

**LAMPETER-STRASBURG SCHOOL DISTRICT**

Lampeter, Pennsylvania 17537

**BOARD WORKSHOP MEETING AGENDA**

September 16, 2019

**FOR BOARD WORKSHOP ACTION**

**PERSONNEL COMMITTEE**

**1. RECOMMENDATION FOR APPROVAL OF EMPLOYMENT – SUPPORT**

Recommend the approval of the employment of Samantha M. Wilson as a 10-month guidance secretary for Lampeter-Strasburg High School. Ms. Wilson will become a category C support employee and will be compensated at \$14.56 per hour effective on September 16, 2019.

**2. RECOMMENDATION FOR APPROVAL OF CHANGE OF STATUS**

Recommend a change of employment status for the following individuals:

- a. Melissa M. Gramley, learning support teacher, Lampeter-Strasburg High School. Ms. Gramley will become a special education consultant for Lampeter-Strasburg School District on or about September 30, 2019. Her annual compensation will remain \$74,395 based upon Step 10, Level M30, of the District compensation agreement.
- b. Amanda R. Kinert, half-time (50%) language arts coach, Martin Meylin Middle School. Ms. Kinert is currently employed under a temporary professional teaching contract, but will now be provided a professional teaching contract in coordination with tenure that was previously granted by another Pennsylvania public school district, effective September 16, 2019. Her annual compensation will remain \$30,467 based upon (50%) Step 5, Level M, of the District compensation agreement, pending reactivation of her teaching certificate.
- c. Mary E. Williams, part-time building secretary, Lampeter Elementary School. Ms. Williams will become a 12-month, salary exempt employee assigned to serve as the Administrative Assistant to the Superintendent, effective on or about September 23, 2019. She will be assigned to Lampeter-Strasburg School District Administration Building and will be compensated at \$48,000 annually.

**3. RECOMMENDATION FOR APPROVAL OF SUPPLEMENTAL CONTRACTS**

Recommend the approval of a supplemental contract for Melissa Gramley – Special Education Consultant – 8 days - \$2,445.79.

**4. RECOMMENDATION FOR APPROVAL OF SUBSTITUTES**

Recommend the approval of substitutes in their respective capacities, as follows:

Certified Substitute

Plechner, Gretchen B.                      English (7-12)

Emergency Certified Substitute

Decarli, Gabriella E.                      All Subject Areas

Hohman, Kaitlyn N.                        All Subject Areas

Support Staff Substitute

Hartman, Andrew T.

**BUSINESS AND FINANCE COMMITTEE**

**5. RECOMMENDATION FOR APPROVAL OF CHANGE ORDER FOR ATHLETIC FIELD PROJECT**

Recommend approval of Change Order 19 to ECI Construction, Inc., for \$3,030.00 credit to have Lampeter-Strasburg School District complete successful seeding activity and required grow-in of lawn areas, as posted.

## **MISCELLANEOUS**

### **6. DISCUSSION OF POLICIES AS PART OF PSBA POLICY REVIEW**

Dr. Peart will lead discussion of policies as part of PSBA policy review, as posted:

- a. Policy 901 Public Relations Objectives
- b. Policy 902 Publications Program
- c. Policy 903 Public Participation in Board Meetings
- d. Policy 904 Public Attendance at School Events
- e. Policy 905 Citizen Advisory Committees
- f. Policy 906 Public Complaint Procedures
- g. Policy 907 School Visitors
- h. Policy 908 Relations with Parents/Guardians
- i. Policy 909 Municipal Government Relations
- j. Policy 910 Community Engagement
- k. Policy 911 News Media Relations
- l. Policy 912 Relations with Educational Institutions
- m. Policy 913 Nonschool Organizations/Groups/Individuals
- n. Policy 913.1 Commercial Sponsorship Agreements
- o. Policy 914 Relations with Intermediate Unit
- p. Policy 916 Volunteers
- q. Policy 917 Parental/Family Involvement
- r. Policy 918 Title I Parent and Family Engagement

### **7. DISCUSSION OF UPDATED POLICY**

Dr. Peart will lead discussion of Policy 004 Membership, as posted.

### **8. RECOMMENDATION FOR APPROVAL OF TRANSPORTATION**

Recommend the approval of round trip transportation for full day private kindergarten for District residents for Owen Phyllaier, son of Daniel and Cheryl Phyllaier.

### **9. DISCUSSION OF PSBA PRINCIPLES**

Dr. Peart will lead a discussion of PSBA Principles, as included in Board folders.

### **10. INTRODUCTION OF NEW TEACHERS TO THE SCHOOL BOARD**

The Board of School Directors will meet with the new teachers for the 2019-2020 school year.

26 August 2019

Mr. David S. Noss  
Vice-President of Project Management  
[dave.noss@eciConstruction.us](mailto:dave.noss@eciConstruction.us)  
eciConstruction, LLC  
124 West Church Street  
Dillsburg, Pennsylvania 17019

Re: Lampeter-Strasburg School District  
Renovation of Athletic Field One and Field Two  
Architerra Project Number: 1531.00  
Change Order Number Nineteen – General Site Construction

Dear Mr. Noss:

**Please read this correspondence carefully in order to assure an efficient resolution of the matter at hand.** This correspondence formally introduces Change Order Number Nineteen to the contract documentation process. Change Order Nineteen is a credit with regards to the successful development through the grow-in period of satisfactory grass cover. It is understood the Lampeter-Strasburg School District will now perform this work task. A credit of \$3,030.00 will be assigned to this task.

This credit will result in a reduced sum of \$3,030.00 being deducted from the contract sum.

