

August 10, 2020
Conewago Valley Board Meeting

The regular scheduled meeting of the Board of Directors of the Conewago Valley School District was called to order at 7:34 p.m. Mr. Edward Groft called the meeting to order. The following members were present: Mrs. Melanie Sauter, Mr. William Huffman, Mr. Luke Crabill, Mr. Jeff Kindschuh, Mr. Eric Flickinger, Mrs. Tara Bolton, Ms. Patricia Gouker and Mr. Michael Buckley. Also present were Superintendent Dr. Christopher Rudisill, Asst. Superintendent Dr. Sharon Perry, Principals Dr. Ken Armacost, Dr. Larry Sanders, Dr. Christopher Bowman, Mr. Matt Muller and Mr. Christopher Cobb and solicitors Ms. Brooke Say.

An Executive session was called to discuss personnel matters prior to the start of the meeting.

Mr. Kindschuh made a motion, seconded by Mr. Crabill to accept the minutes of the July 20, 2020 Regular meeting of the Board of Directors. By voice vote, the motion was carried.

Mr. Kindschuh made a motion, seconded by Mr. Flickinger to amend the agenda and add to Personnel #19 Recommend Nate Edwards as a long-term substitute for the 2020/21 school year.

Roll call vote: Mr. Crabill-aye; Ms. Gouker-aye; Mrs. Bolton-aye; Mr. Kindschuh-aye; Mr. Flickinger-aye; Mr. Buckley-aye; Mrs. Sauter-aye and Mr. Groft-aye. Motion was carried.

Residents of the District provided public comment on the District's Health and Safety Plan for the 2020-21 school year. See attached comments.

Mr. Crabill made a motion, seconded by Mr. Kindschuh to file the Treasurer's Report for audit.

The Treasurer's report showed:

PA School District Liquid Asset Fund

Previous Balance	\$6,850,658.84	
Deposits	5,115,770.18	
Withdrawals	<u>8,387,604.27</u>	
Balance 8/1/20		\$3,578,824.75

PSDLAF Flex CD

Previous Balance	\$4,350,000.00	
Deposits	0.00	
Withdrawals	<u>550,000.00</u>	
Balance 8/1/20		\$3,800,000.00

PSDLAF Bond 2019

Previous Balance	\$2,601,504.50	
Deposit	37.10	
Withdrawals	<u>70,171.85</u>	
Balance 8/1/20		\$2,531,369.75

PSDLAF Capital Reserves

Previous Balance	\$1,022,170.61	
Deposits	8.68	
Withdrawals	<u>6,800.00</u>	
Balance 8/1/20		\$1,015,379.29

Roll call vote: Mr. Crabill-aye; Ms. Gouker-aye; Mrs. Bolton-aye; Mr. Kindschuh-aye; Mr. Flickinger-aye; Mr. Buckley-aye; Mrs. Sauter-aye and Mr. Groft-aye. Motion was carried.

Mr. Crabill made a motion, seconded by Mr. Flickinger to:

1. **(Finance)** Recommend approval to pay the bills as listed, such list to include check and wire transfer numbers as listed in the total amount of:

Recommend paying the General Fund invoices as listed to include Checks #10004409 to #10004557. Pay Wires #99111 to #99133. No Purchase Card transactions. The total amount of General Funds items paid is \$7,350,550.65. Capital Reserve Fund invoice to include Check #30000138 in the amount of \$6,800.00 was paid. Food Service invoices to include Checks #50000510 to #50000516 in the amount of \$1,175.49 were paid. Construction Bond invoices for Bond 2019 to include Checks #45000460 to #45000467 in the amount of \$68,911.04 were paid.

Roll call vote: Mr. Crabill-aye; Ms. Gouker-aye; Mrs. Bolton-aye; Mr. Kindschuh-aye; Mr. Flickinger-aye; Mr. Buckley-aye; Mrs. Sauter-aye and Mr. Groft-aye. Motion was carried.

