



CONEWAGO VALLEY SCHOOL DISTRICT

130 BERLIN ROAD
NEW OXFORD, PENNSYLVANIA 17350

BOARD OF SCHOOL DIRECTORS' MEETING – NOVEMBER 8, 2021 A G E N D A

7:00 pm Study Session/Executive Session; Personnel, Confidential, Legal Information

1. Call to Order/Opening Exercises
2. Approval of minutes
3. Building reports
4. Student report
5. Assistant Superintendent report
6. Acting Superintendent report
7. Public comment on agenda related items
8. [Honors/Recognitions](#)
9. Treasurer's report
10. Recommendations for Board action
 - a. [Finance](#)
 - b. [Ways & Means/Curriculum](#)
 - c. [Personnel](#)
 - d. [Property & Supplies/ Use of Facilities](#)
11. Other business which may properly come before the Board
12. Public comment on non-agenda items
13. [Dates to Remember](#)
14. Adjourn business meeting

- [Link for Live YouTube Streaming](#)

- [Link for Public Comment](#)



CONEWAGO VALLEY SCHOOL DISTRICT

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BOARD OF SCHOOL DIRECTORS' MEETING – NOVEMBER 8, 2021

AGENDA

ITEMS RECOMMENDED FOR ACTION:

FINANCE

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

\$6,893,982.80

Check #10006433 to Check #10006538
Void Checks #10006453 and #10006516
Wire #8000000145 to Wire #8000000158
Wires include credit card transactions
Ach #9000011601 to Ach #9000012534
from the Capital Reserve Account **\$0.00**

No Checks

from the Cafeteria Account **\$72,431.83**

Check #50000782 to Check #50000798
and from the Construction Account Bond 2019: **\$0.00**

No Checks

for a total of **\$6,966,414.63**

2. **(Finance)** Recommend that PDE-2087 Monthly Reimbursement Voucher, School Lunch and Milk Program be accepted as a financial report on the operation and filed for audit.

ADDITIONAL FINANCE

N/A

[To Agenda](#)

WAYS & MEANS/CURRICULUM

1. ***(Ways & Means/Curriculum)*** Recommend approval of updates to the following Board Policies:

[Board Policy 810.1 - School Bus Drivers and School Commercial Motor Vehicle Drivers](#)

[Board Policy 810.3 - School Vehicle Drivers](#)

[Board Policy 218.1 - Weapons](#)

[Board Policy 218.2 - Terroristic Threats](#)

[Board Policy 247 - Hazing](#)

[Board Policy 249 - Bullying/Cyberbullying](#)

[Board Policy 252 - Dating Violence](#)

2. ***(Ways & Means/Curriculum)*** Recommend authorizing fifteen (15) members of Girls Group: Sparkle, accompanied by Maria Kann, Kerri Renoll, and Hannah Evans, to travel to New Hope Ministries from 3:00 pm to 4:45 pm on November 17, 2021, to volunteer at the food pantry, at no cost to the District.
3. ***(Ways & Means/Curriculum)*** Recommend authorizing one hundred (100) members of New Oxford Middle School Choirs, accompanied by Grace Moser, to travel to New Oxford Square from 2:00 pm to 3:00 pm on December 11, 2021, to sing carols for the New Oxford Community, at no cost to the District.
4. ***(Ways & Means/Curriculum)*** Recommend authorizing **on a conditional basis** two to three hundred (200-300) members of New Oxford High School and New Oxford Middle School Choirs, accompanied by David Bowman and Grace Moser, to travel to a performance in a professional theatre to be determined on a Saturday in the Spring of 2022, to see a live musical performance, at no cost to the District.

ADDITIONAL WAYS AND MEANS

5. ***(Ways & Means/Curriculum)*** Recommend authorizing the following course for 2022-2023 school year:

[English Department - Technical English II](#)

6. ***(Ways & Means/Curriculum)*** Recommend authorizing fifteen (15) members of Girls Group: Sparkle, accompanied by Maria Kann, Kerri Renoll, and Hannah Evans, to travel to New Hope Ministries from 3:00 pm to 4:30 pm on December 8, 2021, to volunteer at Cross Key Village (volunteering, singing carols, distributing cards), at no cost to the District.
7. ***(Ways & Means/Curriculum)*** Recommend approval of updates to the attachments only to Board Policy 918 (Title 1 Parent and Family Engagement):

[Policy 918 Attachments](#)

[To Agenda](#)

PERSONNEL

1. ***(Personnel)*** Recommend acceptance of the resignation of Alexandra Heller, cross country asst. coach - New Oxford Middle School, effective October 15, 2021.
2. ***(Personnel)*** Recommend acceptance of the resignation of Melissa Mechling, instructional aide at New Oxford Elementary School, effective October 22, 2021.
3. ***(Personnel)*** Recommend acceptance of the resignation of Cathleen Bauerline, girls asst. basketball coach - New Oxford Middle School, effective October 25, 2021.
4. ***(Personnel)*** Recommend that whereas there is certification by the District superintendent that a satisfactory rating was given during the last four (4) months of a period of three (3) years of service in the District as a Temporary Professional Employee to the following District employees, said employees are now recognized as having achieved the status of Professional Employee (i.e. tenured), that they so be notified, and that those who have not resigned be tendered with the standard contract of employment provided for Professional Employees.

Laura Carter	Hannah R. Evans	Barbara A. Floyd
Krista M. Gugliuzza	Eva N. Karkuff	Matthew Loban
Stephanie L. Myers	Katerina E. (Stewart) Cosgrove	Shannon L. Webb

5. ***(Personnel)*** Recommend approval of the following position transfers during the 2021-2022 school year:
 - Barb Hoover from substitute food services (Salary Category 4f) to part-time food service worker (Salary Category 4e) at Conewago Valley Intermediate School, retroactive from October 18, 2021.
6. ***(Personnel)*** Recommend employment of Helene Laughner as an instructional aide at Conewago Valley Intermediate School, (Category 3A) at the wage established in Addendum A*(Range 3b), effective November 8, 2021, pending having met all required Federal, State, and local hiring regulations.
7. ***(Personnel)*** Recommend approval of the following extracurricular assignments for the 2021-2022 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA training and certifications, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Cody Gladfelter	Wrestling Asst. Coach	\$3,261.00

8. ***(Personnel)*** Recommend approval of the following day-to-day substitute teachers for the 2021-2022 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

John (Jack) Crackett

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

Boyer, Jenell L.	Brillhart, Megan	Chappell, Tracy L.
Deaner, Samantha C.	Doron Jr., William H.	Ecker, Laura
Gaffney, Sarah E.	Gilliland, Katrina G.	Karnas, Brooke E.
Martinez, Maria C.	Messinger, Todd E.	O'Connell, Tara M.
Raber-Addalli, Jennifer L.	Ruffner, Sarah E.	Sterner, Melinda S.
Summers, Belinda J.	Walz, Katlyn N.	Weaver, Sara M.
Wildasin, Molly M.	Wolf, Jessica A.	

