

**Saucon Valley School District**  
**Academic and Personnel Committee**  
**January 6, 2021 – 6 pm**  
**ZOOM Meeting**

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*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** – December 15, 2020
  
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address*
  
- VII. **Discussion**
  1. Presentation on Student Academic Status
  2. 2021-22 High School Program of Studies
  3. Policy 317 - Conduct/Disciplinary Procedures
  4. Policy 417 - Conduct/Disciplinary Procedures
  5. Policy 517 - Conduct/Disciplinary Procedures
  
- VIII. **New Business**
  
- IX. **Old Business**

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

**XI. Announcements**

**Future Meetings ~**

Tuesday, January 19, 2021

Wednesday, February 3, 2021

**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 December 15, 2020 ~ Zoom Meeting**

Present were Academic and Personnel Committee Board Members: Susan Baxter, Cedric Dettmar, Shamim Pakzad, and Tracy Magnotta. Also present were: Amy Braxmeier, Craig Butler, Robert Frey, Tamara Gary, Board Member Sandra Miller, Jamie Vlasaty, and Board Member Shawn Welsh.

Meeting commenced at 6:03 pm.

Mr. Dettmar, second by Dr. Pakzad, made a motion to approve the agenda.

Mr. Dettmar, second by Dr. Pakzad, made a motion to approve the minutes of November 17, 2020.

Agenda items: HS Schedule and POS

Ms. Gary presented some background information regarding high school performance data, access to rigorous courses, NMSI focus areas, Future Ready Index, various considerations for student course selection, as well as the scheduling process timeline.

Ms. Gary presented three configurations of the high school daily schedule for information and discussion. The scenarios were 5x5, 4x4, and a 4 x 4 with Intervention and Enrichment. Various questions were raised by committee members and the information was discussed throughout the meeting.

There was no formal action taken at the meeting as the purpose of the meeting was strictly informational.

Meeting adjourned at 7:38 pm.

Next Meetings:

Wednesday, January 6, 2021 at 6 pm

Tuesday, January 19, 2021 at 6 pm

## Saucon Valley School District

### Policy

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Title – 317 Conduct/Disciplinary Procedures

Section – 300 Administrative Employees

Adopted – November 14, 2006

Revised –

### Content

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#### PURPOSE

~~All administrative employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior.~~ Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.

#### GUIDELINES

~~When dismissal charges are filed against a certificated administrative employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.~~

~~The Board directs that procedures be established whereby~~ All administrative employees are ~~informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.~~ expected to conduct themselves in a manner consistent with appropriate and orderly behavior.

All administrative employees shall comply with district policies, rules, and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

~~In the event it is necessary to demote or dismiss an administrative employee, a hearing shall be provided as required by statute.~~

When demotion or dismissal charges are filed against a certificated administrative employee pursuant to law, the Board shall hold a hearing in accordance with the

procedures established in the School Code; non-certificated administrative employees may be entitled to a hearing at the employee's request, pursuant to the School Code and local agency law

When engaged in assigned duties, no employee shall participate in activities that include- but are not limited to- the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Causing intentional damage to district property, facilities- and equipment.
3. Forceful or unauthorized entry to or occupation of district facilities, buildings- and grounds.
4. Use, possession, distribution, or sale of alcohol, drugs- or other illegal substances.
5. Use of profane or abusive language.
6. Failure to comply with directives of district officials, security officers, or law enforcement officers.
7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
8. Violation of district policies, rules- and regulations.
9. Violations of federal, state, or applicable municipal law or regulation.
10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

#### 11. Non-professional relationships with students.

#### Mandatory Reporting

Within seventy-two (72) hours of the arrest or conviction, employees shall report to the Superintendent or designee on the designated form:

1. An arrest or conviction required to be reported by law; and/or
2. Being named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

An employee shall be required to submit new criminal history background checks if the

Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law to the District, and the employee has not notified the Superintendent or designee within seventy (72) hours of the arrest or conviction.

An employee shall be required immediately to submit a new child abuse history certifications if the Superintendent or designees has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.

An employee who fails to accurately and timely report such arrests, convictions, or reports naming the employee as a perpetrator of abuse as described above shall be subject to disciplinary action, up to and including termination and criminal prosecution.

### Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of administrative employee misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of administrative employee misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of administrative employee misconduct.

### DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules- and procedures that provide progressive penalties, including but not limited to- verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil ~~and criminal sanctions.~~sanctions. The Superintendent or designee shall establish procedures whereby employees shall be informed as to the disciplinary actions that are to be applied for violation of District policies and regulations.

