

Saucon Valley School District Academic and Personnel Committee

May 3, 2023 – 5 pm
District Office Conference Room

Welcome to the meeting of the Academic and Personnel Committee. Our objective is to serve the students, parents, and residents of our community. You are an important part of this meeting and we look forward to your questions and comments.

We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.

Committee Members - Susan Baxter, Cedric Dettmar, Tracy Magnotta, Shamim Pakzad

Committee Agenda

- I. **Call to the Order** – *Tracy Magnotta, Committee Chair*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Tracy Magnotta, Committee Chair*
- IV. **Motion to Approve Agenda**
- V. **Approval of Minutes** – April 5, 2023
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address*
- VII. **Discussion & Action:**
 - Policy 200 Enrollment of Students
 - Policy 200-AR-3 Enrollment Classifications
 - Policy 202 Eligibility of Nonresident Students
 - Policy 202-AR Eligibility of Nonresident Students
 - Policy 203 Immunizations and Communicable Disease
 - Policy 204 Attendance
 - Policy 204-AR-0 Compulsory Attendance/Unexcused Absences
 - Policy 217 Graduation
 - Policy 217-AR-5 Pathways to Graduation
 - Policy 221 Dress and Grooming
 - Policy 251 Students Experiencing Homelessness, Foster Care, and Other Educational Instability
 - Policy 251-AR-0 Homeless Students
 - Policy 304.1 Supplemental Contracts – General Overview
 - Policy 304.2 Supplemental Contracts - Position Employment
 - Policy 304.2 AR Supplemental Contracts – General Procedures
 - Policy 810 Transportation

VIII. New Business

IX. Old Business

X. Citizens' Inquiries and Comments – *Visitors should state their name and address.*

XI. Announcements

Future Meetings ~

Wednesday, June 7, 2023 – 5:00 PM

XII. Motion to Adjourn Meeting

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.

Saucon Valley School District
Academic and Personnel Committee
Minutes of April 5, 2023

Present were Academic and Personnel Committee Board Members: Susan Baxter, Dr. Shamim Pakzad, Cedric Dettmar, and Tracy Magnotta via phone. Also present were Superintendent Jaime Vlasaty and Business Manager David Bonenberger.

Visitors: Shawn Welch and Mike Karabin

The meeting was called to order at 5:02 pm

Approve agenda motion by Dr. Shamim Pakzad second by Susan Baxter.

Vote: 4-yes, 0-no

Approve minutes motion by Susan Baxter second by Dr. Shamim Pakzad.

Vote: 4-yes, 0-no

Courtesy of the floor: None

Discussion & Action:

- Math Pathways – Dr. Nikolov presented and will be bringing it back to the committee after revisions.
- A potential Middle School Schedule was presented to the committee by Dr. Nikolov.
- Policy 121 Field Trips: Susan Baxter, second by Dr. Shamim Pakzad moved to send this item to the Board for approval. Vote: 4-yes, 0-no
- Policy 200 Enrollment of Students
 - Policy 200-AR-3 Enrollment Classifications
 - Policy 202 Eligibility of Nonresident Students
 - Policy 202-AR Eligibility of Nonresident Students
 - Policy 203 Immunizations and Communicable Disease
 - Policy 204 Attendance
 - Policy 204-AR-0 Compulsory Attendance/Unexcused Absences
 - Policy 217 Graduation
 - Policy 217-AR-5 Pathways to Graduation
 - Policy 221 Dress and Grooming
 - Policy 251 Students Experiencing Homelessness, Foster Care, and Other Educational Instability
 - Policy 251-AR-0 Homeless Students
 - Policy 810 Transportation

These policies will be brought back at the next Academic & Personnel Committee meeting.

New Business- None

Old Business- None

Citizen Inquiries and Comments: None

Future Meetings: May 3, 2023

Dr. Shamim Pakzad, second Susan Baxter moved to adjourn the meeting.

Vote: 4-yes, 0-no

8:10 pm

Book

School District for PNN+

Section

200 Pupils

Title

Enrollment of Students

Code

200 Vol IV 2022

Status

Active

Authority

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

Definitions

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

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

Guidelines ~~Enrollment Requirements~~ ~~Enrollment Requirements~~

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

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

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

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

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

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

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy, ~~by the Superintendent.~~[\[14\]](#)

Residency Eligibility Residency Eligibility

~~When the parents of a student reside in different school districts, the student may attend school in the district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. When the parents of a student reside in different school districts, the student may attend school in the district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.~~

~~If the parents of a student share joint custody and time is evenly divided, the parents may choose which of the two (2) school districts the student will enroll in for the school year.~~

~~If the student is an emancipated minor, the resident school district shall be the one in which the student is then living.~~

Delegation of Responsibility

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

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

PSBA Revision 11/22 © 2022 PSBA

Legal References

1. [24 P.S. 1301](#)
2. [24 P.S. 1302](#)
3. [22 PA Code 11.11](#)
4. [22 PA Code 11.41](#)
5. [24 P.S. 1331.1](#)
6. [22 PA Code 11.12](#)
7. [22 PA Code 12.1](#)
8. [24 P.S. 1303a](#)
9. [24 P.S. 1304-A](#)
10. Pol. 203
11. Pol. 216.1
12. Pol. 138
13. Pol. 251
14. Pol. 202
- Pol. 201

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

217-AR-5. PATHWAYS TO GRADUATION

In Pennsylvania, there are five (5) pathways provided as a means for students to meet state high school graduation requirements. The pathways are as follows:

- Keystone Proficiency
- Keystone Composite
- Career and Technical Education (CTE) Concentrator
- Alternative Assessment
- Evidence-Based

Please click on the link below to access the PA Department of Education's Act 158: Pathways to Graduation Toolkit which includes detailed information regarding alternative pathways, as well as guidance related to students with disabilities and English Learners.

<https://pdesas.org/Frameworks/DCEToolKit/Act158PathwaysToGraduationToolkit>

Book

School District for PNN+

Section

200 Pupils

Title

Eligibility of Nonresident Students

Code

202 Vol IV 2022

Status

Active

Purpose

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

Authority

~~{ }~~ It shall be the policy of the Board not to permit the admission of nonresident students.[\[4\]](#)

~~{ x }~~ The Board may permit the admission of nonresident students in accordance with Board policy.[\[4\]\[5\]\[6\]](#)[\[DB1\]](#)[\[JJH2\]](#)

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

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

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy ~~906906~~, Public Complaints. ~~Public Complaints~~.[\[7\]\[9\]](#)

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

The Board reserves the right to pursue all criminal and civil penalties against any person who knowingly provided or allowed to be provided false information in order to obtain free public school services.

Tuition rates shall be determined annually in accordance with law. Tuition shall be charged monthly, in advance of attendance.[\[5\]\[10\]\[11\]](#)[\[DB3\]](#)[\[JJH4\]](#)

[144252178.1](#)

Guidelines

Nonresident Children Placed in ~~The District~~ Resident's Home

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

Residents of Institutions

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

Students Experiencing Educational Instability

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

{ } Prospective Residents

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

with payment of tuition

without payment of tuition

for _____ previous to the anticipated date of residency.

at the beginning of the school year, provided that the anticipated date of residency is not later than _____ of the same school year.

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

free attendance is given,

reduced rate tuition is charged,

tuition shall be required until residency is established.

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

{ } Former Residents

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

school year

semester

- () marking period
- () with payment of tuition.
- () without payment of tuition.
- () when the parents/guardians move from the district during the _____ immediately previous to the end of the school year.
- () when the student is completing the senior year and will graduate.[DB5][JH6]

Admission of Nonresident Students Living With a District Resident

A nonresident student living with a district resident may be entitled to free school privileges pursuant to the School Code. However, such entitlement is subject to the requirements that the student live in the district full-time and on a continuous basis, not merely during the school week or the school year and on a twenty-four (24) hour basis, and that the resident not be compensated for keeping the student in his/her residence.