ADDITIONAL PERSONNEL

10. **(Personnel)** Recommend acceptance of the resignation of Lisa Price from her duties as science curriculum leader, grades 4-6, effective November 1, 2021.
11. **(Personnel)** Recommend acceptance of the resignation of Cathy Bolden, instructional aide at Conewago Valley Intermediate School, effective November 1, 2021.
12. **(Personnel)** Recommend the Board elects and appoints Dr. Sharon Perry as Superintendent of the Conewago Valley School District for an approximate three (3) and a half year term, beginning on December 1, 2021 and ending on June 30, 2025, pursuant to the terms of the superintendent employment contract (The Agreement), and in accordance with the school code, and further authorizes the board president and secretary to sign the agreement.
13. **(Personnel)** Recommend employment of Jordyn Main as a Temporary Professional Employee - Certified School Nurse at Conewago Valley Intermediate School, at a salary equal to Instructional I, Step 1 of the applicable negotiated agreement, effective November 30, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
14. **(Personnel)** Recommend employment of Katlyn Carver as an instructional aide at New Oxford Elementary School, (Category 3A) at the wage established in Addendum A*(Range 3b), effective November 8, 2021, pending having met all required Federal, State, and local hiring regulations.
15. **(Personnel)** Recommend approval of the following extracurricular assignments for the 2021-2022 school year only, pending having met all Federal, State, local hiring regulations, and any required PIAA training and certifications, and subject to contractual terms relative to school or activity closures due to the Pandemic.

<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Ben Olewiler	Swimming Head Coach	\$3,945.00
Kara Olewiler	Swimming Asst. Coach	\$2,630.00
BJ Wilke	Girls Basketball Asst. Coach (JH)	\$3, 261.00

16. **(Personnel)** Recommend approval of the job description for the position of Assistant to the Superintendent.

[Assistant to the Superintendent Job Description](#)

17. **(Personnel)** Recommend employment of Minerva Medina as a Temporary Professional Employee - English as a Second Language (ESL) Teacher at New Oxford High and New Oxford Middle Schools, at a salary equal to Masters, Step 1 of the applicable negotiated agreement, effective November 22, 2021, pending appropriate certification and having met all required Federal, State, and local hiring regulations.
18. **(Personnel)** Recommend approval of the following day-to-day substitute teachers/nurses for the 2021-2022 school term according to the resolutions and regulations stated in the applications, pending having met all required Federal, State, and local hiring regulations.

Laura Bunty (nurse)
Richard Myer

Dawn Donnelly

Gabrielle Eglinton

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

Bunty, Laura M.
Johnson, Crystal N.

Eisenhart, Pamela A.
Price, Angela N.

Harris, Heather A.
Stonesifer, Adria M.

[To Agenda](#)

PROPERTY & SUPPLIES (USE OF FACILITIES)

1. ***(Property & Supplies/ Use of Facilities)*** Recommend approval for New Oxford Beginning Champions Wrestling with Brian Tomecek as representative, to use a New Oxford High School gymnasium, cafeteria, and wrestling room on Saturday, January 8, 2022, from 8:00 am to 1:00 pm, for a wrestling match, with charges as listed in Board Policy #707, and with the provision of proof of insurance as per Board Policy and for the services of custodians, security, cooks, and/or technical personnel as needed.

Beginning Champions - Utility Charge - \$25.00; Custodial Charge - \$35.00 per hour = \$105.00; Event Manager Charge - \$40.00 per hour = \$200.00; total estimated charges = \$330.00

ADDITIONAL PROPERTY & SUPPLIES / USE OF FACILITIES

N/A

[To Agenda](#)

DATES TO REMEMBER

- **December 6, 2021** **Reorganization Board Meeting-District Office-6:30 PM**

[To Agenda](#)

CONGRATULATIONS!

Congratulations to Joseph Cooper who was selected as the New Oxford High School Rotary Student of the Month for October!

Congratulations to Anya Rosenbach who was one of 5 students nominated for the Times Area Player of the Week for October 11, 2021!

Congratulations to Brittyn Eakins who was one of 5 students nominated for the Times Area Player of the Week for October 18, 2021!

Congratulations to the following students who were selected to the Division 2 First Team in YAIAA Girls Soccer: Wrena Wentz and Kyla Anderson!

Congratulations to Ellie Hall who was selected to the Division 2 Second Team in YAIAA Girls Soccer!

COLLEGE ACCEPTANCE

Last Name	First Name	College(s)
Marsh	Hayley	Shippensburg University, Millersville University

SCHOLARSHIPS

Last Name	First Name	College	Scholarship Amount
Marsh	Hayley	Wilson College	\$48,000.00
		Lebanon Valley College	\$124,000.00
		Wilkes University	\$25,000.00

[To Agenda](#)

Book Section Title	Policy Manual 800 Operations School Bus Drivers and School Commercial Motor Vehicle Drivers
Code	810.1 Vol I 2021
Status Adopted	Study Session Review December 2, 2019

Note: This policy refers to school bus and commercial motor vehicle drivers only. Policy 810.3 applies to drivers of school vehicles used to transport students which do not qualify as a school bus or commercial motor vehicle.

Purpose

The Board recognizes that an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

A **covered driver** shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial motor vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the district.[\[1\]](#)

Commercial motor vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:[\[1\]](#)

1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater;
2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;
3. Is designed to transport sixteen (16) or more passengers, including the driver; or
4. Is transporting hazardous materials and is required to be placarded.

Driving - operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.[\[2\]](#)[\[3\]](#)[\[4\]](#)

Electronic device - an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.[\[3\]](#)

Mobile telephone - a mobile communication device which uses a commercial mobile radio service.[\[4\]](#)

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until **the driver** is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents. [\[1\]](#)

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. [\[5\]](#)

Texting - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply: [\[3\]](#)

1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication.
2. The term does not include:
 - a. Inputting, selecting or reading information on a global positioning system or navigation system.
 - b. Pressing a single button to initiate or terminate a voice communication using a mobile telephone.
 - c. Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law.

Use a handheld mobile telephone or other electronic device – [\[4\]](#)

1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication.
2. Dialing or answering a mobile telephone by pressing more than a single button.
3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.

Authority

The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver's license and who perform safety-sensitive functions in accordance with federal and state laws and regulations. [\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations. [\[10\]](#)

Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.

