

Saucon Valley School District

Regular Meeting of the Board of Education

April 13, 2021 – 7 pm

High School Auditorium

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

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

Notice to Public - *This is to notify all in attendance at the Saucon Valley School Board meeting that the district is video and audio taping the meeting and the meeting will be posted for public viewing according to district policy.*

Agenda

6 pm - Executive Session for the purpose of personnel, residency issue, property reassessment, and Lehigh Valley Academy Charter renewal

- I. **Call to the Order** – *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – March 23, 2021 (after meeting)
April 13, 2021
- VI. **Approval of Minutes** – March 23, 2021
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **Superintendent's Report** – *Dr. Craig Butler, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*

XI. Presentation of Bills – David Bonenberger

- A. General Expenditures – \$575,173.57
- B. Cafeteria Expenditures – \$24,881.84
- C. Health Benefits – None
- D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

- 1. Approve the above presentation of bills.

Recommendation: To approve all motions and recommendations as listed above in Presentation of Bills.

XII. Treasurer’s Report – Cedric Dettmar/David Bonenberger

- A. Cash Investment and Bond Activity - None
- B. Condensed Board Summary Report - None
- C. Capital Project Finance Report - None
- D. Budget Transfers - \$15,594.00
- E. Middle School Activity Report – None
- F. High School Activity Report – None

Recommendations for Approval

Treasurer’s Report

- 1. Approve the above Treasurer’s Report.

Recommendation: To approve all motions and recommendations as listed above in Treasurer’s Report.

AGENDA ITEMS

A. Education

Items/Projects for Discussion

- A. Academic and Personnel Committee Minutes – March 24, 2021

Recommendations for Approval

Policies

- 1. Approve the first reading of the following policies:

- Policy 216 – Student Records
- Policy 216-AR-1 – Student Records Retention Schedule
- Policy 222 – Tobacco Use – Pupils
- Policy 323 – Tobacco Use – Administrative Employees
- Policy 423 – Tobacco Use – Professional Employees
- Policy 523 – Tobacco Use – Classified Employees

2021-22 School Calendar

2. Approve the 2021-22 School Calendar.

Recommendation: To approve all motions and recommendations as listed above in Education.

B. Personnel

Items/Projects for Discussion

None

Recommendations for Approval

Health Sabbatical Extension Request

1. Approve the following health sabbatical extension request:

Melissa Janis, middle school speech and language teacher, extension of current health sabbatical. Mrs. Janis was to return March 29, 2021. She will now return on May 3, 2021.

Health Leave

2. Approve the health leave for Monique Bredbenner, middle school science/social studies teacher, beginning March 23, 2021 and continue for the remainder of the 2020-21 school year. She will be using 29.5 sick days and three personal days. Income protection will begin upon approval after days.

Family Medical Leave

3. Approve the following Family Medical Leave:

Laurie Paulson, middle school fifth grade teacher, beginning March 15, 2021. Mrs. Paulson will return to her teaching position on April 5, 2021.

Unpaid Medical Leave Extension

4. Approve the following unpaid medical leave extension:

Lynn Beller, Elementary School Cafeteria Monitor, extension of current unpaid medical leave. Ms. Beller was to return April 5, 2021. She will now return on April 12, 2021.

Co-Curricular/Extra Duty Appointment

5. Approve the following co-curricular/extra duty appointment for the 2020-21 school year. (See NOTE below)

Elementary School

Kimberly Carson – Produce/Director – \$4,300

Middle School

Kirsten Almeida – Choreographer/Vocal Director - \$1,010

2020-21 Spring Coach

- 6. Approve the following 2020-21 spring coach: *(New coaches are in italics.)* (See NOTE below)

Middle School Soccer

Brianna Hart - Assist. Coach - \$2,326

***NOTE:** The District’s obligation to pay the coaches and supplemental positions above is subject to the District’s ability to hold and/or participate in the activity in light of the COVID-19 Crisis. In the event (1) the District is closed or providing modified services, (2) unable to hold the activity as the result of direction from outside agencies such as PDE, PIAA, the CDC, the Governor’s Office, District XI, etc., or (3) the Administration determines not to hold such activities for the safety of the students and community, the District shall have no obligation to pay athletic and non-athletic contracts appointed herein. In the event the fall sports and/or activities are reduced, the athletic and non-athletic contracts approved above shall be paid a pro-rated amount of the stipend based on the percentage of the season/ activity that was held and students participated. The decision to cancel and/or discontinue the activities or sports season shall be at the exclusive discretion of the Administration based, in part, on guidance from the Center for Disease Control, the Commonwealth of Pennsylvania, other health agencies, and student participation in such activities.*

Recommendation: To approve all motions and recommendations as listed above in Personnel.