Prior to enrollment of a student living with a district resident who is not the child's legal parent, the district shall require:

1. A certified and currently effective order of the court granting legal physical custody to the district resident. The court order shall be in a form that is verifiable and satisfactory to the school district legal counsel, or
2. An affidavit notarized by a Pennsylvania notary in which the district resident attests that s/he is supporting the child gratis as if it were his/her own, that s/he will assume all personal obligations for the child relative to school requirements, and that s/he intends to help support the child continuously and not merely through the school term. The resident's affidavit shall be on the approved district form. At the discretion of the school district, the district resident may be required to substantiate the information contained in the affidavit by providing copies of one (1) of the items from each of the categories below:
 - a. Signer is a resident of the district:
 - 1) Utility bill.
 - 2) Pennsylvania Department of Transportation identification or driver's license.
 - 3) Pennsylvania Department of Transportation vehicle registration.
 - 4) Copy of state/federal program enrollment.
 - 5) Copy of paycheck stub with name and address of employee and employer.
 - 6) Residency Affidavit.
 - b. Signer is supporting the child gratis:
 - 1) Copy of completed IRS form transferring tax exemption of child to resident.
 - 2) Copy of federal or state tax form from which lists child as dependent or resident.
 - 3) Copy of completed county form transferring child support payment to resident.
 - 4) Copy of completed state form notifying Department of Welfare of child's new residence.
 - 5) Copy of insurance policy/card/statement listing child as eligible for services.
 - 6) Copy of lease/rental agreement identifying the child as a tenant.
 - 7) Residency affidavit.
 - c. Signer will assume all personal obligations for the child relative to school requirements.
 - 1) Sworn statement by resident shall be satisfactory evidence thereof.
 - d. Signer intends to so keep and support the child continuously and not merely through the school term.
 - 1) It shall be the obligation of the district resident to notify the principal of the school attended by the child if the child ceases to reside with the district resident or if there is any material change in the facts attested in the affidavit.

- 2) In order to ensure the welfare of minor students attending district schools, the school district shall verify that the student's nonresidential natural parent or legal guardian had knowledge of and is in agreement with the student living with the district resident.
- 3) The school district shall require the custodial natural parent or legal guardian to submit a sworn statement and agreement on the approved district form.^[JH7]

Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student^[JH8].^{[7][8]}

Nonresidents other than those affected by the above provisions will not be accepted on a tuition basis.

The Superintendent or designee shall develop procedures for the enrollment of nonresident students which:

1. Admit such students only on proper application and submission of required documentation by the parent/guardian.
2. Verify claims of residency at least annually.
3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.
4. Deny admission where the educational facilities or program maintained for district students is inadequate to meet the needs of the applicant.^[JH9]
5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.^{[DB10][JH11]}

Delegation of Responsibility

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

The Superintendent shall

~~{ } recommend to the Board for its approval the admission of qualified nonresident students.~~

{ } report to the Board for its information the enrollment of nonresident students.

Verification

All nonresident students residing within the district will be visited annually by the Home School Visitor or designee to assume conformance to all district requirements. Misrepresentation as to any material fact in any affidavit or in required supporting documentation shall result in the disenrollment of the student. The resident and the nonresident parents shall individually and jointly be responsible for payment of tuition at the district's tuition rate for all days of attendance from the initial registration.

NOTES:

Incarcerated Juveniles
Convicted – SC 1306.2, 1318
Charged – SC 1306.2

Legal References

1. 24 P.S. 501
2. 24 P.S. 502
3. 24 P.S. 503
4. 24 P.S. 1301
5. 24 P.S. 1316
6. Pol. 200
7. 24 P.S. 1302
8. 22 PA Code 11.19
9. Pol. 906
10. 24 P.S. 2561
11. Pol. 607
12. 24 P.S. 1305
13. 24 P.S. 1331.1
14. 24 P.S. 1306
15. 24 P.S. 1307
16. 24 P.S. 1308
17. 24 P.S. 1309
18. 24 P.S. 1310
19. 24 P.S. 2562
20. 22 PA Code 11.18
21. Pol. 251
- 24 P.S. 1306.2
- 24 P.S. 2503
- 22 PA Code 11.41
- Pol. 103
- Pol. 103.1

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Saucon Valley School District

Title – 202 AR – Admission of Non-Resident Students Living with a District Resident

Section – 200 Pupils

Adopted –

Revised –

Admission of Nonresident Students Living with a District Resident

A nonresident student living with a district resident may be entitled to free school privileges pursuant to the School Code. However, such entitlement is subject to the requirements that the student live in the district full-time and on a continuous basis, not merely during the school week or the school year and on a twenty-four (24) hour basis, and that the resident not be compensated for keeping the student in his/her residence.

Prior to enrollment of a student living with a district resident who is not the child's legal parent, the district shall require:

1. A certified and currently effective order of the court granting legal physical custody to the district resident. The court order shall be in a form that is verifiable and satisfactory to the school district legal counsel, or
2. An affidavit notarized by a Pennsylvania notary in which the district resident attests that s/he is supporting the child gratis as if it were his/her own, that s/he will assume all personal obligations for the child relative to school requirements, and that s/he intends to help support the child continuously and not merely through the school term. The resident's affidavit shall be on the approved district form. At the discretion of the school district, the district resident may be required to substantiate the information contained in the affidavit by providing copies of one (1) of the items from each of the categories below:
 - a. Signer is a resident of the district:
 - 1) Utility bill.
 - 2) Pennsylvania Department of Transportation identification or driver's license.
 - 3) Pennsylvania Department of Transportation vehicle registration.
 - 4) Copy of state/federal program enrollment.
 - 5) Copy of paycheck stub with name and address of employee and employer.
 - 6) Residency Affidavit.
 - b. Signer is supporting the child gratis:
 - 1) Copy of completed IRS form transferring tax exemption of child to resident.
 - 2) Copy of federal or state tax form from which lists child as dependent or resident.
 - 3) Copy of completed county form transferring child support payment to resident.
 - 4) Copy of completed state form notifying Department of Welfare of child's new residence.
 - 5) Copy of insurance policy/card/statement listing child as eligible for services.
 - 6) Copy of lease/rental agreement identifying the child as a tenant.
 - 7) Residency affidavit.
 - c. Signer will assume all personal obligations for the child relative to school requirements.
 - 1) Sworn statement by resident shall be satisfactory evidence thereof.

- d. Signer intends to so keep and support the child continuously and not merely through the school term.
 - 1) It shall be the obligation of the district resident to notify the principal of the school attended by the child if the child ceases to reside with the district resident or if there is any material change in the facts attested in the affidavit.
 - 2) In order to ensure the welfare of minor students attending district schools, the school district shall verify that the student's nonresidential natural parent or legal guardian had knowledge of and is in agreement with the student living with the district resident.
 - 3) The school district shall require the custodial natural parent or legal guardian to submit a sworn statement and agreement on the approved district form.

Book School District for PNN

Section 200 Pupils

Title Immunizations and Communicable Diseases

Code 203 Vol V 2020

Status Active

Authority

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that ~~guidance and orders from state and local health officials~~law, regulations, a legally binding order of the PA Department of Health or the Northampton County Health Department, established **Board** policy and **administrative** guidelines regulations, and **Board-approved health and safety plans** be followed by **students, parents/guardians and district staff.**[\[1\]](#)[\[2\]](#)

Definitions

Certificate of Immunization - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.[\[3\]](#)

Medical Certificate - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[\[3\]](#)

Guidelines

Immunization

All students shall be immunized against specific diseases in accordance with [Pennsylvania statutes](#) **state law** and regulations, ~~unless specifically exempt for religious or medical reasons.~~ [\[1\]\[2\]\[4\]](#)

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health. [\[5\]](#)

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or ~~on the basis of a strong moral or ethical conviction similar to a religious belief~~ [\[JJH1\]](#) ~~or on the basis of a strong moral or ethical conviction similar to a religious belief~~ whose physician certifies that the student's physical condition contraindicates immunization. [\[1\]\[4\]\[6\]\[7\]](#)

~~No~~ A student **who has not been immunized in accordance with state regulations** shall **not** be admitted to or permitted to attend district schools, unless exempted ~~for medical or religious reasons~~ [pursuant to state law](#) [\[JJH2\]](#), ~~or~~ provisionally admitted ~~reasons~~ by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth [\(5th\)](#) school day of attendance, **or in accordance with programs or guidance established by the PA Department of Health.** [\[1\]\[4\]\[5\]\[6\]\[7\]](#)

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations. [\[5\]\[8\]\[9\]](#)

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements ~~of~~ for an exemption. [\[5\]\[10\]](#)

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the [\[1\]](#)

~~{ } building principal.~~

~~{ } school nurse.~~

~~{ } head teacher.~~

~~{ } Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.~~ [\[6\]\[11\]](#)

The Superintendent or designee shall:

1. ~~Inform~~ **Ensure that** parents/guardians **are informed** prior to a student's admission to school, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious, moral/ethical, or medical reasons, and means by which such exemptions may be claimed. [\[1\]\[5\]\[6\]\[7\]\[8\]\[12\]](#)
2. Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements. [\[3\]\[5\]](#)
3. {} Annually review state standards for immunization and direct the responsible district personnel accordingly.
4. {} Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted by circumstances and to safeguard the health of the school community. Any Such program is shall be subject to Board approval and may be conducted in cooperation with local health agencies.

