

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

BOARD WORKSHOP MEETING AGENDA
March 20, 2023

Meeting Called to Order

Opportunity for Public Comment Regarding Agenda Items

FOR BOARD WORKSHOP ACTION

MISCELLANEOUS

1. PRESENTATION ON LAMPETER ELEMENTARY SCHOOL INITIATIVES

Dr. Westphal will present information on Lampeter Elementary School initiatives and progress toward comprehensive planning goals.

PERSONNEL COMMITTEE

2. RECOMMENDATION FOR APPROVAL OF SETTING OF “P” VALUE AND SUPPORT STAFF RATES AND RANGES

Recommend the approval of setting the “P” value at 3.5% and “P+” at 4.0%, and adjust administration, support, and salary exempt staff rates to be consistent with the employee’s years of service in their current positions at Lampeter-Strasburg School District within the previously approved 2023-2024 ranges, as posted.

BUSINESS AND FINANCE COMMITTEE

3. RECOMMENDATION FOR APPROVAL OF CHANGE ORDERS FOR CRITICAL CAPITAL PROJECTS

Recommend the approval of change orders, as follows:

- | | | | | |
|----|------------------------------|--------------------|----------------|--|
| a. | Garden Spot Mechanical, Inc. | Change Order HC #2 | Add \$3,296.88 | For time and material weekend work in setting the chillers. |
| b. | KH Electric | Change Order EC #3 | Add \$7,131.50 | To repair underground conduit and electric feed to the Fieldhouse. |

MISCELLANEOUS

4. REVIEW OF ACHIEVEMENT DATA

Dr. Godfrey will present a review of achievement data, as posted.

5. DISCUSSION OF POLICIES

Dr. Peart will lead a discussion of updated and new policies, as follows and as posted:

- | | | |
|----|------------------|--|
| a. | Policy 137 | Home Education Program |
| b. | Policy 137.1 | Extracurricular Participation by Home Education Students |
| c. | Policy 137.2 NEW | Participation in Cocurricular Activities and Academic Courses by Home Education Students |
| d. | Policy 137.3 NEW | Participation in Career and Technology Education Programs by Home Education Students |

6. DISCUSSION OF BOARD POLICY PROCESS AND BOARD SUCCESSION PLAN

Dr. Peart will lead a discussion regarding the current process of reviewing and recommending Board Policy, Administrative Regulations, and procedures as well as the current Board Succession plan, as posted.

7. DISCUSSION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Dr. Peart will lead a discussion concerning the PSBA Principles for Governance and Leadership, as posted.

Opportunity for Public Comment

Adjournment

LAMPETER-STRASBURG SCHOOL DISTRICT
Administration Building
 Analysis of 14-year Salary Increases/**Proposed** Increases

Salary Category	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	Prop 23-24	14 yr total	Avg Annual Increase
Administration	2.00	3.51	0.00	2.25	2.25	2.50	3.00	2.75	2.75	2.75	3.30	3.20	3.00	3.00	3.50	33.26	2.59
Support Staff	2.00	3.00	0.00	2.25	2.25	2.50	3.00	2.75	2.75	2.75	3.30	3.20	3.00	3.00+	3.50	37.75	2.70
Salary Exempt Staff	2.00	3.44	0.00	2.25	2.25	2.50	3.00	2.75	2.75	2.75	3.30	3.20	3.00	3.00	3.50	36.19	2.59
Teachers	4.00	3.90	1.90	2.25	0.00	2.25	2.95	2.75	2.75	2.75	3.30	3.20	3.00	3.00	3.00	38.00	2.71
Base Index (State)	4.10	2.90	1.40	1.70	1.70	2.10	1.90	2.40	2.50	2.40	2.30	2.60	3.00	3.40	4.10	34.40	2.46
L-S Adjusted Index	4.10	2.90	1.60	1.70	2.00	2.50	2.20	2.80	2.80	2.80	2.70	3.00	3.50	4.00	4.10	38.40	2.74
L-S Millage Increase	2.71	3.72	1.60	1.70	1.90	0.90	1.30	1.90	1.50	1.50	1.70	0.00	1.90	1.90		24.23	1.73

*3.51% was the average administrative increase for 2010-11. One *group* of administrators received a 2.00% increase, while the other *group* received a “bump” that varied in percentage depending on where they fell on the system that was in place. 3.0% was the average support staff increase for 2010-11, and 3.44% was the average salary exempt staff increase for 2010-11.

**1.90% was the average teacher increase after the memorandum of understanding (MOU) for 2011-2012. This percentage increase reduced the number of teacher workdays by four (4) days annually.

***When factoring the elimination of the per capita tax, the net L-S millage increase for 2013-2014 was 1.26%.

****For the 2022-2023 school year, any existing support staff member that fell below the new minimum for their respective range after applying the “P” value was moved to the new minimum hourly rate and received at least a 5% increase. Any support staff employee that fell within the new range for their respective employee category after applying the “P” value received an additional 2% to their applicable “P” value, with an hourly rate increase not to exceed 5% from their 2021-2022 hourly rate.