As a result, Architerra has authored and provided three original AIA Change Order forms to depict the contract adjustment for Change Order Number Nineteen. Upon your review and agreement with this document, please sign and date your endorsement to all three originals and then mail all three originals to Mr. Keith Stoltzfus at the following address:

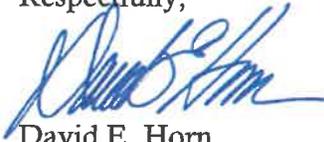
Mr. Keith Stoltzfus  
Business Manager  
Lampeter-Strasburg School District  
District Administration Building  
1600 Book Road  
Lancaster, Pennsylvania 17602

# architerra, pc.

Lampeter-Strasburg School District: Change Order Number 19 – General Site Construction  
26 August 2019  
page 2

Upon receipt, Mr. Stoltzfus will have all three original Change Order Nineteen documents signed by the appropriate party at the Lampeter-Strasburg Area School District. He will then forward one original to your office and one original to me at Architerra, PC. Thank you for this consideration.

Respectfully,



David E. Horn  
Principal

ARCHITERRA, PC  
[dehorn@architerra.com](mailto:dehorn@architerra.com)

Attachment

cc: C. Rist /with attachment  
K. Stoltzfus /with attachment  
File /with attachment

Note: This correspondence was sent to all parties by electronic mail on August 26, 2019 and first class on August 26, 2018.

DEH/kan

# Change Order

**PROJECT:** (Name and address)

Lampeter-Strasburg School District  
Renovation of Athletic Field One  
and Field Two – General Site  
Construction

**CHANGE ORDER NUMBER:** Nineteen

**DATE:** 26 August 2019

**OWNER**

**ARCHITECT**

**ARCHITECT'S PROJECT NUMBER:** 1531.00

**CONTRACTOR**

**TO CONTRACTOR:** (Name and address)

eciConstruction, LLC  
124 Church Street  
Dillsburg, Pennsylvania 17019

**CONTRACT DATE:** 5 September 2017

**CONTRACT FOR:** Varsity Softball Field Renovation  
Athletic Fields One and Two Renovation

**FIELD**

**OTHER**

The Contract is changed as follows:

Credit to Contract to have School District complete successful seeding activity and required grow-in of lawn areas.

**TOTAL CONTRACT CREDIT = \$ 3,030.00**

The original Contract Sum was \$ 3,880,500.00

The net change by previously authorized Change Orders \$ 522,095.83

The Contract Sum prior to this Change Order was \$ 4,402,595.83

The Contract Sum will be increased  
by this Change Order in the amount of \$ -3,030.00

The new Contract Sum including this Change Order will be \$ 4,399,565.83

The Contract time will be unchanged by (0) zero days.

The date of Substantial Completion as of the date on this Change Order therefore is 7/11/18

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR, AND OWNER.**

Architerra, PC  
ARCHITECT

eciConstruction, LLC  
CONTRACTOR

Lampeter-Strasburg School District  
OWNER

205 North Main Street  
ADDRESS

124 West Church Street  
ADDRESS

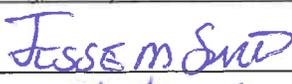
1600 Book Road  
ADDRESS

Coopersburg, Pennsylvania 18036

Dillsburg, Pennsylvania 17019

Lancaster, Pennsylvania 17537

BY 

BY 

BY \_\_\_\_\_

DATE 26 August 2019

DATE 9/4/2019

DATE \_\_\_\_\_

## **901 Public Relations Objectives**

### **Purpose**

The purpose of the school-community relations program is to establish and maintain communication that informs the parents/guardians and public and involves them in the educational goals and programs of the district's schools.

### **Authority**

To achieve this purpose, the Board shall provide parents/guardians and other district residents opportunities to receive information and orientation regarding the schools. The Board will utilize all appropriate means and media to achieve its public relations objectives.

### **Guidelines**

The objectives of the district's public relations program shall be to:

1. Explain the programs, achievements and needs of the schools.
2. Determine what residents expect from their schools and what they want to know about the school's programs and operations.
3. Keep students, parents/guardians and staff members fully informed about relevant Board policies and procedures and their own responsibilities and rights.
4. Communicate factual information to avoid rumors and communication crises.
5. Involve students, parents/guardians and the community in discussions regarding education programs, student activities and Board policy.
6. Operate in public session, as speedily and efficiently as circumstances permit and with appropriate public participation. [\[1\]](#)[\[2\]](#)[\[3\]](#)
7. Recognize students and their achievements.

### **Delegation of Responsibility**

It shall be the responsibility of all district staff to:

1. Acquaint parents/guardians and residents with the educational achievements of the schools, students and staff.
2. Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints.
3. Make parents/guardians, volunteers and visitors feel welcome in the school and in the classroom.

4. Cooperate with parent-teacher and other community groups.
5. Maintain student relations that encourage cooperation of the parents/guardians.
6. Observe interstaff relations conducive to high morale that merit the respect of students and citizens.

## **902 Publications Program**

### **Purpose**

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding Board policies and district finances, programs, personnel and operations.

### **Authority**

The Board shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.

### **Delegation of Responsibility**

Matters of a routine nature may be released by the Superintendent as they have been recorded in the minutes of Board meetings and upon request of media representatives.

All publications, releases, photographs and the like depicting the accomplishments of district students and staff may be approved at the discretion of the Superintendent.

## **903 Public Participation in Board Meetings**

### **Purpose**

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

### **Authority**

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

In order to permit fair and orderly expression of public comment, **the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action or deliberation before the Board** prior to official action by the Board.[\[2\]](#)

The Board shall require that all public comments be made at the beginning of each meeting.

If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.[\[2\]](#)

**A resident or taxpayer who wishes to make any comment shall secure the recognition of the presiding officer and may thereafter comment.**

**Unless extended by the presiding officer, the public comment period at the beginning of the meeting shall be limited to one (1) hour.**

### **Delegation of Responsibility**

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

### **Guidelines**

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

The Board requires that public participants be residents or taxpayers of this district or anyone representing a group in the community or school district, any representative of a firm eligible to bid on materials or services solicited by the Board, any district employee, or any district student.

