

Saucon Valley School District Academic and Personnel Committee

August 24, 2022 – 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** – July 27, 2022
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address*
- VII. **Presentation:** Robert Frey - Jr. High/Middle School Sports
- VIII. **Discussion & Action:**
 - Policy 251 - Homeless Students
 - Policy 251 AR-0 – Homeless Students
 - Policy 251 AR-1 – Homeless Intake Form
 - Policy 251 AR-2 – Procedural Safeguards Notice of Denial of Enrollment Form
 - Policy 251 AR-3 – Enrollment Complaint to PDE Form
- IX. **Update:** Summer School Update
- X. **Discussion:** ESPERT
- XI. **New Business**

XII. Old Business

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

XIV. Announcements

Future Meetings ~

Wednesday, September 21, 2022 – 5:00 PM

XV. 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 July 27, 2022

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

Meeting began at 5:00 pm

Approve agenda motion by Dr. Shamim Pakzad second by Tracy Magnotta.

Vote: 4-yes, 0-no

Approve minutes motion by Dr. Shamim Pakzad second by Tracy Magnotta.

Vote: 4-yes, 0-no

Courtesy of the floor: None

1. Summer School Update –

An update will be provided at the August 9, 2022 Board meeting.

2. Building Level Student Handbooks

Building level handbooks were reviewed.

3. Policies -

- Policy 610 – Purchases Subject to Bid/Quotation
- Policy 611 – Purchases Budgeted
- Policy 810 – Transportation
- Policy 810AR – Student Conduct on Buses and School Vehicles
- Policy 810.1 - School Bus Drivers and School Commercial Motor Vehicle Drivers
- Policy 810.2 – Transportation Video/Audio Recording
- Policy 810.3 – School Vehicle Drivers

The policies will be brought to the August 9, 2022 Board meeting for the first reading.

4. Personnel Update

Mrs. Vlasaty provided an update on the current status of interviews and search for open position in the District.

New Business- Discussion on Math Pathways.

Old Business- None

Citizen Inquiries and Comments: None

Future Meetings: August 24, 2022

Dr. Shamim Pakzad, second Shawn Welch moved to adjourn the meeting.

Meeting adjourned at 6:43 pm

Book Policy Manual

Section 200 Students

Title Homeless Students

Code 251

Status Active

Adopted

Last Revised

Authority

The Board recognizes ~~its obligation to ensure that homeless students have access to the same educational programs and services provided to the other district students.~~ **the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.** [\[1\]\[2\]\[3\]](#)

The Board shall ~~make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations~~ **ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students.** [\[1\]\[2\]\[3\]\[4\]](#)

The Board ~~may waive~~ **authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers for to the identification, enrollment, attendance, transportation, school stability and success in school of homeless students children and youths based on the recommendations of the Superintendent.** [\[3\]](#)

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status. [\[5\]\[6\]](#)

Definitions

Enroll or Enrollment means attending classes and participating fully in school activities. [\[7\]](#)

Homeless students children and youths ~~are defined as means individuals who lack a fixed, regular~~ **and adequate** nighttime residence, ~~which and includes the following conditions:~~ [\[7\]\[8\]](#)

1. Children and youths who are:

- a. Sharing the housing of other persons due to loss of housing, ~~or~~ 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.
 - e. ~~Awaiting foster care placement.~~
2. **Children and youths who have a primary nighttime residence that is a** ~~Living in~~ public or private places 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** ~~transportation~~ stations or similar settings;
4. ~~Living as~~ Migratory children ~~in conditions described in previous example~~ **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.**
- ~~6. Living as run-away children~~
- ~~7. Abandoned or forced out of homes by parents/guardians or caretakers.~~
- ~~8. Living as school aged unwed mothers in houses for unwed mothers if they have no other living accommodations.~~

School of origin is ~~defined as~~ the school the ~~student~~ **child or youth** attended when permanently housed or the school in which the ~~student~~ **child or youth** was last enrolled; **including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.**[\[6\]](#)

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.[\[7\]](#)

Delegation of Responsibility

The Board designates the **Superintendent** to serve as the district's liaison for homeless ~~student~~ and families **children and youths.**[\[6\]](#)

The district's liaison shall ensure outreach and coordination with:[\[6\]](#)

- 1. Local service agencies and other entities that provide services to homeless children and youths and families.