The Superintendent or designee shall report immunization data electronically to the PA Department of Health by December 31 of each year by using a format and system provided by the Department of Health. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the PA Department of Health by December 15. [\[13\]](#)

Communicable Diseases

~~A printed description of common communicable diseases, with recommendations as to treatment, shall be distributed annually to all families of children attending the Saucon Valley District.~~

~~When the school nurse determines that a problem exists and it is appropriate to alert parents/guardians, notification will ne sent to the parents/guardians identifying the problem. All notices will be delivered by the student unless otherwise directed by the building administrator.~~

The Board directs that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the PA Department of Health **or guidance from state or local health officials or a legally binding order from the PA Department of Health or Northampton County Health Department.** for certain specified diseases and infectious conditions. [\[14\]\[15\]\[16\]\[17\]](#)

Parents/Guardians shall be notified of this policy at the beginning of the school year, and that during the school year it may be necessary for a student to be excluded from school due to communicable disease. Parents/Guardians of a student needing to be excluded shall be notified and required to come to school

or have a designated emergency contact come to school to transport the student home or to an appropriate place of care. Students may return to school when the criteria for readmission following a communicable disease, as set forth in law, ~~or regulations or guidance from state or local health officials,~~ have been met. [\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board directs school staff to request emergency contact information from parents/guardians of students at the beginning of each school year and request that it be updated as necessary during the school year.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the PA Department of Health. [\[18\]](#)[\[19\]](#)[\[20\]](#)

The Superintendent or designee shall direct that health guidelines, **Board-approved health and safety plans**, and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations. [\[21\]](#)

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in ~~such~~ instruction **relative to communicable and life-threatening diseases, in accordance with Board policy.** [\[21\]](#)[\[22\]](#)[\[23\]](#)

Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, **and medical questionnaires.** [\[17\]](#)[\[24\]](#)

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian. **The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.** [\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)

[As part of the health record, a certificate of immunization shall be maintained for each student enrolled, as required by the Pennsylvania Department of Health.](#)

NOTES:

List of required immunizations can be found at 28 PA Code Sec. 23.83.

~~Please remove the following language when writing policies and note on cross-reference that the language is too broad:~~

~~The district shall require parents/guardians to annually complete a medical history report form that includes information regarding known communicable diseases.~~

~~Note: if district replaces this language in policy during draft revisions, it is all right to keep in policy.~~

PSBA Revision 8/20 © 2020 PSBA

Legal References

1. 24 P.S. 1303a
2. 28 PA Code 23.81 et seq
3. 28 PA Code 23.82
4. 22 PA Code 11.20
5. 28 PA Code 23.85
6. 28 PA Code 23.83
7. 28 PA Code 23.84
8. Pol. 200
9. Pol. 251
10. Pol. 255
11. 28 PA Code 27.77
12. Pol. 201
13. 28 PA Code 23.86
14. 28 PA Code 27.71
15. 28 PA Code 27.72
16. Pol. 204
17. Pol. 209
18. 28 PA Code 27.2
19. 28 PA Code 27.1
20. 28 PA Code 27.23
21. 22 PA Code 4.29
22. 22 PA Code 4.4
23. Pol. 105.1
24. 24 P.S. 1402
25. 24 P.S. 1409
26. 20 U.S.C. 1232g
27. 34 CFR Part 99

28. Pol. 113.4

29. Pol. 216

30. Pol. 805

Pol. 105.2

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Book

School District for PNN+

Section

200 Pupils

Title

Attendance

Code

204 Vol IV 2022

Status

Active

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 ~~A~~attendance ~~shall be required~~ of all students during the days and hours that school is in session, except that ~~authorized district staff may excuse a student for~~ temporary student absences ~~upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence~~ 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 ~~child~~ student enter school, which shall be no later than ~~eight~~~~six~~ ~~(8)~~~~(6)~~ years of age, until the student reaches ~~seventeen~~~~eighteen~~ ~~(17)~~~~(18)~~ years of age. ~~Effective the beginning of 2020-2021 academic year, compulsory school age shall mean entrance in school no later than six(6) years of age until the child reaches eighteen (18) years of age.~~ The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

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

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

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

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

This definition 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 child's student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[8\]](#)

Delegation of Responsibility

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

-
~~{ }~~ local children and youth agency, 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 the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the

-
~~{ }~~ building principal,

-
~~{ }~~ Attendance Officer,

-
~~{ }~~ Home and School Visitor,

-
~~{ }~~ (other) Counselors _____,

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

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

1. Govern the maintenance of attendance records in accordance with law.[\[12\]\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance

improvement program, the local children and youth agency, or the appropriate magisterial district judge.

4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. ↔ Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

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

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

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

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[3\]](#)[\[4\]](#)[\[21\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[2\]](#)[\[22\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[23\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[2\]](#)[\[18\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[2\]](#)
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[4\]](#)
7. Students sixteen (16) years of age regularly **engaged in useful and lawful employment during the school session** and holding a valid employment certificate. **Regularly engaged means thirty-five (35) or more hours per week of employment.**[\[4\]](#)[\[15\]](#)

Excused/Lawful Absence

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

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[3\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[1\]\[3\]](#)
9. ~~{}~~ **Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.**[\[3\]](#)
 - a. **The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.**
 - b. **The student shall furnish the signed excuse to the district prior to being excused from school.**
10. ~~{}~~ Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[\[28\]](#)
11. ~~{}~~ Nonschool-sponsored educational tours or trips, if the following conditions are met:[\[3\]\[29\]](#)
 - a. The ~~parent/guardian~~**person in parental relation** submits ~~a written request~~**the required documentation** for excusal prior to the absence, **within the appropriate timeframe.**
 - b. The student's participation has been approved by the Superintendent or designee.
 - ~~c. {}~~ The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
 - ~~d.c. {}~~ **(other)** _____
12. ~~{}~~ College or postsecondary institution visit, with prior approval.
13. Other urgent reasons ~~Urgent reasons shall be strictly construed and do not permit irregular attendance~~ that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care **and other forms of educational instability.**[\[3\]\[6\]](#)[\[30\]](#)

The district may limit the number and duration of

~~-~~ ~~{}~~ 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.

Temporary Excusals –

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

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. [\[2\]\[14\]\[18\]](#)
2. Students participating in a religious instruction program, if the following conditions are met: [\[28\]\[31\]](#)
 - a. The ~~parent/guardian~~ **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 ~~parent/guardian~~ **person in parental relation** shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education. [\[21\]](#)

Parental Notice of Absence –

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

-
{ } three (3)
-
~~{ } five (5)~~
-
~~{ } (other) _____~~
-

days of the absence.

A maximum of

-
~~{ } eight (8)~~
-
{ } ten (10)
-
~~{ } (other) _____~~
-

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

-
- ~~{ } eight (8)~~
-
- ~~{ } ten (10)~~
-
- ~~{ } (other) _____~~
-

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

Unexcused/Unlawful Absence

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

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

Parental Notification –

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

Enforcement of Compulsory Attendance Requirements

Student is Truant –

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

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

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

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

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

School Attendance Improvement Conference (SAIC) –

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

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

The following individuals shall be invited to the SAIC:[\[8\]](#)

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

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

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

The district may not take further legal action to address unexcused absences until ~~after the date of the scheduled School Attendance Improvement Conference has passed~~ **the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.**[\[32\]](#)

Student is Habitually Truant –

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

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

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

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

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

based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[33\]](#)

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

Filing a Citation –

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

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

Special Needs and Accommodations

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

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

Discipline

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

-

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NOTES:

-

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

-

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

-

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Legal References

1. 22 PA Code 11.41
2. 24 P.S. 1327
3. 24 P.S. 1329
4. 24 P.S. 1330
5. 22 PA Code 11.23
6. 22 PA Code 11.25

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

Saucon Valley Sc

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

204-AR-0. COMPULSORY ATTENDANCE/UNEXCUSED ABSENCES

The following words, when used in this administrative regulation, have the following meaning, except where the context clearly indicates or requires a different meaning:

Citation means a nontraffic citation or private criminal complaint.

Compulsory school age means 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 will be no later than **six (6)** years of age until the student reaches **eighteen (18)** years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.

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

Offense means each citation filed with a magisterial district judge for a violation of the requirement for compulsory school attendance, regardless of the number of unexcused absences alleged in the citation.

Person in parental relation means a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parents.
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.

The term does not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child defined under 42 Pa. C.S. §6302 (relating to definitions).