All individuals wishing to participate in a public Board meeting shall register their intent with the Board Secretary in advance of the meeting and shall include the name and address of the participant, topic to be addressed and group affiliation, if applicable.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

**The resident or taxpayer shall limit his/her comment to not more than ten (10) minutes. However, the presiding officer may permit comments in excess of ten (10) minutes. The presiding officer may limit repetitive comments.**

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

**A participants right to comment is for purposes of addressing the Board, not for purposes of asking questions of individual Board members or persons employed by the school district. Unless the presiding officer requests a member of the Board or persons employed by the school district to respond to a question, the presiding officer shall remind participants of this policy and will request members of the Board and persons employed by the school district not to respond to questions, and not to engage in debate, at the public meeting with any participant.**

**The following shall not be permitted:**

- 1. Comments about matters which are not properly discussed at a public meeting, for example, comments about specific students.**
- 2. Vulgar, abusive, obscene or profane language.**

**The presiding officer may:**

- 1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.**
- 2. Request any individual to leave the meeting when that person does not observe reasonable decorum.**
- 3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.**
- 4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.**

**A person attending a meeting shall have the right to use recording devices to record the proceedings at a meeting. The presiding officer may require that**

**recording devices be used in a manner so as not to disrupt or interfere with the conduct of the meeting.**

**No placards or banners will be permitted within the meeting room without prior approval.**

**The meeting agenda and all pertinent documents shall be available to the press and public at the meetings.**

**In addition to comments by residents and taxpayers, the presiding officer may permit comments by persons who are neither residents or taxpayers. Whether to permit comments by persons who are neither residents nor taxpayers shall be within the discretion of the presiding officer. Comments shall be subject to the same procedures that are applicable to comments by residents and taxpayers.**

## **904 Public Attendance at School Events**

### **Purpose**

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.

### **Definitions**

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, **cigarillo, little cigar**, pipe or other smoking product or material and smokeless tobacco in any form **including chewing tobacco, snuff, dip or dissolvable tobacco pieces.**[\[1\]](#)

**For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.**

**For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.**

### **Authority**

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.[\[2\]](#)[\[3\]](#)

### **Delegation of Responsibility**

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.

**The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.**[\[4\]](#)

### **Guidelines**

#### **Tobacco/Nicotine**

The Board prohibits **use of tobacco, nicotine and nicotine delivery products** by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[\[1\]](#)[\[5\]](#)

**This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adult members of the public in attendance at school events.**

***Reporting -***

**The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, **nicotine and nicotine delivery products** by any person on school property to the Office for Safe Schools on the required form.**[\[6\]](#)[\[7\]](#)

***Additional Reports – Tobacco Only -***

The Superintendent or designee may report incidents involving the sale of tobacco to minors by any person 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 **school police, school resource officer (SRO), or 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.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Free Admittance

The Board directs the Superintendent to develop and implement programs in order to provide free admittance to selected school events for senior citizens who are district residents, as well as district personnel.

Service Animals

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.[\[12\]](#)[\[13\]](#)[\[14\]](#)

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## **905 Citizen Advisory Committee**

### **Purpose**

Citizen advisory committees can be useful in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific school issues.

An advisory committee shall consist of at least one (1) Board member, interested community residents, and district administrators when appropriate.

### **Authority**

**Residents of the district who are especially qualified because of training, experience, or personal characteristics shall be encouraged to take an active part in school affairs. Such individuals shall be invited to act as advisors individually and in groups in areas such as the following:**

- 1. The clarifying of the general ideas and attitudes held by district residents in regard to the schools.**
- 2. The developing of Board policies under which the school district is to be managed.**
- 3. The establishing of administrative arrangement and regulations designed to implement these policies.**
- 4. The determining of the purposes of courses of student and special services to be provided for students.**
- 5. The evaluating of the extent to which these purposes are being achieved by present practices.**
- 6. The giving of active assistance to the professional staff in the actual operation of classes and services where the staff deems such aid valuable.**
- 7. The solving of a specific problem or set of closely related problems about which a decision must be made.**

When creating an advisory committee, the Board shall:

1. Define the committee's assignment.
2. Appoint a Chairperson and a recording secretary.
3. Approve appointment of residents, staff members and/or students recommended by the Superintendent.
4. Seek the widest range of community interest and backgrounds.

Recommendations of advisory committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations.

Meetings of an advisory committee are not regular meetings of the Board and shall be open to the public only upon invitation of the committee.

## **906 Public Complaint Procedures**

### **Purpose**

The Board welcomes inquiries, suggestions, and constructive criticism **from** parents/guardians, **district** residents or community groups regarding the district's programs, personnel, operations and facilities. **The Board adopts this policy to establish procedures** for seeking appropriate resolution **to complaints**.

### **Authority**

**The Board encourages parents/guardians, district residents or community groups who have general complaints about Board policy and district procedures, district programs, personnel, operations and facilities to follow the general complaint procedure established in this policy.**

The Board **directs** parents/guardians, other individuals and organizations alleging violations **of law** in the **district's** administration of **federally-funded** programs to submit complaints **in accordance with the separate federal program complaint procedure established in this policy.**[\[1\]](#)

**The Board shall ensure that this policy is posted on the district's publicly accessible website in accordance with law.**[\[2\]](#)

### **Delegation of Responsibility**

**The district shall annually notify parents/guardians, employees and the public of this policy and established complaint procedures via the district website, newsletters, posted notices and/or other efficient communication methods.**

### **Guidelines**

#### **General Complaint Procedure**

**It is the intent of the Board that complaints, concerns and suggestions be addressed and/or resolved at the lowest appropriate level.**

**At all levels of this procedure, district employees shall make a determination as to whether the complaint should proceed as outlined in this policy or if the complaint should be submitted through a specialized complaint process addressed in a separate Board policy, district procedure or administrative regulation that is directly related to the nature of the complaint.**

General complaints about Board policy and district procedures, programs, personnel, operations and facilities shall **begin with an informal, direct discussion between the complainant and district employee who is most directly involved.**

**The employee** shall attempt to provide a reasonable explanation or take appropriate action within the employee's authority. The employee shall report the matter and the resolution to the building principal or immediate supervisor.

