37. 24 P.S. 1303-D](#)

[24 P.S. 1205.7](#)

[20 U.S.C. 7112](#)

[20 U.S.C. 7118](#)

[20 U.S.C. 7801](#)

Pol. 146

Pol. 236

Pol. 709

Pol. 810

Pol. 909

Adopted November 19, 2019

Last Revised March 14, 2023

## **Purpose**

The Board recognizes its responsibility for the safety of students, staff, visitors and facilities. Therefore, the Board shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases and pandemics. Advance planning, training, practice and comprehensive implementation are key components in protecting the safety and security of the school community.[1]

## **Authority**

The district, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by PEMA and other applicable state requirements.[2][3]

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, and local law enforcement agencies. [4]

The Board requires that emergency preparedness, emergency evacuation and school security drills be conducted at intervals required by state law.[3][5][6]

## **Definitions**

**School security drill** – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.[5]

**School Safety and Security Assessment** – a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.[7]

### **Delegation of Responsibility**

The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, local law enforcement agencies and first responders, during the development and implementation of the emergency preparedness plan.

The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire school community when necessary.

Annually, on or before April 10, the Superintendent shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.[5]

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.[4][8][9]

{XX} The Board directs the

{XX} Superintendent or School Safety and Security Coordinator

to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.  
[7][10][11][12]

### **Guidelines**

#### **Emergency Planning**

The emergency preparedness plan shall be accessible in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.[2][3][13]

Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, the community and other relevant stakeholders.

Annually, by September 30, the district shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[2][3][4]

Schools and school buses or transportation vehicles owned or leased by the district shall be made available to local, county and state officials for emergency planning and exercises.[3]

#### **Continuity of Student Learning/Core Operations**

In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.[3][14]

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.[15]



The district shall make provisions in the emergency preparedness plan **and any applicable health and safety plan** for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities may include: [16][17][18][19][20]

1. {XX} Web-based instruction.
2. {XX} Mailed or district distributed lessons and assignments.
3. {XX} Instruction via local television or radio stations.
4. { } Other: \_\_\_\_\_.

The continuity of core operations such as payroll and ongoing communication with staff, students and parents/guardians shall be an essential part of the emergency preparedness plan.

#### Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[5][6][21]

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[22][23]

The district shall provide mandatory training **for school staff** on school safety and security, **in accordance with law and the standards specified by the state's School Safety and Security Committee:**[21][24][25][26]

1. **Two (2) hours of required training addressing** any combination of one (1) or more of the following areas **shall be completed each year, in person or virtually:**
  - a. Situational awareness.
  - b. Trauma-informed approaches.[25][27]
  - c. Behavioral health awareness.
  - d. Suicide and bullying awareness.[28][29]
  - e. Substance use awareness.[30][31]
2. **One (1) hour of training in the following areas shall be completed each year:**
  - a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. **This training must be conducted in person.**[32]
  - b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, **other individuals**, school facilities, **or** the community. **This training may be conducted in person or virtually.**[33][34]

**The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the district's Professional Education Plan.**[21][25][35]



## Required Drills

### *Emergency Preparedness Drill -*

The Board directs district schools to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of law.[\[3\]](#)

### *Fire Drills -*

The Board directs each district school to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.[\[5\]](#)[\[6\]](#)

### *School Security Drills -*

The Board directs each district school to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.[\[5\]](#)

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Superintendent or designee

{XX} may

{ } shall

conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[\[5\]](#)

The Superintendent or designee shall:[\[5\]](#)

1. Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.
2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.
3. Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

### *Bus Evacuation Drills -*

Bus evacuation and safety drills shall be conducted twice a year, in accordance with the provisions of law.[\[5\]](#)[\[36\]](#)

## Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities, **in accordance with applicable law and Board policy and administrative regulations.**[\[4\]](#)[\[26\]](#)[\[32\]](#)[\[34\]](#)[\[37\]](#)

**NOTES:**

School entities who receive specific federal funding grants for readiness and emergency management may also have additional requirements for compliance with the National Incident Management System (NIMS).

False alarms – 18 Pa. C.S.A. Sec. 4905, 4906

**PSBA Revised 8/22 © 2022 PSBA**

[Safe2SayProcedures.doc \(242 KB\)](#)



Book	Policy Manual
Section	300 Employees
Title	Remote Work
Code	309.1 Vol V 2020
Status	First Reading
Legal	1. Pol. 805 2. Pol. 113.4 3. Pol. 216 4. Pol. 324 5. Pol. 708 6. Pol. 334 7. Pol. 335 8. Pol. 336 9. Pol. 339 10. Pol. 330 11. Pol. 332 Pol. 815 Pol. 824
Adopted	March 14, 2023

### **Purpose**

The Board recognizes that in certain limited circumstances it may be appropriate to allow or require district employees to work remotely.[1]

The Board adopts the following policy to establish district rules for employees who work from a remote or other work location.

### **Definitions**

**Remote work location** – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.

**Remote/Remote Working** – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.

**Remote Work Agreement** – a written agreement that details the terms and conditions to permit an employee to engage in remote working.



**Remote Working Employee** – a district employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any computer and communications equipment necessary for the completion of tasks.

### **Delegation of Responsibility**

The Board directs the Superintendent or designee to develop procedures that outline circumstances under which employees may remote work and the expectations for such employees while working remotely.

### **Guidelines**

Employees may be required to sign a remote work agreement, or acknowledge remote working provisions in an applicable collective bargaining agreement, prior to working in a remote work location, which may be waived under emergency conditions at the Board's discretion or as specified in this policy.

Such an agreement may include, but is not limited to, the following considerations:

1. Acknowledgement that the employee's compensation, benefits, work hours, and performance expectations shall not change while remote working.
2. The employee shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work.
3. A remote working employee's performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment permitted to be brought to the remote work location will be stolen or damaged.  
[2][3][4]
5. The employee shall obtain permission from their supervisor before bringing district property to a remote work location and will provide the supervisor with a written list of all such equipment.
6. The employee shall be personally responsible for any district equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.[5]
7. The employee does not have a right to remote work and the remote working arrangement may be terminated by the Board or Superintendent at any time.
8. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.

### **General Conditions**

Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to remote work.

An employee may not work remotely as a replacement for personal or vacation leave.[6][7][8][9]

Attendance at the employee's regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled remote work days.

Nonexempt employees shall not be permitted to work overtime or during non-working hours while remote working without authorization from the employee's immediate supervisor, in accordance with law and Board policy.[10][11]

All remote working employees shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected under normal working conditions.

#### Emergency Conditions

In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes individual employees or designated classifications of employees to be permitted to work remotely in accordance with established procedures or as otherwise directed.[1]

For district employees unable to perform their assigned essential job duties while working remotely, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.[6][7][8][9]



Book	Policy Manual
Section	600 Finances
Title	Purchases Subject To Bid/Quotation
Code	610
Status	First Reading
Legal	<a href="#">1. 24 P.S. 751</a> <a href="#">2. 24 P.S. 807.1</a> <a href="#">3. 24 P.S. 120</a> <a href="#">4. 73 P.S. 1602</a>
Adopted	June 29, 2010
Last Revised	February 14, 2023
Last Reviewed	February 14, 2023

### **Authority**

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[\[1\]\[2\]](#)

### **Guidelines**

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[\[3\]\[1\]\[2\]](#)

### **Supplies**

The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances costing **\$22,500** or more, unless exempt by law. The Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[\[2\]](#)

Furniture, equipment, school supplies and appliances to be purchased by the district costing more than **\$12,200** but less than **\$22,500** may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.[\[2\]](#)

### **Contracts**



The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a cost or value of more than \$**22,500** unless exempt by law.[\[1\]](#)

All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a cost or value of more than \$11,800 but not more than \$**22,500**, may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.[\[1\]](#)

The Board may authorize district employees to perform construction, reconstruction, repairs or work having a cost or value of less than \$**12,200**.[\[1\]](#)

### **Delegation of Responsibility**

Bid specifications shall be prepared by the Business Manager.

Bid specifications shall provide for alternates wherever possible.

The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under law and shall not split purchases to avoid requirements for bidding.[\[1\]](#)[\[2\]](#)

Bids shall be opened publicly by the Business Manager before one (1) or more witnesses at a previously designated time and place.

With kind, quality and material being equal, contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.[\[2\]](#)

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.[\[1\]](#)

Whenever a contractor shall submit a bid for the performance of work and the contractor later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned, unopened.[\[4\]](#)

### **NOTES:**

The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.



Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Code	611
Status	First Reading
Legal	<a href="#">1. 24 P.S. 751</a> <a href="#">2. 24 P.S. 807.1</a> <a href="#">3. 24 P.S. 609</a> <a href="#">24 P.S. 508</a>
Adopted	June 29, 2010
Last Revised	February 14, 2023
Last Reviewed	February 14, 2023

### **Authority**

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.  
[\[1\]\[2\]](#)

### **Delegation of Responsibility**

All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than \$**22,500**, in which case prior approval by the Board is required.[\[3\]\[2\]](#)

All purchase order requests must be referred to the Purchasing Agent, who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.[\[3\]\[1\]\[2\]](#)

### **Guidelines**

In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:

1. Items commonly used in the district schools and buildings be standardized whenever possible.
2. Opportunity to do business with the district shall be provided to as many responsible suppliers as possible. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.
3. No purchase request will be honored unless made on a district requisition form that has the necessary approval.



Book	Policy Manual
Section	600 Finances
Title	Federal Fiscal Compliance
Code	626
Status	First Reading



Legal

[1. 2 CFR Part 200](#)

2. Pol. 827

3. Pol. 828

4. Pol. 317

[5. 2 CFR 200.430](#)

6. Pol. 626.1

[7. 24 P.S. 1153](#)

8. Pol. 304

9. Pol. 319

10. Pol. 336

11. Pol. 337

12. Pol. 624

13. Pol. 805

14. Pol. 813

[15. 2 CFR 200.333-200.337](#)

16. Pol. 800

[17. 34 CFR 75.730-75.732](#)

[18. 34 CFR 76.730-76.731](#)

[19. 2 CFR 200.336](#)

[20. 2 CFR 200.333](#)

21. Pol. 113.4

22. Pol. 216

23. Pol. 324

[24. 2 CFR 200.330-200.331](#)

[25. 2 CFR 200.338](#)

[26. 2 CFR 200.339](#)

Pol. 610

Pol. 611

Pol. 612

Pol. 613

Pol. 625

Adopted

May 12, 2020

Last Revised

February 14, 2023

Prior Revised Dates

Attachment revised 02/14/2023

**Authority**

The Board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Guidance.[\[1\]](#)

The Board shall review and approve all applications for federal funds submitted by the district.

### **Delegation of Responsibility**

The Board designates the

- ☒ Superintendent
- ☐ Federal Programs Coordinator
- ☐ building principal
- ☐ Business Manager

as the district contact for all federal programs and funding.

The Superintendent or designee, in collaboration with the Federal Programs Coordinator and Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.<sup>[1]</sup>

The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, may approve additional procedures as attachments to this policy.

### **Guidelines**

The district's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

1. Identification – The district must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
3. Accounting Records – The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
4. Internal Controls – Effective control and accountability, **including segregation of duties**, must be maintained for all funds, real and personal property and other assets. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
7. Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

### **Standards of Conduct**



The district shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award and administration of contracts.[2][3]

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[4]

#### Employees - Time and Effort Reporting

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.[5]

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[6]

The district shall establish and maintain employee policies **and procedures** on hiring, benefits and leave and outside activities, as approved by the Board. **District procedures on payment of staff shall apply to employees paid with federal funds and shall include payment in extenuating or emergency conditions, in accordance with applicable law, regulations or emergency declarations by state or federal authorities.**[7][8][9][10][11][12][13][14]

#### Record Keeping

The district shall develop and maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.[15][16]

The district shall ensure the proper maintenance of federal fiscal records documenting:[16][17][18]

1. Amount of federal funds.
2. How funds are used.
3. Total cost of each project.
4. Share of total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements.
7. Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents.[19]

Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.[20]

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.[20]



As part of the Records Management Plan, the district shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.  
[16]

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.[16]

The district shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations.[21][22][23]

#### Subrecipient Monitoring

In the event that the district awards subgrants, the district shall establish procedures to:[24]

1. Assess the risk of noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and procedures.
3. Ensure the district's record retention schedule addresses document retention on assessment and monitoring.[16]

#### Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.[25][26]

**PSBA Revision 4/20 © 2020 PSBA**

626-Attach-Procurement.docx (97 KB)



Book	Policy Manual
Section	800 Operations
Title	School Bus Drivers and School Commercial Motor Vehicle Drivers
Code	810.1 Vol I 2021
Status	First Reading
Legal	<a href="#">1. 49 CFR 382.107</a> <a href="#">2. 49 CFR 392.80</a> <a href="#">3. 75 Pa. C.S.A. 1621</a> <a href="#">4. 75 Pa. C.S.A. 1622</a> <a href="#">5. 75 Pa. C.S.A. 102</a> <a href="#">6. 49 CFR Part 382</a> <a href="#">7. 49 CFR Part 40</a> <a href="#">8. 49 U.S.C. 31306</a> <a href="#">9. 67 PA Code 229.14</a> 10. Pol. 818 <a href="#">11. 49 CFR 392.82</a> <a href="#">12. 75 Pa. C.S.A. 3316</a> <a href="#">13. 49 CFR 40.15</a> <a href="#">14. 49 CFR 382.105</a> <a href="#">15. 49 CFR 382.701</a> <a href="#">16. 49 CFR 40.3</a> <a href="#">17. 49 CFR 382.401</a> <a href="#">18. 49 CFR 382.601</a> <a href="#">19. 23 Pa. C.S.A. 6344</a> <a href="#">20. 23 Pa. C.S.A. 6344.3</a> <a href="#">21. 24 P.S. 111</a> <a href="#">22. 24 P.S. 111.1</a> 23. Pol. 304 <a href="#">24. 49 CFR 382.413</a> <a href="#">25. 49 CFR 382.703</a> <a href="#">26. 49 CFR 40.25</a> <a href="#">27. 49 U.S.C. 31303</a> <a href="#">28. 75 Pa. C.S.A. 1604</a> <a href="#">29. 75 Pa. C.S.A. 1606</a> <a href="#">30. 67 PA Code 229.14</a>

[30. b/ PA Code / 1.3](#)

[31. 49 CFR 391.25](#)

[32. 49 U.S.C. 31304](#)

[33. 49 CFR 391.41](#)

34. Pol. 317

[35. 49 CFR 382.213](#)

[36. 75 Pa. C.S.A. 1613](#)

[37. 49 CFR 382.205](#)

[38. 75 Pa. C.S.A. 1612](#)

[39. 75 Pa. C.S.A. 1603](#)

[40. 75 Pa. C.S.A. 3802](#)

[41. 49 CFR 382.207](#)

[42. 49 CFR 382.209](#)

[43. 49 CFR 382.211](#)

[44. 49 CFR 40.191](#)

[45. 49 CFR 382.215](#)

[46. 49 CFR 40.23](#)

[47. 49 CFR 382.201](#)

[48. 49 CFR 382.505](#)

[49. 49 CFR 40.289](#)

[50. 49 CFR 382.705](#)

[51. 49 CFR 40.333](#)

52. Pol. 800

[53. 49 CFR 382.405](#)

[54. 49 CFR 382.723](#)

[55. 49 CFR 40.321](#)

[56. 49 CFR 382.403](#)

[57. 24 P.S. 1517](#)

[58. 49 CFR 382.603](#)

[24 P.S. 510](#)

[75 Pa. C.S.A. 1601 et seq](#)

Pol. 351

Adopted

March 14, 2023

***Note: This policy refers to school bus and commercial motor vehicle drivers only. Policy 810.3 applies to drivers of school vehicles used to transport students which do not qualify as a school bus or commercial motor vehicle.***

## **Purpose**



The Board recognizes that an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

## **Definitions**

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

A **covered driver** shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial motor vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the district.[\[1\]](#)

**Commercial motor vehicle** - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:[\[1\]](#)

1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater;
2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;
3. Is designed to transport sixteen (16) or more passengers, including the driver; or
4. Is transporting hazardous materials and is required to be placarded.