C. Facilities

Recommendations for Approval

No Reports or Recommendations

Recommendation: No Recommendations

D. Finance

2021-2022 Budget Timeline for the 2019-2020 School Year

May 31, 2021 - *District Deadline* to adopt the 2021-2022 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2021 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2021-2022 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2021 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2021-2022final budget.

Items/Projects for Discussion

None

Recommendations for Approval

Settlement

1. Authorize Fox Rothschild LLP to enter into an agreement or agreements for the following properties located in Lower Saucon Township setting the total assessment of the properties for the tax year 2021 (school tax year 2021-2022) and for each subsequent tax year until a change in the assessment pursuant to applicable law as stated in the chart below:

Parcel
Q6-6-1-2-0719
Q6-6-1-3-0719
Q6-6-1-5-0719
Q6-6-1-6-0719
Q6-6-1-7-0719
Total - \$1,546,300

Paper/Janitorial Products

2. Approve the award of bid for paper/janitorial products for 2021-22 in the amount of \$57,827.85 through Northampton-Monroe-Pike County Joint Purchasing. Attachment

Xerox Lease *

3. Approve the attached Resolution regarding a lease with Xerox Corporation.

Northampton Community College 2021-2022 Budget

4. Approve the Northampton Community College Sponsors Share Budget for 2021-2022 in the total amount of \$6,796,453.00. Saucon Valley’s portion is \$290,824.00 which represents a 1.48% increase from 2020-2021.

Recommendation: To approve all motions and recommendations as listed above in Finance.

- E. Community Outreach – SV Partnership – Michael Karabin and Shawn Welch**
- F. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld**
(Meetings are the first Tuesday of every month)
- G. Colonial Intermediate Unit – Sandra Miller**
(Meetings are the fourth Wednesday of every month)

Recommendations for Approval

Colonial IU Board Member

Approve _____ as the Saucon Valley School District Representative to the Colonial Intermediate Unit 20 Board for a three year term, July 1, 2021 to June 30, 2024.

Recommendation: To approve all motions and recommendations as listed above in CIU.

- H. **PSBA – Sandra Miller and Shamim Pakzad**
- I. **Hellertown/Lower Saucon Chamber of Commerce – Michael Karabin**
- J. **Saucon Valley Foundation for Educational Innovation – Tracy Magnotta**
- K. **Northampton Community College – Susan Baxter**
(Meetings are the first Thursday of every month)
- L. **New Business**
- M. **Old Business**

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

XIV. Announcements

Future Meetings ~

- April 27, 2021 – 7 pm – Business Meeting – High School Auditorium
- May 11, 2021 – 7 pm – Business Meeting – High School Auditorium
- May 25, 2021 – 7 pm – Business Meeting – High School Auditorium

XV. Motion to Adjourn Meeting

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

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, March 23, 2021 in the High School Auditorium. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Dr. Shamim Pakzad and Shawn Welch. Directors Sandra Miller and Tracy Magnotta attended online. Also present were Dr. Craig B. Butler, Superintendent; David Bonenberger, Board Secretary and Mark Fitzgerald, District Solicitor

- I. **Call to the Order** – 7:04 pm - *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*
7-present, 2-online, 0-absent
- IV. **Motion to Approve Agenda** – Director Karabin, seconded by Director Eichfeld moved to approve the Agenda. Vote: 9-yes, 0-no
- V. **Announcement of Executive Session** – March 23, 2021- Legal & Personnel issues.
- VI. **Approval of Minutes** – Director Karabin, seconded by Director Welch moved to approve the minutes of March 9, 2021. Vote: 9-yes, 0-no
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **Superintendent’s Report** – *Dr. Craig Butler, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$315,979.27
 - B. Cafeteria Expenditures – \$12,683.49
 - C. Health Benefits – \$421,074.65
 - D. Capital Projects – None
 1. Approve the above presentation of bills.