The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services. [\[2\]](#)[\[3\]](#)[\[11\]](#)[\[12\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:

1. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary.[\[13\]](#)
2. Establishment of procedures for required testing of covered drivers.[\[14\]](#)
3. Maintenance of the confidentiality of all aspects of the testing process.[\[8\]](#)
4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations, including ~~., but not limited to, an annual query of the Federal Motor Carrier Safety Administration's Commercial Driver's License Drug and Alcohol Clearinghouse.~~[\[15\]](#)
5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.[\[16\]](#)
6. Implementation of procedures for the query, preparation, maintenance, reporting, retention and disclosure of records, as required by law.[\[15\]](#)[\[17\]](#)
7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing.[\[18\]](#)
8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and its accompanying administrative regulations; and[\[18\]](#)
2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.[\[18\]](#)

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.[\[18\]](#)

The Board designates the

{ } Superintendent

{ } Assistant Superintendent

Director of Transportation

{ } Director of Human Resources

{ } Other _____

to be the contact person for questions about the drug use and alcohol misuse program.[\[18\]](#)

Guidelines

Employment Requirements

All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[\[10\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)

Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain the following information in accordance with federal and state laws and regulations:

1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver's written consent. [\[15\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)
2. Commercial motor vehicle employment information for the past ten (10) years. [\[27\]](#)[\[28\]](#)

Additional Documentation -

Prior to employment by the district as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:

1. Obtain a copy of a valid commercial driver's license indicating the appropriate endorsements from the covered driver, ~~or authorize the applicable legal exemption in cases of emergency;~~ [\[29\]](#)
2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver's Physical Examination Form from the covered school bus driver; [\[30\]](#)
3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver; [\[30\]](#)
4. Review each covered driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle. [\[31\]](#)[\[32\]](#)

Prior to employment by the district as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner's Certificate, if applicable. [\[33\]](#)

Reporting Requirements -

Covered drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor. [\[10\]](#)[\[20\]](#)[\[21\]](#)[\[34\]](#)

Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or commercial motor vehicle. [\[35\]](#)

Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery." [\[35\]](#)

A covered driver **arrested**, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee

and the contract carrier

in writing

before the end of the next business day

within seventy-two (72) hours

within thirty (30) days

following the driver's arrest, charge or receipt of citation. Notice is required no matter what type of vehicle the driver was driving. [\[28\]](#)

An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the district

or contract carrier

based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.[10][28][34]

A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee

{X } and the contract carrier

in writing of the conviction within **fifteen (15)** days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.[27][28]

Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee

{X } and the contract carrier

immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[27][28]

Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination, **in accordance with applicable law, regulations and Board policy.**[10][34]

Controlled Substances and Alcohol

Drug and Alcohol Testing -

The district shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.[6][7][8][14][36]

Prohibited Conduct -

Covered drivers shall not use medical marijuana products.

Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[30][37][38]
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[35][39][40]
3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers.[30][41]

An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.[35]

A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until **the driver** undergoes a post-accident test, whichever occurs first.[\[42\]](#)

A covered driver shall not refuse to submit to a required test for drugs or alcohol.[\[1\]\[36\]\[43\]\[44\]](#)

Consequences/Discipline -

The district shall remove a covered driver from performing safety-sensitive functions under the following circumstances:

1. A verified positive drug test result;[\[45\]\[46\]](#)
2. A verified adulterated or substituted drug test result;[\[45\]\[46\]](#)
3. An alcohol test result of 0.04 or higher; or[\[46\]\[47\]](#)
4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.[\[43\]](#)

The district shall place a school bus driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in **their** system.[\[36\]\[38\]](#)

The district shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.[\[48\]](#)

A covered driver employed by the district who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

If the district permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the district shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.[\[46\]\[49\]](#)

Maintenance of Records

The **contractor, in collaboration with the** district shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.[\[15\]\[17\]\[50\]\[51\]\[52\]](#)

Drug and alcohol records shall be confidential and shall only be released in accordance with applicable law.[\[53\]\[54\]\[55\]](#)

Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.[\[53\]\[56\]](#)

Acknowledgment of Receipt

Each covered driver shall sign a statement certifying that **they** have received a copy of this policy and its accompanying administrative regulations.[\[18\]](#)

The district shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.[\[18\]](#)

Training

Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training. [\[57\]](#)

The district shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use. [\[58\]](#)

NOTES:

The Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize "medical marijuana" under a state law to be a valid medical explanation for a transportation employee's positive drug test result.

Qualifications of bus drivers – 1361, 1365, Title 67 Sec. 71.1 et seq.

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Legal

1. 49 CFR 382.107
2. 49 CFR 392.80
3. 75 Pa. C.S.A. 1621
4. 75 Pa. C.S.A. 1622
5. 75 Pa. C.S.A. 102
6. 49 CFR Part 382
7. 49 CFR Part 40
8. 49 U.S.C. 31306
9. 67 PA Code 229.14
10. Pol. 818
11. 49 CFR 392.82
12. 75 Pa. C.S.A. 3316
13. 49 CFR 40.15
14. 49 CFR 382.105
15. 49 CFR 382.701
16. 49 CFR 40.3
17. 49 CFR 382.401
18. 49 CFR 382.601
19. 23 Pa. C.S.A. 6344
20. 23 Pa. C.S.A. 6344.3
21. 24 P.S. 111
22. 24 P.S. 111.1
23. Pol. 304
24. 49 CFR 382.413
25. 49 CFR 382.703
26. 49 CFR 40.25
27. 49 U.S.C. 31303
28. 75 Pa. C.S.A. 1604
29. 75 Pa. C.S.A. 1606
30. 67 PA Code 71.3
31. 49 CFR 391.25
32. 49 U.S.C. 31304
33. 49 CFR 391.41
34. Pol. 317
35. 49 CFR 382.213
36. 75 Pa. C.S.A. 1613
37. 49 CFR 382.205
38. 75 Pa. C.S.A. 1612
39. 75 Pa. C.S.A. 1603
40. 75 Pa. C.S.A. 3802
41. 49 CFR 382.207
42. 49 CFR 382.209
43. 49 CFR 382.211
44. 49 CFR 40.191
45. 49 CFR 382.215
46. 49 CFR 40.23
47. 49 CFR 382.201
48. 49 CFR 382.505
49. 49 CFR 40.289
50. 49 CFR 382.705

51. 49 CFR 40.333
52. Pol. 800
53. 49 CFR 382.405
54. 49 CFR 382.723
55. 49 CFR 40.321
56. 49 CFR 382.403
57. 24 P.S. 1517
58. 49 CFR 382.603
24 P.S. 510
75 Pa. C.S.A. 1601 et seq
Pol. 351

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Book Section Title Code Status Adopted	Policy Manual 800 Operations School Vehicle Drivers 810.3 Vol I 2021 Study Session Review December 2, 2019
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Note: This policy only refers to drivers of school vehicles which do not qualify as a school bus or commercial motor vehicle. Policy 810.1 applies to school bus and commercial motor vehicle drivers.