*****Recommend the setting of “P” at 3.5% and “P+” at 4.0% (for those receiving an overall *Distinguished* evaluation) for all administrative, support and salary exempt staff. All referenced staff members will be evaluated utilizing our approved evaluation tools. This follows the recommendation of the market analysis study (PSBA) that was completed and started implementation during the 2019-2020 school year.

+ In addition to the regular administration, support, and salary exempt staff proposed increases, it is recommended to adjust all rates to be consistent with the employee’s years of service in their current position at Lampeter-Strasburg within the previously approved 2023-2024 ranges.

Employees above the maximum rates would continue to be applied a 2% maximum increase.

Lampeter-Strasburg High School PRELIMINARY Keystone Data Winter 2023

Algebra 1	First Time Testers		Re-test	
	#	%	#	%
Advanced	19	22.09%	0	0.00%
Proficient	47	54.65%	8	17.78%
Basic	16	18.60%	30	66.67%
Below Basic	4	4.65%	7	15.56%
Total:	86		45	
Proficient & Adv	76.74%		17.78%	

Pro/Adv First 76.74%
 Pro/Adv Re-test 17.78%

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Biology	First Time Testers		Re-test	
	#	%	#	%
Advanced	43	33.59%	0	0.00%
Proficient	40	31.25%	1	5.00%
Basic	28	21.88%	9	45.00%
Below Basic	17	13.28%	10	50.00%
Total:	128		20	
Proficient & Adv	64.84%		5.00%	

Pro/Adv First 64.84%
 Pro/Adv Re-test 5.00%

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Literature	First Time Testers		Re-test	
	#	%	#	%
Advanced	20	15.75%	0	0.00%
Proficient	75	59.06%	3	16.67%
Basic	25	19.69%	8	44.44%
Below Basic	7	5.51%	7	38.89%
Total:	127		18	
Proficient & Adv	74.80%		16.67%	

Pro/Adv First 74.80%
 Pro/Adv Re-test 16.67%

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Lampeter-Strasburg High School PRELIMINARY Keystone Data Winter 2022

Algebra 1	First Time Testers								Re-Test							
	Grade 9		Grade 10		Grade 11		Grade 12		Grade 9		Grade 10		Grade 11		Grade 12	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Advanced	19	25.33%	0	0.00%	0	0.00%	0	#DIV/0!	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Proficient	44	58.67%	1	33.33%	2	25.00%	0	#DIV/0!	0	0.00%	7	18.92%	1	25.00%	0	0.00%
Basic	11	14.67%	1	33.33%	4	50.00%	0	#DIV/0!	0	0.00%	25	67.57%	2	50.00%	3	100.00%
Below Basic	1	1.33%	1	33.33%	2	25.00%	0	#DIV/0!	1	100.00%	5	13.51%	1	25.00%	0	0.00%
	75		3		8	0	0	0	1		37		4		3	

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Biology	First Time Testers								Re-Test							
	Grade 9		Grade 10		Grade 11		Grade 12		Grade 9		Grade 10		Grade 11		Grade 12	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Advanced	#DIV/0!		42	36.21%	1	9.09%	0	0.00%	0	#DIV/0!	0	0.00%	0	0.00%	0	0.00%
Proficient	#DIV/0!		37	31.90%	3	27.27%	0	0.00%	0	#DIV/0!	0	0.00%	0	0.00%	1	20.00%
Basic	#DIV/0!		25	21.55%	2	18.18%	1	100.00%	0	#DIV/0!	2	50.00%	4	36.36%	3	60.00%
Below Basic	#DIV/0!		12	10.34%	5	45.45%	0	0.00%	0	#DIV/0!	2	50.00%	7	63.64%	1	20.00%
	0		116		11		1		0		4		11		5	

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Literature	First Time Testers								Re-Test							
	Grade 9		Grade 10		Grade 11		Grade 12		Grade 9		Grade 10		Grade 11		Grade 12	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Advanced	0	#DIV/0!	19	16.52%	1	8.33%	0	#DIV/0!	0	#DIV/0!	0	0.00%	0	0.00%	0	0.00%
Proficient	0	#DIV/0!	70	60.87%	5	41.67%	0	#DIV/0!	0	#DIV/0!	0	0.00%	2	14.29%	1	33.33%
Basic	0	#DIV/0!	22	19.13%	3	25.00%	0	#DIV/0!	0	#DIV/0!	0	0.00%	6	42.86%	2	66.67%
Below Basic	0	#DIV/0!	4	3.48%	3	25.00%	0	#DIV/0!	0	#DIV/0!	1	100.00%	6	42.86%	0	0.00%
	0		115		12		0		0		1		14		3	

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Book	Policy Manual
Section	100 Programs
Title	Home Education Programs
Code	137
Status	Active
Adopted	February 4, 2019

Authority

Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

Appropriate education - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program. [\[2\]](#)

Hearing examiner - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

Home education program - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.

Home education supervisor - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.