School attendance improvement conference (SAIC) means a conference where the student's absences and the reasons for the absences are examined in an effort to improve attendance, with or without additional services. This conference must be held prior to a district initiating truancy proceedings against a student and person in parental relation.

School attendance improvement plan means the form created by the Pennsylvania Department of Education (PDE), or a similar form, to document the outcome and next steps of the school attendance improvement conference.

School-based or community-based attendance improvement program means 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.

School day means the length of time that a student subject to compulsory school attendance is expected to be receiving instruction during a calendar day, as determined by the Board.

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

Unexcused absence means an absence from school which is not permitted by state law or Board policy and for which an approved explanation has not been submitted within the time period and in the matter prescribed by the Board. An out-of-school suspension will not be considered an unexcused absence.

It is mandatory for all students of compulsory school age residing in the state to attend a school in which all required subjects and activities are taught.

Attendance

All students of compulsory school age who either:

1. Reside in the district and are enrolled in district schools,
2. Qualify for attendance in the district but are not currently enrolled in any school,
3. Attend district schools on a tuition basis,

are required to comply with the adopted Board policy governing attendance.

Designated staff in each school will be responsible for monitoring and maintaining records of each student's attendance.

~~[Note: the following applies to first, second and third class districts:]~~

~~The district will employ and designate at least one (1) staff member to serve as an attendance officer or home and school visitor, to enforce compulsory attendance requirements.~~

~~{ } The district will participate in a cooperative agreement to employ an attendance officer.~~

~~[Note: the following applies to school districts of the fourth class:]~~

~~{ } The district will employ at least one (1) staff member to serve as an attendance officer or home and school visitor, to enforce compulsory attendance requirements. [JJH]~~

~~{ } The district will participate in a cooperative agreement to employ an attendance officer.~~

The attendance officer or home and school visitor has full police powers without warrant and may arrest or apprehend any student who fails to attend school in violation of compulsory attendance requirements. A school police officer also has the same arrest powers. Personnel with the title of security **guard** are not empowered to arrest students who violate compulsory attendance laws.

School Response to Absences

The school is a critical part of a student's support system, and school staff have a significant opportunity to assist students and their families to comply with attendance requirements.

Staff will treat all absences as unexcused until a written excuse explaining the absence is submitted within

~~{ } -three (3)~~

~~{ } five (5)~~

~~{ } (other) _____~~

days of the absence.

The person in parental relation and student will be informed that if a written excuse is not provided within

~~{ } -three (3)~~

~~{ } five (5)~~

~~{ } (other) _____~~

days of the absence, the absence will be permanently recorded as unexcused. District staff will provide written notice to the person in parental relation upon each incident of unexcused absence.

Each building principal or teacher will report to a designated district employee when a student has been absent for three (3) days, or their equivalent, without a lawful excuse.

If the designated employee discovers that a district student is unable to attend school because of a lack of clothing or food, **they** will report the case to a suitable relief agency operating in the district or to **the appropriate** county **agency** for investigation and relief.

Teachers can be the first line of defense for compulsory attendance, as they are the first to recognize students with possible attendance issues. Teachers will implement a plan of action that includes, but is not limited to:

1. Distributing and reviewing with students and families the adopted Board policies governing attendance and student responsibilities.
2. Meeting individually with students to discuss reasons for absence.
3. Providing feedback to designated district staff.
4. Making referrals to guidance counselors.
5. Cooperating with the Student Assistance Program, as appropriate.
6. Attending the school attendance improvement conference, as necessary.
7. Contributing, as necessary, to the development of the school attendance improvement plan.

District Response to Unexcused Absences

The person in parental relation of a compulsory school age student is subject to penalties if compulsory attendance requirements are not met.

The designated district employee will make every effort to work collaboratively with the person in parental relation to address the truancy of a student and will not initiate formal action until an SAIC has been held and the student is habitually truant.

First Unexcused Absence –

Designated district staff will send to the person in parental relation a notice about the unexcused absence. The notice will be in the preferred language of the person in parental relation, will contain a description of the consequences that will follow if the student becomes habitually truant, and the name and telephone number of the district employee that the person in parental relation can contact to request assistance in resolving the student's truant behavior.

Second Unexcused Absence –

Designated staff will send to the person in parental relation a notice of a second unexcused absence. The notice will contain a description of the consequences that will follow if the student becomes habitually truant, and the name and telephone number of the district contact. The

second notice will include another offer of district assistance and will be in the preferred language of the person in parental relation.

Third Unexcused Absence –

Designated district staff will send notice to the person in parental relation, in writing, within ten (10) school days of the student's third unexcused absence, that contains a description of the consequences that will follow if the student becomes habitually truant, and the name and telephone number of the district contact. The third notice will include another offer of district assistance and will be in the preferred language of the person in parental relation.

~~{ }~~ The district will also send to the person in parental relation an invitation to attend an SAIC at which the student's absences and reasons for the absences are to be examined in order to improve attendance, with or without additional services.

If a student continues to incur additional unexcused absences after the school has issued the notice of the student's third unexcused absence, the school will send to the person in parental relation an invitation to attend an SAIC at which the student's absences and reasons for the absences are to be examined in order to improve attendance, with or without additional services.

Participants invited to the conference must include, but not be limited to:

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

While active participation by the student and family members is an integral component of this conference, there is no legal requirement for either the student or person in parental relation to attend the school attendance improvement conference. The school should make every attempt to conduct the SAIC with the person in parental relation present, to identify and resolve the root causes of truancy, and contribute to the group discussion their unique knowledge about the student and the student's environment.

In an attempt to encourage participation, the school should provide written notice, sent via certified mail, and communicate with the person in parental relation via telephone. The school will hold the SAIC even if the person in parental relation declines to participate or fails to attend.

Issues that should be addressed in the SAIC include, but are not limited to:

1. Appropriateness of the student's educational environment.
2. Possible elements of the school environment that inhibit student success.
3. Student's current academic level and needs.
4. Social, emotional, physical, mental and behavioral issues.
5. Issues concerning family and home environment.
6. Any other issues affecting the student's attendance.

The school will document the outcome of the SAIC in a written school attendance improvement plan which can include: access to academic and social/health supports from the district and community organizations; an outline of family/parental and student responsibilities; and levels of performance monitoring that include rewards and consequences.

~~{ }~~ The school will use the School Attendance Improvement Plan Form, created by PDE, to document the school attendance improvement conference.

~~{ }~~ The school will use a form similar to the School Attendance Improvement Plan Form, created by PDE, to document the school attendance improvement conference.

At the end of the school attendance improvement conference, all parties present should sign the school attendance improvement plan. The student and person in parental relation will be provided a copy of the school attendance improvement plan, regardless of whether they attended.

When the student and/or person in parental relation is/are in attendance at the school attendance improvement conference, the designated district staff member will ensure that the student and the person in parental relation clearly understand the consequences that follow a violation of the compulsory attendance requirements.

Subsequent Unexcused Absence –

When a school attendance improvement plan is in place for a student who is not yet habitually truant, and the student is subsequently unlawfully absent at any point within the school year, meaning four (4) to five (5) unexcused absences, the designated district staff will send to the person in parental relation, by certified mail and via any additional mode of communication previously successful with the person in parental relation, an official notice of unexcused absence. The notice will inform the person in parental relation that the school attendance improvement plan has been violated and that once the student reaches six (6) unexcused absences, formal truancy proceedings will be initiated.

When a school attendance improvement plan is in place and the student is subsequently unlawfully absent at any point within the school year, thus amounting to six (6) or more unexcused absences, the designated district staff will send to the person in parental relation, by certified mail and via any additional mode of communication previously successful with the person in parental relation, an official notice to inform the person in parental relation that the school attendance improvement plan has been violated and formal truancy proceedings will be initiated.

At any time when:

1. A school attendance improvement plan has been violated,
 2. Notice has been sent to the person in parental relation that formal action will be initiated,
- and
3. The student is habitually truant,

the designated district staff will initiate truancy proceedings.

Penalties for Violations

When referring a habitually truant student of any age to the county children and youth agency or filing a citation, the school must provide verification that the SAIC was held, generally by submitting the school attendance improvement plan.

Habitually truant students under fifteen (15) years of age -

1. The designated district staff will refer the student to either:
 - a. A school-based or community-based attendance improvement program, or
 - b. The county children and youth agency for:
 - 1) Services, or
 - 2) Possible disposition as a dependent child.
2. The designated district staff may, but are not required to, file a truancy citation against the person in parental relation to the student who resides in the same household as the student.