**Driving** - operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.[\[2\]](#)[\[3\]](#)[\[4\]](#)

**Electronic device** - an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.[\[3\]](#)

**Mobile telephone** - a mobile communication device which uses a commercial mobile radio service.[\[4\]](#)

**Safety-sensitive functions** include all on-duty functions performed from the time a driver begins work or is required to be ready to work until **the driver** is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.[\[1\]](#)

**School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[5\]](#)

**Texting** - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:[\[3\]](#)

1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication.



2. The term does not include:

- a. Inputting, selecting or reading information on a global positioning system or navigation system.
- b. Pressing a single button to initiate or terminate a voice communication using a mobile telephone.
- c. Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law.

**Use a handheld mobile telephone or other electronic device –[4]**

1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication.
2. Dialing or answering a mobile telephone by pressing more than a single button.
3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.

**Authority**

The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver's license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.[6][7][8][9]

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.[10]

Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.

The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.[2][3][11][12]

**Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:

1. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary.[13]
2. Establishment of procedures for required testing of covered drivers.[14]
3. Maintenance of the confidentiality of all aspects of the testing process.[8]
4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations, including, but not limited to, an annual query of the Federal Motor Carrier Safety Administration's Commercial Driver's License Drug and Alcohol Clearinghouse.[15]
5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.[16]
6. Implementation of procedures for the query, preparation, maintenance, reporting, retention and disclosure of records, as required by law.[15][17]

7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing.[\[18\]](#)
8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and its accompanying administrative regulations; and[\[18\]](#)
2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.[\[18\]](#)

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.[\[18\]](#)

The Board designates the

{ } Superintendent

{ } Assistant Superintendent

{XX} Director of Transportation

{ } Director of Human Resources

{ } Other \_\_\_\_\_

to be the contact person for questions about the drug use and alcohol misuse program.[\[18\]](#)

## **Guidelines**

### **Employment Requirements**

All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[\[10\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)

Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain the following information in accordance with federal and state laws and regulations:

1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver's written consent.[\[15\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)
2. Commercial motor vehicle employment information for the past ten (10) years.[\[27\]](#)[\[28\]](#)

### ***Additional Documentation -***

Prior to employment by the district as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:

1. Obtain a copy of a valid commercial driver's license indicating the appropriate endorsements from the covered driver, **or authorize the applicable legal exemption in cases of emergency**;[\[29\]](#)
2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver's Physical Examination Form from the covered school bus driver;[\[30\]](#)
3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver;[\[30\]](#)



4. Review each covered driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle.[\[31\]](#)  
[\[32\]](#)

Prior to employment by the district as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner's Certificate, if applicable.[\[33\]](#)

#### *Reporting Requirements -*

Covered drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[\[10\]](#)[\[20\]](#)[\[21\]](#)[\[34\]](#)

Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or commercial motor vehicle.[\[35\]](#)

Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."[\[35\]](#)

A covered driver **arrested**, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee

{XX} and the contract carrier

in writing

**{XX} before the end of the next business day**

**{ } within seventy-two (72) hours**

**{ } within thirty (30) days**

**following the driver's arrest, charge or receipt of citation.** Notice is required no matter what type of vehicle the driver was driving.[\[28\]](#)

**An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the district**

**{XX} or contract carrier**

**based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.**[\[10\]](#)  
[\[28\]](#)[\[34\]](#)

A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee

{XX} and the contract carrier

in writing of the conviction within **fifteen (15)** days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.[\[27\]](#)[\[28\]](#)

Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee

{XX} and the contract carrier

immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[\[27\]](#)[\[28\]](#)

Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination, **in accordance with applicable law, regulations and Board policy.**[\[10\]](#)[\[34\]](#)

### Controlled Substances and Alcohol

#### *Drug and Alcohol Testing -*

The district shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[14\]](#)[\[36\]](#)

#### *Prohibited Conduct -*

Covered drivers shall not use medical marijuana products.

Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[\[30\]](#)[\[37\]](#)[\[38\]](#)
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[\[35\]](#)[\[39\]](#)[\[40\]](#)
3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers.[\[30\]](#)[\[41\]](#)

An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.[\[35\]](#)

A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until **the driver** undergoes a post-accident test, whichever occurs first.[\[42\]](#)

A covered driver shall not refuse to submit to a required test for drugs or alcohol.[\[1\]](#)[\[36\]](#)[\[43\]](#)[\[44\]](#)

#### *Consequences/Discipline -*

The district shall remove a covered driver from performing safety-sensitive functions under the following circumstances:



1. A verified positive drug test result;[45][46]
2. A verified adulterated or substituted drug test result;[45][46]
3. An alcohol test result of 0.04 or higher; or[46][47]
4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.[43]

The district shall place a school bus driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in **their** system.[36][38]

The district shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.[48]

A covered driver employed by the district who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

If the district permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the district shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.[46][49]

#### Maintenance of Records

The district shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.[15][17][50][51][52]

Drug and alcohol records shall be confidential and shall only be released in accordance with applicable law.[53][54][55]

Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.[53][56]

#### Acknowledgment of Receipt

Each covered driver shall sign a statement certifying that **they have** received a copy of this policy and its accompanying administrative regulations.[18]

The district shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.[18]

#### Training

Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.[57]



The district shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.[\[58\]](#)

**NOTES:**

The Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize "medical marijuana" under a state law to be a valid medical explanation for a transportation employee's positive drug test result.

Qualifications of bus drivers – 1361, 1365, Title 67 Sec. 71.1 et seq.

# **EAST LYCOMING SCHOOL DISTRICT**

## ***FIELDTRIP REQUEST FORM***

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 3/2/23 School: High School  
Staff Member: Tara S. Holdren  
Class/Club Attending: WVIA Artist of the Week  
Number of Students: 2 Number of Adult Chaperones: 1

### **DESTINATION INFORMATION**

Destination Name: WVIA Studios  
Destination Address: 1 WVIA Way  
Pittson, PA 18640  
Destination Phone Number: Teresa Sabecky 570 817 4146  
Estimated Roundtrip Mileage: 114  
Departure Date: 3/10/23 Departure Time: 8:30am  
Return Date: 3/10/23 \*Return Time: 2:00  
Rain Date: n/a  
Special Transportation Request(s) (i.e. wheelchair lift):

### **EDUCATIONAL GOAL OF TRIP**

*Please state the educational goal of this trip.*

To showcase our students as visual and performing artists!

*\*Return time is the time the bus would arrive back at the school.*

# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Please answer the following questions to the best of your knowledge and initial where appropriate.

	<b>Circle One</b>	<b>Initials</b>
Is a school bus appropriate for this trip?	Yes   No	<u>tlsh</u>
<i>If no, please specify (i.e. Van, Charter, etc.):</i>		
<u>Using personal vehicle.</u>		

Is this an overnight trip?	Yes   No	<u>tlsh</u>
----------------------------	----------	-------------

Will students be exposed to planned hazardous situations?	Yes   No	<u>tlsh</u>
<i>If yes, attach a written explanation.</i>		

Is there a personal cost to students/chaperones?	Yes   No	<u>tlsh</u>
<i>If yes, how much?</i> _____		
<i>If yes, for what?</i> _____		

Is the trip budgeted during the fiscal year?	Yes   No	<u>tlsh</u>
----------------------------------------------	----------	-------------

Total estimated cost* of trip: <u>sub &amp; mileage</u>	District Funds:	<u>\$200</u>
(*include transportation, substitutes & fees)	Other Funds:	_____
	Other Funds Source:	_____

***By initialing next to each of the following questions, you take responsibility for each action.***

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. tlsh

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. tlsh

### **TO BE COMPLETED BY BUSINESS MANAGER**

***Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?***

Yes

No


tlsh



# **EAST LYCOMING SCHOOL DISTRICT**

## ***FIELDTRIP REQUEST FORM***

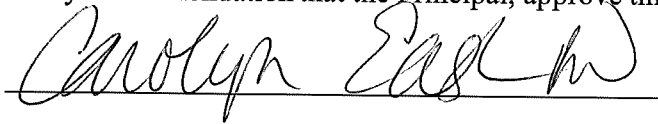
The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?



3/2/23

*Date*  
*(Submitted to School Nurse)*

I have reviewed this request to ensure student health services can support this trip.  
It is my recommendation that the Principal, approve this field trip.

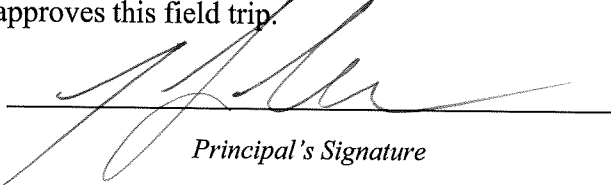


*School Nurse Signature*

3/3/23

*Date*  
*(Submitted to Principal)*

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.



*Principal's Signature*

3/2/23

*Date*  
*(Submitted to the Curriculum Director)*

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

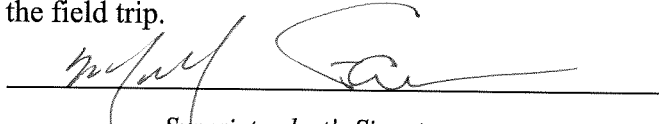


*Curriculum Director's Signature*

03/06/2023

*Date*  
*(Submitted to the Superintendent)*

I have reviewed this request, it is my recommendation that the board of education approve the field trip.



*Superintendent's Signature*

3-6-23

*Approval Date*

# **EAST LYCOMING SCHOOL DISTRICT**

## ***FIELDTRIP REQUEST FORM***

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note **ALL** requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 02/16/2023 School: High School  
Staff Member: John W. Martin III  
Class/Club Attending: Video Production Club  
Number of Students: 4-8 Number of Adult Chaperones: 1 (me)

### **DESTINATION INFORMATION**

Destination Name: Rohrbach's Farm Market  
Destination Address: 240 Southern Drive  
Catawissa, PA 17820  
Destination Phone Number: 570-356-2597  
Estimated Roundtrip Mileage: 70 miles est.  
Departure Date: 03/21/2023 Departure Time: 8:00 AM  
Return Date: 03/21/2023 \*Return Time: 3:00 PM  
Rain Date: N/A

Special Transportation Request(s) (i.e. wheelchair lift):

Need Van/Mini-Van for students and equipment. Me as the driver, if permissable.

### **EDUCATIONAL GOAL OF TRIP**

*Please state the educational goal of this trip.*

Rohrbach is making instructional videos for in-house use for new employee hires. They have a large educational commitment to the environment, agriculture and the community. Students will be actively engaged in a professional-level video production of all three (3) phases on production. We will then edit the videos learning how to see a video through from pre to post production.

*\*Return time is the time the bus would arrive back at the school.*

# **EAST LYCOMING SCHOOL DISTRICT**

## **FIELDTRIP REQUEST FORM**

**Please answer the following questions to the best of your knowledge and initial where appropriate.**

Is a school bus appropriate for this trip? Circle One    Initials  
Yes ☐ No ☒ JWM3  
*If no, please specify (i.e. Van, Charter, etc.):*  
NO bus needed. A Van or mini-van is sufficient.

Is this an overnight trip? Yes ☐ No ☒ JWM3

Will students be exposed to planned hazardous situations? Yes ☐ No ☒ JWM3  
*If yes, attach a written explanation.*

Is there a personal cost to students/chaperones? Yes ☐ No ☒ JWM3  
*If yes, how much?* N/A  
*If yes, for what?* N/A

Is the trip budgeted during the fiscal year? Yes ☐ No ☒ JWM3

Total estimated cost\* of trip: \$ District Funds: if available  
(\*include transportation, substitutes & fees) Other Funds: VPC, if needed  
Gas + Sub (unsure daily rate) Other Funds Source:

***By initialing next to each of the following questions, you take responsibility for each action.***

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. JWM3

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. JWM3

### **TO BE COMPLETED BY BUSINESS MANAGER**

***Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?***

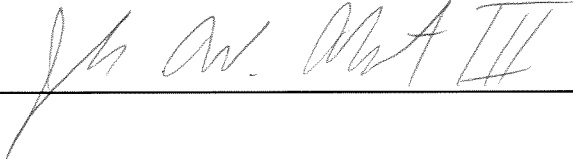
Yes ☒ No ☐ HJB



# **EAST LYCOMING SCHOOL DISTRICT**

## ***FIELDTRIP REQUEST FORM***

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?



02/16/2023  
Date  
(Submitted to School Nurse)

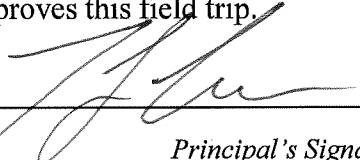
I have reviewed this request to ensure student health services can support this trip.  
It is my recommendation that the Principal, approve this field trip.



School Nurse Signature

2/16/23  
Date  
(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director,  
approves this field trip.



Principal's Signature

2/16/23  
Date  
(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent  
approves this field trip.



Curriculum Director's Signature

02/16/2023  
Date  
(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve  
the field trip.



Superintendent's Signature

2-20-23  
Approval Date

# ROHRBACH'S FARM MARKET, BAKERY & GIFT SHOP

[HOME](#)[EVENTS](#)[GROUPS AND TOURS](#)[ABOUT ROHRBACHS](#)[CONTACT](#)[FUNDRAISERS](#)[ONLINE MARKET](#)[FARM BLOG](#)[PENELOPE PUMPKIN](#)[COWS!](#)[LOG IN](#)[CART \(0\)](#)

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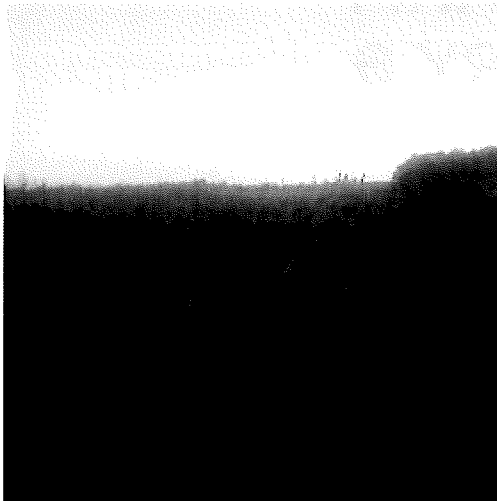
WELCOME TO OUR FARM! FAMILY OWNED SINCE 1955...

## Announcements

We are now closed for the season & will re-open in April, 2023. Thank you for an amazing season! We have enjoyed having you & your families here.