Delegation of Responsibility

The Superintendent or designee shall develop and distribute administrative regulations for registering and monitoring home education programs **and maintaining appropriate records in accordance with law.** [\[2\]](#)

Guidelines

Notarized Affidavit

Prior to the commencement of the home education program, and annually thereafter on August 1, the parent/guardian or other person having legal custody of the child or children shall file a notarized affidavit with the Superintendent setting forth the information required by law including: [\[2\]](#)

1. Name of the supervisor of the home education program who will be responsible for the provisions of instruction.
2. Name and age of each child who will participate in the home education program.
3. Address and telephone number of the home education program site.
4. That subjects required by law are offered in the English language, including an outline of proposed education objectives by subject area.
5. Evidence that the child has been immunized and has received the health and medical services required for students of the child's age or grade level.
6. Certification signed by the supervisor that the supervisor, all adults in the home and persons having legal custody of a child in the home education program have not been convicted of criminal offenses as enumerated in the School Code.

Instructional Program

The instructional program for home education students shall include such courses as required by law.[\[2\]](#)[\[4\]](#)[\[5\]](#)

Loan of Instructional Materials

At the request of the supervisor, the district shall show to the home education program copies of the school's planned courses. Textbooks and other curriculum materials appropriate to the student's age and grade level may be borrowed by the home education supervisor.[\[2\]](#)

Student Portfolio and Evaluations

For each student participating in the home education program, the home education supervisor shall:[\[2\]](#)

1. Maintain a portfolio of records and materials, **in accordance with applicable law.**
2. Provide an annual written evaluation of the student's educational progress, **in accordance with the provisions of applicable law.**
3. Ensure that nationally named standardized tests or the statewide tests established by the PA Department of Education are not administered by the student's parent/guardian.

Graduation Requirements

The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.[\[2\]](#)

Diplomas

Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.[2]

Students With Disabilities

A home education program meets compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit.[1]

Nothing in this policy shall be construed to affect federal or state requirements related to special education services for students with disabilities.[1]

Appropriate Education/Compliance Determination

A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent or designee shall send a letter to the supervisor notifying the supervisor that **they have** ten (10) days to submit the certification.[2]

If the Superintendent or designee has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, **the superintendent** may submit a letter to the home education supervisor requiring an evaluation be conducted and that an evaluator's certification stating that an appropriate education is occurring be submitted to the district by the home education supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's reasonable belief.[2]

If the Superintendent or designee has a reasonable belief that the home education program is out of compliance, **the superintendent** shall submit a letter to the home education supervisor requiring a certification be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's or designee's reasonable belief.[2]

As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.[2]

Hearings

If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days. The hearing examiner shall reach a decision within fifteen (15) days of the hearing, except that s/he may require establishment of a remedial education plan, mutually agreed to by the superintendent and the supervisor of the home education program, which shall continue the home education program.[2]

If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a **public** school, a nonpublic school or a licensed private academic school.[2]

If a home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor of the home education program is prohibited by law from supervising a home education program for that child or children for a period of twelve (12) months from the date of such determination.
[\[2\]](#)

Appeal

The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.[\[2\]](#)

Transfers

If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent or designee a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.[\[2\]](#)

The Superintendent or designee shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.[\[2\]](#)

The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.[\[2\]](#)

If a home education program is out of compliance, the Superintendent or designee shall inform the home education supervisor and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[\[2\]](#)

If a home education program is in hearing procedures, the Superintendent or designee shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[\[2\]](#)

If the Superintendent is informed of pending proceedings related to a home education program relocating **from a previous district to this** district, **the Superintendent** shall continue the home education program until the appeal process **in the previous district** is finalized.[\[2\]](#)

Legal

[1. 24 P.S. 1327](#)

[2. 24 P.S. 1327.1](#)

[3. 22 PA Code 11.31a](#)

4. Pol. 137.2

5. Pol. 137.3

[24 P.S. 111](#)

[22 PA Code 11.33](#)

Pol. 137.1

Pol. 203

Pol. 209

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

137-AR-0. HOME EDUCATION PROGRAM REQUIREMENTS

Eligibility/Affidavits

A notarized affidavit of the parent/guardian or person having legal custody of the child or children shall be filed with the Superintendent prior to commencement of the home education program and annually thereafter on **or before** August 1. The affidavit will include:

1. Name of the supervisor of the home education program responsible for providing instruction.
2. Name and age of each child participating in the home education program.
3. Address and telephone number of the home education program site.
4. **Affirmation** that subjects required by law are offered in the English language, including an outline of proposed education objectives by subject area.
5. Evidence, **with documentation attached to the affidavit**, that the child has received required immunizations and the health and medical services required for students of the child's age or grade level, **unless the child has a documented medical or religious exemption**.
6. An acknowledgment that the home education program will comply with applicable law.
7. A certification signed by the supervisor that the supervisor, all adults living in the home and persons having legal custody of a child or children in the home education program have not been convicted of criminal offenses enumerated in section 111(e) of the PA School Code within five (5) years immediately preceding the date of the affidavit.
8. If a child in the home education program has been identified as a student with a disability in need of special education services, the affidavit must also include written approval from a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist that the program addresses the specific needs of the student.