Mr. Kindschuh made a motion, seconded by Mr. Flickinger to:

1. **(Ways & Means/Curriculum)** Recommend approval of the cancellation of Saki Ano from Japan as a foreign exchange student for the 2020-2021 school year. (Host parent: Christine Herbert)
2. **(Ways & Means/Curriculum)** Recommend approval of Mael Cipreos from France as a foreign exchange student for the 2020-2021 school year. (Host parent: Christine Herbert)
3. **(Ways & Means/Curriculum)** Recommend approval to adopt updated Board Policy #204 (Attendance).

Go to Policy #204
4. **(Ways & Means/Curriculum)** Recommend approval to adopt updated Board Policy #208 (Withdrawal from School).

Go to Policy #208

5. **(Ways & Means/Curriculum)** Recommend approval of the updated 2020-2021 Academic School Calendar. Available at Meeting.
6. **(Ways & Means/Curriculum)** Recommend approval of the following organizations at New Oxford High School for the 2020-2021 school year:

SkillsUSA
Family Career and Community Leaders of America (FCCLA)
7. **(Ways & Means/Curriculum)** Recommend approval of the Conewago Valley School District Health and Safety Plan for 2020-2021. Available at Meeting.
8. **(Ways & Means/Curriculum)** Recommend approval of the Conewago Valley School District Instruction Plan for 2020-2021. Available at Meeting.

Roll call vote: Mr. Crabill-aye; Ms. Gouker-aye; Mrs. Bolton-aye; Mr. Kindschuh-aye; Mr. Flickinger-aye; Mr. Buckley-aye; Mrs. Sauter-aye and Mr. Groft-aye. Motion was carried.

Mr. Flickinger made a motion, seconded by Mr. Crabill to:

1. **(Personnel)** Recommend approval of the Curriculum Leader and Road 2 Relevance (R2R) Compensation Chart for 2020-2021. To Compensation Chart.
2. **(Personnel)** Recommend approval of amending the resignation date for Terri Biddle - receptionist/transportation secretary/HR secretary from July 31, 2020 to August 7, 2020.
3. **(Personnel)** Recommend acceptance of the resignation of Nate Edwards - boys basketball assistant coach effective July 29, 2020.
4. **(Personnel)** Recommend approval of amending the Long Term Substitute assignment for Lisa Rufalo - Grade 6 at Conewago Valley Intermediate School from end of the 2020-2021 school year to January 15, 2021.
5. **(Personnel)** Recommend approval of a sabbatical leave for Sarah Gates Adams for the 2020-2021 school year according to the conditions set forth in Board Policy #338.
6. **(Personnel)** Recommend approval of the attached list of extracurricular activity advisor assignments for the 2020-2021 school year only, pending having met all Federal, State, local hiring regulations , and subject to contractual terms relative to school or activity closures due to the Pandemic.

To Activity Advisor Assignment List

7. **(Personnel)** Recommend approval of the attached list of extracurricular coaching assignments for the 2020-2021 school year only, pending completion of any required PIAA training and certifications, having met all Federal, State, local hiring regulations, and subject to contractual terms relative to school or activity closures due to the Pandemic.

To 2020-2021 Fall Extra Curricular Coaching Positions

8. **(Personnel)** Recommend employment of Courtney Rodgers as a Temporary Professional Employee - Grade 3 Teacher at New Oxford Elementary School, at a salary equal to Instructional 1, Step 1 of the applicable negotiated agreement, effective the first teacher work day in the 2020-2021 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
9. **(Personnel)** Recommend employment of June Bennett as a part time food services worker at Conewago Township Elementary School, (Category 6A) at the wage established in Addendum A*(Range 4f), effective the first student day in the 2020-2021 school year, pending having met all required Federal, State, and local hiring regulations.
10. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2020-2021 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Stephani Becker	Emma Britton	Kaelyn Long
Lisa Jo Smith	Brittney Wilkerson	

11. **(Personnel)** Recommend approval of the following day-to-day substitute support staff for the 2020-2021 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

June Bennett	Sandra Forney	Alex Granruth
Kerri Ann Gibson	Shannon Green	Lori Greenholt
Nancy Kraber	Tammy Myers	Denise Sponseller
Shari Stough		

12. **(Personnel)** Recommend approval of the following volunteers, pending having met all Federal, State, and local regulations.