**When an informal discussion fails to resolve the complaint, the following procedure shall be used.**

**First Level - If a satisfactory resolution is not achieved by discussion with the employee, the complainant shall submit a written complaint to the building principal or designee and a conference shall be scheduled with the complainant. The written complaint shall include the contact information of the person or group filing the complaint, the specific nature of the complaint, a brief statement of relevant facts, how the complainant has been affected adversely, and the action requested. The building principal or designee shall provide a written response to the complainant.**

**Second Level - If a satisfactory resolution is not achieved through a conference with the building principal or designee, the complaint shall be referred to the Superintendent or designee. The Superintendent or designee shall review the complaint and may schedule a conference with the complainant. The Superintendent or designee shall provide a written response to the complainant.**

**Third Level - If a satisfactory resolution is not achieved through referral to the Superintendent or designee or if resolution of the complaint is beyond his/her authority and requires Board action, the Superintendent or designee shall refer the complaint to the Board.**

**The Board**, after reviewing all information relative to the complaint, shall provide the complainant with its written **response**. **The Board may, at its discretion**, grant a hearing before the Board or a committee of the Board. **If a hearing is granted**, the complainant shall be advised of the Board's **response**, in writing, no more than **thirty (30)** days following the hearing.

Any requests, suggestions or complaints **first** directed to individual Board members and/or the Board shall be referred to the Superintendent for consideration, **investigation** and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with the **procedures outlined above**.

#### Complaint Procedure for Federal Programs

Complaints alleging violations of law in the district's administration of federally-funded programs shall be processed in accordance with the following procedure.[\[1\]](#)

**The complainant shall submit** a written, signed statement **to the district's administration office** that **includes**:

1. **Contact information of the individual or organization filing the complaint.**

2. Alleged federal program violation.
3. Facts supporting the alleged violation.
4. Supporting documentation, such as information on discussions, correspondence or meetings with district **staff** regarding the complaint.

**District staff shall forward** complaints to the **district administrator responsible for federal programs**, who will notify the Superintendent **and acknowledge receipt of the complaint in writing**.

The **district administrator responsible for federal programs shall** conduct an independent investigation, which **may** include, but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for **participants to ask questions of each other** and witnesses.

When the investigation is completed, the **district administrator responsible for federal programs shall** prepare a **written** report with a recommendation for resolving the complaint. The report **shall** include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.
4. Recommended resolution.
5. Reasons for the recommended resolution.

The **district administrator responsible for federal programs shall** submit the **written** report to the Superintendent, who will determine whether further investigation is required and/or the district's final response.

**All individuals and/or organizations making the complaint or that are the subject of the complaint shall** be notified of the resolution of the complaint by the **Superintendent or designee**.

The **district administrator responsible for federal programs shall** ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint **shall** not exceed sixty (60) calendar days, unless circumstances require additional time.

**The complainant** may appeal the final resolution to the Pennsylvania Department of Education.

**Division Chief**

Division of Federal Programs

PA Department of Education

333 Market Street

Harrisburg, PA 17126-0333

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## **907 School Visitors**

### **Authority**

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.[\[1\]](#)

### **Delegation of Responsibility**

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

**The Superintendent or designee shall also be authorized to establish administrative regulations that will:**

- 1. Encourage visitors to observe our schools.**
- 2. Provide appropriate hospitality for visitors.**
- 3. Channel expressions of approval as well as constructive criticism to the Board.**
- 4. Ensure that such visits will enhance the effect of the educational program rather than hinder it.**

### **Guidelines**

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they will sign in and sign out and receive a badge. Visitors will be asked to present a valid form of identification (i.e., driver's license) prior to being admitted into the school building.

After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.

All staff members shall be responsible for requiring a visitor demonstrate that s/he has registered at the school office and received authorization to be present for the purpose of conducting business.

No visitor may confer with a student in school without the approval of the principal.

Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

### Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations. [\[1\]](#)[\[2\]](#)

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

### Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to: [\[3\]](#)[\[4\]](#)

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

## **908 Relations With Parents/Guardians**

### **Purpose**

The Board believes that the education of students is a joint responsibility that is shared by the parents/guardians. To ensure that the best interests of each student are served in the educational process, a strong program of communication and cooperation between home and school must be maintained, and parental involvement encouraged.[1][2]

### **Authority**

The Board feels that it is the parents/guardians who have the ultimate responsibility for their children's behavior in school, including the behavior of students who have reached the legal age of majority but are, for all practical purposes, under parental authority.[3]

### **Delegation of Responsibility**

During school hours, the Board acts in loco parentis or in place of the parents/guardians, through its designated administrators.[4]

### **Guidelines**

Parents/Guardians are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.

The Board directs that the following activities be implemented to encourage parent-school cooperation:

1. Parent-teacher conferences to permit two-way communication between home and school.[5]
2. Open houses in district schools to provide parents/guardians the opportunity to see the school facilities, meet the faculty, and witness school programs.
3. Special events of a cultural, ethnic or topical nature that are initiated by parent groups; involve the cooperative effort of students, staff and parents/guardians; and are of general interest to the schools or community.

The Board believes that parents/guardians have a responsibility to support and encourage their child's career in school through the following actions:

1. Require that students comply with district policies and school rules and regulations and accept responsibility for their behavior.
2. Send students to school with proper attention to their health, personal cleanliness and dress.

3. Maintain an active interest in the student's daily work and provide appropriate supervision for completion of assigned homework.
4. Read, sign and return promptly all communications from school, when requested.
5. Attend conferences for the exchange of information on the student's progress in school.[5]
6. Participate in school activities and special functions.

**It shall be the policy of the school district that a child shall not be released from school to the care of the noncustodial parent unless the custodial parent consents to the release or the noncustodial parent presents to the principal a court order authorizing such a release.**

## **909 Municipal Government Relations**

### **Purpose**

It is the policy of the Board that school district officials and municipal officials maintain a close and harmonious association. Such liaison is requisite for dealing with school/community concerns and issues in a satisfactory manner while assuring prudent expenditure of tax dollars.