Purpose

The Board recognizes that an employee must be fit to operate a school vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definition

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. The term does not include a "school bus" or "commercial motor vehicle."^[1]

Authority

~~The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.~~

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.^[2]

School vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.

The Board prohibits school vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.^[3]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, ~~which may include the following components:~~

- ~~1. Establishment of procedures for drug and alcohol testing of school vehicle drivers.~~
- ~~2. Establishment of procedures for obtaining and reviewing each school vehicle driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle.~~^[4]

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and any accompanying administrative regulations; ~~and~~
- ~~2. Educational materials related to misuse of alcohol and use of controlled substances.~~

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.

Guidelines

School vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][5][6][7][8][9]

Prior to employment and at least once each school year, school vehicle drivers shall submit a copy of a valid driver's license to the Superintendent or designee.[4]

Reporting Requirements

School vehicle drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][10]

School vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school vehicle.

School vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school vehicle driver **arrested**, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee

{ } and the contract carrier

in writing

{X } before the end of the next business day

{ } within seventy-two (72) hours

{ } within thirty (30) days

following the driver's arrest, charge or receipt of citation. Notice is required no matter what type of vehicle the driver was driving.

{X } An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the district

{ } or contract carrier

based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.[2][10]

A school vehicle driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee

{ } and the contract carrier

in writing of the conviction within **fifteen (15)** days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any school vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee

{ } and the contract carrier

immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[\[4\]](#)

Controlled Substances and Alcohol

~~{ } Drug and Alcohol Testing~~

~~[REMOVE BOTH PARAGRAPHS BELOW IF DRUG AND ALCOHOL TESTING IS NOT REQUIRED FOR SCHOOL VEHICLE DRIVERS]~~

~~{ } The district shall require school vehicle drivers to submit to the following drug and alcohol tests:~~

~~{ } pre-employment~~

~~{ } random~~

~~{ } post-accident~~

~~{ } reasonable suspicion~~

~~{ } return to work~~

~~{ } follow-up.~~

~~{ } The drug and alcohol testing program for school vehicle drivers shall be completely separate from the drug and alcohol testing program for covered drivers. The district shall not use the Federal Drug Testing Custody and Control Form or the Department of Transportation Alcohol Testing Form in its drug and alcohol testing program for school vehicle drivers.[\[11\]](#)~~

Prohibited Conduct -

School vehicle drivers shall not use medical marijuana products.

School vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[\[12\]](#)
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[\[13\]](#)
3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school vehicle.

Consequences/Discipline -

The district shall place a school vehicle driver who drives, operates or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver: [\[4\]](#)[\[12\]](#)

1. Has any detectable amount of alcohol in **their** system; or
2. Refuses to take a test to determine **their** alcohol content.

~~A school vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative regulations has not refused to take a Department of Transportation (DOT) test.~~ [\[14\]](#)[\[15\]](#)

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action, **up to and including termination**, for a school vehicle driver who **violates applicable law and regulations**, Board policy or administrative regulations. [\[2\]](#)[\[10\]](#)

Maintenance of Records

Drug and alcohol test information for school vehicle drivers shall be ~~maintained separate from test information for covered drivers, such information shall be~~ treated as confidential and shall only be released in accordance with law. [\[11\]](#)

Drug and alcohol test information for school vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

Acknowledgment of Receipt

Each school vehicle driver shall sign a statement certifying that **they have** received a copy of this policy and its accompanying administrative regulations.

The district shall keep the original signed statement in the school vehicle driver's personnel file and provide a copy to the driver.

Training

~~School vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school vehicle drivers should also receive that training.~~

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Legal

1. 75 Pa. C.S.A. 102
2. Pol. 818
3. 75 Pa. C.S.A. 3316
4. 75 Pa. C.S.A. 1606
5. 23 Pa. C.S.A. 6344
6. 23 Pa. C.S.A. 6344.3
7. 24 P.S. 111
8. 24 P.S. 111.1
9. Pol. 304
10. Pol. 317
11. 49 CFR 40.13
12. 75 Pa. C.S.A. 1612
13. 75 Pa. C.S.A. 3802
14. 49 CFR 40.191
15. 49 CFR 40.261
- 24 P.S. 510
- 23 Pa. C.S.A. 6301 et seq
- 67 PA Code 71.3
- 75 Pa. C.S.A. 1601 et seq
- 49 CFR Part 40
- Pol. 351

Book Section Title Code Status Adopted	Policy Manual 200 Pupils Weapons 218.1 Vol III 2021 Study Session Review August 13, 2018
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Purpose

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]](#)[\[2\]](#)

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker **or assigned storage area; or** under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity, or while the student is coming to **or from** school.[\[2\]](#)[\[3\]](#)

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy.[\[2\]](#)[\[4\]](#)[\[5\]](#)

The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[11\]](#)[\[12\]](#)[\[13\]](#)

When the behavior of a student in possession of a weapon indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[14\]](#)[\[15\]](#)

Guidelines

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[11\]](#)[\[12\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[11][17][19]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[11][16]

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[2]

{X} In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[20][21]

Transfer Students

When the district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[2][22]

NOTES:

Gun-Free School Zone Act was found unconstitutional – change language to read “In accordance with federal law...” and keep cites to 18 U.S.C. Sec. 921, 922.