Click here for the Apple Crisp Recipe recently featured on WNEP's "**Home & Backyard**" Click here to see the Home & Backyard video

## CELEBRATING 68 YEARS AS A FAMILY-OWNED FARM & BUSINESS



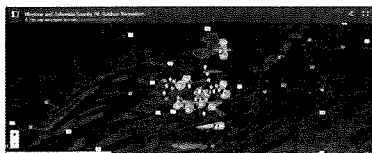
### The 3rd & 4th generation of Rohrbach's are now operating the Farm.

Our family is proud to continue serving our community with fresh farm goods, homemade treats, gourmet items, specialty gifts, classes, educational & fun events. All in a family-friendly environment.

[Click here to read more about our family's history.](#)



While you're visiting our area, check out this **interactive Outdoor Recreation Map** from our friends at **Columbia Montour Visitors Bureau.**



Get newsletters and  
exclusives sent  
directly to your inbox

*\* Indicates required field*

Email \*

I agree to receiving marketing  
and promotional materials \*

**SUBSCRIBE TO NEWSLETTER**

#### HOURS

We are closed for the season  
and will re-open in April, 2023

#### TELEPHONE

(570) 356-2597

#### EMAIL

[rohrbachs.farm.market@gmail.com](mailto:rohrbachs.farm.market@gmail.com)



# **EAST LYCOMING SCHOOL DISTRICT**

## ***FIELDTRIP REQUEST FORM***

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note **ALL** requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: Feb 27 2023 School: Hughesville High School  
Staff Member: Alex Dwyer  
Class/Club Attending: Sr. High Band  
Number of Students: 2 Number of Adult Chaperones: 1

### **DESTINATION INFORMATION**

Destination Name: Susquehanna University - Region Band  
Destination Address: 514 University Ave  
Selinsgrove, PA 17870  
Destination Phone Number: 570-374-0101  
Estimated Roundtrip Mileage: 80x3  
Departure Date: 3/22-23-24 Departure Time: 3:15pm/7:30am  
Return Date: 3/22-23-24 \*Return Time: 10:00 pm  
Rain Date: N/A  
Special Transportation Request(s) (i.e. wheelchair lift):  
\_\_\_\_\_

### **EDUCATIONAL GOAL OF TRIP**

*Please state the educational goal of this trip.*

1. To compete at the region level for an opportunity to advance to a state level group.
2. To perform higher quality repertoire than what our school can achieve with a group of high achieving musicians.
3. To learn advanced ensemble techniques from an experienced conductor.

*\*Return time is the time the bus would arrive back at the school.*

# **EAST LYCOMING SCHOOL DISTRICT**

## ***FIELDTRIP REQUEST FORM***

**Please answer the following questions to the best of your knowledge and initial where appropriate.**

	<b>Circle One</b>	<b>Initials</b>
Is a school bus appropriate for this trip? <i>If no, please specify (i.e. Van, Charter, etc.):</i>	Yes <input type="radio"/> No <input checked="" type="radio"/>	AD
Is this an overnight trip?	Yes <input type="radio"/> No <input checked="" type="radio"/>	AD
Will students be exposed to planned hazardous situations? <i>If yes, attach a written explanation.</i>	Yes <input type="radio"/> No <input checked="" type="radio"/>	AD
Is there a personal cost to students/chaperones? <i>If yes, how much?</i> _____  <i>If yes, for what?</i> _____	Yes <input type="radio"/> No <input checked="" type="radio"/>	AD
Is the trip budgeted during the fiscal year?	? <input checked="" type="radio"/> Yes <input type="radio"/> No	_____
Total estimated cost* of trip: <u>\$400 + sub</u> (*include transportation, substitutes & fees)	District Funds: _____ Other Funds: _____ Other Funds Source: _____	✓

***By initialing next to each of the following questions, you take responsibility for each action.***

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. AD

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. AD

### **TO BE COMPLETED BY BUSINESS MANAGER**

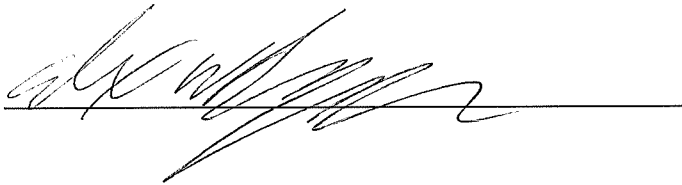
***Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?***

Yes ☒ No ☐ HB

# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

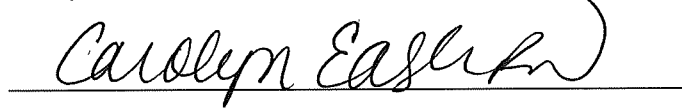


2/28/23

*Date*

*(Submitted to School Nurse)*

I have reviewed this request to ensure student health services can support this trip.  
It is my recommendation that the Principal, approve this field trip.



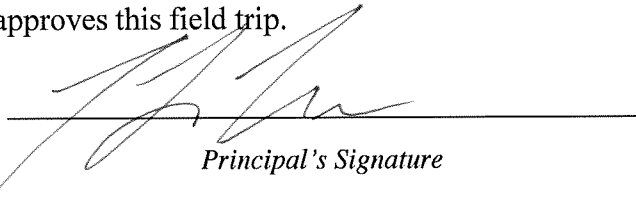
*School Nurse Signature*

2/28/23

*Date*

*(Submitted to Principal)*

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.



*Principal's Signature*

2/28/23

*Date*

*(Submitted to the Curriculum Director)*

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.



*Curriculum Director's Signature*

02/28/2023

*Date*

*(Submitted to the Superintendent)*

I have reviewed this request, it is my recommendation that the board of education approve the field trip.



*Superintendent's Signature*

2-28-23

*Approval Date*



# **EAST LYCOMING SCHOOL DISTRICT**

## ***FIELDTRIP REQUEST FORM***

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: Feb 27, 2023 School: High School  
Staff Member: Tara Holdren  
Class/Club Attending: Scholastic Scrimmage  
Number of Students: 4 Number of Adult Chaperones: 1

### **DESTINATION INFORMATION**

Destination Name: Berwick High School  
Destination Address: 1100 Fowler Ave  
Berwick PA  
Destination Phone Number: 570 759 6400  
Estimated Roundtrip Mileage: 81  
Departure Date: April 1, 2023 Departure Time: TBA  
Return Date: April 1, 2023 \*Return Time: 5:00pm  
Rain Date: n/a  
Special Transportation Request(s) (i.e. wheelchair lift):  
None

### **EDUCATIONAL GOAL OF TRIP**

*Please state the educational goal of this trip.*

To pursue academic excellence through an interscholastic competition with other academically talented students.

*\*Return time is the time the bus would arrive back at the school.*

# **EAST LYCOMING SCHOOL DISTRICT**

## ***FIELDTRIP REQUEST FORM***

**Please answer the following questions to the best of your knowledge and initial where appropriate.**

	<b>Circle One</b>	<b>Initials</b>
Is a school bus appropriate for this trip?	Yes    No	<u>tlsh</u>
<i>If no, please specify (i.e. Van, Charter, etc.):</i>		
<u>Taking the chaperone's personal vehicle.</u>		

Is this an overnight trip?	Yes    No	<u>tlsh</u>
----------------------------	-----------	-------------

Will students be exposed to planned hazardous situations?	Yes    No	<u>tlsh</u>
<i>If yes, attach a written explanation.</i>		

Is there a personal cost to students/chaperones?	Yes    No	<u>tlsh</u>
<i>If yes, how much?</i> _____		

*If yes, for what?*      We still have remaining funds from our WVIA win in 2017.

Is the trip budgeted during the fiscal year?	Yes    No	<u>tlsh</u>
----------------------------------------------	-----------	-------------

Total estimated cost* of trip: <u>\$80</u>	District Funds: <u>\$80</u>
(*include transportation, substitutes & fees)	Other Funds: _____
	Other Funds Source: _____

***By initialing next to each of the following questions, you take responsibility for each action.***

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. tlsh

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. tlsh

### **TO BE COMPLETED BY BUSINESS MANAGER**

***Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?***

Yes

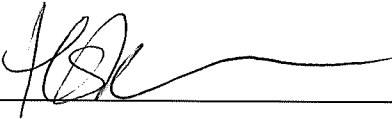
No

tlsh

# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

  
\_\_\_\_\_

2/27/23

*Date*  
*(Submitted to School Nurse)*

I have reviewed this request to ensure student health services can support this trip.  
It is my recommendation that the Principal, approve this field trip.

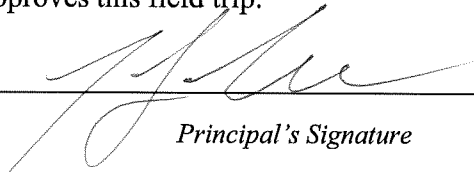
  
\_\_\_\_\_

*School Nurse Signature*

2/28/23

*Date*  
*(Submitted to Principal)*

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

  
\_\_\_\_\_

*Principal's Signature*

2/28/23

*Date*  
*(Submitted to the Curriculum Director)*

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

  
\_\_\_\_\_

*Curriculum Director's Signature*

02/28/2023

*Date*  
*(Submitted to the Superintendent)*

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

  
\_\_\_\_\_

*Superintendent's Signature*

2.28.23

*Approval Date*



# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 2/6/23 School: High School  
Staff Member: Alexa Nork  
Class/Club Attending: Jr. High Battle of the Books  
Number of Students: 11 Number of Adult Chaperones: 3

### DESTINATION INFORMATION

Destination Name: Canton Jr. /Sr. High School

Destination Address: 509 E Main St  
Canton, PA 17

Destination Phone Number: (570) 673-5134

Estimated Roundtrip Mileage: 114 miles

Departure Date: 4/1/23 Departure Time: 6:00 - 6:30 am?

Return Date: 4/1/23 \*Return Time: Approx. 2:30 - 3:00 pm

Rain Date: N/A

Special Transportation Request(s) (i.e. wheelchair lift):

none - We will travel with the elementary Battle of the Books teams.

### EDUCATIONAL GOAL OF TRIP

*Please state the educational goal of this trip.*

The Junior High Battle of the Books team will be competing  
in an academic reading competition against other schools  
from the LU.

*\*Return time is the time the bus would arrive back at the school.*

# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Please answer the following questions to the best of your knowledge and initial where appropriate.

	Circle One	Initials
Is a school bus appropriate for this trip? <i>If no, please specify (i.e. Van, Charter, etc.):</i>	<input checked="" type="radio"/> Yes    No	<u>AN</u>
<hr/>		
Is this an overnight trip?	Yes <input checked="" type="radio"/> No	<u>AN</u>
Will students be exposed to planned hazardous situations? <i>If yes, attach a written explanation.</i>	Yes <input checked="" type="radio"/> No	<u>AN</u>
Is there a personal cost to students/chaperones? <i>If yes, how much?</i> _____	Yes <input checked="" type="radio"/> No	<u>AN</u>
<i>If yes, for what?</i> _____	↓ Students will pack lunch	
Is the trip budgeted during the fiscal year?	Yes <input checked="" type="radio"/> No	_____
Total estimated cost* of trip: _____ (*include transportation, substitutes & fees)	District Funds: _____	
* Cost of bus + \$35.00 registration fee	Other Funds: _____	
	Other Funds Source: _____	

***By initialing next to each of the following questions, you take responsibility for each action.***

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. AN

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. AN

### TO BE COMPLETED BY BUSINESS MANAGER

***Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?***

☒ Yes    No    HS

# **EAST LYCOMING SCHOOL DISTRICT**

## ***FIELDTRIP REQUEST FORM***

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Alexa Nork

2/14/23

*Date*  
*(Submitted to School Nurse)*

I have reviewed this request to ensure student health services can support this trip.  
It is my recommendation that the Principal, approve this field trip.

Carolyn Eash

2/22/23

*School Nurse Signature*

*Date*  
*(Submitted to Principal)*

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

[Signature]

2/22/23

*Principal's Signature*

*Date*  
*(Submitted to the Curriculum Director)*

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Cori A. Cotter

02/22/23

*Curriculum Director's Signature*

*Date*  
*(Submitted to the Superintendent)*

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

[Signature]

2-22-23

*Superintendent's Signature*

*Approval Date*



## EAST LYCOMING SCHOOL DISTRICT

### *FIELDTRIP REQUEST FORM*

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 2/20/23 School: Renn/AshKar  
Staff Member: Katie Ulmer  
Class/Club Attending: gifted elem. students  
Number of Students: 3 Number of Adult Chaperones: 1

### DESTINATION INFORMATION

Destination Name: Montgomery ASD MACC  
Destination Address: 537 Old Rd  
Montgomery, PA 17752  
Destination Phone Number: Shaden @ g.montasd.org  
Estimated Roundtrip Mileage: 36 miles  
Departure Date: 4/12/23 Departure Time: 9:15am  
Return Date: 4/12/23 \*Return Time: 1:45pm  
Rain Date: —  
Special Transportation Request(s) (i.e. wheelchair lift):  
none

### EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

This is to showcase gifted students and the projects they have worked on this year.  
There will also be games and learning opportunities. This is a free event.

\*Return time is the time the bus would arrive back at the school.

## EAST LYCOMING SCHOOL DISTRICT

### FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

	Circle One	Initials
Is a school bus appropriate for this trip? <i>If no, please specify (i.e. Van, Charter, etc.):</i> <u>van</u>	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>KU</u>
Is this an overnight trip?	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>KU</u>
Will students be exposed to planned hazardous situations? <i>If yes, attach a written explanation.</i>	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>KU</u>
Is there a personal cost to students/chaperones? <i>If yes, how much?</i> _____ <i>If yes, for what?</i> _____	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>KU</u>
Is the trip budgeted during the fiscal year?	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>KU</u>
Total estimated cost* of trip: _____ (*include transportation, substitutes & fees)	District Funds: <u>\$230.<sup>00</sup> Approx.</u> Other Funds: _____ Other Funds Source: _____	

***By initialing next to each of the following questions, you take responsibility for each action.***

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. KU

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. KU

#### TO BE COMPLETED BY BUSINESS MANAGER

***Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?***

Yes ☒

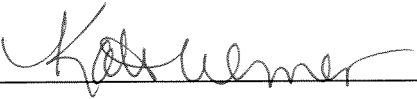
No ☐

HB

## **EAST LYCOMING SCHOOL DISTRICT**

### ***FIELDTRIP REQUEST FORM***

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?



2/20/23

*Date*  
*(Submitted to School Nurse)*

I have reviewed this request to ensure student health services can support this trip.  
It is my recommendation that the Principal, approve this field trip.




*School Nurse Signature*

2-24-23

*Date*  
*(Submitted to Principal)*

I have reviewed this request, it is my recommendation that the Curriculum Director,  
approves this field trip.



*Principal's Signature*

2/27/2023

*Date*  
*(Submitted to the Curriculum Director)*

I have reviewed this request, it is my recommendation that the Superintendent  
approves this field trip.



*Curriculum Director's Signature*

03/01/2023

*Date*  
*(Submitted to the Superintendent)*

I have reviewed this request, it is my recommendation that the board of education approve  
the field trip.