Director Karabin, seconded by Director Dettmar moved to approve the Presentation of the Bills. Vote: 9-yes, 0-no
- XII. **Treasurer’s Report** – *Cedric Dettmar/David Bonenberger*
 - A. Cash Investment and Bond Activity
 - B. Condensed Board Summary Report

- C. Capital Project Finance Report – None
- D. Budget Transfers – None
- E. Middle School Activity Report – February 28, 2021
- F. High School Activity Report – February 28, 2021

- 1. Approve the above Treasurer’s Report.

Director Karabin, seconded by Director Dettmar moved to approve the Treasurer’s Report. Vote: 9-yes, 0-no

A. Education

- A. After School Remediation Update

Director Karabin asked how many people are involved in evaluating the program. Director Pakzad appreciates the fiscal considerations but he is not as concerned about that but if less number of students are attending and the teachers can give more one on one service and help the kids, he is all for that. Director Eichfeld asked if we are looking to do this program for the Elementary School. Ms. Vlasaty said that we are looking to do it over the summer. Director Miller asked why we can’t do it now. It was stated that it was due to the longer day for the Elementary School students and that later time they would return home from school

- 1. Approve the After School Remediation program through Thursday, May 13, 2021.

Director Karabin, seconded by Director Dettmar moved to approve Education Item #1
Vote: 9-yes, 0-no

B. Personnel

- 1. Approve Michael Wieder as a substitute custodian at an hourly rate of \$10.39, on a call as needed basis, effective upon completion of employment paperwork.
- 2. Approve unpaid time off for:
Michael Stebelski, transportation, May 17, 2021.
Donna Schmitt, transportation, April 5, 2021.
Nicole Love, transportation, May 11-14, 2021
- 3. Approve an unpaid leave for Jamie Frey, paraprofessional, from March 15, 2021 until approximately April 12, 2021.

Director Karabin, seconded by Director Dettmar moved to approve Personnel Items #1-3. Vote: 9-yes, 0-no

C. FacilitiesA. Facilities Committee Summary - March 10, 2021

No Reports or Recommendations

D. Finance**2020-2021 Budget Timeline for the 2021-2022 School Year**

May 31, 2021 - *District Deadline* to adopt the 2021-2022 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2021 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2021-2022 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2021 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2021-2022 final budget.

1. Approve the Bethlehem Area Vocational-Technical School Budget for the fiscal year July 1, 2021 to June 30, 2022 in the total amount of \$13,171,494.00. Saucon Valley's portion is \$711,323.00, a Increase of \$79,779.00 from 2020-2021.

Director Karabin, seconded by Director Eichfeld moved to approve Finance Item #1.
Vote: 9-yes, 0-no

E. Community Outreach – SV Partnership – *Michael Karabin and Shawn Welch*
No Report

F. Bethlehem Area Vo-Tech School – *Cedric Dettmar and Bryan Eichfeld*
Most important thing is the 2021-2022 Budget was passed.

G. Colonial Intermediate Unit – *Sandra Miller*
The meeting is tomorrow, March 24, 2021.

H. PSBA – *Sandra Miller and Shamim Pakzad*
Director Miller commented that 391 school districts have approved the charter resolution.

I. Hellertown/Lower Saucon Chamber of Commerce – *Michael Karabin*
No Report

J. Saucon Valley Foundation for Educational Innovation – *Tracy Magnotta*
No Report

K. Northampton Community College – *Susan Baxter*
No Report

L. New Business –

Director Pakzad wanted to know if the Board needed to amend the Health and Safety Plan to allow students to come back to school.

Director Miller asked about transportation. She would like to know what will happen; do we need to do 2 students to a seat?