2. Other school districts on issues of **prompt identification**, transfer of records and transportation **and other inter-district activities**.
3. **District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[10][9]**
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall ensure that public notice of the educational rights of homeless students-children **and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, family-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.**[\[6\]](#)

The district's liaison 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.[\[6\]](#)

Guidelines

Enrollment/Placement

Best Interest Determination -

In determining the best interest of a child or youth, the district shall:

1. 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, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[\[6\]](#)
3. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[\[6\]](#)

Placement -

In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.[\[6\]](#)

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[\[6\]](#)

The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[\[6\]](#)

Enrollment -

The selected school shall immediately enroll the student and begin instruction, even if:

1. The student is unable to produce records normally required for enrollment.[\[11\]\[12\]\[13\]\[14\]\[15\]\[16\]\[17\]\[3\]](#)
2. The application or enrollment deadline has passed during any period of homelessness.[\[11\]\[6\]](#)

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academic or other records.[\[11\]\[12\]\[13\]\[14\]\[15\]\[16\]\[6\]](#)

The district may require a parent/guardian to submit contact information.[\[6\]](#)

Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[\[18\]\[6\]](#)

Dispute Resolution -

If a dispute arises over eligibility, enrollment or school selection:[\[6\]](#)

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, 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 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.

Education Records

Information about a homeless child's or youth's living situation 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.[16][17]

Comparable Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:[19][1][6]

1. Transportation services.[20]
2. School nutrition programs.[21]
3. Career and technical education.[22]
4. Preschool programs.
5. Educational programs for which the homeless student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[23]
 - b. Programs for English Language Learners.[24]
 - c. Programs for students with disabilities.[10]
 - d. Programs for gifted and talented students.[25]

Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[1][6][20]

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.[6]

Training

The district's liaison 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.[6]

The district's liaison shall arrange professional development programs for school staff, including office staff.[6]

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[6]

- 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.**

Legal

1. 24 P.S. 1306

2. 22 PA Code 11.18

3. 42 U.S.C. 11431 et seq

4. 34 CFR 299.19

5. 42 U.S.C. 11431

6. 42 U.S.C. 11432

7. 42 U.S.C. 11434a

8. 34 CFR 200.30

9. Pol. 103.1

10. Pol. 113

11. Pol. 200

12. Pol. 201

13. Pol. 203

14. Pol. 204

15. Pol. 209

16. Pol. 216

17. Pol. 113.4

18. Pol. 206

19. Pol. 146

20. Pol. 810

21. Pol. 808

22. Pol. 115

23. Pol. 918

24. Pol. 138

25. Pol. 114

22 PA Code 403.1

20 U.S.C. 1232g

20 U.S.C. 6301 et seq

34 CFR Part 99

67 Fed. Reg. 10698

PA Education for Homeless Children and Youth State Plan

Book Policy Manual

Section 200 Students

Title Homeless Students

Code

251-AR-0

Status Active

Adopted

251-AR-0. HOMELESS STUDENTS

The McKinney–Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22, 1987, 101 Stat. 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 to serve as liaison.

Liaison Responsibilities

The district's designated liaison 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, family shelters, soup kitchens, and food pantries.
4. Provide information on appeal rights and issue decisions on enrollment disputes and complaints regarding district compliance with McKinney–Vento.
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. 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 Individual with Disabilities Education Act, which mandates that highly mobile children with disabilities, including homeless children, be identified and served.
13. Liaisons 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.
14. Identify preschool-aged homeless children by working closely with shelters and social service agencies in their area, including instructing district staff to inquire whether a family has preschool-aged children when enrolling homeless children and youth in school.
15. 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. 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.
2. The district shall immediately enroll the child/youth in the district, pending resolution of the dispute..
3. The liaison will ensure that the child/youth is immediately enrolled, explain the dispute resolution process to families, and help them use it. The liaison will issue a written disposition of the dispute within twenty (20) business days after the date on which the liaison 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.
4. The liaison should use and maintain Procedural Safeguards Notice Of Denial Of Enrollment Form when notifying the parent(s)/guardian(s) or unaccompanied youth of his/her determination. The parent/guardian or unaccompanied youth should sign the form to confirm receipt.
5. If the parent/guardian or unaccompanied youth is dissatisfied with the district's resolution of a dispute regarding enrollment or any other issue of compliance with the McKinney-Vento Act, they may file a complaint with the McKinney-Vento Site, Regional or State Coordinator using Enrollment Complaint Form. Use of the form is not mandatory.

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 will coordinate with the school of origin to develop a method to apportion the responsibility and costs of transportation. The liaison 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 should contact the Superintendent or designee.