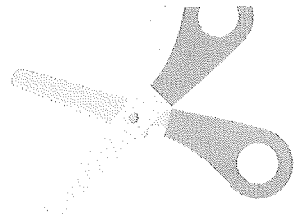
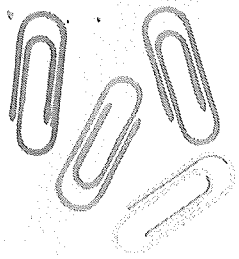


*Superintendent's Signature*

3-1-23

*Approval Date*





# GIFTED SHOWCASE

Do you have a great project your students have worked on all year?  
Would you like your gifted students to interact with other gifted  
students? Then this is the event for you!

## WHEN:

**APRIL 12,  
2023**

## WHERE:

**MONTGOMERY AREA  
SCHOOL DISTRICT  
MACC  
537 OLD RD  
MONTGOMERY, PA 17752**

## TIME:

**10 AM - 1 PM**

## COST:

**FREE!**

**LUNCH WILL NOT BE  
PROVIDED, BUT LIGHT  
REFRESHMENTS WILL BE  
AVAILABLE FOR FREE.**

## REGISTER BY:

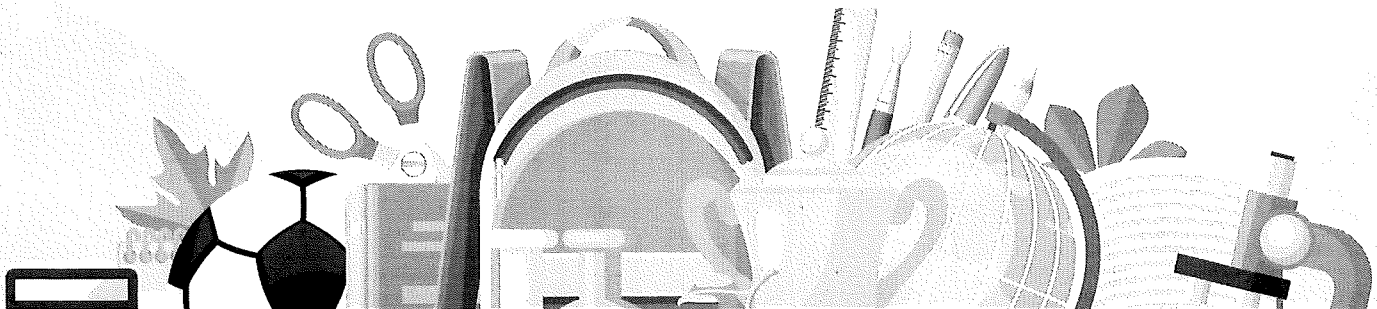
**MARCH 31,  
2023**

## LINK:

**[HTTPS://FORMS.GLE/NMHHX  
SVH88Y7KXU76](https://forms.gle/NMHHXSVH88Y7KXU76)**

## QUESTIONS?

**EMAIL  
SHANNA HADEN  
SHADEN@G.MONTASD.ORG**



# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Complete this form prior to submitting to your building principal for approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: February 27 2023 School: High School  
Staff Member: Brian Barckley  
Class/Club Attending: Sr High Chorus  
Number of Students: 1 Number of Adult Chaperones: 1

### DESTINATION INFORMATION

Destination Name: Kalahari Convention Center  
Destination Address: 250 Kalahari Blvd.  
Pocono Manor PA 18349  
Destination Phone Number: 1-877-525-2427  
Estimated Roundtrip Mileage: 204 Miles  
Departure Date: April 19th Departure Time: 1: 30 PM  
Return Date: April 22nd \*Return Time: 12:00 PM  
Rain Date: Parent Pick up No transportation  
Special Transportation Request(s) (i.e. wheelchair lift): Parent will transport  
n/a home.

### EDUCATIONAL GOAL OF TRIP

*Please state the educational goal of this trip.*

Reese Kirk has won a seat in PMEA State Chorus, she placed number one  
out of the top four students from 48 schools during the state auditions  
at the PMEA Region 4 Festival. Reese will perform as one of the top  
singers in the State of Pennsylvania on April 22nd at 10 AM at the  
Kalahari Convention Center

*\*Return time is the time the bus would arrive back at the school.*

# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Please answer the following questions to the best of your knowledge and initial where appropriate.

Is a bus appropriate for this trip? Circle One    Initials  
Yes ☒ No ☐ MS  
*If no, please specify.* \_\_\_\_\_

Is this an overnight trip? Yes ☒ No ☐ MS

Will students be exposed to planned hazardous situations? Yes ☒ No ☐ MS  
*If yes, attach a written explanation.*

Is there a personal cost to students/chaperones? Yes ☒ No ☐ MS  
*If yes, how much?* \_\_\_\_\_

*If yes, for what?* \_\_\_\_\_

Is the trip budgeted during the fiscal year? Yes ☒ No ☐ MS

Total estimated cost\* of trip: \$1200.00      District Funds: \$1200.00  
(\*include transportation, substitutes & fees)      Other Funds: \_\_\_\_\_  
Other Funds Source: \_\_\_\_\_

***By initialing next to each of the following questions, you take responsibility for each action.***

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. MS

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. MS

### TO BE COMPLETED BY BUSINESS MANAGER

***Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?***

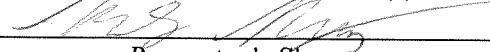
Yes ☒ No ☐ HB



# EAST LYCOMING SCHOOL DISTRICT

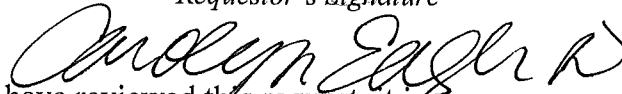
## *FIELDTRIP REQUEST FORM*

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

  
Requestor's Signature

Feb 27/2023  
Date

(Submitted to Principal)

  
I have reviewed this request, it is my recommendation that the Curriculum Director, Superintendent and the board of education approve this fieldtrip.

2/27/23

  
Principal's Signature

2/28/23  
Date

(Submitted to Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent and the board of education approve this fieldtrip.

  
Curriculum Director's Signature

03/01/2023  
Date

(Submitted to Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the fieldtrip.

  
Superintendent's Signature

3-1-23  
Approval Date

# EAST LYCOMING SCHOOL DISTRICT

## *FIELD TRIP REQUEST FORM*

**Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.**

Date of Request: Thursday, May 11, 2023

Class/Club Attending: Ashkar Second Grade  
classes

Staff Member: Patti Fortin, Missy Labatch,  
Allison Paulhamus, Kadi Whaley

School: Ashkar

Number of Students: 80

Number of Adult Chaperones: 17

### DESTINATION INFORMATION

Destination Name: Camp Susque

Destination Address: 47 Susque Camp Road, Trout Run, PA 17771

Destination Phone Number: 570-998-2151

Estimated Roundtrip Mileage: 68 miles

Departure Date: Thursday, May 11,  
2023

Rain Date: none

Departure Time: 8:15 am

Return Date: Thursday, May 11, 2023

\*Return Time: 2:15 pm

Special Transportation Request(s) (i.e. wheelchair lift): Wheelchair accessible bus (with chairlift)

### EDUCATIONAL GOAL OF TRIP

*Please state the educational goal of this trip.*

Students will engage in three outdoor activities, involving nature, animals, and their habitats. The activities teachers chose to explore are the following: Nature Hike, Animal Tracking, and Owls and their Diets. During the Nature Hike activity, students will enjoy the scenery and sounds of mountains, fields, ponds, wildlife, and Lycoming Creek. During the Animal Tracking activity, students will learn to identify various common tracks in mud and snow. Students will cast a plaster track to take home. During the Owls and their Diets activity, students will learn more about owls and what they eat. This activity also includes a guided owl pellet dissection.

*\*Return time is the time the bus would arrive back at the school.*



**EAST LYCOMING SCHOOL DISTRICT****FIELD TRIP REQUEST FORM**

Please answer the following questions to the best of your knowledge and initial where appropriate.

Circle One Initials

Is a school bus appropriate for this trip? ☒ Yes ☐ No If no, please specify (i.e. Van, Charter, etc.):

KW

Is this an overnight trip? Yes ☐ No ☒

KW

Will students be exposed to planned hazardous situations? Yes ☐ No ☒ If yes, attach a written explanation.

KW

Is there a personal cost to students/chaperones? ☒ Yes ☐ No If yes, how much?

If yes, for what? \$10/student = \$800 total

KW

Is the trip budgeted during the fiscal year? ☒ Yes ☐ No:

KW

Total estimated cost\* of trip: District Funds: (\*include transportation, substitutes & fees) Other Funds: Other Funds Source:

Camp Susque fee = \$800 Bus sitting Fee = \$112.5  
 Mileage Fee = \$374 <sub>x 2 busses</sub> Total: \$1,286.50

KW

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Field trip Permission and Medical Information form prior to departure.

A list of students/chaperones and completed Field trip Permission and Medical Information forms will be on file in the respective building office prior to departure.

**TO BE COMPLETED BY BUSINESS MANAGER** \_ Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

☒ Yes ☐ No

AB

**EAST LYCOMING SCHOOL DISTRICT*****FIELD TRIP REQUEST FORM***

The requested field trip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

*Kadi Whalen* 3/1/23

*Paula Sheen RN*

Date 2/17/2023

(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip. It is my recommendation that the Principal, approve this field trip.

*Paula Sheen*

Date

(Submitted to Principal)

2/17/2023

School Nurse Signature

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

*Sharon*

Date

2/30/23

(Submitted to the Curriculum Director)

Principal's Signature

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

*Cori A. Cotter*

Date

03/07/2023

(Submitted to the Superintendent)

Curriculum Director's Signature

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

Approval Date

3/1/23

Superintendent's Signature

*[Signature]*

# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Complete this form prior to submitting to your building principal for approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 3/2/23 School: Ferrell / Penn  
Staff Member: Shannon Siperko & Beth Bitler  
Class/Club Attending: 3rd grade  
Number of Students: 42 Number of Adult Chaperones: 10

### DESTINATION INFORMATION

Destination Name: T & D's Cats of the World  
Destination Address: P.O. Box 186, 363 Mountain Rd.  
Penns Creek, PA 17862  
Destination Phone Number: 570-837-3377  
Estimated Roundtrip Mileage: 92  
Departure Date: 5/15/23 Departure Time: 8:30 AM (from Penn)  
Return Date: 5/15/23 \*Return Time: 1:45 pm (to Ferrell)  
Rain Date: N/A  
Special Transportation Request(s) (i.e. wheelchair lift):  
N/A

### EDUCATIONAL GOAL OF TRIP

*Please state the educational goal of this trip.*

Students will go on a guided tour of T & D Cats. They  
will learn about 50 different felinus as well as other  
animals at the rescue center.

*\*Return time is the time the bus would arrive back at the school.*

## FIELDTRIP REQUEST FORM

Is a bus appropriate for this trip?  
If no, please specify.

Circle One      Initials  
(Yes)    No      SS  
                       B.B.

Is this an overnight trip? Yes ☒ No SS

Will students be exposed to planned hazardous situations? Yes ☒ No SS

*If yes, attach a written explanation.*

Is there a personal cost to students/chaperones? Yes No SS  
 If yes, how much? \$10/chaperone 75.B.  
 If yes, for what? \* gift shop money optional

Is the trip budgeted during the fiscal year? (Yes) No PTAC Funded

Total estimated cost\* of trip: \$ 220 -

(\*include transportation, substitutes & fees)

District Funds: -

Other Funds: -

Other Funds Source: PTO / PTAC

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure.

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. SS B.B.

*Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?*

(Yes) No HS



# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Beth Bittler  
Shaun Sepeke

3-3-23

3-2-23

*Date*

*(Submitted to School Nurse)*

I have reviewed this request to ensure student health services can support this trip.  
It is my recommendation that the Principal, approve this field trip.

Valerie Arthur Long  
*School Nurse Signature*

3/2/23 / 3/3/23  
*Date*

*(Submitted to Principal)*

I have reviewed this request, it is my recommendation that the Curriculum Director,  
approves this field trip.

[Signature]  
*Principal's Signature*

March 24 2023  
*Date*

*(Submitted to the Curriculum Director)*

I have reviewed this request, it is my recommendation that the Superintendent  
approves this field trip.

Cori A. Cotner  
*Curriculum Director's Signature*

03/07/2023  
*Date*

*(Submitted to the Superintendent)*

I have reviewed this request, it is my recommendation that the board of education approve  
the field trip.

[Signature]  
*Superintendent's Signature*

3-7-23  
*Approval Date*

# **EAST LYCOMING SCHOOL DISTRICT**

## ***FIELDTRIP REQUEST FORM***

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

**Date of Request:** February 20, 2023

**Class/Club Attending:** 3rd graders

**School:** Ashkar Elementary

**Staff Members:** Angela Mamrak, Jessica

Tagliaferri, Jaimi Winters

**Number of Students:** 67      **Number of Adult Chaperones:** 15 + 1 nurse + 2 TSS

### **DESTINATION INFORMATION**

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**Destination Name:** Lake Tobias

**Destination Address:** 760 Tobias Road, Halifax, PA 17032

**Destination Phone Number:** 717 362-9126

**Estimated Roundtrip Mileage:** 104 miles

**Departure**

**Departure**

**Date:** 5/16/23

**Time:** 8:15am

**Return:** 5/16/23

**Time:** 4:00pm

**Special Transportation Request(s) (i.e. wheelchair lift):**

We will need wheelchair lift for one student.

### **EDUCATIONAL GOAL OF TRIP**

---

***Please state the educational goal of this trip.***

Third graders will be able to view animals in their habitat. They will learn what the animals need to survive: types of food they eat; habitat they live in; types of predators. Students will participate in an educational show with animals that they wouldn't normally come into contact (alligators, snakes, lizards, tortoise, sloth). They will have an opportunity to feed animals like goats, alpaca, and llamas. They will have an opportunity to watch giraffes be fed. Students will go on a safari and see animals native to Africa and Australia.

*\*Return time is the time the bus would arrive back at the school.*

Page 1 of 3 Revised: 8/30/22

## **EAST LYCOMING SCHOOL DISTRICT**

### ***FIELDTRIP REQUEST FORM***

**Please answer the following questions to the best of your knowledge and initial where appropriate.**

Is a school bus appropriate for this trip? **Circle One Initials**  
Yes No *If no, please specify (i.e. Van, Charter, etc.):* AM JT

Is this an overnight trip? Yes No

Will students be exposed to planned hazardous situations? Yes No *If yes, attach a written explanation.*

Is there a personal cost to students/chaperones? Yes No *If yes, how much?*

*If yes, for what?* There is no cost for students. Chaperones will be asked to pay for their own admission.

Is the trip budgeted during the fiscal year? Yes No

Total estimated cost\* of trip: District Funds: (\*include transportation, substitutes & fees) Other Funds: Other Funds Source:

PTA Funded

67 students x \$15 = \$1,005

6 adults (3 teachers, 2 TSS, 1 nurse) x \$15 = \$90

\$2.75 per hour and \$12.50 each hour means

$\$12.50 \times 8 \text{ hours} = \$100 \times 2 = \$200$

$\$2.75 \times 104 = \$286 \times 2 = \$572$

TOTAL: \$1,867

***By initialing next to each of the following questions, you take responsibility for each action.***

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. *AM JT*

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. *AM JT*

***TO BE COMPLETED BY BUSINESS MANAGER \_ Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?***

*Yes* No *HB*

Page 2 of 3 Revised: 8/30/22

## **EAST LYCOMING SCHOOL DISTRICT**

### ***FIELDTRIP REQUEST FORM***

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

*Angela Manrao*

Date *2/21/23*

(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.  
It is my recommendation that the Principal, approve this field trip.