The “replica of a weapon” language in the policy definition of “weapon” is not included in School Code 1301-A or 1317.2; it was included because PSBA and solicitors agree that districts may define “weapon” through policy based on their needs—that language was included as a recommendation from a school safety standpoint, since it is often difficult to tell whether a weapon, particularly a gun, **is real or a model.**

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Legal

1. 24 P.S. 1301-A
2. 24 P.S. 1317.2
3. Pol. 218
4. Pol. 113.1
5. Pol. 233
6. 20 U.S.C. 1400 et seq
7. 22 PA Code 10.23
8. Pol. 103.1
9. Pol. 113.2
10. Pol. 113.3
11. Pol. 805.1
12. 24 P.S. 1302.1-A
13. Pol. 805
14. 24 P.S. 1302-E
15. Pol. 236.1
16. 24 P.S. 1303-A
17. 22 PA Code 10.2
18. 22 PA Code 10.21
19. 22 PA Code 10.25
20. 18 U.S.C. 921
21. 18 U.S.C. 922
22. Pol. 200
- 18 Pa. C.S.A. 912
- 20 U.S.C. 7114

20 U.S.C. 7961
22 PA Code 403.1
34 CFR Part 300

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Book Section Title Code Status Adopted	Policy Manual 200 Pupils Terroristic Threats 218.2 Vol III 2021 Study Session Review August 13, 2018
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Purpose

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving a **terroristic** threat.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.[\[1\]](#)

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.[\[1\]](#)

Authority

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

Delegation of Responsibility

The Superintendent or designee, **in coordination with the threat assessment team**, shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations, **Board policy and administrative regulations**, the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Guidelines

In all cases of terroristic threats, where a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[3\]](#)[\[4\]](#)

Staff members and students shall be made aware of their responsibility for informing the **threat assessment team** regarding any information or knowledge relevant to a possible or actual terroristic threat.[\[4\]](#)[\[7\]](#)

The **threat assessment team** shall immediately inform the Superintendent **or designee, School Safety and Security Coordinator and building principal of a terroristic threat, in accordance with Board policy and administrative regulations.**[\[4\]](#)

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[6\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[6][9][11]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.[6][8]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[6][12][13][14][15][16]

{X } If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence **from a behavioral service provider** that the student does not pose a risk of harm to others.[4][15][17]

NOTES:

Act 76 of 1998 – Restitution Payments – 18 Pa. C.S.A. Sec. 2706

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Legal

1. 18 Pa. C.S.A. 2706
2. 24 P.S. 1302.1-A
3. 24 P.S. 1302-E
4. Pol. 236.1
5. Pol. 805
6. Pol. 805.1
7. 22 PA Code 12.2
8. 24 P.S. 1303-A
9. 22 PA Code 10.2
10. 22 PA Code 10.22
11. 22 PA Code 10.25
12. 22 PA Code 10.23
13. 20 U.S.C. 1400 et seq
14. Pol. 103.1
15. Pol. 113.1
16. Pol. 113.2
17. Pol. 233
- 34 CFR Part 300

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Book Section Title Code Status Adopted Last Revised	Policy Manual 200 Pupils Hazing 247 Vol III 2021 Study Session Review August 13, 2018 September 21, 2020
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Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following: [\[1\]](#)

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and: [\[2\]](#)

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing. [\[3\]](#)[\[4\]](#)

Any activity, as described above, shall be deemed a violation of this policy regardless of whether: [\[5\]](#)

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization. [\[6\]](#)[\[7\]](#)

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain. [\[8\]](#)

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9][10]

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.[11][12]

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[13][14]

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.[4]

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.[7]

Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.[\[15\]](#)

Referral to Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[16\]](#)[\[17\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[17\]](#)[\[22\]](#)[\[23\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[\[16\]](#)[\[22\]](#)

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[15\]](#)

Students –

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[15\]](#)[\[24\]](#)[\[25\]](#)

Nonstudent Violators/Organizational Hazing -

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[\[26\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

Criminal Prosecution –

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

Legal

1. 18 Pa. C.S.A. 2802
2. 18 Pa. C.S.A. 2803
3. 18 Pa. C.S.A. 2804
4. 18 Pa. C.S.A. 2808
5. 18 Pa. C.S.A. 2806
6. 18 Pa. C.S.A. 2801
7. 24 P.S. 511
8. 18 Pa. C.S.A. 2301
9. Pol. 122
10. Pol. 123
11. Pol. 103
12. Pol. 103.1
13. 24 P.S.1302-E
14. Pol. 236.1
15. 18 Pa. C.S.A. 2810
16. 24 P.S. 1303-A
17. 22 PA Code 10.2
18. 35 P.S. 780-102
19. 24 P.S. 1302.1-A
20. 22 PA Code 10.21
21. 22 PA Code 10.22
22. Pol. 805.1
23. 22 PA Code 10.25
24. Pol. 218
25. Pol. 233
26. Pol. 317
- 18 Pa. C.S.A. 2801 et seq
- 22 PA Code 10.23
- Pol. 113.1
- Pol. 916

Book Section Title Code Status Adopted Last Revised Last Reviewed	Policy Manual 200 Pupils Bullying/Cyberbullying 249 VOL III 2021 Study Session Review August 13, 2018 September 21, 2020 June 14, 2021
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Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting **and/or outside a school setting**, that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying. Cyberbullying may also constitute the crime of cyberharrasment and such may be subject to criminal prosecution and, where appropriate, the Board directs that instances of bullying or cyberbullying to be referred to law enforcement.[\[2\]](#)

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

Authority

The Board prohibits all forms of bullying by district students.[\[1\]](#)

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[2\]](#)[\[3\]](#)

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall

be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the Safe School Report:[1]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][6][7]

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[1]

Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][8][9][10]

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[1][6][11]

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.

7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

Legal

1. 24 P.S. 1303.1-A
2. 24 P.S. 1302-E
3. Pol. 236.1
4. Pol. 103
5. Pol. 103.1
6. Pol. 218
7. 22 PA Code 12.3
8. 20 U.S.C. 7118
9. 24 P.S. 1302-A
10. Pol. 236
11. Pol. 233
- Pol. 113.1

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Book Section Title Code Status Adopted Last Revised	Policy Manual 200 Pupils Dating Violence 252 Vol III 2021 Study Session Review September 21, 2020 January 11, 2021
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Purpose

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

Definitions

Dating partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[1]

Dating violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person’s dating partner.[1]

Authority

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[2]

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[3][4]

Title IX Sexual Harassment and Other Discrimination

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence.[5][6]

Discipline of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary requirements established by state law and Board policy.[7][8]

Guidelines

Complaint Procedure

When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, and/or classroom teacher.