Copies of the Home Education Program Affidavits for Elementary and Secondary Programs are available through the PA Department of Education:

<https://www.education.pa.gov/K-12/Home%20Education%20and%20Private%20Tutoring/Pages/default.aspx>

Instructional Program

A student enrolled in a home education program meets the compulsory school attendance requirements if the program provides a minimum of 180 days of instruction, or 900 hours of instruction per year at the elementary level, or 990 hours per year at the secondary level.

At the elementary level, the following courses **must** be taught **in the home education program**: English, to include spelling, reading and writing; arithmetic; science; geography; history of the United States and Pennsylvania; civics; safety education, including regular and continuous instruction in the dangers and prevention of fires; health and physiology; physical education; music; and art.

At the secondary level, the following courses **must** be taught **in the home education program**: English, to include language, literature, speech and composition; science; geography; social studies, to include civics, world history, history of the United States and Pennsylvania; mathematics, to include general mathematics, algebra and geometry; art; music; physical education; health; and safety education, including regular and continuous instruction in the dangers and prevention of fires.

Courses of study **at the secondary level** may include, at the discretion of the supervisor: economics; biology; chemistry; foreign languages; trigonometry; or other age-appropriate courses contained in Chapter 4 of the State Board of Education Regulations.

Student Portfolio and Evaluations

In order to demonstrate that appropriate education is occurring, the supervisor of the home education program will provide and maintain on file **a portfolio of records and materials and an annual written evaluation stating whether an appropriate education has occurred for each student.**

The portfolio will consist of a log, made contemporaneously with the instruction, which designates by title the reading materials used; samples of any writings, worksheets, workbooks or creative materials used or developed by the student; and in grades 3, 5 and 8 results of nationally normed standardized achievement tests in reading/language arts and mathematics or the results of statewide tests administered in these grade levels.

The supervisor will ensure that the nationally normed standardized tests or the statewide tests are not administered by the child's parent/guardian.

Portfolios will be evaluated by a **qualified home education evaluator**, as specified in law.

An annual written evaluation of the student's educational progress **will be conducted by a qualified home education evaluator. A home education evaluator may be:** a licensed clinical or school psychologist; a Pennsylvania certified teacher with **at least two (2) years of** experience at the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students; or a nonpublic school teacher or administrator with **at least two (2) years of** teaching experience in a Pennsylvania public or nonpublic school within the last ten (10) years, the required experience must be at the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students.

In no event will the evaluator be the **home education** supervisor or **their** spouse.

The evaluation will be based on an interview of the child and a review of the portfolio, and will certify whether or not an appropriate education is occurring.

Graduation Requirements/Diplomas

The following minimum courses in grades 9 through 12 are required for graduation from a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.

The district will provide the student's home education program supervisor with a grade for each district cocurricular activity and academic course completed by a home education student, in accordance with Board policy and administrative regulations. The home education program supervisor will be responsible for maintaining the material in the student's portfolio of records and recording it as part of the student's graduation requirements.

Diplomas may be awarded by the supervisor of the home education program or by a diploma-granting organization approved by the PA Department of Education.

Appropriate Education/Compliance

The qualified home education evaluator's certification stating that an appropriate education is occurring for the school year under review will be provided by the supervisor to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification due on June 30 to the Superintendent, the Superintendent will send a letter by certified mail, return receipt requested, to the supervisor of the home education program, stating that the certification is past due and notifying the supervisor to submit the certification within ten (10) days of receipt of the certified letter. If the certification is not submitted within that time, the Board will **schedule a hearing.**

Appropriate Education –

If the Superintendent has a reasonable belief, at any time during the school year, that appropriate education may not be occurring in the home education program, **the Superintendent** may submit a letter to the supervisor, by certified mail, return receipt requested, requiring that an evaluation be conducted and that an evaluator's certification stating that an appropriate education is occurring for the school year under review be submitted to the district by the supervisor within

thirty (30) days of the receipt of the certified letter. The certified letter will include the basis for the Superintendent's reasonable belief. If the statewide or nationally normed tests have not been administered at the time of the receipt of the certified letter by the supervisor, the supervisor will submit the other required documentation to the evaluator. The test results will be submitted with the completed documentation at the conclusion of the school year. If the certification is not submitted to the Superintendent within thirty (30) days of receipt of the certified letter, the Board will **schedule a hearing**.

Compliance with School Code –

If the Superintendent has a reasonable belief that the home education program is out of compliance with the requirements in section 1327.1 of the PA School Code, **the Superintendent** will submit a letter to the supervisor, by certified mail, return receipt requested, requiring a certification to be submitted within thirty (30) days indicating that the program is in compliance. The certified letter will include the basis for the Superintendent's reasonable belief. If the certification is not submitted to the Superintendent within thirty (30) days of receipt of the certified letter, the Board will **schedule a hearing**.

Hearings/Appeal

If a hearing is required, the Board will **schedule a** proper hearing by a duly qualified and impartial hearing examiner within thirty (30) days. The **hearing examiner will** render a decision within fifteen (15) days of the hearing except that **the examiner** may require the establishment of a remedial education plan mutually agreed to by the Superintendent and supervisor of the home education program to continue the home education program.