Date  
(Submitted to Principal)

School Nurse Signature

*Paula Sheen RN 3/6/23*



I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.



*Principal's Signature*

Date 3/6/23

(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.



*Curriculum Director's Signature*

Date

(Submitted to the Superintendent)

03/06/2023

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

*Approval Date*

*Superintendent's Signature*



3-7-23

# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 2/21/2023 School: High School  
Staff Member: Elizabeth Smith  
Class/Club Attending: Honors Geometry Students (9<sup>th</sup> grade)  
Number of Students: approx. 47 Number of Adult Chaperones: min. of 2

### DESTINATION INFORMATION

Destination Name: Hershey Park  
Destination Address: 100 W. Hersheypark Dr.  
Hershey, PA 17033  
Destination Phone Number: 717-534-3900  
Estimated Roundtrip Mileage: 193.4 miles  
Departure Date: 5/30/2023 Departure Time: 8:30 am  
Return Date: 5/30/2023 \*Return Time: 9:00 pm  
Rain Date: N/A  
Special Transportation Request(s) (i.e. wheelchair lift):  
none

### EDUCATIONAL GOAL OF TRIP

*Please state the educational goal of this trip.*

Hershey Park is again sponsoring a STEM day for students.  
The students will explore the foundation of science, technology,  
engineering, and mathematics throughout the park. They will complete  
a scavenger hunt to measure how force, energy, mass, and more  
keep attractions and the park operating.

*\*Return time is the time the bus would arrive back at the school.*

# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Please answer the following questions to the best of your knowledge and initial where appropriate.

Is a school bus appropriate for this trip? Circle One Initials  
☒ Yes No EJ  
*If no, please specify (i.e. Van, Charter, etc.):*

Is this an overnight trip? Yes ☒ No EJ

Will students be exposed to planned hazardous situations? Yes ☒ No EJ  
*If yes, attach a written explanation.*

Is there a personal cost to students/chaperones? ☒ Yes No EJ  
*If yes, how much?* approx \$60

*If yes, for what?* \$34 park ticket, \$25 Food, \$18 transportation

Is the trip budgeted during the fiscal year? Yes ☒ No EJ

Total estimated cost\* of trip: \$486.80  
(\*include transportation, substitutes & fees)

District Funds: 0  
Other Funds: Fundraiser/Student  
Other Funds Source: \_\_\_\_\_

*I think we can do one bus*

*wait time: 8(12.50) = \$100*  
*millage: \$2(193.4) = \$386.8*

**By initialing next to each of the following questions, you take responsibility for each action.**

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. EJ

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. EJ

### TO BE COMPLETED BY BUSINESS MANAGER

*Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?*

☒ Yes No HLB

# **EAST LYCOMING SCHOOL DISTRICT**

## **FIELDTRIP REQUEST FORM**

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Elizabeth Smith

2/21/2023

*Date*  
*(Submitted to School Nurse)*

I have reviewed this request to ensure student health services can support this trip.  
It is my recommendation that the Principal, approve this field trip.

Carolyn E. Hall

2/21/23

*School Nurse Signature*

*Date*  
*(Submitted to Principal)*

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

[Signature]

2/21/23

*Principal's Signature*

*Date*  
*(Submitted to the Curriculum Director)*

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Cori A. Costner

02/21/2023

*Curriculum Director's Signature*

*Date*  
*(Submitted to the Superintendent)*

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

[Signature]

3-9-23

*Superintendent's Signature*

*Approval Date*



# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 3/1/23 School: Renn, Ashkar & Ferrell  
Staff Member: Beth Ritter  
Class/Club Attending: Renn Grade 6, Ashkar & Ferrell  
Number of Students: 32 + 15 + 20 Number of Adult Chaperones: 3 + 8 + 2

### DESTINATION INFORMATION

Destination Name: North Mountain Sportsman Association  
Destination Address: 562 Spook Hollow Road  
Muncy Valley Pa 17758  
Destination Phone Number: 570-482-2981  
Estimated Roundtrip Mileage: 15.8 miles  
Departure Date: 5/16/23 Departure Time: 8:15 am  
Return Date: 5/16/23 \*Return Time: 2:15 pm  
Rain Date: n/a  
Special Transportation Request(s) (i.e. wheelchair lift):  
n/a

### EDUCATIONAL GOAL OF TRIP

*Please state the educational goal of this trip.*

A youth day opportunity for 6th grade students to enjoy the outdoors and learn about various activities such as: archery, fishing and other outdoor activities.

*\*Return time is the time the bus would arrive back at the school.*

# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Please answer the following questions to the best of your knowledge and initial where appropriate.

Is a school bus appropriate for this trip? Circle One Initials  
Yes No Jan SS  
*If no, please specify (i.e. Van, Charter, etc.):* \_\_\_\_\_

Is this an overnight trip? Yes (No) Jan SS

Will students be exposed to planned hazardous situations? (Yes) No \_\_\_\_ SS CJ  
*If yes, attach a written explanation.*

Is there a personal cost to students/chaperones? Yes No \_\_\_\_ SS CJ  
*If yes, how much?* Business

*If yes, for what?* \_\_\_\_\_

Is the trip budgeted during the fiscal year? Yes No \_\_\_\_ SS CJ

Total estimated cost\* of trip: \_\_\_\_\_  
(\*include transportation, substitutes & fees)

District Funds: \_\_\_\_\_  
Other Funds: \_\_\_\_\_  
Other Funds Source: \_\_\_\_\_

***By initialing next to each of the following questions, you take responsibility for each action.***

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. \_\_\_\_\_

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. \_\_\_\_\_

### TO BE COMPLETED BY BUSINESS MANAGER

*Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?*

(Yes) No LB

# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Susan Seube Christine Jaxon 3/2/23  
Date  
(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.  
It is my recommendation that the Principal, approve this field trip.

[Signature] 3-1-23  
School Nurse Signature Date  
(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director,  
approves this field trip.

[Signature] 03/01/2023  
Principal's Signature Date  
(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent  
approves this field trip.

Cori A Cotter 03/07/2023  
Curriculum Director's Signature Date  
(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve  
the field trip.

[Signature] 3-7-23  
Superintendent's Signature Approval Date

# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 3/6/23 School: HHS  
Staff Member: Nick Tagliaferri  
Class/Club Attending: 8th Grade Class  
Number of Students: 115-120 Number of Adult Chaperones: 10-12

### DESTINATION INFORMATION

Destination Name: Gettysburg Military Park  
Destination Address: 1195 Baltimore Pike  
Gettysburg, PA  
Destination Phone Number: 717-334-1124  
Estimated Roundtrip Mileage: 242  
Departure Date: 5/18/23 Departure Time: 7:00AM  
Return Date: 5/18/23 \*Return Time: 6:30pm  
Rain Date: N/A  
Special Transportation Request(s) (i.e. wheelchair lift):  
\_\_\_\_\_

### EDUCATIONAL GOAL OF TRIP

*Please state the educational goal of this trip.*

Long time class trip in 8th grade that helps culminate  
unit of study on the Battle of Gettysburg  
\_\_\_\_\_  
\_\_\_\_\_

*\*Return time is the time the bus would arrive back at the school.*



# EAST LYCOMING SCHOOL DISTRICT

## *FIELDTRIP REQUEST FORM*

Please answer the following questions to the best of your knowledge and initial where appropriate.

Is a school bus appropriate for this trip? Circle One    Initials  
Yes ☐ No ☒ NAT  
*If no, please specify (i.e. Van, Charter, etc.):*  
Charter

Is this an overnight trip? Yes ☐ No ☒ NAT

Will students be exposed to planned hazardous situations? Yes ☐ No ☒ NAT  
*If yes, attach a written explanation.*

Is there a personal cost to students/chaperones? Yes ☐ No ☒ NAT  
*If yes, how much?* \_\_\_\_\_

*If yes, for what?* \_\_\_\_\_

Is the trip budgeted during the fiscal year?

☒ Yes

No

*Not sure... we've always done it though*

Total estimated cost\* of trip:

\$8,217.50

(\*include transportation, substitutes & fees)

District Funds:

\$8,217.50

Other Funds:

Other Funds Source: \_\_\_\_\_

***By initialing next to each of the following questions, you take responsibility for each action.***

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. NAT

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. NAT

### TO BE COMPLETED BY BUSINESS MANAGER

***Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?***

☒ Yes

No

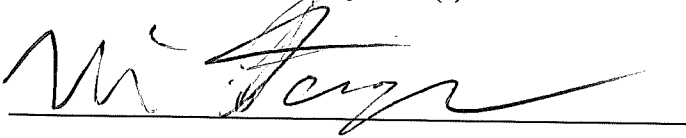
HBS

11

## EAST LYCOMING SCHOOL DISTRICT

### *FIELDTRIP REQUEST FORM*

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

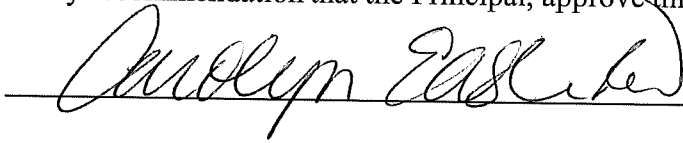


3/6/23

*Date*

*(Submitted to School Nurse)*

I have reviewed this request to ensure student health services can support this trip.  
It is my recommendation that the Principal, approve this field trip.



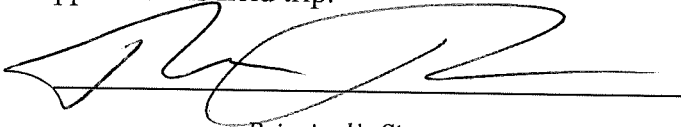
*School Nurse Signature*

3/6/23

*Date*

*(Submitted to Principal)*

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.



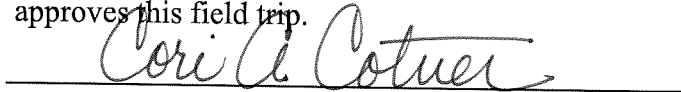
*Principal's Signature*

3/7/23

*Date*

*(Submitted to the Curriculum Director)*

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.



*Curriculum Director's Signature*

03/07/2023

*Date*

*(Submitted to the Superintendent)*

I have reviewed this request, it is my recommendation that the board of education approve the field trip.



*Superintendent's Signature*

3-7-23

*Approval Date*

DISTRICT ADMINISTRATORS

DR. MARK E. STAMM  
*SUPERINTENDENT*

CORI A. COTNER  
*CURRICULUM DIRECTOR*

HEATHER N. BURKE  
*BUSINESS MANAGER*

EAST LYCOMING SCHOOL DISTRICT

349 CEMETERY STREET  
HUGHESVILLE, PA 17737

TELEPHONE: (570) 584-2131

FAX: (570) 584-5701

[www.elsd.org](http://www.elsd.org)

OFFICERS

RICHARD L. MICHAEL  
*PRESIDENT*

MICHAEL A. MAMRAK  
*VICE PRESIDENT*

HEATHER N. BURKE  
*BOARD SECRETARY*

DONNA R. GAVITT  
*TREASURER*

March 3, 2023

Dear Mr. Michael,

The purpose of this mail is to inform you that I will be resigning from my position on the ELSD School Board due to a relocation outside of my current voting ward.

I have enjoyed my short time serving the students, staff and community of the ELSD and look forward to engaging and serving in the future.

Please let me know if you have any questions and please do not hesitate to reach out if I can be of any assistance during this transition.

Best regards,

Nathan Hafer



Gail Warren <gwarren@elsd.org>

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## Trevor Detweiler

1 message

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ktallman@elsd.org <ktallman@elsd.org>

Thu, Mar 9, 2023 at 9:54 AM

To: Gail Warren <gwarren@elsd.org>

The Athletic Director and Coach Dave Dimoff are recommending Trevor Detweiler as volunteer softball assistant coach. Trevor has volunteered his services in the past with softball and make a great assistant to the softball staff.

*Have a Great Spartan Day.*

*Kenneth Tallman*

Director of Athletics

Media/Public Relations

Adult Education Coordinator

Hughesville Junior/Senior High School

[349 Cemetery Street](#)

[Hughesville, PA 17737](#)

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

[Ktallman@elsd.org](mailto:Ktallman@elsd.org)

**SPARTAN PRIDE**







Gail Warren <gwarren@elsd.org>

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## Rodney Koser

1 message

---

**ktallman@elsd.org** <ktallman@elsd.org>

Thu, Mar 9, 2023 at 9:59 AM

To: Gail Warren <gwarren@elsd.org>

The Athletic Director and Head Coach Dave Dimoff are recommending Rodney Koser to be a volunteer Softball assistant coach. Rodney will be a great addition to the staff and brings several years of experience to the staff.

*Have a Great Spartan Day,*

*Kenneth Tallman*

Director of Athletics

Media/Public Relations

Adult Education Coordinator

Hughesville Junior/Senior High School

[349 Cemetery Street](#)

[Hughesville, PA 17737](#)

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

[Ktallman@elsd.org](mailto:Ktallman@elsd.org)

**SPARTAN PRIDE**



**Call the Meeting to Order:** Mr. Michael, President, called the East Lycoming School District Board of Education's February 21, 2023 Board meeting to order in the High School Library beginning at 7:00 p.m. with the following Members of the Board, Administration and General Public in attendance.

**Members of the Board:**

Mr. Richard Michael - present  
Mr. Michael Mamrak - present  
Mrs. Donna Gavitt - present  
Mrs. Lisa McClintock - present  
Mr. Nathan Hafer - present

Mrs. Tara Buebendorf - present  
Mrs. Shannon McConnell-Barlett-present  
Mr. Matthew Pendrak - present  
Mrs. Rose Trevouledes - present

**Administration:**

Dr. Mark Stamm -Superintendent  
Mrs. Cori Cotner- Curriculum Director  
Mr. Tom Coburn - Sr. High School Principal  
Mr. Richard Reichner- Jr. High School Principal  
Mrs. Sherry Cowburn - Ashkar Elementary Principal  
Mrs. Jill Warg - Ferrell/Renn Elementary Principal  
Mr. Adam Creasy - Technology Director  
Mrs. Valerie Ochs - Assistant Business Manager/Acting Board Secretary  
Mrs. April Paulhamus - Special Education Director  
Mr. Kenneth Tallman - Athletic Director

**General Public:** Chris Kenyon- Solicitor, Frank Swales, Lora Mackenzie, Craig Dudek, Jennifer Vermeire, Stephen Vermeire, Randy Sees, and Becci Swales.

**Online Audience:** Pat Crossley (Sun-Gazette), Angela Mamrak, Kristopher Gildein, Brandi Liddic, Michele Burgett, Robynn Mothershead, and Tracy Yerg.