Nathan A. Edwards	Stephen G. Ernst	Brandon Horick
Nicholas B. Shock	Molly E. Socks	

13. **(Personnel)** Recommend approval of the amendment for section Category II: Activities of the current negotiations agreement between Conewago Valley School District and the Conewago Valley Education Association.

To Category II: Activities

14. **(Personnel)** Recommend employment of Lori Hoffman as the District Receptionist, Transportation and Human Resources Secretary at Conewago Valley School District, (Category 1) at the wage established in Addendum A*(Range 1b), effective August 10, 2020, pending having met all required Federal, State, and local hiring regulations.
15. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2020-2021 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA training and certifications, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Sarah Groft	Girls JH Asst. Coach	\$2,630.00

16. **(Personnel)** Recommend acceptance of the resignation of Teresa Winand - Instructional Aide at Conewago Township Elementary School effective August 6, 2020.
17. **(Personnel)** Recommend approval of the following day-to-day substitute teachers for the 2020-2021 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

D. Matthew Boyer	Kahla Johnson	Tamara Leas
Shanon Mummert	Karen Smith	

18. **(Personnel)** Recommend approval of the following volunteers, pending having met all Federal, State, and local regulations.

Darrell Crabbs	Steve Lardarello	Michael B. Marshall
Shane M. Rolle		

19. **(Personnel)** Recommend employment of Nate Edwards as a Long-Term Substitute Employee - Health and Physical Education Teacher at New Oxford High School, at a salary equal to Column Instructional 1, Step 1 of the applicable negotiated agreement, beginning the first teaching day of the 2020-2021 school year and ending the last day of the 2020-2021 school year, pending appropriate certification and having met all required Federal, State, and local hiring regulations.

Roll call vote: Mr. Crabill-aye; Ms. Gouker-aye; Mrs. Bolton-aye; Mr. Kindschuh-aye; Mr. Flickinger-aye; Mr. Buckley-aye; Mrs. Sauter-aye and Mr. Groft-aye. Motion was carried.

Mr. Kindschuh made a motion, seconded by Mr. Flickinger to:

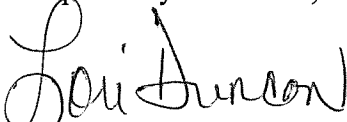
1. **(Property & Supplies/Use of Facilities)** Recommend authorizing the Hanover YMCA, with Melissa Hartlaub as representative, to use the New Oxford Elementary School classroom #1, gym, and playground and the Conewago Township Elementary School cafeteria and playground from August 25, 2020 through May 28, 2021 when school is in session, from 6:00 am to the start of school and from the end of the school day to 6:00 pm,

for the purpose of the Discovery Program Before and After Care for students in grades K-5, with charges as outlined in Board Policy #707, with the provision of proof of insurance as per Board Policy and for any services of custodians, security, cooks, and/or technical personnel as needed.

Roll call vote: Mr. Crabill-aye; Ms. Gouker-aye; Mrs. Bolton-aye; Mr. Kindschuh-aye; Mr. Flickinger-aye; Mr. Buckley-aye; Mrs. Sauter-aye and Mr. Groft-aye. Motion was carried.

By common consent and action, Mr. Groft adjourned the meeting at 8:44 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lori Duncan".