HOMELESS STUDENT IDENTIFICATION INTAKE FORM

Building: _____	Date of Initiation of Services: _____
Person Logging Information: _____	

Name of Student: _____

Date of Birth: _____

Grade: _____

Parent(s)/Guardian(s): _____

Other Children/Students in the household: _____

Last Known District Address: _____

Phone Contact(s): _____

Description of current housing situation? (shelter, doubled up with families/friends, other such as campgrounds, motels, etc.)

Transportation: (Are we providing transportation to school of origin, sharing the cost of transportation with another district or using existing district busing?)

If there is other information we need to be aware of to help this student, please attach additional separate sheets.

This information is requested to aid in the district's responsibility for ensuring homeless students a free, appropriate public education on an equal basis with all other children.

PROCEDURAL SAFEGUARDS NOTICE OF DENIAL OF ENROLLMENT

To be completed by a school whenever an enrollment or school selection request of a student experiencing homelessness is denied:

Date: _____

Name and Title of School Employee Completing Form:

Requested School: _____


School District: _____ (This may be the school the child was attending when they became homeless, the school the child is currently attending or the school where the child is now living)

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following **written notification** is provided to:

Parent or Guardian or Youth: _____

After receiving your request for enrollment or school selection for the student(s) listed above, **we hereby provide notice that the request is denied. The reason for this determination is the following:**

The school district hereby notifies the parent or guardian of the student or the unaccompanied youth of the following rights:

- The student has the right to **enroll immediately** in the requested or preferred school pending full resolution of the dispute.
- If the student(s) want to remain in the same school they were attending or the school they attended when they first became homeless, the student is **entitled to transportation** back to the prior school pending full resolution of the dispute if the placement (including any transportation involved) is feasible, reasonable and in the best interest of the student.
-  **You have the right to appeal this decision.** You may do so by completing the second page of this notice (Complaint Form) or by contacting Pennsylvania’s McKinney-Vento Homeless state coordinator by phone at (717) 783-6468.

- The family/unaccompanied youth can challenge the school district's decision by providing additional written material or by discussing the matter with the school, school district personnel, McKinney-Vento school district liaison or McKinney-Vento regional or site coordinator.
- The McKinney-Vento school district liaison can assist the family or youth in appealing the school district's decision. A copy of Pennsylvania's Homeless Children's Initiative Complaint Form is attached.
- The family/youth can have an advocate or attorney handle the matter.
- You may also ask for help from the Commonwealth's Office of General Counsel's
- Dispute Resolution Program. This is a voluntary informal mediation process through which a trained impartial mediator helps parties reach a mutually acceptable resolution. Using mediation does not waive a family/youth's right to file a lawsuit before or after the mediation. For more information go to: http://www.ogc.state.pa.us/portal/server.pt/community/dispute_resolution/4415.

Name of school district's homeless liaison involved in the decision:

Title: _____ Phone: _____

Email: _____

Name of McKinney/Vento regional coordinator consulted in making this determination:

I hereby confirm that I received this notice:

(Signature of parent, guardian or unaccompanied youth)

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

SAUCON VALLEY

SCHOOL DISTRICT

251-AR-3. ENROLLMENT COMPLAINT TO PENNSYLVANIA DEPARTMENT OF EDUCATION'S STATE COORDINATOR FOR HOMELESS CHILDREN'S INITIATIVE

State Coordinator, Education for Homeless Children & Youth Program
Pennsylvania Homeless Children's Initiative, Pennsylvania Department of Education
333 Market Street, 5th Floor, Harrisburg PA 17126-0333
Telephone (717) 783-6468

Date: _____
Name: _____
Address: _____ Phone: _____
Email: _____

Dear State Coordinator:

_____ is experiencing homeless. This child is my _____
(Name of Child) (son, daughter, etc.)

I am writing because the _____ School District:

will not enroll this child.

will not let this child stay in the same school s/he has been attending.

will not provide transportation to stay in the same school s/he has been attending.

will not provide equal access to public preschool.

251-AR-3. ENROLLMENT COMPLAINT TO PENNSYLVANIA DEPARTMENT OF
EDUCATION'S STATE COORDINATOR FOR HOMELESS CHILDREN'S
INITIATIVE - Pg. 2

- will not provide equal access to academic or nonacademic services.
(Explain which services).

- Other.

Please feel free to attach additional pages with explanation of situation, supporting documents, etc. You may call or write to me at the address listed at the top of the page with any questions you may have. Thank you.