### **Authority**

The Board recognizes that its authority derives directly from the General Assembly, but it also is aware that the municipality and the school district must work together for the welfare of the residents.[\[1\]](#)

The Board, as an independent body, has no statutory relationship to other local governmental bodies. However, the Board may cooperate with local government units and other appropriate organizations in matters that affect district responsibilities. Such organizations may include, but not be limited to, health agencies, public libraries, museums, police and fire departments, township supervisors, borough council, planning commissions and the courts.

In matters affecting the budgets of such agencies, the Board shall neither seek special consideration nor assume costs that properly fall outside its jurisdiction, except as prescribed by law.

The Board advocates joint expenditures of district and municipal or county funds to provide facilities from which the entire community may derive benefits. In accordance with this policy, the Board may, as either opportunity or need arises, and as it is entitled to do by law, enter into joint action agreements with the local municipal governing body in acquiring or leasing, improving, equipping, operating or maintaining such jointly used facilities.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

### **Delegation of Responsibility**

The Superintendent and each local police department that has jurisdiction over school property shall enter into, and update on a biennial basis, a memorandum of understanding which shall be developed and executed in accordance with state law and regulations.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

To maintain cooperation with the municipality for fiscal and facilities planning, the Superintendent or designee will meet periodically with municipal officials to discuss issues of common interest.

## **910 Community Engagement**

### **Purpose**

The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses, and community organizations are encouraged and invited to be involved stakeholders in the school community. Such engagement strengthens broad-based community support for the school district's mission, goals, operations and educational programs.

### **Definition**

**Community engagement** is defined as an ongoing collaborative process in which the school district works with the public to build understanding, guidance, and active support for the education of students in the community.

### **Authority**

The Board endorses the concept that community engagement is essential for the school district and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for district students. The Board intends, through this two-way communication, to identify the community's concerns, needs and suggestions, and to be responsive to the community through the Board's actions.

The Board also recognizes that the public offers resources of training and experience useful to the schools. The quality of the district's operations and programs can be strengthened when these resources are used in an advisory capacity.

The Board, with assistance from the administration, shall determine the appropriate strategy when utilizing the community engagement process.

The Board, in consultation with the Superintendent, shall identify a team of individuals who will be responsible for developing, implementing and delivering a community engagement program.

After a community engagement process is concluded, the Board shall make the final decision regarding an issue.

The Board shall annually assess the effectiveness of the community engagement program.

### **Delegation of Responsibility**

The Board directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, businesses and community organizations to participate in dialogue and decision-making related to district-wide and school-based issues.

The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about district and school programs and the available opportunities to become actively involved.

### **Guidelines**

Students, parents/guardians and community members must submit to the Superintendent's office any communications and questions addressed to the Board.

The Board and administration shall give substantial weight to the input received from the community. When evaluating the community's suggestions, the Board and administration will consider the impact on the district's goals, operations, educational programs, and financial resources. Recommendations made by the community shall not reduce the authority or responsibility of the Board, which may accept or reject such recommendations.

The district shall communicate to the community the Board's decision and its rationale regarding an issue involving community engagement.

## **911 News Media Relations**

### **Purpose**

Representatives of the local press, radio and TV are an important link in communications between school and community. Maintenance of good working relationships with media representatives is essential to meeting the objectives of the school-community relations program.

### **Authority**

The Board shall have final approval for all procedures regarding relations between the news media and the district.

The Board reserves the right to negotiate for radio broadcasting, televising, filming, or sound recording of any school event by an outside agency. These rights, if sold, shall be contracted under conditions that bring the most favorable terms to the school district.

### **Delegation of Responsibility**

The chief communications representative for the Board shall be the Superintendent.

The communications representative shall be responsible to:

1. Be readily available to media representatives.
2. Keep media representatives informed of all aspects of the school district so that reporting will be done on the basis of a complete and valid overview.
3. Submit and suggest feature stories or articles of interest or relevance.
4. Assist district staff with media relations.
5. Assist various school-related groups in their relations with the news media.
6. Assist the Board in preparing regular and special publications for the public.

### **Guidelines**

Staff members shall not give school information or interviews requested by news media representatives without prior approval of the district's communications representative.

Submission of photographs to news media and permission for news media representatives to photograph district subjects, personnel, or students shall be authorized by the communications representative and the individuals involved or their parents/guardians.

Photographs of a controversial nature, or that are questionable with regard to individual rights of privacy, shall not be sanctioned.

## **912 Relations with Educational Institutions**

### **Authority**

It is the policy of the Board that lines of communication be maintained by the school district with other districts and institutions that provide programs, training or services not otherwise available to district students and with districts whose resident students are enrolled in programs of this district.

### **Delegation of Responsibility**

Maintaining cooperative and constructive relationships with other educational institutions shall be the responsibility of the Superintendent or designee, who will establish administrative regulations that enable the district to do so.

## 913 Nonschool Organizations/Groups/Individuals

**NOTE:** It is important to distinguish that Policy 913 only applies to requests from nonschool organizations, groups and individuals; in contrast, *requests from students* to personally distribute or post materials *shall be governed by Policy 220. Student Expression/Distribution and Posting of Materials.*[1]

### Purpose

The Board recognizes that nonschool organizations, groups and individuals may wish to utilize the district as a means to engage the school community in activities and/or to distribute or post nonschool materials. The Board directs that requests for such utilization from nonschool organizations, groups or individuals shall be governed by this policy.

Activities or school-related information and materials from nonschool organizations, groups and individuals that are integrated with or presented as a part of the district's curriculum or an approved school event or student organization are approved and governed by Board policies related to curriculum and student activities, and are not governed by this policy.[2][3][4]

### Authority

The Board recognizes that the school community may benefit from receiving information from nonschool organizations, groups and individuals, provided the distribution and posting of such information does not interfere with the educational program of the schools. The district's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

The Board prohibits advertisement or promotion by nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or activities not otherwise open to nonschool organizations, groups or individuals.[5][6]

The Board directs that the review and consideration of any activities or nonschool materials requested under this policy shall not discriminate on the basis of content or viewpoint.