Lori Duncan
Secretary

Timestamp	First and Last Name	Email Address	Are you a resident of the Conestoga Valley School District?	Please list your address	Please submit your statement or question you may have on a board agenda item	Please submit your statement or question you may have on a non-board agenda item	Please list your organization	Please submit your statement or question you may have on a non-board agenda item
8/10/2020 20:00:31	Bria Stevens	bsr14@gmail.com	Yes	95 Hemlock Dr.	If we decide to not send our children to school will there be a way to do the school work on the internet or will we have to go to school and walk with working from home but not a HOME SCHOOL setting.	Since CVSD did not consult with parents and did not extend the walking area in MCSherrytown Borough without consultation, rising the safety of children, we will continue to support the plan for MCSherrytown to put a proper safety plan in place - will CVSD be taking over the full responsibility of the walking area and providing crossing guard and escort for children expected to walk in areas without crossing guards? If CVSD does not want to consult the borough on these decisions, the school district should not be responsible for the safety of the children and should come out of the transportation and transportation issues and be funded through the municipal dollars.		
8/10/2020 20:09:04	Danielle Smith	danielle28@icloud.com	Yes	Man Street McSherrytown	Extended Walking area	You've stated that students are required to wear masks and monitored by police however the last meeting we had we were told that we did not or would not want that due to health issues or police officers. How do we know as parents how many children are actually wearing masks and how many aren't? How do you've decided to attend for 4-12 hours a day and not have a survey? You commented last time you would potentially create a survey, but no such survey went out.		
8/10/2020 20:13:03	Kajana Abbott	kajanaabbott@yahoo.com	Yes	21 Commerce Street	In your plan have you taken into account that most households have both parents working and not able to just stay at home every other day to care for their children? If you are making more intelligent decision to let the older students, high school age, stay at home and remote learn require more supervision, I know for our family that staying home from work is just not an option. The remote learning plan is not a safe bet. There was an absolute disaster and extremely stressful experience for our family when we were in daycare previously. I would not want my children every other day and also make sure that they are not being exposed to other children as being a poorly thought out and flawed plan.			
8/10/2020 20:21:31	Jason Ringler	jringlerhome@gmail.com	Yes	804 Green Ridge Road	Has any consideration been given to the planned K-3 inspection plan of instruction given the current situation in the state? The PA Department of Health based on current levels of community transmission which suggests Adams County is in the "moderate" risk category, only blended or full remote learning model?	What is the plan for back to school night and/or other events? I have a kindergarten at home and I am not sure if it should be absolutely safe entering new school.		
8/10/2020 20:22:36	Craig Shink	cshinkva@comcast.net	Yes	70 N Pleasant Way, Abbeetsown, PA 17301				
8/10/2020 20:30:46	Alison Kessler	amessersmith@comcast.net	Yes	488 Flashman Mill Rd, New Oxford				
8/17/2020 23:33:41	Cand Stowell	stowellcand@gmail.com	No					

I am doing a survey of school boards in the county. How are your school board members chosen? Please share the process.

Concerned citizen in York county

Curriculum Cabinet Compensation Proposal 2020-2021

Category A	Category B	Category C
\$5,000.00	\$3,500.00	\$2,500.00
ELA 4-6 (Stephanie Muller)	Guidance K-12 (Abby Reichart)	Art K-12 (Jeanne Plotica)
Math 4-6 (Jamie McMaster)	H&PE K-12 (Chris Long)	Media K-12 (Joanna Knott)
ELA 9-12 (Amanda Sipe)	Math K-3 (Melissa Gantz)	Music 1-12 (David Bowman)
Math 9-12 (Jason Warner)	Science 4-6 (Lisa Price)	Social Studies 4-6 (Tina Wagner)
Science 9-12 (Jenn Snyder)	ELA 7-8 (Stephanie Myers)	Social Studies 7-8 (Tony Angelini)
Social Studies 9-12 (Katie Gingerich)	Math 7-8 (Brad Heird)	FCS 7-12 (Kim Johnston-Smith)
ELA K-3 CTE (Amie Meckley \$2,500) ELA K-3 NOE (Jenna Stiner \$2500)	Science 7-8 (Chris Skimski)	World Language 9-12 (Katie Seigel)
	LS 9-12 (Allison Murren \$2,300) LS 7-8 (Kim Wildasin \$1,200)	
	Applied Technologies 7-12 (Shawn Myers)	