**Board Policies:** It was moved by Mrs. Gavitt seconded by Mrs. Buebendorf to approve the following Board Policies:

1. **Board Policy 011 (Principles of Governance and Leadership) - First Reading:**  
**Resolved,** to approve the revisions to the following policy as recommended by PSBA to align with changes in PSBA Principles of Governance and Leadership:  
*Policy 011: Principles of Governance and Leadership*
2. **Board Policies 200,202,204,217,221,251,808,810)- First Reading:**  
**Resolved,** to approve the revisions to the following policies as recommended by PSBA to align with changes in the school code in 2022 to support students experiencing **educational instability:**  
*Policy 200 Enrollment, 202 Eligibility of Non-Resident Students, 204 Attendance, 217 Graduation, 221 Dress and Grooming, 251 Students Experiencing Homelessness, 808 Food Services, and 810 Transportation.*
3. **Board Policy 210 (Medications) - First Reading:**  
**Resolved,** upon the recommendation of Superintendent Stamm and the school nurses to approve a first reading of Board Policy 210 (Medications).
4. **Board Policy 233 (Suspension and Expulsion) - First Reading:**

**Resolved,** to approve the revisions to the following policy as recommended by PSBA to align with changes in the school code relating to **compulsory attendance age:**  
*Policy 233 Suspension / Expulsion.*

5. **Board Policies (236.1 and 805)- First Reading:**

**Resolved,** to approve the revisions to the following policies as recommended by PSBA to align with annual changes in **school safety and security annual training requirements:**  
*Policy 236.1 Threat Assessment and 805 Emergency Preparedness and Response.*

6. **Board Policy 309.1 (Remote Work) - First Reading:**

**Resolved,** adoption of the following Board Policy 309.1 (Remote Work) as developed by PSBA to guide administrative actions around employees who may work remotely.

7. **Board Policies (610,611, and 626)- First Reading:**

**Resolved,** to approve the revisions to the following policies as recommended by PSBA to align with annual changes in **procurement thresholds:**  
*Policy 610 Purchases Subject to Bid/Quotation, 611 Purchase Budgeted, and 626 Federal Fiscal Compliance.*

8. **Board Policy 810.1 (School Bus Drivers) - First Reading:**

**Resolved,** adoption of the following policy to align with state requirements for **drug testing of School Bus Drivers.** Policy is consistent with current district practice.  
*Policy 810.1 School Bus Drivers*

Mr. Richard Michael - yes  
Mr. Michael Mamrak - yes  
Mrs. Donna Gavitt - yes  
Mrs. Lisa McClintock - yes  
Mr. Nathan Hafer- yes

Mrs. Tara Quebendorf- yes  
Mr. Matthew Bendrak - yes  
Mrs. Shannon McConnell-Barlett-yes  
Mr. Rose Revouledes -yes

**Action Carried**

**Educational:** It was moved by Mr. Mamrak, seconded by Mrs. McConnell-Barlett to approve the following Educational Items:

1. **2023/2024 School Calendar - Second and Final Reading:**

**Resolved,** upon the recommendation of Superintendent Stamm to approve the second and final reading of 2023/2024 School Calendar.

2. **Field Trips.**

**Resolved,** upon the recommendation of Superintendent Stamm to approve the following field trips:

-February 22-24, 2023	Community Arts Center	Sr. High Chorus
Number of Students: 1	Cost to Student: \$0.00	Cost to District: \$300.00

-March 8, 2023	Penn College	High School
Number of Students: 20	Cost to Students: \$0.00	Cost to District: Approximately \$425.00

-March 9-11, 2023	Bloomsburg University	Sr. High Band
Number of Students: 3	Cost to Students: \$0.00	Cost to District: \$563.00

-March 17-18, 2023	Hanisburg	3rd Grade Student
Number of Students: 1	Cost to Student: \$0.00	Cost to District: Approximately \$545.00

-March 27, 2023	Backyard Broadcasting	Drama Club
Number of Students: 6	Cost to Students: \$0.00	Cost to District: \$110.00
-March 30, 2023	Muncy School District	Select High School
Number of Students: 17	Cost to Students: \$0.00	Cost to District: Approximately \$360.00
-April 14, 2023	Canton Area High School	Selected Chorus Members
Number of Students: 6	Cost to Students: \$0.00	Cost to District: \$475.00
-May 5, 2023	New York City	High School
Number of Students: 50	Cost to Students: \$95.00	
Cost to District: \$0.00 (Club & Other Funds)		
-May 5, 2023	Camp Susque	Grade 2 Ferrell & Renn
Number of Students: 38	Cost to Students: \$0.00	
Cost to District: \$0.00 (PTO/PTAC Funded)		
-May 12, 2023	Reptiland	Grade 1 Ferrell & Renn
Number of Students: 40	Cost to Students: \$0.00	
Cost to District: \$0.00 (PTO/PTAC Funded)		
-May 18, 2023	Baltimore National Aquarium High School	
Number of Students: 42	Cost to Students: \$5.00	
Cost to District: \$0.00 (Fundraising & Club Funded)		
-11/30-12/5/2025	Walt Disney World	Sr. High Chorus
Number of Students: 44	Cost to Students: \$1965.00	
Cost to District: \$0.00 (Fundraising & payment plans)		

Mr. Richard Michael - yes	Mrs. Tara Buebendorf - yes
Mr. Michael Marmrak - yes	Mr. Matthew Pendrak - yes
Mrs. Donna Galloway - yes	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock - yes	Mrs. Rose Trevouledes - yes
Mr. Norman Hafer - yes	

**Motion Carried**

**Pre-Approved Field Trips:**

Ferrell Grade 4 to Harrisburg on March 17, 2023  
 Renn Grade 6 to Washington DC on May 12, 2023  
 Renn Grade 4 to Harrisburg on May 25, 2023

**Personnel:** It was moved by Mr. Pendrak, seconded by Mr. Hafer to approve the following Personnel Items:

**1. Support Personnel Agreement (July 1, 2023 to June 30, 2028):**

**Resolved,** upon the recommendation of Superintendent Stamm to approve the negotiated five-year agreement, effective July 1, 2023 to June 30, 2028, with the ELSD Support Personnel Association.

**2. Facilities Director Appointment:**

**Resolved,** upon recommended by Superintendent Stamm and the interview committee, to appoint Mr. Bryan McCaffery as the ELSD Facilities Director at a starting salary of \$80,000.



**3.Food Service Worker:**

**Resolved,** upon the recommendation of Superintendent Stamm that Ms. Amber Wagner be approved as a Part-time Food Service Worker at Renn Elementary, pending receipt of required documents. Ms. Wagner will be paid \$12.54 per hour (minus \$.30 per hour for a 60 day probation period), 1.50 Breakfast hours and 4.75 Lunch hours per day, per the terms of the East Lycoming Educational Support Professional Contract.

**4.Food Service Worker:**

**Resolved,** upon the recommendation of Superintendent Stamm that Ms. Chasity Schomburg be approved as a Part-time Food Service Worker at Ashkar Elementary retro-active to February 7, 2023. Ms. Schomburg will be paid \$12.54 per hour (minus \$.30 per hour for a 60 day probation period), 3 hours per day, per the terms of the East Lycoming Educational Support Professional Contract.

**5.Assistant Varsity Softball Coach:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Tallman that Mr. Patrick Kimble be approved as an Assistant Varsity Softball Coach for the 2023 season. Mr. Kimble will be paid \$3,173.00, which represents level 3 of the extracurricular salary agreement.

**6.Assistant Varsity Softball Coach:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Tallman that Mr. Casey Snyder be approved as an Assistant Varsity Softball Coach for the 2023 season. Mr. Snyder will be paid \$3,173.00, which represents level 3 of the extracurricular salary agreement.

**7.Assistant Varsity Baseball Coach:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Tallman that Mr. Trey Smith be approved as an Assistant Varsity Baseball Coach for the 2023 season. Mr. Smith will be paid \$3,173.00, which represents level 3 of the extracurricular salary agreement.

**8.Head Girls Varsity Volleyball Coach:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Tallman that Mrs. Brandi Dillon Liddie be approved as Head Girls Volleyball Coach for the 2023 season. Mrs. Dillon Liddie will be paid \$4,912.00, which represents level 3 of the extracurricular salary agreement.

**9.Coaching Reappointments - 2023 Season:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Tallman that the following coaching reappointments be approved for the 2023 season:

<b><u>Sport</u></b>	<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Level</u></b>	<b><u>Salary</u></b>
Baseball (V)	Head Coach	Chris Kish	5+	\$4,816.00
Baseball (V)	Assistant	Nathan Hill	5+	\$4,129.00
Softball (V)	Head Coach	Dave Dimoff	5+	\$4,912.00
Boys Track (V)	Head Coach	Griffin Molino	3	\$3,742.00
Boys Track (V)	Assistant	Rob Wallis	5+	\$4,296.00
Girls Track (V)	Head Coach	Rick Glenwright	5+	\$6,584.00
Girls Track	Assistant	Jan Mostowy	5+	\$5,250.00
Girls Track	Assistant	Denise Gorini	5+	\$4,048.00
JH Boys Soccer	Head Coach	Jim Dennis	5+	\$3,885.00
JH Girls Soccer	Head Coach	Zane Campbell	5+	\$3,469.00
Boys Tennis (V)	Head Coach	Josh Fry	5	\$4,538.00

10. **Fitness Center Worker:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Tallman to approve Ms. Angela DiRocco as a Fitness Center Worker. Ms. DiRocco will be paid \$11.50 per hour.

11. **Athletic Volunteers:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Tallman to approve the following athletic volunteers:

- Brittin Balliet (2023 Baseball season)
- Lindsey Hartman (2023 Track season)
- Elizabeth Moores (2023 Track season)
- Scott Ritter (2023 Girls Wrestling)

Mr. Richard Michael - yes  
Mr. Michael Mamrak - yes  
Mrs. Donna Gavitt - yes  
Mrs. Lisa McClintock - yes  
Mr. Nathan Hafer - yes

Mrs. Tara Buebendorf - yes  
Mr. Matthew Pendrak - yes  
Mrs. Shannon McConnell-Barlett-yes  
Mrs. Rose Trevoules - yes

**Motion Carried**

Resignations received and accepted by Superintendent Stamm:

- Amber Miller, High School Custodian, Retirement effective July 25, 2023.
- Elizabeth Barber, Food Service Worker at Renn, effective February 10, 2023.
- Robert Gavitt, Custodian at the High School, effective February 24, 2023.

**Minutes:** It was moved by Mrs. McConnell-Barlett, seconded by Mr. Mamrak to approve the minutes from the meeting of January 17, 2023 as submitted.

Mr. Richard Michael - yes  
Mr. Michael Mamrak - yes  
Mrs. Donna Gavitt - yes  
Mrs. Lisa McClintock - yes  
Mr. Nathan Hafer - yes

Mrs. Tara Buebendorf - yes  
Mr. Matthew Pendrak - yes  
Mrs. Shannon McConnell-Barlett-yes  
Mrs. Rose Trevoules - yes

**Motion Carried**

**Business/Financial Matters:** It was moved by Mrs. Gavitt, seconded by Mrs. McClintock to approve the following Business/Financial Matters.

1. **Treasurer's Report:**

**Resolved,** to accept the January 2023 Treasurer's Report as attached.

2. **Bills for Payment:**

**Resolved,** to accept bills for payment as listed and attached.

3. **Business Office Reports:**

(Act 24 Reform, Capital Projects and Student Activities)

4. **Agreement with Bryan Miller:**

**Resolved,** upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that the attached agreement with Bryan Miller be approved.

5. **Agreement with The Meadows:**

**Resolved,** upon the recommendation of Superintendent Stamm and Special Education Director

Paulhamus that the attached agreement with The Meadows for 2023/2024 & 2024/2025 be approved.

6. **Intermediate IU 17 2023/2024 Budget:**

**Resolved**, upon the recommendation of Superintendent Stamm and Business Manager Burke that the attached Intermediate IU 17 2023/2024 budget be approved.

7. **Donation of Cargo Van to LCTC:**

**Resolved**, upon the recommendation of Superintendent Stamm and Business Manager Burke that the 1997 Cargo Van be donated to the Lycoming Career and Technology Center.

8. **Job Descriptions:**

**Resolved**, upon the recommendation of Superintendent Stamm to approve the updated job descriptions.

9. **Chromebook Purchase:**

**Resolved**, upon the recommendation of Superintendent Stamm and Technology Director Creasy that the attached ChromebookParts.com totaling \$164,985 be approved utilizing the Technology Reserve Account.

Mr. Richard Michael - yes  
Mr. Michael Mamrak - yes  
Mrs. Donna Gavitt - yes  
Mrs. Lisa McClintock - yes  
Mr. Nathan Hafer -yes

Mrs. Tara Buebendorf- yes  
Mr. Matthew Pendrak - yes  
Mrs. Shannon McConnell-Barlett-yes  
Mrs. Rose Trevouledes -yes

**Motion Carried**

**Public Comments:**

- Jennifer Vermeire (Picture Rocks) - Asked if the new literacy program will help identify struggling students faster.
- Randy Sees - Asked for support in running as a Magistrate Judge.
- Lora MacKenzie (WolfTwp) - Commented that the basketball uniforms for grades 7-9 are too large and there are not enough. Also asked if the speed bumps can be painted in the parking lots.

**Adjourn from Regular Session to Executive Session:** It was moved by Mr. Mamrak, seconded by Mrs. Buebendorf to adjourn at 8:26 P.M.

Mr. Richard Michael - yes  
Mr. Michael Mamrak - yes  
Mrs. Donna Gavitt - yes  
Mrs. Lisa McClintock - yes  
Mr. Nathan Hafer -yes

Mrs. Tara Buebendorf- yes  
Mr. Matthew Pendrak - yes  
Mrs. Shannon McConnell-Barlett-yes  
Mrs. Rose Trevouledes - yes

**Motion Carried**

**Executive Session:** An Executive Session was held from 8:30 P.M. to 9:25 P.M. for personnel matters.

Respectfully submitted,



Valerie Ochs  
Assistant Business Manager/Acting Board Secretary



# Athletic Director East Lycoming S D Job Description

## JOB INFORMATION

<i>Title:</i>	Athletic Director - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	12 Months
<i>Employee Group:</i>	Administrative
<i>Location</i>	Building
<i>Last Edited On:</i>	3/8/2023 10:37:54 AM

## ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Administration
<i>Reports To:</i>	Superintendent
<i>Supervises:</i>	Athletic Coaches, Event Staff, and Game Workers/Managers

## JOB GOAL

The Director of Athletics is the administrator for the district's athletics program and establishes rules and procedures that achieve the goals of development of quality, competitive athletic teams. The Director ensures District compliance with applicable PIAA, athletic conferences and District rules and regulations governing all facets of athletics programs. The Director supervises a staff of athletic coaches, athletic support personnel, develops and manages operating budgets for the athletics program, and serves as the District liaison to athletic booster organizations.