The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[\[1\]](#)

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.[\[1\]](#)[\[2\]](#)

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[\[1\]](#)

1. Made available on the district's website.

Dating Violence Training

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.[\[1\]](#)

Dating Violence Education

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.[\[1\]](#)[\[9\]](#)

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.[\[1\]](#)[\[8\]](#)

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.[\[1\]](#)[\[10\]](#)

Legal

1. 24 P.S. 1553
2. Pol. 218
3. 24 P.S. 1302-E
4. Pol. 236.1
5. Pol. 103
6. Pol. 103.1
7. Pol. 218.3
8. 24 P.S. 1318.1
9. 71 P.S. 611.13
10. Pol. 105.1
11. Pol. 105.2
- 22 PA Code 12.12
- 20 U.S.C. 1232g

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New Course Proposal

Department	English
Course Title/Credit	Technical English II - 1.0 Credit
Target Audience	CTC (Welding, Engineering, Electronics, Precision Production, Diesel Mechanics, Allied Health, Culinary Arts) 12th Graders
School Year of Implementation	2022-2023

Provide a brief explanation as to why the department is proposing to add this course and a topical outline of the course (credit value if applicable):

Rationale	To promote a STEM education and provide relevant and authentic language arts experiences for students in the CTC that reflects the workplace: flexibility, active learning, problem solving, critical thinking, social awareness, and application to workplace communication. Technical English II counts as one required English credit and can replace English 12.
Course Meeting Schedule <i>(yearly, semester, 6x/cycle, 3x/cycle, etc)</i>	One Semester, full block
Course Prerequisites	Successful completion (65% or higher) of Technical English I, Level 2
Course Textbook/ Resource	Technical English: Writing, Reading, and Speaking. Pickett, Laster, & Staples
Course Description	Technical English II is the second course designed for students in the CTC English program who will enter the vocational and/or technical fields. It covers the core language skills in technical reading, writing, speaking, and presenting as well as the ISTE standards that students need to communicate successfully in all technical and industrial specializations. All work will reflect the workplace: flexibility, active learning, problem solving, critical thinking, social awareness, and application to workplace communication. In this course, students apply all concepts learned in Technical English I as well as complete an independent capstone project. Successful completion (65% or higher) of Technical English I (L2)
Financial Implications	Equipment Needs: Textbook (<i>Technical English: Writing, Reading, and Speaking</i> . Pickett, Laster, & Staples)
	Technology Needs: styluses
	Staffing Needs: In order for this course to run, additional sections of English will need to be offered.

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Policy 918 (Title 1 Parent and Family Engagement) Attachments

Conewago Township Elementary School

Title I Local Education Agency and School Parent and Family Engagement Policy

Local Education Agencies (LEA) receiving Title I funds are required under section 1010(2) of the Every Student Succeeds Act (ESSA) to develop a written Parent and Family Engagement policy for the LEA. The ESSA states that the LEA Parent and Family Engagement Policy must be jointly developed with parents and family members, incorporated into the LEA plan, and distributed to parents of participating children in a format and language that parents can understand. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children. It will be distributed on an annual basis and will be translated for parents as needed.

<p>1) Parents will be involved in the planning, review, and improvement of the schools' Parent Involvement Policy through Title I Parent meetings and through annual questionnaires.</p>
<p>2) An annual meeting will be held to inform parents of the school's Title I program and to explain the requirements of the program and the parents' right to be involved. This meeting will be held in the fall of each school year.</p>
<p>3) Parent meetings and conferences will be offered at different times during the day and evening.</p>
<p>4) Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visits to enable parents to participate in school-related meetings and training sessions.</p>
<p>5) Parents will be involved in the planning, review, and improvement of the school's Title I program through a meeting of the Title I Parent Committee, surveys at the end of the year, phone conversations, and email communications with the Title I staff.</p>
<p>6) If Conewago Township Elementary School would become a Title I schoolwide program, it would involve parents in the joint development of the Schoolwide Program Plan under section 1114.</p>
<p>7) If Conewago Township Elementary School would become a Title I school in school improvement, it would involve parents in the joint development of the School Improvement Plan under section 1116.</p>
<p>8) Conewago Township Elementary School will provide parents of participating children with timely information about the Title I program through newsletters and progress reports that contain an update on student progress.</p>
<p>9) Conewago Township Elementary School will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through standards based progress reports and newsletters.</p>
<p>10) Conewago Township Elementary School will provide assistance to parents in understanding the State's academic content standards, student achievement standards, local academic assessments, and how to monitor a child's progress. The school will work with teachers and parents to improve the achievement of their children through the standards based progress reports. Clear expectations about what is to be tested on the PSSA will be included. Throughout the year, focus skills presented in small increments will be highlighted so parents can gain a clearer understanding of what is to be learned and how they can help their children at home to achieve proficiency on state standards. Parent Workshops will be held to assist parents.</p>
<p>11) Conewago Township Elementary School will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible. This will include parent/school meetings, SST meetings (if needed), and regular home-school communication.</p>

12) A school-parent compact will be jointly developed with parents and will outline how parents, the entire school staff, and students will share in the responsibility for improved student achievement. The compact will be reviewed at Title I Parent Committee meetings.

13) Conewago Township Elementary School will provide materials and training to help parents, guardians, and foster parents to work with their children in kindergarten through third grade to improve their children's achievement during Title I family events, materials from Title I teachers, and newsletters. The activities will be developmentally appropriate for students in kindergarten through third grade.

14) Conewago Township Elementary School will provide information to parents about state testing dates and requirements. Title I teachers will provide information about state testing at parents' request.

Updated: 11/8/2021

New Oxford Elementary School

Title I Local Education Agency and School Parent and Family Engagement Policy

Local Education Agencies (LEA) receiving Title I funds are required under section 1010(2) of the Every Student Succeeds Act (ESSA) to develop a written Parent and Family Engagement policy for the LEA. The ESSA states that the LEA Parent and Family Engagement Policy must be jointly developed with parents and family members, incorporated into the LEA plan, and distributed to parents of participating children in a format and language that parents can understand. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children. It will be distributed on an annual basis and will be translated for parents as needed.

1) Parents will be involved in the planning, review, and improvement of the schools' Parent Involvement Policy through Title I Parent meetings and through annual questionnaires.

2) An annual meeting will be held to inform parents of the school's Title I program and to explain the requirements of the program and the parents' right to be involved. This meeting will be held in the fall of each school year.

3) Parent meetings and conferences will be offered at different times during the day and evening.

4) Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities, including transportation, childcare, or home visits to enable parents to participate in school-related meetings and training sessions.

5) Parents will be involved in the planning, review, and improvement of the school's Title I program through a meeting of the Title I Parent Committee, surveys at the end of the year, phone conversations, and email communications with the Title I staff.

6) If New Oxford Elementary School would become a Title I schoolwide program, it would involve parents in the joint development of the Schoolwide Program Plan under section 1114.

7) If New Oxford Elementary School would become a Title I school in school improvement, it would involve parents in the joint development of the School Improvement Plan under section 1116.

8) New Oxford Elementary School will provide parents of participating children with timely information about the Title I program through newsletters and progress reports that contain an update on student progress.

9) New Oxford Elementary School will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through standards-based progress reports and newsletters.

10) New Oxford Elementary School will provide assistance to parents in understanding the State's academic content standards, student achievement standards, local academic assessments, and how to monitor a child's progress. The school will work with teachers and parents to improve the achievement of their children through the standards based progress reports. Clear expectations about what is to be tested on the PSSA will be included. Throughout the year, focus skills presented in small increments will be highlighted so parents can gain a clearer understanding of what is to be learned and how they can help their children at home to achieve proficiency on state standards. Parent Workshops will be held to assist parents.