Habitually truant students fifteen (15) years of age and older -

1. The designated district staff will either:
 - a. Refer the student to a school-based or community-based attendance improvement program, or
 - b. File a citation against the student or person in parental relation to the student who resides in the same household as the student.
2. If a student fifteen (15) years of age or older continues to accrue additional absences after a school refers the student to a school-based or community-based attendance improvement program or refuses to participate in an attendance improvement program, the school may refer the student to the county children and youth agency for possible disposition as a dependent child.

Citations and Proceedings

The designated district staff will file a truancy citation with the magisterial district judge where the student attends school.

When a citation is filed against a student or person in parental relation to the student who resides in the same household as the student, the magisterial district judge will provide notice of the hearing to the school, person in parental relation, the student, and the county children and youth agency.

At the hearing, the school district must prove beyond a reasonable doubt that the student was subject to the compulsory attendance law and was, without legal justification, habitually truant. The person in parental relation may demonstrate, by a preponderance of the evidence, that they took every reasonable step to ensure the attendance of the student at school.

Before entering a sentence, the magisterial district judge will permit the school district, person in parental relation to the student, or student to present relevant information, such as the student's attendance since the citation was filed, to assist the judge in making an informed decision regarding an appropriate sentence.

A person convicted of a violation of the compulsory attendance laws may be sentenced to pay a fine for the benefit of the school, sentenced to perform community service, or required to complete an appropriate course or program designed to improve school attendance.

If within a three-year period a student or person in parental relation is convicted of a second or subsequent offense, the court must refer the student to the county children and youth agency for services or possible disposition as a dependent child under the Juvenile Act.

The designated district staff will not file a citation against a student or person in parental relation for a subsequent violation of compulsory school attendance if:

1. A proceeding is already pending against the student or person in parental relation and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the student or person in parental relation to appear before the court and the warrant has not yet been served.
2. A referral for services has been made to the county children and youth agency under this subdivision, the agency has not closed the case, and the educational entity has not consulted with the county children and youth agency prior to filing the petition.
3. A petition has been filed alleging the student is dependent due to being habitually truant, relative to juvenile matters, and the case remains under the jurisdiction of the juvenile court.

Fines

For the first offense, the fine may not exceed \$300, together with court costs.

For the second offense, a person in parental relation may not be fined more than \$500, together with court costs.

For a third and any subsequent offense, a person in parental relation may not be fined more than \$750, together with court costs.

Failure to Comply with Penalties

If a person in parental relation fails to comply with the penalties imposed, that person may be sentenced to jail for up to three (3) days if the court determines that the person in parental relation had reasonable ability to comply with the penalty and that noncompliance was willful.

If a student fails to satisfy the penalties imposed:

1. Such act will not be considered delinquent but may result in a dependency determination under the Juvenile Act.
2. The magisterial district judge may send the record of conviction to the Pennsylvania Department of Transportation.
 - a. If the Department of Transportation receives such a record, it is required to take action against the student's operating privileges. The Department will suspend for ninety (90) days the operating privilege of any student upon receiving a certified record that the student was convicted of violating the compulsory attendance requirements. If the Department receives a second or subsequent conviction for a student's violation, the Department will suspend the student's operating privilege for six (6) months.
 - b. Any student whose record is received by the Department and who does not have a driver's license will be ineligible to apply for a driver's license for the time periods

specified above. If the student is under sixteen (16) years of age when convicted, suspension of operating privileges will commence for the time specified above.

Nothing in this section will be construed to apply to a person in parental relation whose child or children are in a home education program.

Homeless and Unaccompanied Youth/Children in Foster Care

The Every Student Succeeds Act, the McKinney-Vento Homeless Assistance Act, and the Fostering Connections to Success and Increasing Adoptions Act require that states, local education agencies, and schools work to remove barriers to the education of homeless students, unaccompanied youth, and children in foster care. Such barriers include those related to enrollment and retention due to absences.

Designated district staff will not count as unexcused those absences that occur due to homelessness, the transience of unaccompanied youth, or the fluctuation of foster care placements.

Designated school staff should use the school attendance improvement conferences as a means to identify the root causes of students' absenteeism, such as homelessness, frequent household shifts, absence of consistency and stability, and a lack of transportation, which should all be captured in the school attendance improvement plan. The school attendance improvement plan should clearly delineate the school responsible for complying with the compulsory attendance laws (school of origin, school of residence, etc.) as well as the school(s) responsible for implementing various portions of the school attendance improvement plan.

The district must consider the living situation of each unaccompanied youth to determine whether it is appropriate to file citations against the person in parental relation. School districts may consider contacting the **county** children and youth **agency** to link the youth with services.

District Response to the Unexcused Absences of Nonpublic School Students

Though nonpublic schools are charged with developing their own policies to monitor, track, and respond to unexcused absences, the nonpublic student's school district of residence remains responsible for enforcing the requirements for compulsory school attendance. Designated district staff will work with nonpublic schools located within district boundaries to:

1. Ensure the district receives copies of the written notification of each nonpublic school student's third unexcused absence, as sent to the person in parental relation of the student;
2. Participate in school attendance improvement conferences, as necessary;
3. Receive copies of all school attendance improvement plans;
4. Refer the nonpublic school student to a school-based or community-based attendance improvement program or the county children and youth agency for possible disposition as a dependent child;

- a. Request, as necessary, assistance from the nonpublic school relative to attendance improvement programs and juvenile dependency referrals.
5. File truancy citations with the magisterial district judge where the nonpublic school student resides.
 - a. Request, as necessary, cooperation and participation from the nonpublic school in the truancy proceedings.
 6. Refer the nonpublic school student to the county children and youth agency for possible disposition if the nonpublic school student either does not comply with or attend the school-based or community-based attendance improvement program.
 - a. Request, as necessary, cooperation and participation from the nonpublic school.

Book

School District for PNN+

Section

200 Pupils

Title

Graduation

Code

217 Vol IV 2022

Status

Active

Purpose

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

Authority

The Board shall adopt the graduation requirements students must achieve, ~~which shall include course completion and grades and any other requirements as prescribed by the Commonwealth of Pennsylvania~~ in accordance with state **law and** regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

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

Diplomas

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

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

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

Students Experiencing Educational Instability -

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

Students With Disabilities -

~~Identified students with disabilities who satisfactorily complete a special education program developed by an individualized Education Program team shall be granted and issued a regular high school diplomas.~~

The Board ~~may~~ shall permit ~~an a identified~~ student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in graduation commencement ceremonies with ~~his/her their~~ graduating class, ~~even though the student will not be granted a diploma at that time and will continue to receive educational services from the district, and receive a certificate of attendance,~~ provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.[\[11\]](#)[\[2\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

A list of all graduating students shall be submitted to the Board for its information and release to the public.

A requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12, which are aligned to established academic standards.

The Board shall identify the planned courses for which credit toward graduation shall be awarded upon successful completion. These written plans shall be on file in the district office and shall be made available upon request for review by the designated representatives of the Department of Education.

The Board requires that each candidate for graduation shall have earned and passed the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

Changes in graduation requirements will be described in the annual high school Program of Studies.

The fourth year of high school shall not be required for graduation if a student has completed all other requirements for graduation.

Part-Time Students -

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

Full-Time Postsecondary Students -

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

{ } Eligible Veterans -

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

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

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

Delegation of Responsibility

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

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

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

GUIDELINES

Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.

Calculation of GPA

Grade point average ("GPA") will be calculated based on courses taken at the high school during the student's high school years. Approved middle school credits requested by the parents/guardians as referenced in Board Policy will be calculated in the high school GPA. College courses taken while a student is in the high school will not be calculated in the GPA. The Superintendent or designee shall design, implement, and publish a system to provide a weighted value to advanced or accelerated courses.

Students Repeating Courses

If a student fails a course, the course can be repeated. If a student passes a course, the course cannot be taken again without an appeal to the principal. Credit will only be given once for a course. If a course is repeated, the student may, upon request in a letter to the principal, have the original grade excluded in the calculation of the GPA. However, both courses will be recorded on the transcript.

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Legal References

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

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ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

217-AR-5. PATHWAYS TO GRADUATION

In Pennsylvania, there are five (5) pathways provided as a means for students to meet state high school graduation requirements. The pathways are as follows:

- Keystone Proficiency
- Keystone Composite
- Career and Technical Education (CTE) Concentrator
- Alternative Assessment
- Evidence-Based

Please click on the link below to access the PA Department of Education's Act 158: Pathways to Graduation Toolkit which includes detailed information regarding alternative pathways, as well as guidance related to students with disabilities and English Learners.