M. Old Business

XIII. Citizens' Inquiries and Comments – None

XIV. Announcements

Future Meetings ~

April 13, 2021 – 7 pm – Business Meeting – High School Auditorium

April 27, 2021 – 7 pm – Business Meeting – High School Auditorium

May 11, 2021 – 7 pm – Business Meeting – High School Auditorium

XV. Motion to Adjourn Meeting

Director Dettmar, seconded by Director Karabin moved to adjourn the meeting and go into Executive Session.

Vote: 9-yes, 0-no

7:44 pm

ATTEST: _____

Secretary

President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 03/18/2021 - 04/09/2021

Payment Numbers: 0000057221 - 0000057358

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000057221	MOBILE TECHNOLOGY GRAPHICS	OTHER PROFESSIONAL SVC		4,616.50
0000057222	VEX ROBOTICS INC.	GENERAL SUPPLIES		404.97
0000057223	21ST CENTURY CYBER CHARTER SCH	TUITION TO PA CHARTER		8,823.85
0000057224	AHOLD FINANCIAL SERVICES	GENERAL SUPPLIES		16.33
0000057225	AMAZON	GENERAL SUPPLIES		28.99
0000057226	AMERICAN RED CROSS	DUES & FEES		45.00
0000057227	BSN SPORTS LLC	GENERAL SUPPLIES		256.19
0000057228	Dr. R. Ketterer Charter School	TUITION TO PA CHARTER		3,386.52
0000057229	GRAINGER	GENERAL SUPPLIES		2,068.04
0000057230	HARAKAL CONSTANCE	DUES & FEES		75.00
0000057231	HYDRA-NUMATIC SALES CO.	REPAIRS & MAINT SVCS		223.00
0000057232	J.W. PEPPER & SON INC.	GENERAL SUPPLIES		104.00
0000057233	KAEDEN PUBLISHING	BOOKS AND PERIODICALS		138.00
0000057234	LINCOLN LEADERSHIP ACADEMY CHA	TUITION TO PA CHARTER		3,781.65
0000057235	MTI ENTERPRISES INC.	GENERAL SUPPLIES		885.00
0000057236	MUSIC & ARTS	REPAIRS & MAINT SVCS		151.00
0000057237	NAVIGATE360 LLC.	EDUC SOFT & LIC		2,513.50
0000057238	NORTHEAST JANITORIAL SUPPLY	GENERAL SUPPLIES		1,015.35
0000057239	PENNSYLVANIA DISTANCE LEARNING	TUITION TO PA CHARTER		4,082.67
0000057240	PIONEER MANUFACTURING CO	GENERAL SUPPLIES		1,484.00
0000057241	ProShred Security Philadelphia	REPAIRS & MAINT SVCS		612.00
0000057242	QUAKER CITY PAPER	GENERAL SUPPLIES		521.50
0000057243	Rutz Jessica	MISC EXPENDITURES		300.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

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Payment Numbers: 0000057221 - 0000057358

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000057244	SCHOOL MART	GENERAL SUPPLIES		733.61
0000057245	SERVICE ELECTRIC CO.	COMMUNICATIONS		1,121.89
0000057246	SNAP-ON INDUSTRIAL	GENERAL SUPPLIES		114.00
0000057247	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES		511.84
0000057248	TALLEY PETROLEUM ENT INC.	DIESEL FUEL		14,693.25
0000057249	THE MORNING CALL	BOOKS AND PERIODICALS		52.25
0000057250	TRISTATE HVAC EQUIPMENT	REPAIRS & MAINT SVCS		735.00
0000057251	ULINE	GENERAL SUPPLIES		671.64
0000057252	UNITED ELECTRIC SUPPLY CO. IN	GENERAL SUPPLIES		248.00
0000057253	Zoll Medical Corporation	GENERAL SUPPLIES		225.00
0000057254	AERC RECYCLING SOLUTIONS	REPAIRS & MAINT SVCS		715.74
0000057255	AFLAC	AFLAC W/H		104.84
0000057256	AMAZON	GENERAL SUPPLIES		793.03
0000057257	BAVTS	TUITION TO AREA VO-TECH		33,240.00
0000057258	BSN SPORTS LLC	GENERAL SUPPLIES		3,336.47
0000057259	FOOD SERVICE SOLUTIONS INC.	EDUC SOFT & LIC		80.00
0000057260	GRABER KAREN A	MISC EXPENDITURES		250.00
0000057261	INTEGRITEC INC.	REPAIRS & MAINT SVCS		400.00
0000057262	KEYSTONE COLLECTIONS GROUP	OFFICE ADMIN/SERV	COMMUNICATIONS	652.62
0000057263	MEDCO SUPPLY COMPANY	GENERAL SUPPLIES		118.92
0000057264	MICROBAC LABORATORIES INC.	REPAIRS & MAINT SVCS		118.90
0000057265	MUSIC & ARTS	REPAIRS & MAINT SVCS		125.00
0000057266	NORTH EAST PARTS GROUP LLC.	GENERAL SUPPLIES		777.05