Road to Relevance Learning Coach Compensation Proposal 20-21

\$2,000
NOMS (Rachael Moola)
CVIS (Joanna Knott)
NOE (Jennifer Shearer)
CTE (Melissa Gantz)

ACTIVITY ADVISORS FOR THE 2020-2021 SCHOOL YEAR

STUDENT COUNCIL	
High School Student Council Advisor	OPEN
Middle School Student Council Advisor	OPEN
CVIS Student Council Advisor	Jennifer Spencer
CLASS ADVISOR	
Freshman Class Advisor	OPEN
Sophomore Class Advisor	Kara Olewiler
Junior Class Advisor	Meghan Latshaw
Senior Class Advisor (50%)	Tonya Lardarello
Senior Class Advisor (50%)	Suzette Sauter
SCHOOL MUSICAL/PLAY - HS	
School Musical/Play Director - HS	Marcia Knorr
School Musical/Play Director - Music - HS	OPEN
School Musical/Play Costumer	Sarah Lewis
School Musical/Play Choreographer	
School Musical/Play Accompanist	
SCHOOL MUSICAL - MS	
School Musical/Play Director - MS	OPEN
CHORUS	
High School Chorus	David Bowman
Middle School Chorus	Grace Watson Martin
Intermediate School Chorus	Carlee Moyer
BAND	
High School Band	Shawn Campopiano
Jazz Band - High School	Shawn Campopiano
Middle School Band (7-8)	Tim Rohrbaugh
CVIS Band - (4-6)	Rebecca Sine
STRINGS	
7th - 12th Strings	Ashley McDaniel
4th - 6th Strings	Lauren Forshey
YEARBOOK	
High School Yearbook Advisor	Layla Britton
Middle School Yearbook Advisor	Matt Cotton

NEWSPAPER	
Sr. High Newspaper Advisor	Jonathan Makowski
NATIONAL HONOR SOC.	
National Honor Society Advisor	Kathleen Siegel
VARSITY CLUB	
Varsity Club Advisor	Gene Kraus
FBLA	
FBLA Advisor	Patricia Bealmear
FFA	
FFA Advisor	OPEN
SPEECH / DEBATE	
Speech/Debate Advisor	Jason Cross

EXTRA CURRICULAR COACHING ASSIGNMENTS FOR THE 2020-2021 SCHOOL YEAR

SPORT/POSITION	COACH NAME
FOOTBALL (FALL)	
Head Coach	Jason Warner
Asst. Coach	Larry Baumgardner
Asst. Coach	John Slagle
Asst. Coach	Derek Starner
Asst. Coach	Jarrod Linn
Asst. Coach	Adam Smith
Asst. Coach	Ethan Chrismer
Asst. Coach	Eric Warner
CROSS COUNTRY (FALL)	
HEAD COACH	Eva Karcuff
Asst. Coach	Sarah Wiles
Asst. Coach	Darren Groft
FIELD HOCKEY (FALL)	
HEAD COACH	Tonya Lardarello
Asst. Coach	Tianna Weaver
Asst. Coach	Kristen Groft
Asst. Coach	Sarah Groft
SOCCER - BOYS (FALL)	
HEAD COACH	Andrew Dellinger
Asst. Coach	Matt Hartman
SOCCER - GIRLS (FALL)	
HEAD COACH	David Shaffer
Asst. Coach	OPEN
VOLLEYBALL - GIRLS (FALL)	
HEAD COACH	Dwayne Warehime
Asst. Coach	Diane Rife
TENNIS - GIRLS (FALL)	
HEAD COACH	Travis Martin
Asst. Coach	Joseph Stiles

GOLF (FALL)	
HEAD COACH	Josh O'Brien
Asst. Coach	Derek Gingerich
SPORT/POSITION	COACH NAME
CHEERLEADING	
HEAD COACH	Caitlynne Edwards
Asst. Coach	Elizabeth Palla
Asst. Coach	Amber Wagaman
Asst. Coach	Erika Gonzalez

CATEGORY II:

All Category II activities will be paid at the rate shown throughout the remainder of this agreement.