<https://pdesas.org/Frameworks/DCEToolKit/Act158PathwaysToGraduationToolkit>

Book

School District for PNN+

Section

200 Pupils

Title

Dress and Grooming

Code

221 Vol IV 2022

Status

Active

Purpose

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

Authority

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

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

When student dress may constitute student expression, Policy 220 Student Expression shall apply.

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

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

Delegation of Responsibility

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

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

Staff members shall be instructed to demonstrate, by example, positive attitudes ~~toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance~~ and compliance with Board policy and school rules related to dress and grooming.[4]

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NOTE:

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

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Legal References

1. 24 P.S. 1317.3

2. 22 PA Code 12.11

3. Pol. 251

4. Pol. 325

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Book

School District for PNN+

Section

200 Pupils

Title

Students Experiencing Homelessness, Foster Care and Other Educational Instability

Code

251 Vol IV 2022

Status

Active

Purpose

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

Authority

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

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

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

1. **Dress code.**[\[9\]](#)
2. **Transportation.**[\[10\]](#)

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

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

Definitions

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

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

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

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

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

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

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

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

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

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

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

Delegation of Responsibility

The Board designates the

Superintendent or designee

Assistant Superintendent

Federal Programs Coordinator

Home and School Visitor

Director of Student Services

Homeless Child or Youth Liaison

(Other) _____

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

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

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

1. Local children and youth agency to Local service agencies and other entities that provide services to homeless children and youths and families.:
 - a. Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements;
 - b. Develop a protocol on how to make best interest determinations; and
 - c. Develop and coordinate transportation procedures.
2. Other local service agencies and entities that provide services to students experiencing educational instability.
3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[\[11\]\[28\]](#)
5. State and local housing agencies responsible for comprehensive housing affordability strategies.

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

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.

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

Additional Responsibilities to Support Homeless Students -

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

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

Training

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

Additional Training to Support Homeless Students -

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

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

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

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

Guidelines

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

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

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

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

Enrollment

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

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

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

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

Best Interest Determination -

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

In ~~determining~~ making a ~~the~~ best interest ~~of a child or youth~~ determination, the district shall: [5][27]

1. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth. ~~Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.~~ [6]
2. Consider student-centered factors related to impact of mobility on achievement, education, **appropriateness of the current educational setting**, health and safety, **giving priority to the request of the parent/guardian or unaccompanied youth**. [6] and proximity to living arrangements including foster care placement.

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

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

Timeliness of Enrollment -

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

1. The student is unable to produce records normally required for enrollment.[\[27\]\[31\]](#)
2. The application or enrollment deadline has passed ~~during any period of homelessness.~~ [\[27\]\[31\]\[32\]](#)

The district's ~~liaison~~ point of contact shall immediately contact the school last attended by the ~~child or youth~~ student to obtain relevant academic or other records.[\[27\]](#)

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

Grade Level Assignment -

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

Dispute Resolution

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

Dispute Resolution for Homeless Students -

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

If a dispute arises over eligibility, enrollment or school selection:[\[27\]](#)

1. The parent/guardian or unaccompanied youth shall be referred to the district's ~~liaison~~ point of contact, who shall assist in the dispute resolution process. ~~If the parent/guardian or unaccompanied youth initiating the dispute does not contact the district liaison directly, the district employee making the adverse decision shall be responsible for contacting the district liaison regarding the dispute as soon as possible and referring the family or youth involved to the liaison.~~
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.

3. The district's ~~liaison~~ **point of contact** shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

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

Dispute Resolution for Students in Foster Care -

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

{ } Students Discharged From Foster Care

A student who has been discharged from foster care may be permitted to finish the

() school year

() semester

in this district, if appropriate,

() with payment of tuition.

() without payment of tuition.^[DB1]

Education Records

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

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

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

Comparable Services

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

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

Transportation for Homeless Students -

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

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[\[27\]](#)

Transportation for Students in Foster Care –

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

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

The transportation plan shall address the following:[\[6\]](#)

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.[\[8\]](#)
2. How transportation costs will be covered if additional costs are incurred. Options include:
 - a. The local children and youth agency agrees to reimburse the district;

- b. The district agrees to pay for the cost;[\[6\]](#)
 - c. The district and the local children and youth agency agree to share the costs; or
 - d. The district of origin, the district of foster residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

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

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

Course Credit and Graduation

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

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:[\[4\]](#)[\[19\]](#)
 - a. Competency demonstration, which could include, but is not limited to:
 - i. Submission of an essay, presentation or project.
 - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.
 - b. Performance on an examination.
 - c. Successful completion of a career and technical education course.
 - d. Other evidence or method determined appropriate by the district.
2. If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.
3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation

ceremony and graduate with their peers.

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

Keystone Diploma –

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

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

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

Students with Disabilities –

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

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

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Legal References

1. 22 PA Code 11.18
2. 24 P.S. 1305
3. 24 P.S. 1306
4. 24 P.S. 1331.1
5. 20 U.S.C. 6311
6. 20 U.S.C. 6312
7. 42 U.S.C. 11431 et seq
8. 42 U.S.C. 675
9. Pol. 221
10. Pol. 810
11. Pol. 113

12. Pol. 115
13. Pol. 121
14. Pol. 122
15. Pol. 123
16. Pol. 114
17. Pol. 231
18. Pol. 124
19. Pol. 217
20. Pol. 223
21. Pol. 808
22. Pol. 110
23. 23 Pa. C.S.A. 6301 et seq
24. 42 Pa. C.S.A. 6301 et seq
25. 45 CFR 1355.20
26. 42 U.S.C. 11434a
27. 42 U.S.C. 11432
28. Pol. 103.1
29. Pol. 113.4
30. Pol. 216
31. Pol. 200
32. Pol. 201
33. Pol. 203
34. Pol. 204
35. Pol. 209
36. Pol. 206
37. Pol. 906
38. Pol. 202
39. 20 U.S.C. 1232g
40. Pol. 146
41. Pol. 918
42. Pol. 138
43. 24 P.S. 121
- 20 U.S.C. 6301 et seq
- 22 PA Code 403.1
- 34 CFR Part 99
- 67 Fed. Reg. 10698
- PA Education for Homeless Children and Youth State Plan
- Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability
- Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

251-AR-0. HOMELESS STUDENTS

~~The McKinney-Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22 1987, 101 Stst. 482, 42 U.S.C. § 11301 et seq.) is a United States federal law that states local educational agencies will designate an appropriate staff person as a local educational agency liaison for homeless children and youth.~~

~~The Saucon Valley Board of School Directors designates the Superintendent [1] [2] to serve as liaison.~~

Point of Contact ~~liaison~~ Responsibilities

The district's designated ~~liaison~~ **point of contact** for homeless students and families has the following responsibilities:

1. Identify homeless children and youth with assistance by school personnel and through coordination activities with other entities and agencies.
2. Inform parent(s)/guardian(s) of homeless students of educational rights and related opportunities available to their children, and provide them with meaningful opportunities to participate in the education of their children.
3. Disseminate public notice of the educational rights of homeless students where such children and youth are likely to receive services, such as schools, **public libraries**, family shelters, soup kitchens and food pantries.
4. **Mediate enrollment disputes.** ~~Provide information on appeal rights and issues decisions on enrollment disputes and complaints regarding district compliance with McKinney-vento. [3]~~
5. Inform parent(s)/guardian(s) of a homeless child or youth, and any unaccompanied youth, of all transportation options, including to the school of origin, and assist in accessing these transportation services.
6. Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
7. Assist children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
8. **Learn about and maintain familiarity** ~~familiarize him/herself~~ with the best resources in the community to assist families with referrals for things such as shelter, counseling, food and transportation.

9. Distribute information on the subject of homeless students and arrange staff development workshops and presentations for school personnel, including office staff.
10. Provide standard forms and information about enrollment procedures and key school programs to each shelter in the district.
11. Become familiar with the various program materials that are available from the Pennsylvania Department of Education.
12. Collaborate with the district special education program to ensure that homeless children who are in need of special education and related services are located, identified, and evaluated. This is a requirement under the Individuals with Disabilities Education Act, which mandates that highly mobile children with disabilities, including homeless children, be indentified and served. **The point of contact Liaison** should also ensure that homeless youth who have or may have disabilities have a parent or surrogate parent to make special education or early intervention decisions. In the case of an unaccompanied homeless youth, if a student is disabled or may be disabled and the youth does not have a person authorized to make special education decisions, the following people can be temporary surrogate parents: staff of emergency shelters, transitional shelters, independent living programs, and street outreach programs, and state, local education agency or child welfare agency staff involved in the education or the care of the child. This rule only applies to unaccompanied homeless youth.
13. Identify preschool-aged homeless children by working closely with shelters and social service agencies in their area. **In addition, the point of contact ~~including instructing district staff to~~ should** inquire, ~~whether a family has preschool aged children when at the time they are enrolling homeless children and youth in school,~~ **whether the family has preschool-aged children.**
14. Identify unaccompanied homeless youth while respecting their privacy and dignity by providing specific outreach to areas where eligible students who are out of school may congregate.