The decision of the **hearing** examiner may be appealed by either the supervisor or the Superintendent to the Secretary of Education, the Commonwealth Court or the Court of Common Pleas.

If the hearing examiner finds that the evidence does not indicate that appropriate education is taking place in the home education program, the home education program for the child will be deemed out of compliance and the student will be promptly enrolled in **an appropriate public** school, a nonpublic school or a licensed private academic school. The home education program may continue during the time of any appeal.

If a home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor of the home education program is prohibited by law from supervising a home education program for that child or children for a period of twelve (12) months from the date of such determination.

When documentation is required to be submitted to the hearing examiner, the hearing examiner will return, upon completion of **the** review, all such documentation to the supervisor of the home education program. The hearing examiner may photocopy all or portions of the documentation for the files.

Transfers

When a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.

The Superintendent will issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request. The supervisor will file the letter of transfer with the Superintendent of the new district of residence.

When a home education program is not in compliance with section 1327.1 of the PA School Code, the Superintendent will inform the home education supervisor and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.

When a home education program is in hearing procedures, the Superintendent will inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.

When the Superintendent is informed of pending proceedings related to a home education program relocating **from a previous district to this district, the Superintendent** will continue the home education program until the appeal process **in the previous district** is finalized.

Resources:

Home Education and Private Tutoring Guide, PA Department of Education:

<https://www.education.pa.gov/K-12/Home%20Education%20and%20Private%20Tutoring/HomeEdPrivateTutoringGuide/Pages/default.aspx>

Home Education Program Basic Education Circular (BEC) December 23, 2022:

<https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/HomeEducationProgram.aspx>

Section	100 Programs
Title	Extracurricular Participation by Home Education Students
Code	137.1
Status	Active
Adopted	February 4, 2019

Authority

The Board shall approve participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all the **requirements** stated in **law and** Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board shall not provide individual transportation for students enrolled in home education programs who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.

Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs.

A home education student may participate in extracurricular activities and interscholastic athletic programs only at the school building the student would be assigned to if **the student** was enrolled in the school district.

Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee.

Verification may include, but not be limited to, attendance records, weekly grades or academic achievement or other documents demonstrating completion of eligibility criteria.[\[1\]](#)

To be considered in attendance in accordance with Board policy, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program and submitted documentation.[\[5\]](#)[\[9\]](#)

The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by home education students, who shall:

1. Be a resident of the school district.

2. Meet the required eligibility criteria.[3][4]
3. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.[4]
4. Comply with Board policies and school rules and **administrative** regulations regarding extracurricular activities, interscholastic athletics, and student **conduct**. [3][4][10][11][12][13]
5. Comply with policies, rules and regulations, or their equivalent, of the activity's governing organization. [1][2]
6. Meet attendance and reporting requirements established for all participants of the activity or program. [9]
7. Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions. [1] [4]
8. Submit required concussion and traumatic brain injury and sudden cardiac arrest acknowledgement forms as applicable.
9. Comply with all requirements and directives of the district staff, coaches, **activity advisors** and administrators involved with the extracurricular activity or interscholastic athletic program.

Delegation of Responsibility

The Superintendent or designee shall post information regarding the availability of the district's extracurricular activities and interscholastic athletics programs, as well as a copy of this Board policy, on the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians. [1]

The building principal or designee shall distribute eligibility criteria regarding student participation in extracurricular activities and interscholastic athletics, and information on the dates and times of physical examinations or medical tests provided to students by the district. Such information shall be distributed through student handbooks, other publications and on the district's publicly available website. [1]

The building principal or designee shall receive and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.

Legal

[1. 24 P.S. 1327.1](#)

[2. 24 P.S. 511](#)

3. Pol. 122

4. Pol. 123

5. Pol. 137

[6. 10 U.S.C. 2031](#)

7. Pol. 103
8. Pol. 103.1
9. Pol. 204
10. Pol. 218
11. Pol. 222
12. Pol. 227
13. Pol. 235
- Pol. 137.2

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

137.1-AR-0. EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS

Extracurricular Activities

Students enrolled in a home education program who meet all the conditions stated in Board policy will be eligible to participate in the following district extracurricular activities:

1. School organizations.
2. Class organizations.
3. Clubs and societies.
4. Musical ensembles. (**Note: participation in cocurricular music ensembles is addressed under Board policy 137.2.**)
5. Theatrical organizations.
6. School publications.
7. Debating.
8. Forensics.
9. Other activities related to the school program **that take place outside the regular school day and are not directly tied to school curriculum. Participation in cocurricular activities and academic courses is addressed under Board policy 137.2.**

Interscholastic Athletics

Students enrolled in a home education program who meet all the conditions stated in Board policy will be eligible to participate in the district's program of interscholastic athletics, including varsity sports and all activities related to competitive sports contests, games, events and exhibitions involving students or teams of students when such activities occur between schools within the school district or between schools outside of the school district.

137.1-AR-0. EXTRACURRICULAR PARTICIPATION BY HOME
EDUCATION STUDENTS - Pg. 2

When the district provides to district students a physical examination or medical test required for participation in an interscholastic athletic program, the district will provide the same opportunity to students enrolled in a home education program.