POSITION	
INDUCTION	
Mentor	750
Inductee	400
CONTENT AREA LIAISONS	
CLASS ADVISOR	
Senior	1841
Junior	1420
Sophomore	1105
Freshman	1105
CAMP CARES	
Assigned 6 th Grade Teacher	150
ACTIVITY WORKERS	
Score/Time	60
Tickets	48
Security	55
Track Judge	73
Game Manager	75
Tournaments:	
4-6 Hours	
Score/Time	86
Tickets	73

Parking/Security	79
Game Manager	110
POSITION	
Tournaments (con't)	
6 – 8 Hours	
Score/Time	114
Tickets	97
Parking/Security	103
Game Manager	146
8 + Hours	
Score/Time	140
Tickets	120
Parking/Security	126
Game Manager	169
Ski Club	
Advisor	789
Musical Ticket Coordinator	789

Book Policy Manual
Section: 200 Pupils
Title: Attendance Code 204
Status: Board Adoption
Adopted: August 13, 2018
To be updated August 10, 2020

Purpose

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

Authority

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

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than eight (8) years of age, until the student reaches seventeen (17) years of age. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[9]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[9]

Person in parental relation shall mean a:[9]

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

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

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational

assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[9]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff and local children and youth agency and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[1][11]

The Superintendent or designee shall require acknowledgement of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building principal, shall be responsible for the implementation and enforcement of this policy.

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

1. Govern the maintenance of attendance records in accordance with law.[12][13]
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[5]

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

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

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[6][7][21]

2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[5][22]
3. Students attending college who are also enrolled part-time in district schools.[23]
4. Students attending a home education program or private tutoring in accordance with law.[5][18][24][25][26][27]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[5]
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[7]
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[7][15]

Excused/Lawful Absence

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

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[3][6]
2. Quarantine.
3. Impassable Roads.
4. Required court attendance.
5. Death in family.
6. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[1][6]
7. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[28]
8. Nonschool-sponsored educational tours or trips, if the following conditions are met:[6][29]
 - a. The person in parental relation submits a Pre-Arranged Absence Form for excusal prior to the absence, within the appropriate timeframe.
 - b. The student's participation has been approved by the Superintendent or designee.

- c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
 - d. The student is responsible for all classwork, homework, projects, test/exams and activities missed during the absence.
9. College or postsecondary institution visit, with prior approval, and that the student provide a note or letter of verification from each respective institution within five (5) days of their return.
10. Urgent reasons related to homelessness and foster care.[3][6][30][31]

The district may limit the number and duration of nonschool-sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

The Board reserves the right to reject a college visitation if the number of absences becomes excessive and/or interferes with the student's educational standing.

Educational tours or trips should not be approved during any of the PSSA or Keystone Exam testing days. Attendance during these times is of utmost importance for the education of students.

Temporary Excusals –

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

- 1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[5][14][18]
- 2. Students participating in a religious instruction program, if the following conditions are met:[28][32]
 - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
- 3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[21]

Parental Notice of Absence –

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within five (5) days of the absence.

A maximum of fourteen (14) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond twenty-one (21) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

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

An out-of-school suspension may not be considered an unexcused absence.[9]

Parental Notification –

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

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[33]

The notice shall:[33]

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

The notice may include the offer of a School Attendance Improvement Conference.[33]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[33]

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and make attempts by telephone of the date and time of the SAIC.[33]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the SAIC:[9]

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

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[33]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student, and appropriate district staff.[33]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has passed and the student has incurred six (6) or more days of unexcused absences.[33]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[34]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program;
or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[34]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[34]

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

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused

absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[34]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[34]

Late Arrivals

Students arriving late to school should report directly to the main office where the tardiness will be recorded. The student will be responsible to return the Absence or Tardiness Excuse note for this late arrival the next day. Late arrivals may accumulate and be counted as actual unlawful/unexcused absences. Repeated Instances of unexcused morning tardiness may result in disciplinary action.