Dispute Resolution

The following procedures will be utilized to resolve disputes regarding enrollment, school selection, homeless status or complaints of noncompliance:

1. **If a dispute arises over school selection or enrollment,** ~~The district shall immediately enroll~~ the child or youth ~~in the district~~ **involved** must immediately be admitted to the school in which **they are** seeking enrollment, pending resolution of the dispute. The parent(s)/guardian(s) or unaccompanied youth who initiated the dispute should contact the **point of contact** as soon as possible after receiving notice of the dispute. If the person initiating the dispute does not contact the **point of contact** directly, the **district staff receiving the notice must notify the point of contact as soon as possible, for the point of contact** to contact the person initiating the dispute. ~~District staff who determine that a child or youth is not homeless and deny enrollment shall notify the child/youth or their~~

~~parent/guardian and the district liaison in writing of the adverse decision. The written notice will provide information on how the child/youth or their parent/guardian may appeal this decision to the liaison, including applicable timelines; the child's/youth's rights during the pendency of the appeal; and the right to appeal any adverse decision of the liaison to the McKinney Vento Site, Regional or State Coordinator. [4]~~

2. The **liaison point of contact** will ensure that the child/youth is immediately enrolled, explain the dispute resolution process to families, and help them use it. The **liaison point of contact** will issue a written disposition of the dispute within twenty (20) business days after the date on which the **liaison point of contact** is notified of the dispute. The written disposition will be provided to the parent(s)/guardian(s) or unaccompanied youth, will explain the basis for the decision, and advise the parent(s)/guardian(s) or unaccompanied youth of the right to appeal and the procedures to be used for the appeal.
3. The **liaison point of contact** should use and maintain **the** Procedural Safeguards Notice of Denial of Enrollment Form when notifying the parent(s)/guardian(s) or unaccompanied youth of **his/her** the determination. The parent/guardian or unaccompanied youth should sign the form to confirm receipt.
4. ~~If~~ The parent/guardian or unaccompanied youth ~~is dissatisfied with the district's resolution of dispute regarding enrollment or any other issue of compliance~~ may file a complaint with the McKinney-Vento Site, Regional or State Coordinator using **the** Enrollment Complaint Form. Use of the form is not mandatory. **The parent/guardian or unaccompanied youth may also appeal the decision directly to a court of competent jurisdiction.**

Transportation

If the student's school of origin or the school they choose to attend is within the district, the district will provide transportation.

If the student's school of origin is outside district boundaries, the **liaison point of contact** will coordinate with the school of origin to develop a method to apportion the responsibility and costs of transportation. The **liaison point of contact** should contact the appropriate individuals at the school of origin to reach such an agreement. If disputes arise over the method of apportion, the **liaison point of contact** should contact the Superintendent or designee.

PSBA Revision 11/22

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Saucon Valley School District

Policy

Title – 304.1 Supplemental Contracts – General Overview

Section – 300

Adopted –

Revised –

Content

Purpose

The Board recognizes that certain duties beyond those included in the job descriptions of district staff must be performed to ensure the orderly operation of some school activities. The Board recognizes the importance of securing qualified personnel to perform these duties. To that end, the Board directs that the first and overriding consideration in filling such positions is to select the best-qualified candidate.

Definition

For the purposes of this policy, a **supplemental position** is a position designed to fulfill certain responsibilities that are not otherwise included in a job description for a regular district employee involving student or staff participation. Examples include but are not limited to, professional leadership, e.g. a curriculum leader and/or a department head; coach or assistant coach; club sponsor; scorebook keeper; event manager; and all current supplemental contract positions listed in the Supplemental Contract.

Authority

The creation and filling of supplemental positions is the sole responsibility of the Board. The Board retains its sole discretion:

1. To create or terminate supplemental positions.
2. To add or delete activities associated with supplemental positions.
3. To appoint persons to supplemental positions.
4. To remove a person appointed to a supplemental position when it deems it necessary to do so, in accordance with law and Board policy.

Delegation of Authority

The Board directs the Superintendent or designee to develop job descriptions, a proposed salary schedule, and criteria for performance evaluation for all supplemental positions.

The Superintendent, in consultation with the Athletic Director, shall recommend to the Board a person to fill an athletic supplemental position. The Board retains the sole discretion to appoint persons to supplemental positions, regardless of the administration's recommendations.

The Superintendent, in consultation with the appropriate program director, certificated administrator, and/or the building principal shall recommend to the Board a person to fill a non-athletic supplemental position. The Board retains the sole discretion to appoint persons to supplemental positions, regardless of the administration's recommendations.

Guidelines

Supplemental positions need not be filled by a regular district employee. Persons in supplemental positions must satisfy all child abuse, criminal background checks, fingerprinting, and mandatory reporting training required of regular district employees and volunteers, to the extent mandated by law. Persons in supplemental positions that require licensing or certification must produce documentation showing current qualifications in accordance with local, state, and federal law. Supplemental positions are at-will positions and do not guarantee employment for any length of time.

Supplemental positions will be filled on an annual basis for one (1) school year or one (1) athletic season, unless the Board terminates the contract in accordance with this policy. The Board reserves the right to leave any or all supplemental position(s) vacant at its discretion. Accordingly, the Board requires the posting of positions annually.

At the discretion of the Board, supplemental positions shall be posted at the end of the school year or athletic season in all school buildings and in the central administrative office and shall be sent to all then-current district employees via email. When a supplemental position becomes vacant or a new position is approved, the program director, certificated administrator, or Athletic Director, as appropriate, shall provide all of the information relevant to the vacancy and request to post the vacancy. At the direction of the Board, external candidates may be sought.

Any interested person holding the necessary certifications and clearances may apply for a posted supplemental position. Vacancies occurring during a season or school year will be evaluated to determine whether the supplemental position needs to be filled for the remainder of the season or school year. Applications or inquiries will be accepted until the closing date specified on the posting, advertisement, and/or email notice.

Application Files

Application files for persons applying for supplemental positions will be maintained. No candidate shall be employed and assume the duties of the position until such candidate has finalized the mandatory background check requirements for criminal history, child abuse, and FBI fingerprinting, and the district has evaluated the results of that screening process.

Preliminary Screening of Application Files

The Superintendent or designee will review the application files for the position and recommend the applicants to be interviewed. The Superintendent or designee shall reserve the right to be part of the process. Applicants will be selected for interviews based upon qualifications specified in the vacancy notice.

For head coaching positions, the Superintendent, the Athletic Director, or Superintendent designee will review the application files for the position and recommend the applicants to be interviewed. The Superintendent or designee shall reserve the right to be part of the process. Applicants will be selected for interviews based upon qualifications specified in the vacancy notice.

Initial Interviews

Initial non-coaching interviews will be conducted by the Athletic director, building principal, and Superintendent or designee. All head coaching position interviews will be conducted by the Athletic Director, and/or High School Principal, or Superintendent/designee. Additional persons can be added to the interview committee at the direction of either the Superintendent or the Athletic Director.

Confidential Telephone Reference Checks

Confidential telephone reference checks for applicant(s) considered for recommendation for employment to the Board will be conducted by either the building principal or Athletic Director. When possible, at least two (2) confidential telephone reference checks will be completed with current or former supervisors of the applicant(s) being considered for employment.

Final Interview

The Superintendent or designee shall conduct a final interview for all head coaching supplemental positions.

The Athletic Director, building principal, and others, as needed, shall conduct a final interview for all other athletic and non-athletic supplemental positions.

Following the paper screening process and final interviews, for non-head coach and non-athletic positions, the Superintendent or designee shall present to the Board the candidate recommended for the position by a majority of the persons conducting the final interview.

Evaluation

The building principal and/or the Athletic Director will meet with the club or activity sponsor, or person filling a non-athletic supplemental position prior to the beginning of the program year to establish goals for the club or activity, or leadership position. At the conclusion of the program year, the same supervisor will meet with and share the district's completed evaluation form with the supplemental position employee. The evaluation shall include a review of the person's performance, including the degree to which the goals set at the beginning of the program year were met.

The Athletic Director will meet with the head coach prior to the beginning of the athletic season to establish goals/expectations for the sports team or position. At the conclusion of the season the same supervisor will meet with and share the district's completed evaluation form with the supplemental position employee. The evaluation shall include a review of the person's performance, including the degree to which the goals/expectations set at the beginning of the season were met.