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

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Payment Numbers: 0000057221 - 0000057358

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000057267	PAYLESS CLEANERS	LAUNDRY/LINEN/DRY CLEAN		394.88
0000057268	PENNSYLVANIA LEADERSHIP CHARTE	TUITION TO PA CHARTER		11,344.93
0000057269	PPL ELECTRIC UTILITIES	ELECTRICITY		993.48
0000057270	QUAKER CITY PAPER	GENERAL SUPPLIES		2,618.00
0000057271	ROHRER BUS SALES INC.	GENERAL SUPPLIES		28.87
0000057272	SNAP-ON INDUSTRIAL	GENERAL SUPPLIES		2,068.56
0000057273	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES		467.82
0000057274	UHS OF PENNSYLVANIA INC.	PROF ED SRV OTHR ED AG		630.00
0000057275	TRANE U.S. INC.	GENERAL SUPPLIES		210.99
0000057276	UNITED ELECTRIC SUPPLY CO. IN	GENERAL SUPPLIES		50.30
0000057277	WEATHERPROOFING TECHNOLOGIES	REPAIRS & MAINT SVCS		6,720.00
0000057278	COLONIAL INTERMEDIATE UNIT #20	PRO- ED SVCS - IUS		15,163.07
0000057279	CONSTELLATION ENERGY GAS SERVI	NATURAL GAS		4,787.32
0000057280	PEDIATRIC THERAPEUTIC SERVICES	OTHER PROFESSIONAL SVC		19,241.78
0000057281	PPL ELECTRIC UTILITIES	ELECTRICITY		28,355.78
0000057282	SUN LIFE ASSURANCE COMPANY OF	ASSURANT VOL LIFE W/H		1,272.80
0000057283	THE LEHIGH VALLEY CHARTER H.S.	TUITION TO PA CHARTER		32,416.76
0000057284	Altenbach Brian	OTHER PROFESSIONAL SVC		62.00
0000057285	BLOSE JOANNA	OTHER PROFESSIONAL SVC		126.00
0000057286	Carbonaro Michael	OTHER PROFESSIONAL SVC		62.00
0000057287	Kaine Shayne P.	OTHER PROFESSIONAL SVC		126.00
0000057288	DERKITS JOSEPH	OTHER PROFESSIONAL SVC		116.00
0000057289	Derkits Jr. Joseph	OTHER PROFESSIONAL SVC		63.00

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

04/09/2021 11:37:49 AM

SAUCON VALLEY SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 03/18/2021 - 04/09/2021