### Definitions

**Nonschool organizations, groups or individuals shall mean** those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. When employees or Board members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Board policy regarding student expression and distribution and posting of materials.[1]

**Nonschool materials shall mean** any printed, **technological** or written materials prepared by nonschool organizations, groups or individuals for posting or general distribution **that** are not prepared as a part of the curricular or approved extracurricular programs of the district, **including but not limited to**, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization websites and the like.

**Distribution shall mean issuing** nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions.

**Posting shall mean** publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored websites, through other district-owned technology and the like.

**Prohibited activities and materials shall mean** activities and materials **that**:

1. Violate federal, state or local laws, Board policy or district rules or regulations.
2. Are libelous, defamatory, **obscene, lewd, vulgar or profane.**
3. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and **serious** danger to the health or welfare of students, such as tobacco/**nicotine**, alcohol or illegal drugs.
4. Incite violence, advocate use of force or threaten serious harm to the school or community.
5. Are likely to or do materially or substantially interfere with the educational process, such as school activities, school work, or discipline, as well as safety and order on school property or at school functions.
6. **Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.**
7. Violate written district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

### **Delegation of Responsibility**

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

### **Guidelines**

### **Nonschool Materials**

**The Board requires that nonschool organizations, groups or individuals who wish to distribute or post nonschool materials on school property shall submit them to the building principal. The building principal shall inform the Superintendent or designee of requests received from nonschool organizations, groups and individuals.**

**If approval is granted by the building principal, the nonschool organization, group or individual shall comply with Board policy and administrative regulations, and the district's time, manner and place restrictions for distribution and posting of materials.**

Materials **issued** by nonschool organizations, groups or individuals shall not be distributed during instructional time or school-sponsored activities.

### **Nonschool Activities**

Activities sponsored by nonschool organizations, groups or individuals shall not occur during instructional time or school-sponsored activities.

Requests **by** nonschool organizations, groups or individuals **to invite or promote student participation in nonschool** activities shall comply with Board policy and administrative regulations on distribution and posting of materials.

### **Fundraising**

Directory information for students or staff members will not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising. [8]

### **Scholarships/Awards**

The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established criteria be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records. [8]

The scholarship or award, and any pertinent restrictions, shall be approved by the Board.

### **Travel Services/Foreign Trips**

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.

## **913.1 Commercial Sponsorship Agreements**

### **Purpose**

The Board recognizes that public school facilities and events provide a potential market for commercial sponsorships, that financial payments generated from commercial sponsorships can benefit students and taxpayers by generating support for the school district and its educational programs, and that commercial sponsors should receive special recognition for supporting the school district in such manner.

### **Authority**

The Board, therefore, establishes a program whereby commercial groups, businesses, and companies may voluntarily enter into written agreements, Sponsorship Agreements, to provide private financial support for district programs and activities in exchange for public recognition that may include the sale of "naming" or "sponsored by" rights for school district venues and events as well as advertising, signage, and announcements.

The Board may enter into Sponsorship Agreements with commercial groups, businesses, or companies that allow for advertising to take place on school district property pursuant to restrictions outlined in this policy. The goal of such Sponsorship Agreements shall be to benefit students and taxpayers by generating private financial support for the school district and its educational programs.

This policy does not create a forum for all types of advertising or provide a general public forum for purposes of communication. The intent is to make use of a limited portion of the school district's property in order to generate financial support from commercial sponsors for school district programs and activities.

Noncommercial advertising is not permitted under this policy in order to ensure a professional advertising atmosphere and to maintain the school district's position of neutrality on political, religious, social, and other public issues. This prohibition on noncommercial advertising also extends to potential advertisers or sponsors that by their name, identity, public positions, or reputation are linked to non-neutral positions on such issues.

The district intends generally to receive financial payments from sponsors, but shall consider proposals that include in-kind contributions by sponsors so long as the proposal includes adequate financial payments to satisfy any sales commission earned by any marketing agent of the school district.

### **Guidelines**

#### **Agreement With Marketing Agent**

The Board may enter into written contracts with individuals or companies that have expertise in advertising and marketing, for purposes of identifying potential sponsors and negotiating the terms of Sponsorship Agreements to be approved by the Board.

## Sponsorship Program

The district is authorized to solicit or receive proposals from commercial groups, businesses or companies for Sponsorship Agreements. All Sponsorship Agreements must be in writing and comply with this policy.

Revenues generated from Sponsorship Agreements shall be utilized for the sole benefit of the district and be deposited into the General Fund.

A sponsor may be permitted to advertise or engage in promotional activity on school district property as the parties may agree upon in the Sponsorship Agreement.

Conditions stated in Sponsorship Agreements shall include the following:

1. Locations in which advertising shall be allowed include any outside athletic fields/facilities at which public events are regularly held, administrative building Board Room, high school cafeteria, high school grand hallway, high school gymnasiums, high school library, high school nurses's suite, and high school performing arts center. Advertising may also be allowed as a link from the district website and in district publications.
2. Students shall not be required to listen to, read or be subjected to commercial advertising in the classroom, except when the classroom instruction by the teacher is related to advertising.
3. Advertisements shall not be disruptive or jeopardize the safety of students, staff and/or the public by their content or physical properties.
4. No student or staff information (e.g., names, addresses, telephone numbers, email addresses or other identifying information) shall be made available to sponsors for purposes of distribution or dissemination of advertising.
5. Advertising must comply with all laws, regulations and administrative agency rules of the federal, state and local governments, including, without limitation, all laws, regulations and administrative agency rules applicable to copyrights, trademarks, trade names and patents.
6. No sponsor shall be permitted to use the school district's intellectual property (e.g., team names, slogans, logos, or designs constituting trademark or services marks whether or not registered) unless such use is identified in an approved Sponsorship Agreement or approved in writing by the school district.