The district will publish in a publication of general circulation and on the district's website the dates and times for physical examinations and medical tests required for participation in an interscholastic athletic program.

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

137.1-AR-1. WEEKLY ELIGIBILITY REPORT

The parent/guardian of a home education student must submit this form to the principal each Friday by _____.
(time)

(Student's Name)

(Date)

Report for period of: _____ to _____

- { } Student has participated in a full, normally scheduled academic program.
- { } Student did not participate in a full, normally scheduled academic program on _____, due to absence.
- { } Student has demonstrated the academic progress required to meet eligibility criteria.
- { } Student has not demonstrated the academic progress required to meet eligibility criteria.
- { } Student's behavior has complied with school's Code of Student Conduct.

The parent/guardian must notify the principal, either verbally or by email, on the day the student is absent.

Parent/Guardian Signature

Building Principal/Designee Signature

Student's Signature

Book	Policy Manual
Section	100 Programs
Title	Participation in Cocurricular Activities and Academic Courses by Home Education Students
Code	137.2 Vol I 2023
Status	From PSBA

Authority

The Board approves participation in the district's cocurricular activities and academic courses by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Definition

Cocurricular activities - district activities that merge extracurricular activities with a required academic course, including but not limited to, band, orchestra and other activities that include a for-credit component that takes place during the school day.[\[1\]](#)[\[2\]](#)[\[4\]](#)

Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district cocurricular activities and academic courses in accordance with Board policy on the same basis as other students enrolled full-time in the district.[\[1\]](#)[\[6\]](#)[\[7\]](#)

A home education student may participate in cocurricular activities and academic courses only at the school building the student would be assigned to if the student was enrolled in the district.

Prior to trying-out or auditioning for a cocurricular activity or enrolling in an academic course, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[\[1\]](#)

The following conditions shall govern participation in the district's cocurricular activities and academic courses by home education students, who shall:

1. Be a resident of the district.

2. Meet the required eligibility criteria or their equivalent for the cocurricular activity or the prerequisites for the academic course.[\[1\]](#)[\[2\]](#)[\[9\]](#)
3. Comply with Board policies and school rules and administrative regulations regarding student conduct in school and at school-sponsored activities.[\[1\]](#)[\[2\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
4. Comply with policies, rules and regulations, or their equivalent, of the cocurricular activity's governing organization, where applicable.
5. Meet attendance and reporting requirements established for all participants of the cocurricular activity or academic course, including any sign-in and sign-out procedures for school building attendance purposes. Home education students must participate in the full class period for an academic course, unless an exception has been granted in accordance with Board policy and school rules.[\[14\]](#)
6. Comply with all Board policies, school rules and requirements and directives of the district staff, activity advisors and administrators involved with the cocurricular activity or academic course.[\[1\]](#)

Academic Courses

Students attending home education programs are eligible to enroll in district academic courses in accordance with law and Board policy, and may participate in academic courses equaling up to one-quarter ($\frac{1}{4}$) of the school day for full-time district students.[\[1\]](#)

{X} Students enrolled in home education programs shall only be eligible to participate in cocurricular activities and/or academic courses that are scheduled in consecutive time periods during the school day if the student's parent/guardian is not able to provide supervision for the student between the scheduled cocurricular activities and/or academic courses.[\[1\]](#)

The district shall provide the student's home education program supervisor with a grade for each cocurricular activity and academic course completed by a student enrolled in a home education program, in accordance with Board policy and administrative regulations. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[\[1\]](#)[\[3\]](#)[\[15\]](#)

Transportation

Parents/Guardians of home education students shall be responsible for transportation of students participating in district cocurricular activities and academic courses, except that a home education student may utilize district transportation to or from school during the times a bus is otherwise already operating, and space is available.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee shall post information regarding the district's cocurricular activities and academic courses, as well as a copy of this Board policy, on

the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for a cocurricular activity or academic course.

{X} Prioritization may be based on academic achievement, demonstration of skills or competencies, record of conduct, and other designated criteria. Students attending home education programs shall have an equal opportunity to compete for enrollment in district activities and courses, in accordance with established administrative regulations.[\[1\]](#)[\[6\]](#)[\[7\]](#)

PSBA New 2/23 © 2023 PSBA

Legal

1. 24 P.S. 1327.1

2. Pol. 122

3. Pol. 137

4. Pol. 137.1

5. Pol. 137.3

6. Pol. 103

7. Pol. 103.1

8. 10 U.S.C. 2031

9. Pol. 105

10. Pol. 218

11. Pol. 222

12. Pol. 227

13. Pol. 235

14. Pol. 204

15. Pol. 212

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

137.2-AR-0. WEEKLY ELIGIBILITY REPORT

The parent/guardian or home education supervisor of a home education student must submit this form to the building principal each Friday by _____.
(time)

(Student's Name)

(Date)

Report for period of: _____ to _____

{ } Student has participated in a full, normally scheduled academic program, and followed sign-in and sign-out procedures in the school office.

{ } Student did not participate in a full, normally scheduled academic program on _____, due to absence.