Students arriving within ninety (90) minutes after the official start of school will be charged with tardiness. Students arriving after ninety (90) minutes will be charged with a half-day absence.

A principal may excuse a student for late arrivals when s/he receives satisfactory evidence of such mental, physical or other urgent conditions, which may reasonably cause the student's tardiness.

A student's tardiness due to an appointment with a health care provider must be verified in writing by the next school day by bringing to the school office an excuse card signed by the attending health care provider and submitted as outlined in building handbooks. Lack of a health care provider's note would constitute a tardiness/half-day absence.

Early Departures

Students departing early from school should report directly to the main office where the early departure will be recorded. The student will be responsible to return the Absence or Tardiness Excuse note for this early departure the next day.

An absence in excess of ninety (90) minutes before the close of school will constitute a half-day absence.

A student's early departure due to an appointment with a health care provider must be verified in writing the next school day after the early departure occurs by bringing to the school office an excuse card signed by the attending health care provider. Lack of a health care provider's note would constitute an unexcused early departure. Unexcused early departures may accumulate as actual unlawful/unexcused absences.

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[35]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[35]

Take Your Child to Work Day

Upon written request from parents/guardians, a student shall be excused from regular school attendance for the nationally recognized Take Your Child to Work Day provided that the absence is pre-approved at least twenty-four (24) hours in advance and the student has maintained a regular pattern of school attendance. Any make-up work missed must be submitted to the teacher within twenty-four (24) hours of the absence.

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][37][38]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][38]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[33]

Legal

1. 22 PA Code 11.41
2. 22 PA Code 11.23
3. 22 PA Code 11.25
4. 22 PA Code 12.1
5. 24 P.S. 1327
6. 24 P.S. 1329
7. 24 P.S. 1330
8. 22 PA Code 11.13
9. 24 P.S. 1326
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 510.2
12. 24 P.S. 1332
13. 24 P.S. 1339
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 113
17. Pol. 115
18. Pol. 116
19. Pol. 117
20. Pol. 118
21. 22 PA Code 11.34
22. 22 PA Code 11.32
23. 22 PA Code 11.5

24. 22 PA Code 11.31
25. 22 PA Code 11.31a
26. 24 P.S. 1327.1
27. Pol. 137
28. 22 PA Code 11.21
29. 22 PA Code 11.26
30. Pol. 251
31. Pol. 255
32. 24 P.S. 1546
33. 24 P.S. 1333
34. 24 P.S. 1333.1
35. 24 P.S. 1333.2
36. Pol. 103.1
37. Pol. 113.3
38. Pol. 114
22 PA Code 11.24
22 PA Code 11.8
24 P.S. 1333.3

Book Policy Manual
Section: 200 Pupils
Title: Withdrawal From School
Code:208
Status: Board Adoption
Adopted: August 13, 2018
Updated August 10, 2020

Purpose

The Board affirms that even though law requires attendance of only students of compulsory school age, it is in the best interests of both students and the community that students complete the educational program that will equip them with required skills and increase their chances for a successful life beyond school.[1][2][3][4][5]

Authority

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff shall be utilized to assist the student in pursuing career goals.

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

The Board shall approve the withdrawal of students attending college full-time.[6]

Guidelines

Counseling services shall be made available to any student who states an intention to withdraw permanently.

Information shall be given to help a withdrawing student define educational and life goals and develop a plan for achieving those goals.

Students shall be informed about the tests for General Educational Development.

Delegation of Responsibility

The building principal shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

Legal

1. 22 PA Code 11.13
2. 22 PA Code 12.1
3. 24 P.S. 1326
4. 24 P.S. 1327
5. Pol. 204
6. 22 PA Code 11.4