## Certain Advertising Prohibited

All advertising, promotional and sponsorship materials and communications by sponsors pursuant to this policy shall be commercial in nature, be in keeping with standards of good taste, be appropriate for school-aged children, and not seek to promote, encourage or engage in any of the following:

1. Support or convey any noncommercial message or position, including, without limitation, any message or position relating to political, religious, social or other public issues, whether from the message(s) or image(s) contained therein or the name, identity, reputation or public position(s) of the advertiser/sponsor.
2. Make false, misleading, deceptive or unwarranted statements or claims.
3. Infringe upon another person's right through plagiarism, unfair imitation of another person's program idea or copy, or any other unfair competition.
4. Disparage of competitor or a competitor's products or services.
5. Advertise lotteries or other games of chance.
6. Contain slanderous, obscene, sexual, profane, vulgar, repulsive, or offensive matters or matter/materials harmful to minors, either in theme or in treatment.
7. Appeal for funds.
8. Contain testimonials that cannot be authenticated.
9. Declare or imply an endorsement of the school district of any company, organization, person, service, product or point of view.
10. Promote the sale or use of alcohol or tobacco products.
11. Promote unlawful or illegal goods, services or activities, or goods, services or activities harmful to minors.

#### Steps for the Approval of Sponsorship Agreements

The following steps shall apply to the approval of Sponsorship Agreements:

1. Sponsorship Agreements should be on a form developed by the school district and approved by the solicitor.
2. All terms and conditions of a Sponsorship Agreements must be in writing, approval of the Board shall be required for any Sponsorship Agreement, and Sponsorship Agreements shall not be valid until approved by the Board at a public meeting.
3. The district shall not be bound by any oral agreements purportedly made by any employee or marketing agent, or by any written agreements not approved by the Board at a public meeting.

#### Severability

The provisions of this policy are severable, and if any of its provisions shall be held invalid or unconstitutional to any extent, such decision shall not effect or impair any of the remaining provisions of the policy. It is hereby declared to be the intention of the

Board that this policy would have been adopted if such invalid or unconstitutional provision had not been included herein.

## **914 Relations With Intermediate Unit**

### **Authority**

Each school district has an opportunity to participate in the services and programs offered by the assigned intermediate unit. [\[1\]\[2\]](#)

It is the policy of this Board that cooperation and communication be maintained with Lancaster-Lebanon Intermediate Unit No. 13 to ensure maximum effectiveness of programs and services.

The Board shall annually review district programs that involve intermediate unit services and make whatever determinations such a review suggests. This review will normally take place prior to the district's approval of the proposed intermediate unit budget. [\[3\]](#)

In order to maintain a constructive relationship with the intermediate unit, the Board member elected by the Board is designated as the official liaison between the district and Lancaster-Lebanon Intermediate Unit No. 13. [\[4\]](#)

### **Delegation of Responsibility**

The duties of the Board representative are to ensure that the Board receives necessary information and data that will lead to sound and valid judgments regarding decisions that involve participation by the district in the various programs and services offered by the intermediate unit.

## **916 Volunteers**

### **Purpose**

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

### **Authority**

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[\[1\]](#)

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[\[2\]](#)

### **Definitions**

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

**Adult** - an individual eighteen (18) years of age or older.[\[3\]](#)

**Certifications** - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[\[4\]](#)[\[5\]](#)

**Direct volunteer contact** - the care, supervision, guidance or control of children and routine interaction with children.[\[3\]](#)

**Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[\[3\]](#)

**Routine interaction** - regular and repeated contact that is integral to a person's volunteer responsibilities.[\[3\]](#)

**Visitor** - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[\[6\]](#)

**Volunteer** – is an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee. [\[5\]](#)

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

### **Guidelines**

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Board.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

### **Certifications**

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old. [\[5\]](#)
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old. [\[5\]](#)
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse. [\[4\]](#)[\[5\]](#)[\[7\]](#)

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information: [\[5\]](#)

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months. [\[8\]](#)

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child. [\[5\]](#)

#### Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health. [\[9\]](#)[\[10\]](#)

#### Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. [\[7\]](#)

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be

reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[7\]](#)

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[\[7\]](#)

### Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[\[11\]](#)[\[12\]](#)

### Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

### Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[12\]](#)

### Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building principal.[\[16\]](#)

### Liability Insurance

The district may provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

### Reimbursement for Expenses

Volunteers may be reimbursed for expenses incurred in the course of their volunteer service **based upon submission of a receipt within forty-five (45) days of Board approval.**

### Acknowledgement

Each volunteer shall affirm in writing that s/he has been provided with a copy of, has read, understands and agrees to comply with this policy.

## **917 Parental/Family Involvement**

### **Purpose**

The Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. The district is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.

### **Definition**

**Parental and family involvement** shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.

### **Authority**

The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.

### **Delegation of Responsibility**

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parental involvement efforts, including, but not limited to, input from parents/guardians and district staff on the adequacy of parental involvement opportunities and barriers that may inhibit parent/guardian participation.

### **Guidelines**

Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.

The parental and family involvement program may include the following:

1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles.
2. Promotion of clear two-way communication between the school and the family about school programs and student progress.

3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.
4. Involvement of parents/guardians, with appropriate training, in instructional and support roles at the school.

## **918 Title I Parent and Family Engagement**

### **Purpose**

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.[\[1\]](#)[\[2\]](#)

### **Definition**

**Parent and Family (Family Member)** - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.

### **Authority**

The Board directs the district and each of its schools with a Title I program to:[\[1\]](#)

1. Conduct outreach to all parents and family members.
2. Include parents and family members in development of the district's overall Title I Plan and process for school review and improvement.[\[3\]](#)
3. Include parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:
  - a. Distributed in writing to all parents and family members.
  - b. Incorporated into the district's Title I Plan.[\[3\]](#)
  - c. Posted to the district's publicly accessible website.[\[4\]](#)
  - d. Evaluated annually with parent and family involvement.
4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.