{ } Student has demonstrated the academic progress required to meet eligibility criteria.

{ } Student has not demonstrated the academic progress required to meet eligibility criteria.

{ } Student's behavior has complied with Board policy, administrative regulations and the school's Code of Student Conduct both in the home education program and while in attendance at the school building.

The parent/guardian or home education program supervisor must notify the building principal, either by phone or by email, on the day(s) the student is absent.

Parent/Guardian Signature

Building Principal/Designee Signature

Student Signature

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

137.2-AR-1. PRIORITIZATION AND PLACEMENT FOR PARTICIPATION IN COCURRICULAR ACTIVITIES AND ACADEMIC COURSES

Each building principal will establish a process for receiving and processing requests for participation in cocurricular activities and academic courses by students enrolled in home education programs. Information regarding the established process for requests will be published on the school's publicly accessible website and available in the school office.

Requests may be submitted

{X} in writing by mail, **to the District Office (Attention: Assistant Superintendent).**

{X} in writing, attached to the home education program affidavit submitted annually.

Requests must be submitted by **May 1, 2023, and March 1 thereafter** in order to be eligible for participation in a cocurricular activity and/or academic course for the upcoming school year.

The building principal or designee will request and review information from the home education program supervisor, including

{X} materials from the portfolio of records

{X} curriculum materials and examples

{X} examples of assessments, projects and reading lists

in order to determine whether a student has met the eligibility and prerequisite requirements for the cocurricular activities and/or academic courses in the home education student's participation request.

Placement

The building principal will assign students to cocurricular activities and academic courses based on the student's participation request and

{X} the number of seats available in the activity or course.

{X} consideration of the needs and abilities of the student.

137.2-AR-1. PRIORITIZATION AND PLACEMENT FOR PARTICIPATION IN COCURRICULAR ACTIVITIES AND ACADEMIC COURSES - Pg. 2

{X} the student's demonstration of eligibility, competency, skills and completion of prerequisites.

{X} The Superintendent or designee, in coordination with the home education supervisor, reserves the right to reassign the placement of a home education student in a cocurricular activity or academic course if the student's progress, based on assessments, performance and/or academic achievement, indicates that the student's needs would be better met in a different activity or course.

Prioritization

The Superintendent or designee may establish a process for prioritization of enrollment in cocurricular activities or academic courses that have limited capacity. Students attending home education programs will be given an equal opportunity to compete for positions and participate in district cocurricular activities and academic courses on the same basis as other students enrolled full-time in the district.

The Superintendent designates the following criteria to be used in establishing a prioritization process:

{X} Enrollment in a course is required for a student's program completion or graduation requirement.

{X} Student has previously applied to participate in the cocurricular activity or academic course but was not able to enroll due to academic scheduling conflicts or limited capacity.

{X} Record of student's academic achievement and course completion.

{X} Demonstration of a student's skills or competencies applicable to the cocurricular activity or academic course.

{X} Record of the student's conduct.

{X} Record of the student's extracurricular participation or volunteer service applicable to the cocurricular activity or academic course.

Book	Policy Manual
Section	100 Programs
Title	Participation in Career and Technical Education Programs by Home Education Students
Code	137.3 Vol I 2023
Status	From PSBA

Authority

The Board approves participation in a career and technical education program by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Students attending home education programs shall be eligible to participate in a career and technical education program

{X} at **Lancaster County Career and Technology Center**, in accordance with the Articles of Agreement and center admission policy and procedures, on the same basis as other district students.

Guidelines

Students attending home education programs shall be given an equal opportunity to [\[1\]](#)[\[3\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

{X} apply for placement in available programs at **Lancaster County Career and Technology Center**.

Prior to enrolling in a career and technical education program, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[\[1\]](#)

The following conditions shall govern participation in career and technical education programs by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent or the prerequisites for the career and technical education program.[\[1\]](#)[\[4\]](#)[\[6\]](#)[\[9\]](#)
3. Comply with applicable policies and school rules and administrative regulations

{X} of **Lancaster County Career and Technology Center**

regarding student conduct in school and at school-sponsored activities. [1][10][11][12][13]

4. Meet attendance and reporting requirements established for all participants of the career and technical education program, including any sign-in and sign-out procedures for building attendance purposes. Home education students must participate in the required courses for the program on the same basis as students enrolled in the district, unless an exception has been granted in accordance with applicable Board policy and school or program rules. [14]

The

{X} **Lancaster County Career and Technology Center**

shall provide the student's home education program supervisor with a grade for each career and technical education program course completed by a student enrolled in a home education program, in accordance with Board policy and administrative regulations. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records. [1][5][15]

Transportation

Students attending home education programs who participate in career and technical education programs may use district transportation to or from the career and technical education program during the times when district transportation is already operating, and space is available in addition to full-time district students. [1]

Delegation of Responsibility

The Superintendent or designee shall post information regarding the district's options for career and technical education programs, as well as a copy of this Board policy, on the district's publicly available website and provide information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for participation in career and technical education programs.