The evaluation shall be completed within thirty (30) calendar days after the close of the season or program year.

Legal

[1. 24 P.S. 111](#)

[2. 24 P.S. 508](#)

[3. 24 P.S. 1109](#)

[4. 24 P.S. 1146](#)

[5. 22 PA Code 8.1 et seq](#)

[6. 23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 1901](#)

Saucon Valley School District

Policy

Title – 304.2 Supplemental Contract – Position Employment

Section – 300

Adopted –

Revised –

Content

Purpose

The Saucon Valley School Board recognizes its obligation to provide qualified individuals for the district's supplemental contract positions.

Authority

The Board shall, by a majority vote of all members, approve the appointment of all supplemental contract positions and set the compensation for each position as recommended by the Superintendent. Appointments are valid for a one (1) year assignment.

Political patronage or favoritism shall not, at any time, enter into the employment, assignment, or promotion of individuals.

All supplemental contract positions must be approved by the Board prior to his/her commencement of duties.

Any misstatements of material fact to qualifications for employment/salary by a supplemental contract position candidate shall constitute grounds for termination by the Board.

Athletic coaches shall report directly to and be evaluated by the Athletic Director. Non-athletic supplemental contract positions shall report directly to and be evaluated by the appropriate program director, certified administrator, and/or building administrator as determined by the Superintendent or designee.

The evaluation of the supplemental contract positions will determine if they are eligible to reapply for the position for the following school year:

1. A satisfactory evaluation may allow the individual to continue in the athletic position the following school year, as long as the individual reapplies for the position and has completed an end-of-the-season conference with the Athletic Director.

2. An unsatisfactory evaluation must demonstrate cause and may prohibit the individual from continuing in the position the following school year.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for employment of supplemental contract positions, in accordance with Board policy and state and federal laws and regulations.[2]

Supplemental contract vacancies shall be made known to district employees.

Guidelines

In the employment of athletic coaches, criteria for selection shall give due consideration for the health and safety of the student athlete and the technical expertise needed to develop sports skills among participants. Consideration shall be given to:

1. Experience in youth activities.
2. Specific experience as a participant or coach in the sport for which s/he applied.
3. Knowledge in first aid, including care and prevention of athletic injuries.
4. Knowledge and understanding of the scientific principles related to training and conditioning for sports.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.

A candidate's failure to comply with the mandatory background check requirements for criminal history and child abuse will immediately invalidate any hiring decision.

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.

Legal

[1. 24 P.S. 1111](#)

2. Pol. 304

[3. 24 P.S. 111.1](#)

[4. 24 P.S. 111](#)

[5. 23 Pa. C.S.A. 6301 et seq](#)

Pol. 104

Saucon Valley School District

Policy

Title – 304.2 AR Supplemental Contracts - General Procedures

Section – 300

Adopted –

Revised –

Content

Hiring Process

Vacant positions are publicly posted, with the exception of positions that are only filled with District employees. Those positions are internally posted. Interested candidates submit a letter of interest and requested credentials to support their candidacy. District administration reviews and screens candidates as appropriate, which may include an interview process.

In the employment of coaches, criteria for selection shall give due consideration for the health and safety of the student-athlete and the technical expertise needed to develop sports skills among participants.

Consideration shall be given to:

- Specific experience as a participant or coach in a sport.
- Knowledge in first aid, including care and prevention of athletic injuries.
- Knowledge and understanding of the scientific principles related to training and conditioning for sports.

The Superintendent or designee recommends a candidate to the Board. All appointments are valid for a period of one school year. All appointments are valid for a specific sport in a single school year.

Evaluation Process

Athletic Coaches Head varsity coaches shall report directly to and be evaluated by the athletic director. All other athletic coaches shall be evaluated by the head varsity coach of that program or athletic director.

The evaluation of the coaches will occur within thirty (30) days of the end of the season or district, regional or state-level competition. The athletic director will meet with the Head coach to review their evaluation and the evaluations of the athletic coach(es).

A. Any employee(s), who coaches a team or an individual to the district level, or beyond the scheduled sessions of activities based on performance, will receive a bonus of five (5) percent of the posted amount if the employee receives a satisfactory evaluation.

B. Any employee(s), who coaches a team or an individual beyond the district level, which would include but not be limited to regional or state competition will receive an additional (5) percent above the district level if the employee receives a satisfactory evaluation.

If the evaluation is satisfactory, the individual will determine whether they wish to re-apply for the position by indicating it on the evaluation form. The athletic coach and supervising administrator will sign the evaluation and submit it to the Office of the Superintendent.

Varsity head coaches are given the authority to recommend their assistant coaches for hire, this may include junior varsity and/or middle school coaches based on the structure of the athletic program. Individuals who have received an unsatisfactory evaluation may not be considered for these positions.

If the evaluation is unsatisfactory, the evaluation must demonstrate cause and the individual will not be recommended to the Board for hire. The individual will receive a letter from the Athletic Director notifying them that they will not be recommended for renewal to the Board for the following season.

Extra-curricular Positions

Extra-curricular positions shall report directly to and be evaluated by the appropriate district or building administrator as determined by the Superintendent or designee. The evaluation of the extra-curricular positions shall occur at the conclusion of the activity or by the end of the school year. In situations where there are subordinate positions, the director/lead extra-curricular position will meet with the appropriate district or building administrator as determined by the Superintendent or designee to review their evaluation and the evaluations of the extra-curricular position(s).

If the evaluation is satisfactory, the individual will determine whether they wish to re-apply for the position by indicating it on the evaluation form. The extra-curricular advisor and supervising administrator will sign the evaluation and submit it to the Office of the Superintendent.

If the evaluation is unsatisfactory, the individual will not be recommended to the Board for rehire. The individual will receive a letter notifying them that they will not be recommended for rehire to the Board. Extra-curricular advisors are given the authority to recommend their assistants for hire. Individuals who have received an unsatisfactory evaluation may not be considered for these positions.

Position Changes

When a head coaching/advisor position becomes vacant, an individual will be recommended for hire to the Board prior to the hiring of any assistants for that particular sport/co-curricular activity.

Book

School District for PNN+

Section

800 Operations

Title

Transportation

Code

810 Vol IV 2022

Status

Active

Purpose

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

Definitions

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

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

Authority

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

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

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

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

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

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

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

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

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

Delegation of Responsibility

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

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

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

The Superintendent or designee shall **be responsible to:**

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

5. ~~{ } Establish bus routes and bus stops for all public and nonpublic students residing within the district.~~ **Prepare a district map or schedule indicating each bus stop and bus route.** [\[7\]](#)

Guidelines

Student Health Information

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

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

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy. The Pennsylvania School Code required that all schools, including school districts that use or contract school buses for transportation of students, shall conduct two (2) emergency school bus evacuation drills during each school year. The first drill must be conducted during the first week of the school term and the second during the month of March. Each bus evacuation drill must include the instruction on location and use of emergency exit doors and fire extinguishers and the proper evacuation of the bus. [\[31\]](#)[\[32\]](#)[\[33\]](#)

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Legal References

1. [75 Pa. C.S.A. 102](#)
2. [24 P.S. 1361](#)
3. [24 P.S. 1362](#)
4. [24 P.S. 1726-A](#)
5. [22 PA Code 23.1](#)
6. [22 PA Code 23.2](#)
7. [22 PA Code 23.4](#)
8. Pol. 610
9. Pol. 611
10. Pol. 818
11. [67 PA Code 447.1 et seq](#)
12. [22 PA Code 23.3](#)
13. [24 P.S. 1374](#)
14. Pol. 103
15. Pol. 103.1
16. Pol. 113
17. Pol. 140
18. [20 U.S.C. 6312](#)

19. Pol. 251
20. 42 U.S.C. 11432
21. 35 P.S. 4601 et seq
22. 35 P.S. 4608
23. 67 PA Code 212.101
24. Pol. 121
25. Pol. 209.1
26. Pol. 209.2
27. Pol. 210
28. Pol. 210.1
29. Pol. 113.4
30. Pol. 216
31. 24 P.S. 1517
32. 75 Pa. C.S.A. 4552
33. Pol. 805
24 P.S. 1331
24 P.S. 1365
24 P.S. 1366
24 P.S. 2541
24 P.S. 2542
22 PA Code 15.1 et seq
22 PA Code 23.6
75 Pa. C.S.A. 4551-4553
20 U.S.C. 6301 et seq
42 U.S.C. 11431 et seq
49 CFR Part 37
49 CFR Part 38
Pol. 810.1
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