## ESSENTIAL FUNCTIONS

1. Supervises athletic staff, activity sponsors, and intramural personnel. Coordinates submission of all required clearances for paid staff and regular volunteers in collaboration with Human Resources. Oversees work of regular volunteers. Establishes and carries out an annual performance evaluation process for athletic staff, activity sponsors, and intramural personnel. Annually recommends reappointment or non-reappointment of athletic staff, regular volunteers, activity sponsors, and intramural personnel. Makes recommendations regarding promotion, transfer, or termination of athletic staff.
2. Develops and oversees implementation of procedures for squad selection, prevention, and care of injuries to participants. Coordinates with maintenance staff and administration the use of facilities including: locker rooms, training, and weight rooms. Coordinates with maintenance staff and administration of the proper storage of equipment, maintenance of grounds, and facilities used for athletic programs.
3. Abides by, monitors, and enforces compliance by individuals providing services to programs with federal, state and local school laws and regulations, mandated programs, district policies and administrative regulations including the requirements of any conference or league in which the District participates. Enforces legal standards and District policies relating to safe and equitable operation of programs.
4. Implements positive sports citizenship activities within an educationally sound program and communicates expectations to coaches, athletes, officials, and spectators. Ensures prompt training of all individuals providing services to the programs of the Athletic Department on District policies and legal mandates relating to their specific duties. Recommends changes in policies and administrative procedures related to programs under this department.
5. Regularly reviews District's athletic and activity programs, evaluates requests for additional programs, evaluates the viability of existing programs, and recommends changes or new programs consistent with District policy and resources.
6. Prepares, prints, and distributes athletic schedules for the school district, to include athletic field and gymnasium practice schedules as requested internally or externally by community groups.
7. Supervises or delegates the supervision and administration of all approved activities and athletic contests; acts as official host to all visiting teams; makes and approves all contracts affecting athletic contests; secures ticket printing and selling; secures line up for programs; makes provisions for physician and ambulance at athletic events or activities as required, and handles all matters related to activity cancellations.
8. Prepares the athletic budget annually as well as all bid lists for the purchase of athletic equipment; selects and purchases all equipment and supplies needed for the various athletic teams; and arranges for the purchasing of all awards. Maintains accurate inventories of supplies and equipment.
9. Interviews applicants for openings in athletic staff or activity sponsorship; recommends qualified candidates for hire to the Superintendent in cooperation with the building administrators; assigns personnel to job responsibilities within the District's athletic and activity programs; and supervises and assigns responsibilities to the District athletic trainer staff.



10. Timely and effectively communicates to appropriate District office or personnel regarding serious incidents or significant matters that may require attention or input from others in the District. Works with building principals, parents, and students to investigate and address student discipline matters related to the programs and complaints or concerns about any individuals providing services to programs whether compensated or not. Reviews and addresses concerns raised about use of community recreation programs. Consults with other administrators and seek to involve legal counsel as appropriate.
11. Makes necessary arrangements for medical exams, drug testing, and concussion testing.
12. Assigns all officials and make arrangements for game personnel for home contests; requisitions or processes payments to all game personnel for home athletic contests, including security; and arranges for transportation for all athletic teams away from home.
13. Issues news information to various media; handles athletic social media accounts in order to foster good school-community relations by keeping the community aware of and responsive to the athletic programs; and represents the school at all athletic meetings involving the interests of the school. Ensures information on District website is updated to include current information.
14. Determines eligibility status of interscholastic athletes, prepares all eligibility lists, distributes eligibility lists to proper schools, and collects athletic records for future reference.
15. Works actively to promote and encourage student athletes to achieve higher educational goals.
16. Oversees all District athletic booster organizations and all fundraising efforts conducted by athletic booster organization ensuring they comply with applicable law, policies, and administrative regulations.
17. Participates as a representative of the District in PIAA, league conference, interscholastic advisory committees, internal committees, and community groups related to this position.

***Performs other duties as assigned.***

***Performs in accordance with school policy, administrative regulations, state and federal laws.***

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education

Education Level	Education Details	Req	Pref
Bachelors Degree			X
Bachelors Degree	Recreation Management or related field		X

### Work Experience

Experience	Experience Details	Req	Pref
3-5 years	Athletic coaching JV or Varsity level		X
3-5 years	Personnel Management / Leadership		X

### Travel Requirements

Est. Amount	Brief Description
50%	Travel to athletic events and regional meetings

## SCOPE

### Mental/Visual/Stress

- ☒ Work which frequently produces a high level of mental, visual and stress fatigue. For example, work which is frequently performed under pressure, and/or which requires intense mental application or attention to details 21%-50% of work time.

## Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

## Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Ability to work as a leader, coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

## Cognitive Ability

- ☒ Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- ☒ Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- ☒ Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- ☒ Ability to identify and isolate issues and develop rational solutions to problems.
- ☒ Ability to administer policy in a manner consistent with good judgment and sound rationale.
- ☒ Ability to generate genuine enthusiasm for positive and meaningful change.
- ☒ Ability to deal with personnel considerations in a fair, firm, and equitable manner.
- ☒ Ability to supervise others using acceptable human relations skills.
- ☒ Ability to communicate in both oral and written form.
- ☒ Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- ☒ Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

## Specific Skills

- ☒ Must possess leadership skills.
- ☒ Must possess supervisory skills.
- ☒ Must possess active listening skills and conflict mediation skills
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Maintains productive working relationship with immediate supervisor.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Ability to compose clear, concise sentences and paragraphs.

## Workplace Expectations

- ☒ Ability to provide direction to others.
- ☒ Ability to create and delegate assignments.
- ☒ Shows initiative and the ability to complete assigned tasks without supervision.
- ☒ Ability to compose clear, concise sentences and paragraphs.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to appropriately handle confidential information in accordance with district policies.
- ☒ Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).
- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Dresses appropriately for job environment.
- ☒ Maintains an excellent driving record.

## Other Workplace Expectations Admin

- Coordinates and Supervises Adult Education Programs
- Promotes district athletic programs and Adult Education through various communications and social media to students, staff, and the community
- Ability to work evenings regularly to supervise district athletic events and Adult Education programs

## Standard ADA Settings

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Standard ADA Selection	<b>X Office</b>
	Classroom
	Other(to include Physically Demanding Positions)

*This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.*

## Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input checked="" type="checkbox"/>	Sitting			X		
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color			X		
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):			X		

## Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)					

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

## Working Environment

	<i>Working Condition</i>
--	--------------------------

- ☒ Typical office environment
- ☒ Typical athletic training office/facility/environment
- ☒ Subject to outside environmental conditions



PEPPM Mini-Bid Bid Request Template

East Lycoming SD E-rate Funding Year 2023

BIDDER INFORMATION:	Company Name:	Cloudcast
	Company SPIN:	143048430
	Contact Name:	Chelsea Potter
	Contact E-mail:	<a href="mailto:chelsea.potter@cloudcast.ai">chelsea.potter@cloudcast.ai</a>
	Contact Phone:	724-929-9402 (office) 724-497-2366 (Google Voice)

To Be Completed by School						To Be Completed by Vendor		Only required for vendors submitting equivalent product line quotes (different manufacturer than Column C)		
School/Building Name (Optional)	PEPPM Category (wireless, routers, switches, UPS, cabling, firewalls, etc.)	Preferred Manufacturer Name or Equivalent	Description (optional)	Model Number (SKU)	Estimated Quantity	Price/Unit	Extended Price (quantity * unit price)	Equivalent Make	Equivalent Model	Has the equivalent equipment met the compatibility requirements listed below, if any, and have you attached the required proof of quality and functionality equivalency? Yes/No
	Switches	Ubiquiti	Switch Pro Aggregation	USW-Pro-Aggregation	8	\$ 823.04	\$ 6,584.32			
	Switches	Ubiquiti	25 Gbps Single-Mode Optical Mo	UACC-OM-SFP28-LR	20	\$ 111.54	\$ 2,230.80			
	Switches	Ubiquiti	25 Gbps Multi-Mode Optical Moc	UACC-OM-SFP28-SR	20	\$ 45.60	\$ 912.00			

\$9,727.12

Compatibility/Interoperability Requirements - To Be Completed by School

If vendors are bidding an "equivalent" product line that is different than what is listed in Column C, the products must be equivalent in quality and functionality, and must be fully interoperable and compatible with the District's existing equipment/systems which are as follows:

**Schools: List below what existing equipment/software/systems any proposed equivalent equipment must be fully compatible with. Be specific.**

Must be compatible with Ubiquiti brand networking equipment.

UPS must be 1U height and not exceed 17" depth.

PEPPM Mini-Bid Bid Request Template

East Lycoming SD E-rate Funding Year 2023

BIDDER INFORMATION:	Company Name:	Cloudcast
	Company SPIN:	143048430
	Contact Name:	Chelsea Potter
	Contact E-mail:	<a href="mailto:chelsea.potter@cloudcast.ai">chelsea.potter@cloudcast.ai</a>
	Contact Phone:	724-929-9402 (office) 724-497-2366 (Google Voice)

To Be Completed by School						To Be Completed by Vendor		Only required for vendors submitting equivalent product line quotes (different manufacturer than Column C)		
School/Building Name (Optional)	PEPPM Category (wireless, routers, switches, UPS, cabling, firewalls, etc.)	Preferred Manufacturer Name or Equivalent	Description (optional)	Model Number (SKU)	Estimated Quantity	Price/Unit	Extended Price (quantity * unit price)	Equivalent Make	Equivalent Model	Has the equivalent equipment met the compatibility requirements listed below, if any, and have you attached the required proof of quality and functionality equivalency? Yes/No
	Wireless	Ubiquiti	Access Point U6 Pro	U6-Pro-US	20	\$ 147.94	\$ 2,958.80			
	Wireless	Ubiquiti	Access Point AC HD	UAP-AC-HD-US	20	\$ 290.00	\$ 5,800.00			
	Wireless	Ubiquiti	Access Point U6 Enterprise	U6-Enterprise-US	65	\$ 270.05	\$ 17,553.25			

\$26,312.05

Compatibility/Interoperability Requirements - To Be Completed by School

If vendors are bidding an "equivalent" product line that is different than what is listed in Column C, the products must be equivalent in quality and functionality, and must be fully interoperable and compatible with the District's existing equipment/systems which are as follows:

Schools: List below what existing equipment/software/systems any proposed equivalent equipment must be fully compatible with. Be specific.

Must be compatible with Ubiquiti brand networking equipment.

## PEPPM Mini-Bid Bid Request Template

**East Lycoming SD** **E-rate Funding Year 2023**

BIDDER INFORMATION:	Company Name:	En-Net Services
	Company SPIN:	143034194
	Contact Name:	Greg Gordon
	Contact E-mail:	<a href="mailto:ggordon@en-netservices.com">ggordon@en-netservices.com</a>
	Contact Phone:	(301) 846-9901

[illegible]

### Compatibility/Interoperability Requirements - To Be Completed by School

If vendors are bidding an "equivalent" product line that is different than what is listed in Column C, the products must be equivalent in quality and functionality, and must be fully interoperable and compatible with the District's existing equipment/systems which are as follows:

**Schools: List below what existing equipment/software/systems any proposed equivalent equipment must be fully compatible with. Be specific.**

Must be compatible with Ubiquiti brand networking equipment.  
UPS must be 1U height and not exceed 17" depth.

## NEW INSTRUCTOR - CRIMINAL JUSTICE

We are excited to welcome a new teacher to LycoCTC. Mr. Jeremy Brown is teaching our Criminal Justice program. Jeremy has 25 years of experience working in law enforcement. He has had the opportunity to work in several law enforcement positions including Corrections, Patrol, Community Policing, Criminal Interdiction, Undercover Operations, SWAT and Investigative.



## NEW CLASSROOM ASSISTANT - AUTOMOTIVE

We are also excited to welcome a new staff member to LycoCTC. Eric Hall is the new Automotive Technology assistant. Eric has 25 years of experience and a proven knowledge of inspections, safety assessments and repair actions. He has been a Machinist/Mechanic for many years.





# LYCOCTC ROTARY STUDENT OF THE MONTH - HAIDEN SHAWL

The Lycoming Career and Technology Center is pleased to announce **Haiden Shawl** as Rotary/LycoCTC Student of the Month for February 2023. Haiden, son of Amiee Shawl of Hughesville, PA, has received this honor based upon his outstanding work ethic, attendance, behavior, community service, and the recommendation of his **LycoCTC Construction Technology** instructor. A **Hughesville High School** senior, Haiden is in his second year at LycoCTC where he has worked on a number of construction projects including building props for a local community theater and rebuilding bleachers at the East Lycoming Baseball-Softball Fields. Outside of school, Haiden works in the deli department at TJ's Market in Hughesville, and enjoys spending time on the farm doing projects and caring for his animals. Following graduation in June 2023, Haiden plans on joining the workforce in the construction trades area specializing in the HVAC field.



## SkillsUSA District Winners

We are proud to announce that the following students placed 1st at the SkillsUSA District competition in February. They advance to compete April 12th-14th in Hershey at the state competition!

Jaylyn Gardner- Criminal Justice  
Paige Kepner- Extemporaneous Speaking  
Victoria Vogt- Job Skill O  
Lorrene Jacobs- Quiz Bowl  
Haydn Maneval- Quiz Bowl  
Paul Ragan- Quiz Bowl  
Bella Shoemaker- Quiz Bowl

All of our students did an excellent job at the competition. We had 10 students place 2nd and 15 students place 3rd!







**Jaylyn Gardner-  
Hughesville**

1st place in Criminal Justice



**Paige Kepner-  
Hughesville**

1st place in Extemporaneous  
Speaking



**Victoria  
Vogt- Muncy**

1st place in Job Skill Open



Pictured above is the Quiz Bowl - Criminal Justice team that took 1st place!

Lorrene Jacobs- Muncy  
Haydn Maneval- Hughesville  
Austin Starr- Hughesville  
Paul Ragan- Hughesville  
Bella Shoemaker- Hughesville



# Automotive Technology Level 1

Students are hard at work learning different skills. The first picture is two of our Benton students performing a compression test and timing belt on an engine. The second picture is two of our Loyalsock students removing a valve cover to extract a bolt from an engine.





## Automotive Technology Level 2/3

The first picture is Lyco students using trainer cars for electrical diagnostic challenges.

The second picture is of Lyco students preparing for the NOCTI performance. They are mounting and balancing tires.