{X} The Superintendent or designee shall establish administrative regulations for prioritization of enrollment in career and technical education programs, [1]

{X} in accordance with the Articles of Agreement and the established number of allowable participants for designated programs at **Lancaster County Career and Technology Center**.

{X} Prioritization may be based on academic achievement, demonstration of skills or competencies, record of conduct, and other designated criteria. Students attending

home education programs shall have an equal opportunity to compete for program enrollment, in accordance with established administrative regulations.[\[1\]](#)[\[4\]](#)[\[7\]](#)[\[8\]](#)

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Legal

1. 24 P.S. 1327.1
2. 24 P.S. 1801
3. 22 PA Code 4.31
4. Pol. 115
5. Pol. 137
6. Pol. 137.2
7. Pol. 103
8. Pol. 103.1
9. Pol. 105
10. Pol. 218
11. Pol. 222
12. Pol. 227
13. Pol. 235
14. Pol. 204
15. Pol. 212

LAMPETER-STRASBURG SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

137.3-AR-0. PRIORITIZATION AND PLACEMENT FOR PARTICIPATION IN CAREER AND TECHNICAL EDUCATION PROGRAMS

The Superintendent or designee will establish a process for receiving and processing requests for participation in career and technical education programs by students enrolled in home education programs. Information regarding the established process for requests will be published on the district's publicly accessible website and available in the district office.

Requests may be submitted

{X} in writing by mail, **to the District Office (Attention: Assistant Superintendent).**

{X} in writing, attached to the home education program affidavit submitted annually.

Requests must be submitted by **May 1, 2023, and March 1 thereafter** in order to be eligible for consideration of enrollment in a career and technical education program for the upcoming school year.

The Superintendent or designee will request and review information from the home education program supervisor, including

{X} materials from the portfolio of records

{X} curriculum materials and examples

{X} examples of assessments, projects and reading lists

in order to determine whether a student has met the eligibility and prerequisite requirements for the career and technical education program in the home education student's participation request.

Placement

The

{X} designated staff of the **Lancaster County Career and Technology Center**, in accordance with the Articles of Agreement,

will assign students to an appropriate career and technical education program based on the student's participation request and

137.3-AR-0. PRIORITIZATION AND PLACEMENT FOR PARTICIPATION IN CAREER AND TECHNICAL EDUCATION PROGRAMS - Pg. 2

{X} the number of seats available in the program.

{X} consideration of the needs and abilities of the student.

{X} the student's demonstration of eligibility, competency, skills and completion of prerequisites.

{X} The Superintendent or designee, in coordination with

{ } the **Lancaster County Career and Technology Center** and

the home education supervisor, reserves the right to reassign the placement of a home education student in a career and technical education program if the student's progress, based on assessments, performance and/or academic achievement, indicates that the student's needs would be better met in a different program.

Prioritization

The Superintendent or designee

{X} , in coordination with the **Lancaster County Career and Technology Center**,

may establish a process for prioritization of enrollment in career and technical education programs that have limited capacity. Students attending home education programs will be given an equal opportunity to apply for positions and participate in career and technical education programs on the same basis as other students enrolled full-time in the district.

The Superintendent

{X} , in coordination with the **Lancaster County Career and Technology Center**,

designates the following criteria to be used in establishing a prioritization process:

{X} Eligibility criteria outlined in the Articles of Agreement.

{X} Student has previously applied to participate in the program but was not able to enroll due to academic scheduling conflicts or limited capacity.

{X} Record of student's academic achievement and course completion.

{X} Demonstration of a student's skills or competencies applicable to the career and technical education program.

{X} Record of the student's conduct.

**137.3-AR-0. PRIORITIZATION AND PLACEMENT FOR PARTICIPATION IN
CAREER AND TECHNICAL EDUCATION PROGRAMS - Pg. 3**

{X} Record of the student's extracurricular participation or volunteer service applicable to the career and technical education program.

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

**SUCCESSION PLAN FOR
BOARD MEMBER**

Board Member Resigns

Board Contacts Both Political Parties to Inform of Vacancy

Advertise in Newspaper and on Web Site Indicating Needed Municipality*

Superintendent Supplies Questions to Board

Candidates Interviewed in Non-public Gathering – No Deliberation or Decision!

Board Discusses Candidates in Public Meeting by Number or Letter

Board Votes at Public Meeting to Appoint

* Members Elected at Large, But Representation is:
5 Members from West Lampeter Township
2 Members from Strasburg Township
2 Members from Strasburg Borough



Pennsylvania School Boards Association PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

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



LEAD RESPONSIBLY

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



ACT ETHICALLY

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



PLAN THOUGHTFULLY

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



EVALUATE CONTINUOUSLY

- Make data-informed decisions
- Evaluate the superintendent annually
- Conduct a board self-assessment on a recurring basis
- Focus on student growth and achievement
- Review effectiveness of all comprehensive and strategic plans



COMMUNICATE CLEARLY

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



ADVOCATE EARNESTLY

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



GOVERN EFFECTIVELY

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

Represented by the signatures below, adoption of these principles assures the school board and individual school directors adhere to the same principles across our commonwealth.

Adopted on: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____