11) New Oxford Elementary School will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible. This will include parent/school meetings, SST meetings (if needed), and regular home-school communication.

12) A school-parent compact will be jointly developed with parents and will outline how parents, the entire school staff, and students will share in the responsibility for improved student achievement. The compact will be reviewed at Title I Parent Committee meetings.

13) New Oxford Elementary School will provide materials and training to help parents, guardians, and foster parents to work with their children in kindergarten through third grade to improve their children's achievement during Title I family events, materials from Title I teachers, and newsletters. The activities will be developmentally appropriate for students in kindergarten through third grade.

Updated: 11/8/2021

Escuela Primaria de Conewago Township

Póliza de Participación para Padres Sobre el Programa de Título I

El título I sección de participación de los padres de la Acta Ningún Niño se Queda Atrás (NCLB) requiere que cada escuela de título I desarrolle una política escrita sobre la participación de los padres que describe los medios de llevar a cabo los requisitos de la Sección 1118. La política más abajo fue desarrollada con los padres de título para cumplir con estas directrices. Se distribuirá sobre una base anual y será traducido para los padres como sea necesario. Una copia de esta política se mantendrá en el título del distrito los archivos para su revisión.

1) Padres estarán involucrados en la planificación, revisión y mejoramiento de los padres participación política las escuelas a través de título I para padres reuniones y a través de los cuestionarios anuales.

2) Una reunión anual se celebrará para informar a los padres de programa título de la escuela I y explicar los requisitos del programa y el derecho de los padres a involucrarse. Esta reunión se celebrará en el otoño de cada año escolar.

3) Las reuniones de padres y conferencias se ofrecerán en diferentes momentos durante el día y la noche.

4) Fondos del Título I pueden ser usados para pagar los gastos razonables y necesarios asociados con actividades de participación de los padres, incluyendo el transporte, cuidado infantil, o visitas domiciliarias para permitir a los padres a participar en reuniones relacionadas con la escuela y las sesiones de entrenamiento.

5) Los padres serán involucrados en la planificación, revisión y mejoramiento del programa de título 1 en la escuela a través de una reunión del título I Comité de padres, encuestas al final del año, las conversaciones de teléfono y comunicaciones con el título el personal de correo electrónico.

6) Si la escuela primaria de Conewago Township se convertiría en un programa de título 1 en toda la escuela, implicaría los padres en el desarrollo conjunto del Plan de programa Schoolwide bajo la sección 1114.

7) Si la escuela primaria de Conewago Township se convertiría en una escuela de título I en el mejoramiento de la escuela, que involucra a los padres en el desarrollo conjunto del Plan de mejoramiento escolar bajo la sección 1116.

8) La escuela Primaria de Conewago Township proporcionará a los padres de los niños participantes con información oportuna sobre el programa de título I a través de boletines y reportes que contienen una actualización sobre el progreso del estudiante.

9) La escuela primaria de Conewago Township proporcionará a los padres de los niños participantes con una descripción y explicación del plan de estudios en uso en la escuela, las formas de evaluación académica utilizados para medir el progreso del estudiante, y el nivel de fluidez que se espera que a través de boletines y reportes de progreso basado en los estándares.

10) La escuela primaria de Conewago Township proporcionará asistencia a los padres en la comprensión de los estándares de contenido académicos del estado, normas de desempeño del estudiante, evaluaciones académicas locales y cómo supervisar el progreso del niño. La escuela funcionará con los maestros y padres para mejorar los logros de sus hijos mediante los estándares basado en informes de progreso. Se incluirán las expectativas claras acerca de lo que se va a analizar en la zona. Durante todo el año, se resaltarán habilidades de enfoque presentados en pequeños incrementos para que los padres puedan obtener una comprensión más clara de lo que se debe aprender y cómo pueden ayudar a sus hijos en casa para lograr la competencia en las normas estatales. Talleres para padres se realizará para ayudar a los padres.

11) La escuela primaria de Conewago Township proporcionará, si así lo solicita por los padres, oportunidades para reunirse regularmente para formular sugerencias y participar, según proceda, en las decisiones relativas a la educación de sus hijos y responder a cualquier sugerencia tan pronto como sea posible. Esto incluirá reuniones de padres y la escuela, reuniones de SST (si es necesario) y comunicación regular del hogar y la escuela.

12) Un escuela y los padres se desarrollará conjuntamente con los padres y describen cómo padres, el personal de la escuela entera y los estudiantes compartirán la responsabilidad para el logro estudiantil mejorada. El pacto será revisado en las reuniones del Comité de padres de título I.

13) la escuela primaria de Conewago Township proporcionará materiales y capacitación para ayudar a los padres, tutores y padres adoptivos para trabajar con sus niños de kindergarten a tercer grado para mejorar el aprovechamiento de sus hijos durante el título eventos familiares, materiales del título maestros y boletines informativos. Las actividades serán apropiadas para los estudiantes de kindergarten a tercer grado.

14) La Escuela Primaria de Conewago Township proveerá información a los padres sobre las fechas y requisitos de los exámenes del estado. los Maestros de título proveerán información sobre los exámenes del estado si los padres lo piden.

Updated: 11/8/2021

Escuela Primaria de New Oxford

Póliza de Participación para Padres Sobre el Programa de Título I

El título I sección de participación de los padres de la Acta Ningún Niño se Queda Atrás (NCLB) requiere que cada escuela de título I desarrolle una política escrita sobre la participación de los padres que describe los medios de llevar a cabo los requisitos de la Sección 1118. La política más abajo fue desarrollada con los padres de título para cumplir con estas directrices. Se distribuirá sobre una base anual y será traducido para los padres como sea necesario. Una copia de esta política se mantendrá en el título del distrito los archivos para su revisión.

1) Padres estarán involucrados en la planificación, revisión y mejoramiento de los padres participación política las escuelas a través de título I para padres reuniones y a través de los cuestionarios anuales.