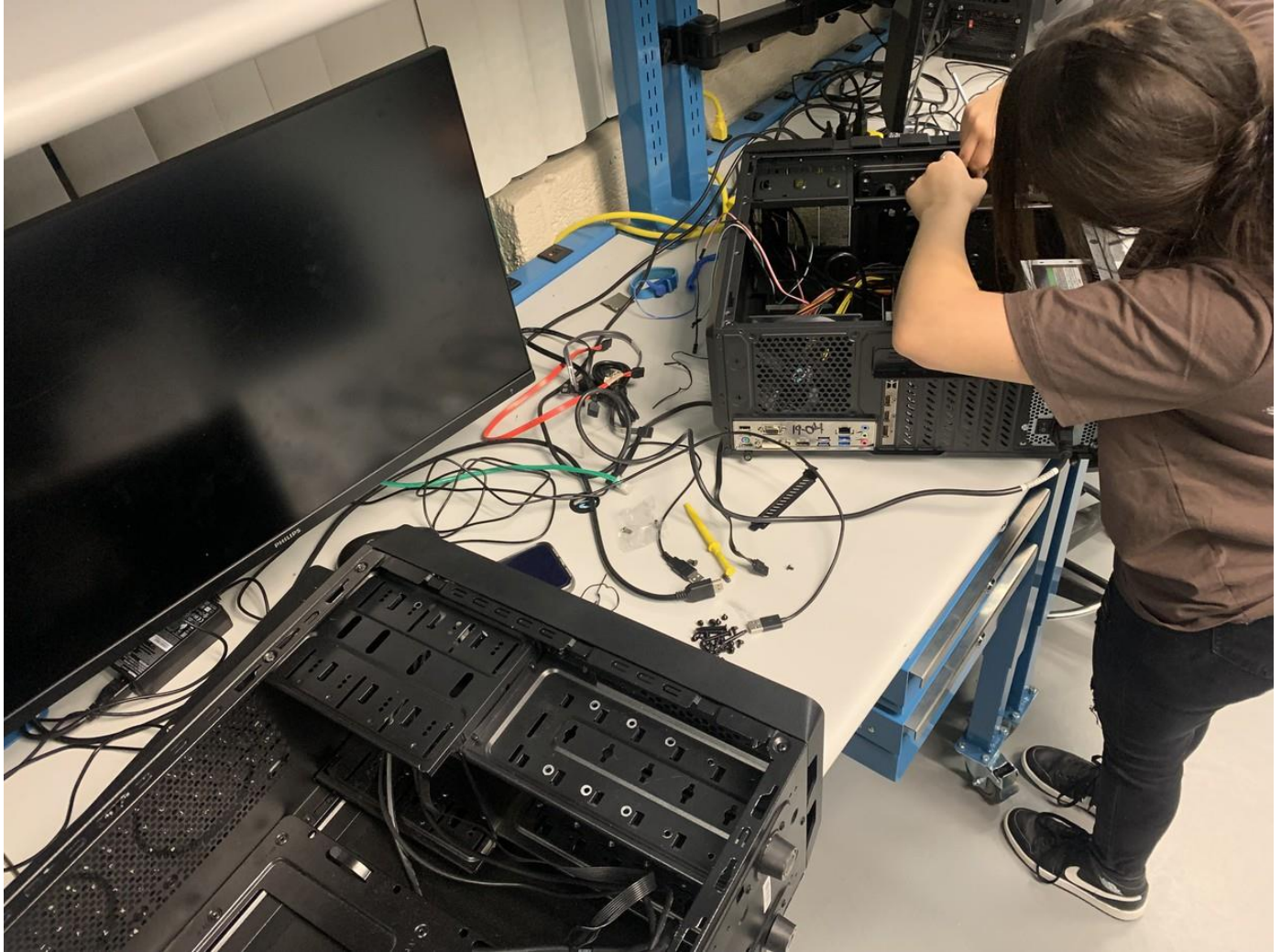
The third picture is Lyco students learning to rebuild engines as part of the core areas covered in Automotive.





## Computer Systems Technology

Lyco students in the PM class swapped their PC's components into new mid-tower cases. New parts and equipment are rotated into the CST classroom every year.



## Construction Technology

The first picture below are Lyco students Leah Vest ( Muncy) and Carson Hess ( WR). They are building a model garage. They are calculating the cost.

The second picture is Teagan Hagenbuch ( WR) and Camden Yoder ( WR) calculating dimensions. They are figuring out the cost of the materials for the model garage.









## Criminal Justice

Criminal Justice students learn about the court system with a mock trial. Instructor Jeremy Brown acts as judge.



## Culinary Arts

The students in Culinary were able to practice their serving skills. Students from every class came to the cafe and were able to order food. Half the Culinary students seated the guest, took their orders and served them their food. The other half of the class prepared and cooked the food. The culinary students swapped positions the following day. As always the food was delicious and the students did an excellent job serving!

The menu was..

Seared Ahi Tuna over Asian Noodles  
Grilled or Traditional Pizza or Calzone  
Panna Cotta with Raspberry Sauce









## Early Childhood

The children have been learning about pets and the Lyco student teachers brought a "field trip" to our classroom. Missy Black came to the morning and afternoon preschools to talk about dog safety and how to take care of the animals in our homes. The ECE class donated many items for the animals at the Lycoming County SPCA.







## Health Careers Level 1

Students in the Level 1 Health class are practicing taking patient vital signs.



## Health Careers Level 2/3

Students in the level 2/3 Health class are practicing many different skills.

Brock King (Hughesville) ready to assist a patient with a bedpan.

Gelia White (Loyalsock) makes an occupied bed.

Victoria Vogt (Muncy) empties a Foley catheter.

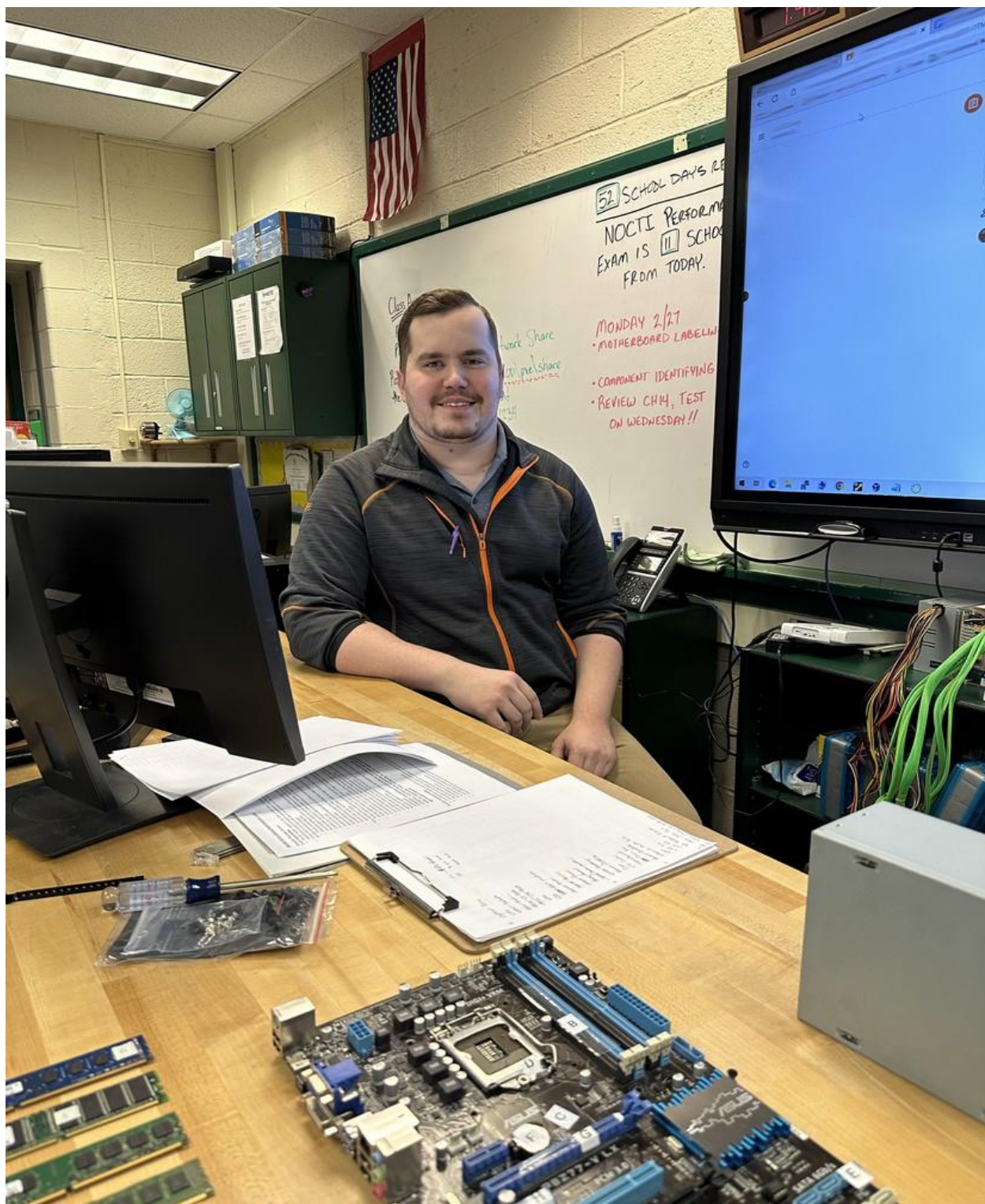


## LYCOCTC ALUMNI SPOTLIGHT

### Brandon Flannery-Montoursville 2014-Computer Systems

Brandon Flannery is a 2014 graduate from Montoursville High School. He was in the LycoCTC Computer Systems program. During his time at LycoCTC, Brandon participated in the Cooperative Education Program. He did his co-op at Young Industries, Inc as a PC Technician. In Brandon's words, it was invaluable, not just to get hands-on experience with the technology, but to be out in the workforce and get accustomed to the day-to-day. After graduating high school, Brandon went to Pennsylvania College of Technology. He graduated with a B.S. of Information Technology, Network Specialist focus, and an A.A.S. of Information Technology, Technical Support focus. Brandon now works at LycoCTC as the Computer Systems teacher! In September 2022 he was hired as a long-term substitute and in February 2023 he became our full time instructor.





## UPCOMING DATES & EVENTS

March 2nd - Professional Advisory Committee Meeting

March 6th - Teacher In-Service Day

March 13th-24th - NOCTI Performance Test

March 16th - Joint Operating Committee Meeting

March 23rd - End of 3rd Marking Period

March 27th-April 4th - NOCTI Written Test

## JOINT OPERATING COMMITTEE

Mr. Michael Mamrak, President- East Lycoming

Dr. Carolyn Strickland- Loyalsock

Mr. Dave Shimmel- Montoursville

Mr. David Messenger- Muncy

Mr. Douglas Whitmoyer- Warrior Run

## PROFESSIONAL ADVISORY COMMITTEE

Dr. Craig Skaluba, Superintendent of Record- Muncy

Mr. Gerald McLaughlin- Loyalsock

Mrs. Christina Bason- Montoursville

Dr. Mark Stamm- East Lycoming

Dr. Thor Edmiston- Warrior Run



# School Based Mental Health & Emotional Wellness

ELSD Faculty and Staff Update

March 10, 2023

From my first meetings with the Board and staff, I heard clearly that students were struggling with emotional and mental wellbeing and that staff and families were searching for ways to help. You expressed to me a clear need to form a school-based program to provide the support ELSD students, staff, and families. In the Fall of 2022, school counselors and I began to map out how we could build such a program to meet these needs. Those initial discussions led to the formation of a broad stakeholder committee selected by school counselors who now are actively working to build a Comprehensive School Based Mental Health (CSBMH) program. I'd like to update you on the committee's work thus far and what you can expect to see in the coming months.

## **Planning Committee**

The 28-member stakeholder planning committee consists of parents, students, faculty, community medical / mental health professionals, School Board representatives, and district administration. The committee meets twice a month virtually from 11:00AM – 12:30PM to address specific needs of ELSD students around mental health and emotional wellbeing. Meetings began in January and will continue through the Spring.

## **Observations from the Committee**

The first meeting asked the committee members to discuss their personal observations or experiences around mental health and emotional wellness needs of our students and staff. Their comments allowed the group to identify trends and commonalities in what was observed in our schools with our students. Their comments, especially those directly from students, presented a clear and full understanding of the work before the committee and what it will take to make this program successful.

## **Goals of the Program**

The committee then moved from these observations to identifying the specific goals of our CSBMH program. Over the course of two meetings, working in small groups, the committee developed and refined the goals to ensure they aligned with the needs of ELSD students and aligned with national trends in adolescent mental health. Those goals are:

1. Teach emotional awareness, self-regulation, and relationship skills to all students through an age appropriate social and emotional learning program PreK-12.
2. Provide adequate and ongoing training for faculty and staff on adolescent mental health and emotional wellbeing.
3. Build tiered supports for students to meet their needs including a core program, peer-group support programs, and access to mental health professionals including school counselors and out-reach counselors.
4. Educate everyone on available resources and ensure understanding of mental health supports for students and staff.



5. Deliver frequent and informative communication to students, staff, and families around mental health and emotional wellbeing.
6. Build family partnerships and provide family training opportunities on adolescent mental health and emotional wellness.
7. Collect reliable feedback from students to ensure the programs match their needs, are effective, and are sustainable.
8. Ensure time in the day for students to seek help and access resources.

### **A Need for Data**

Unfortunately, we do not have current data from students on how they are doing with these topics. Although the district participates in the Pennsylvania Youth Survey (PAYS), the most current data available is from the Fall of 2019. Following the recommendations from myself and school counselors, the committee endorsed the need for more reliable student data. Just like we sample students during the year on academic growth we also need to know how they are doing mentally and emotionally. The committee agreed, and supported recommendations for a K-6 teacher collection tool called the DESSA from Aperture Education and a 7-12 student self-report survey from Panorama Education.

More information on these assessment tools will be forthcoming to students, staff, and families with clear explanations on what they do, what they do not do, and how parents can opt their child out if desired.

### **Broader Understanding**

At each meeting, the committee also discusses national studies and research on adolescent mental health. The goal of including these resources is to ensure that the committee is making decisions about the needs of ELSD students within the broader context of recognized national trends in adolescent mental health.

### **Next Steps**

Moving forward the committee will begin reviewing and advising the administration on core programs to support the social and emotional wellbeing of students. These programs will be carefully reviewed to ensure focus on teaching students to understand emotions such as: anger, frustration, and stress. The programs also need to teach students how to appropriately respond to their emotions, how to treat others, and how to build healthy relationships with peers and adults. There was also a clear need from the committee that these core programs are age appropriate and address negative influences through social media, bullying, and peer pressure.

I hope that this provides you with a full update on the committee's work and what we are attempting to build to support you, the students, and our families.

Sincerely,  
Dr. Mark Stamm  
Superintendent of Schools



Administrative Regulations  
Supplemental Pay Step Placement

The following guidelines will be used for the determination of step placement of new coaches. These guidelines are intended to ensure transparency and consistency in hiring recommendations by the administration to the board, to existing employees, and with applicants.

Supplemental pay steps are set in the collective bargaining agreement between the Board of Directors and the East Lycoming Education Association.

Step placement is the discretion of the administration and recommendations to the Board will include specific information relative to one of the categories below. Determination is whichever category results in the highest step placement for the applicant. Stacking of categories is prohibited.

These guidelines are effective for only new hiring recommendations effective March 14, 2023.

Initial Step Determination

**Paid Coaching Experience (Other than sport recommended for hire)**

*Experience at High School Junior Varsity level or above*

0-3 Seasons - Step 1

4-6 Seasons - Step 2

6+ Seasons - Step 3

**Paid Coaching Experience in the Sport**

*Experience at high School Junior Varsity level or above*

1 Season - Step 1

2 Seasons - Step 2

3 Seasons - Step 3

4 Seasons - Step 4

5+ Seasons - Step 5

**Personal playing experience at collegiate, semi-pro, or professional level**

1-3 Seasons - Step 1

4-7 Seasons - Step 2

8+ Seasons - Step 3

Adam Creasy  
Director of Technology

March 8th, 2023

Topic: eRate 2023 - PEPPM Mini Bid

Description:

The East Lycoming SD qualifies for 70% reimbursement for Category 2 equipment through the eRate competitive bidding process. In the years past, we have used this funding to update our district-wide wired and wireless network to continue to provide enhanced connectivity for all our buildings and devices. Our wired and wireless network currently serves around 3500 devices during the day and is critical to our operations within the district, from our phones, all the way down to our HVAC and door access systems.

This year, we are proposing to utilize our eRate funding to purchase the networking equipment required for the new Ashkar construction as well as upgraded battery backup units for all of our network closet locations to continue to protect against power disruptions. These battery backups are critical pieces of equipment since our phones, and door access control systems are all operated with our network switches.

Attached you will find PEPPM mini bid responses for the categories of Network Switches, Wireless Access Points, and UPS battery backup units. The total amount listed on the spreadsheets does not include the 70% reimbursement; therefore, the final amount the district will have to pay is 30% of these total amounts.

The technology department is requesting the approval to purchase this equipment using the current technology reserve fund.

All the best,  
Adam