### LEGAL REFERENCES

[24 P.S. 1122](#)  
[24 P.S. 1151](#)  
[22 PA Code 235.10](#)  
[24 P.S. 510](#)  
[24 P.S. 514](#)  
[Pol. 351](#)  
[Pol. 451](#)  
[Pol. 551](#)  
[2 Pa. C.S.A. 551 et seq](#)  
[24 P.S. 1121](#)  
[24 P.S. 1126](#)  
[24 P.S. 1127](#)  
[24 P.S. 1128](#)  
[24 P.S. 1129](#)  
[24 P.S. 1130](#)  
[23 Pa. C.S.A. 6344.3](#)  
[24 P.S. 111](#)  
[24 P.S. 2070.9a](#)  
[24 P.S. 2070.1a et seq](#)  
[22 PA Code 235.1 et seq](#)  
[23 Pa. C.S.A. 6301 et seq](#)

## Saucon Valley School District

### Policy

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Title – 417 Conduct/Disciplinary Procedures

Section – 400 Professional Employees

Adopted – November 14, 2006

Revised –

### Content

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#### PURPOSE

~~All professional employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior.~~ Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.

#### GUIDELINES

~~The Board directs that procedures be established whereby~~ All professional employees are ~~informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.~~ expected to conduct themselves in a manner consistent with appropriate and orderly behavior.

~~When dismissal charges are filed against a professional employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.~~

All professional employees shall comply with district policies, rules, and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

~~In the event it is necessary to demote or dismiss~~ When demotion or dismissal charges are filed against a professional employee pursuant to law, ~~a hearing shall be provided as required by statute~~ the Board shall hold a hearing in accordance with the procedures established in the School Code.

When engaged in assigned duties, no employee shall participate in activities that include-  but are not limited-  to the following:

1. Physical or verbal abuse, or threat of harm to anyone.
2. Causing intentional damage to district property, facilities-  and equipment.
3. Forceful or unauthorized entry to or occupation of district facilities, buildings-  and grounds.
4. Use, possession, distribution, or sale of alcohol, drugs-  or other illegal substances.
5. Use of profane or abusive language.
6. Failure to comply with directives of district officials, security officers, or law enforcement officers
7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
8. Violation of district policies, rules-  and regulations.
9. Violations of federal, state, or applicable municipal law or regulation.
10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

#### 11. Non-professional relationships with students

##### Mandatory Reporting

Within seventy-two (72) hours of the arrest or conviction, employees shall report to the Superintendent or designee on the designated form:

1. An arrest or conviction required to be reported by law; and/or
2. Being named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law to the District, and the employee has not notified the Superintendent or designee within seventy (72) hours of

the arrest or conviction.

An employee shall be required immediately to submit a new child abuse history certifications if the Superintendent or designees has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.

An employee who fails to accurately and timely report such arrests, convictions, or reports naming the employee as a perpetrator of abuse as described above shall be subject to disciplinary action, up to and including termination and criminal prosecution.

### Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of professional employee misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of professional employee misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Compliance Officer/Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of professional employee misconduct.

### DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules-  and procedures that provide progressive penalties, including but not limited to-  verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil ~~and criminal sanctions.~~sanctions. The Superintendent or designee shall establish procedures whereby employees shall be informed as to the disciplinary actions that are to be applied for violation of District policies and regulations.

### LEGAL REFERENCES

24 P.S. 1122

24 P.S. 1151

[22 PA Code 235.10](#)  
[24 P.S. 510](#)  
[24 P.S. 514](#)  
[Pol. 351](#)  
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[2 Pa. C.S.A. 551 et seq](#)  
[24 P.S. 1121](#)  
[24 P.S. 1126](#)  
[24 P.S. 1127](#)  
[24 P.S. 1128](#)  
[24 P.S. 1129](#)  
[24 P.S. 1130](#)  
[23 Pa. C.S.A. 6344.3](#)  
[24 P.S. 111](#)  
[24 P.S. 2070.9a](#)  
[24 P.S. 2070.1a et seq](#)  
[22 PA Code 235.1 et seq](#)  
[23 Pa. C.S.A. 6301 et seq](#)

## Saucon Valley School District

### Policy

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Title – 517 Conduct/Disciplinary Procedures

Section – 500 Classified Employees

Adopted – November 14, 2006

Revised –

### Content

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#### PURPOSE

~~All classified employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior.~~ Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.

~~The Board directs that procedures be established whereby classified employees are informed of~~ GUIDELINES

~~the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.~~ All classified employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior.

All classified employees shall comply with district policies, rules, and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.

When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.

2. Causing intentional damage to district property, facilities, and equipment.
3. Forceful or unauthorized entry to or occupation of district facilities, buildings, and grounds.
4. Use, possession, distribution, or sale of alcohol, drugs, or other illegal substances.
5. Use of profane or abusive language.
6. Failure to comply with directives of district officials, security officers, or law enforcement officers.
7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
8. Violation of district policies, rules, and regulations.
9. Violations of federal, state, or applicable municipal law or regulation.
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24 P.S. 510

24 P.S. 514

Pol. 351

Pol. 451

Pol. 551

2 Pa. C.S.A. 551 et seq

23 Pa. C.S.A. 6344.3

[24 P.S. 111](#)

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