<p>2) Una reunión anual se celebrará para informar a los padres de programa título de la escuela I y explicar los requisitos del programa y el derecho de los padres a involucrarse. Esta reunión se celebrará en el otoño de cada año escolar.</p>
<p>3) Las reuniones de padres y conferencias se ofrecerán en diferentes momentos durante el día y la noche.</p>
<p>4) Fondos del Título I pueden ser usados para pagar los gastos razonables y necesarios asociados con actividades de participación de los padres, incluyendo el transporte, cuidado infantil, o visitas domiciliarias para permitir a los padres a participar en reuniones relacionadas con la escuela y las sesiones de entrenamiento.</p>
<p>5) Los padres serán involucrados en la planificación, revisión y mejoramiento del programa de título 1 en la escuela a través de una reunión del título I Comité de padres, encuestas al final del año, las conversaciones de teléfono y comunicaciones con el título el personal de correo electrónico.</p>
<p>6) Si la escuela primaria de New Oxford se convertiría en un programa de título 1 en toda la escuela, implicaría los padres en el desarrollo conjunto del Plan de programa <i>Schoolwide</i> bajo la sección 1114.</p>
<p>7) Si la escuela primaria de New Oxford se convertiría en una escuela de título I en el mejoramiento de la escuela, que involucra a los padres en el desarrollo conjunto del Plan de mejoramiento escolar bajo la sección 1116.</p>
<p>8) La escuela Primaria de New Oxford proporcionará a los padres de los niños participantes con información oportuna sobre el programa de título I a través de boletines y reportes que contienen una actualización sobre el progreso del estudiante.</p>
<p>9) La escuela primaria de New Oxford proporcionará a los padres de los niños participantes con una descripción y explicación del plan de estudios en uso en la escuela, las formas de evaluación académica utilizados para medir el progreso del estudiante, y el nivel de fluidez que se espera que a través de boletines y reportes de progreso basado en los estándares.</p>
<p>10) La escuela primaria de New Oxford proporcionará asistencia a los padres en la comprensión de los estándares de contenido académicos del estado, normas de desempeño del estudiante, evaluaciones académicas locales y cómo supervisar el progreso del niño. La escuela funcionará con los maestros y padres para mejorar los logros de sus hijos mediante los estándares basado en informes de progreso. Se incluirán las expectativas claras acerca de lo que se va a analizar en la zona. Durante todo el año, se resaltarán habilidades de enfoque presentados en pequeños incrementos para que los padres puedan obtener una comprensión más clara de lo que se debe aprender y cómo pueden ayudar a sus hijos en casa para lograr la competencia en las normas estatales. Talleres para padres se realizará para ayudar a los padres.</p>
<p>11) La escuela primaria de New Oxford proporcionará, si así lo solicita por los padres, oportunidades para reunirse regularmente para formular sugerencias y participar, según proceda, en las decisiones relativas a la educación de sus hijos y responder a cualquier sugerencia tan pronto como sea posible. Esto incluirá reuniones de padres y la escuela, reuniones de SST (si es necesario) y comunicación regular del hogar y la escuela.</p>
<p>12) Un escuela y los padres se desarrollará conjuntamente con los padres y describen cómo padres, el personal de la escuela entera y los estudiantes compartirán la responsabilidad para el logro estudiantil mejorada. El pacto será revisado en las reuniones del Comité de padres de título I.</p>
<p>13) la escuela primaria de New Oxford proporcionará materiales y capacitación para ayudar a los padres, tutores y padres adoptivos para trabajar con sus niños de kindergarten a tercer grado para mejorar el aprovechamiento de sus hijos durante el título eventos familiares, materiales del título maestros y boletines informativos. Las actividades serán apropiadas para los estudiantes de kindergarten a tercer grado.</p>

Updated: 11/8/2021

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Job Description Assistant to the Superintendent



JOB DESCRIPTION

TITLE: ASSISTANT TO THE SUPERINTENDENT
DEPARTMENT: Administration
REPORTS TO: Superintendent of Schools
DATE: November 8, 2021

SUMMARY: To Assist the Superintendent of Schools in the leadership, development, achievement and maintenance of all student learning programs and curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

- Oversees the purchase of instructional technology and the integration of technology into the K-12 instructional program
- Observe and assist in the evaluation of teachers in correlation with the district's supervision plan
- Assists in the development and ongoing improvement of the multi-year new teacher induction program
- Oversees the State and District testing program and monitors student performance on state and local assessments
- Assist the Superintendent of Schools with policy recommendations and changes related to curriculum, instruction and assessment
- Responsible for assisting the Superintendent of Schools with the preparation and implementation of the comprehensive planning process
- Provide leadership in carrying out action items within the District's Strategic plan in relation to curriculum, instruction and assessment
- Oversees School Improvement Planning
- Leads Curriculum Cabinet
- Coordinates all professional development activities for the District
- Assist building principals in the development of professional learning plans
- Leads and oversees the curriculum review cycle with each department, funding, staffing requirements, and curriculum impact
- Recommends the selection of classroom resources and textbooks
- Oversees and organizes student teachers, internships, and field experience placement
- Serves as Title IX Coordinator for students and serves as Title IX Compliance Officer

SUPERVISORY RESPONSIBILITIES:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Responsibilities include interviewing, hiring, and training employees
- Planning, assigning, and directing work
- Appraising performance; including rewarding and disciplining employees
- Addressing complaints and resolving problems

EDUCATION and/or EXPERIENCE:

- Letter of Eligibility (preferred)
- K-12 Administration certification
- Minimum Masters Degree

- 5 years of classroom experience
- Previous administrative experience

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of administrators, staff, and/or the general public

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages
- Ability to apply concepts of basic algebra and geometry

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to complete assigned tasks with minimal supervision
- Ability to organize office setting to efficiently accomplish tasks
- Ability to exercise good judgment in prioritizing tasks
- Ability to communicate effectively at all organizational levels

OTHER PERFORMANCE RESPONSIBILITIES:

- Ability to use a personal computer with the database, spreadsheet, and word-processing software
- Knowledge of or ability to learn personal legal terminology
- Ability to establish and maintain effective working relationships with students, staff, and the school community
- Ability to speak clearly and concisely both in oral and written communication
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Must appropriately handle confidential information

POSITION SPECIFICATIONS:

Physical Demands: Must have the ability to:

- Sit and stand for extended periods
- Exhibit manual dexterity to use a phone, input data on a computer, to see and read a computer screen and printed material, with or without vision aids
- Hear and understand speech at normal office levels and on the telephone
- Speak in audible tones so that others may understand clearly in normal office levels and on the telephone
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus
- Lift up to 25 pounds, and to bend, stoop, climb stairs, and reach overhead

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Office interruptions are a common occurrence.

The Position Specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Pursuant to the requirements of the federal Americans with Disabilities Act, reasonable accommodations may be made to enable a qualified individual with a disability to perform essential job functions.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Employment is conditional upon successful completion and submission of all federal, state, and local hiring regulations. Certificated staff is employed for the number of school year contractual days in accordance with the current Negotiations Agreement and with placement on the salary schedule of the bargaining agreement. Placement on the schedule is determined by education level and experience. Benefits are included according to Board policy and contract specifications.

E.O.E.

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