### **Accessibility**

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.[\[1\]](#)[\[5\]](#)

## **Delegation of Responsibility**

The Superintendent or designee shall ensure that the district's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law. [\[1\]\[3\]](#)

The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include:

1. Providing communications in clear and simple language.
2. Posting information for parents and family members on the district's website.
3. Including a telephone number for parents and family members to call with questions.
4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.
5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate. [\[5\]](#)

The building principal and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.
2. A set of goals and expectations to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact. [\[1\]](#)

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to: [\[1\]](#)

1. Volunteer in their child's classroom. [\[6\]](#)
2. Support their child's learning.
3. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.

## Guidelines

Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.[\[1\]](#)

The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.[\[1\]](#)

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.[\[1\]\[3\]](#)

At these meetings, parents and family members shall be provided:[\[1\]](#)

1. Timely information about programs provided under Title I.
2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels of the academic standards.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.

Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.

Analyze and share the results of the Title I Parent/Family Survey.

Post school performance data on the district's website.

Distribute and discuss the School-Parent and Family Compact.

Host various parent and family nights at each school building with a Title I program.

Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.[\[1\]\[3\]](#)

### Building Capacity for Parent and Family Engagement

The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through: [\[1\]](#)

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.[\[2\]\[7\]](#)
2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
  - a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.
  - b. Using technology, including education about the harms of copyright piracy, as appropriate.[\[8\]](#)
  - c. Providing information, resources and materials in a user friendly format.
  - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.[\[9\]](#)
4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.[\[1\]\[5\]\[10\]\[11\]\[12\]\[13\]\[14\]\[15\]](#)

5. Engage the PTA/PTO to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.

### Coordinating Parent and Family Engagement Strategies

The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by: [\[1\]](#)[\[5\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

1. Involving district and program representatives to assist in identifying specific parent and family member needs.
2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.

### Annual Parent and Family Engagement Policy Evaluation

The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program. [\[1\]](#)

The evaluation shall identify: [\[1\]](#)

1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.
3. Strategies to support successful school and parent and family interactions.

The evaluation shall be conducted through:

Establishment of a schedule and process for the policy review and revision by parents and family members.

An evaluation of the effectiveness of the content and communication methods through a variety of methods.

A parent and family member and teacher survey designed to collect data on school level and district-wide parent and family engagement outcomes.

The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy. [\[1\]](#)

## School-Parent and Family Compact

Each school in the district receiving Title I funds shall jointly develop with parents and family members a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall: [\[1\]](#)

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in Title I programs to meet the academic standards.
2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time. [\[6\]](#)
3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. [\[6\]](#)

## Title I Funds

Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities. [\[1\]](#)

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including: [\[1\]](#)

Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

## Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

## **004 Membership**

### **Number**

The Board shall consist of nine (9) members.[\[1\]](#)

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[\[2\]](#)

### **Qualifications**

Each school director shall meet the following qualifications:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.[\[3\]](#)
2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[\[4\]](#)
3. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.[\[5\]](#)[\[6\]](#)
4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[\[7\]](#)
5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
  - a. Before taking the oath of office or entering upon duties.
  - b. Annually by May 1 while serving on the Board.
  - c. By May 1 of the year after leaving the Board.

### **Election**

Election of members of the Board shall be in accordance with law.[\[13\]](#)

### **Vacancies**

A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

**If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.**[\[14\]](#)

When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Lancaster County.[\[15\]\[16\]](#)

#### *Temporary Vacancy – Active Military Service –*

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.[\[14\]\[19\]\[20\]](#)

#### **Term**

**In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December.** The term of office of each school director shall be four (4) years, **expiring** on the first Monday of December of **the fourth year of service.**[\[1\]\[14\]](#)

**The term of office for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies.**[\[14\]](#)

#### **Removal**

Whenever a school director is no longer a resident of the Lampeter-Strasburg School District or the region s/he represents, eligibility to serve on the Board shall cease.[\[14\]\[21\]](#)

If a school director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting s/he shall neglect or refuse to act in **an** official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]\[22\]](#)

If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of **the school director's** term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]\[22\]](#)

## **Orientation**

The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Accordingly, each new school director **shall**, no later than **the** first regular meeting, **be provided access to** the following items **during the school director's term on the Board**:

1. **The** Board Policy Manual.
2. **The** district Administrative Regulations Manual.
3. The current budget statement, audit report and related fiscal materials.
4. **District** information on comprehensive planning, curriculum, assessments, facilities planning and district programs.
5. **The** Board's adopted Principles for Governance and Leadership. [23]

Each new school director shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.

## **Inservice Educational Opportunities and Required Training Programs**

The Board places a high priority on the importance of a planned and continuing program of education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership **by providing both inservice educational opportunities and required school director training by an approved provider.**

### ***Inservice Education -***

The Board, in conjunction with the Superintendent, shall plan specific inservice education programs and activities designed to assist **school directors** to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Board shall annually budget funds to support its planned program of inservice education and training.

The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions. [\[25\]](#)
  - a. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by **school directors** in conferences, workshops and conventions.
  - b. The Superintendent shall inform **school directors**, in a timely manner, of upcoming conferences, workshops and conventions.
  - c. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the district.
  - d. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the district.
2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications **addressing school directors'** concerns.
4. Maintenance of **current** resources and reference materials accessible to **school directors**.

***Required Training Program: Newly Elected or Appointed School Directors -*** [\[26\]](#)

**Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:**

1. **Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.**
2. **Personnel.**
3. **Fiscal management.**
4. **Operations.**
5. **Governance.**
6. **Ethics and open meetings, to include accountability requirements.**

***Required Training Program: Re-elected or Re-appointed School Directors -*** [\[26\]](#)

**Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:**

1. **Information on relevant changes to federal and state public school law and regulations.**
2. **Fiscal management.**
3. **Trauma-informed approaches.**
4. **Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.**

### **Expenses** [\[7\]](#)

**When attendance has been authorized by the Board, school directors, a nonmember Board Secretary, and solicitor(s)** shall be reimbursed for **actual and necessary** expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for **attendance at** any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement. [\[27\]](#)

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred. [\[27\]](#)

No school director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual **school directors**. [\[7\]](#)

### **Student Representation**

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.