Payment Numbers: 0000057221 - 0000057358

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000057290	GAISER GEORGE W.	OTHER PROFESSIONAL SVC		77.00
0000057291	STOCKER KEVIN	OTHER PROFESSIONAL SVC		77.00
0000057292	Glenn Acker	Athletic Official		57.00
0000057293	ROBERT P. ARBAUGH	Athletic Official		62.00
0000057294	MICHAEL PENNELLA	Athletic Official		62.00
0000057295	Gurnari Matthew	Athletic Official		0.00
0000057296	Kaine Shayne P.	Athletic Official		0.00
0000057297	Straub Lynn	Athletic Official		57.00
0000057298	CARBON-LEHIGH I.U. #21	PROF EDUCATIONAL SVC - IU'S	PROFESSIONAL EDU SVC IU 5-12	84,390.00
0000057299	CIRCLE OF SEASONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	10,385.40
0000057300	COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		46,563.26
0000057301	CRYSTAL SPRINGS	SUPPLIES - TRANSPORTATION	SUPPLIES - PLANT OPERATIONS	265.91
0000057302	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		10,084.39
0000057303	FOOD SERVICE SOLUTIONS INC.	TECHNOLOGY ADMIN LIC & FEES		1,990.00
0000057304	Garrison Jeffrey	Athletic Official		77.00
0000057305	HOLMES ANTHONY	CONTR SERVICE LACROSSE BOYS JV		63.00
0000057306	JUNIOR LIBRARY GUILD	BOOKS & PERIODICALS LIBR 9-12		157.00
0000057307	KEMMERER MARTHA B	SENIOR CITIZENS TAX REBATE		250.00
0000057308	KEYSTONE COLLECTIONS GROUP	POSTAGE	TAX COLLECTION NORTH COUNTY	116.50
0000057309	LEHIGH VALLEY ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	44,845.12
0000057310	MICHAEL F. COLLINS	CONTR SERVICE TRACK GIRLS VAR	CONTR SERVICE TRACK BOYS VAR	77.00
0000057311	NEAL KENNEDY	CONTR SERVICE LACROSSE BOYS VA		77.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 03/18/2021 - 04/09/2021

Payment Numbers: 0000057221 - 0000057358

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000057312	NORTHAMPTON COMMUNITY COLLEGE	NCC COMTY COLLEGE PMT - HS		22,911.42
0000057313	PPL ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		2,908.44
0000057314	SOMOGYI ROBERT	Beth Catholic	Easton	116.00
0000057315	UGI SOUTH	NATURAL GAS - PLANT OPERATIONS		68.70
0000057316	VERIZON WIRELESS	TELEPHONE		2,254.73
0000057317	XEROX CORP.	RENTAL OF EQUIP - TECHNOLOGY		2,337.65
0000057318	XEROX CORP.	RENTAL OF EQUIPMENT		10,360.80
0000057319	BESZ KEITH E.	CONTR SERVICE SOFTBALL VARSITY		75.00
0000057320	MARHEFKA LARRY	CONTR SERVICE SOFTBALL VARSITY		75.00
0000057321	CHRISTOPHER MICHAEL PINCIN	CONTR SERVICE BASEBALL VAR		77.00
0000057322	PAUL D. PRELOVSKY	CONTR SERVICE BASEBALL VAR		77.00
0000057323	ABA SUPPORT SERVICES LLC	L SUPPORT OTHER PROF SERVICES		22,099.78
0000057324	AHOLD FINANCIAL SERVICES	SUPPLIES - SUPERINTENDENT OFF		55.96
0000057325	AMAZON	GENERAL SUPPLIES		944.00
0000057326	ARTS ACADEMY CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	5,343.20
0000057327	ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	4,082.65
0000057328	B & B POOLS INC.	GENERAL SUPPLIES		15.99
0000057329	BAND SHOPPE	GENERAL SUPPLIES		155.70
0000057330	BSN SPORTS LLC	UNIFORMS		8,029.02
0000057331	CENGAGE LEARNING	BOOKS AND PERIODICALS		6,567.00
0000057332	CINTAS CORPORATION-#101	LAUNDRY/LINEN/DRY CLEAN		15.00
0000057333	EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		1,260.54

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 03/18/2021 - 04/09/2021

Payment Numbers: 0000057221 - 0000057358

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000057334	FEESER'S	GENERAL SUPPLIES		80.31
0000057335	GENERAL HEALTHCARE RESOURCES LLC	L SUPPORT OTHER PROF SERVICES		6,037.50
0000057336	HOBBY LOBBY STORES INC.	GENERAL SUPPLIES		176.77
0000057337	HSLC	TECH LIBRARY ED SOFT LIC 9-12	LIBRARY LICENSE & FEES 5-8	820.00
0000057338	INTERSTATE TAX SERVICE INC.	UNEMPLOYMENT COMPENSATION		323.46
0000057339	J.C. EHRLICH CO. INC.	REPAIRS & MAINT - HS		138.00
0000057340	Key Poulan Music	GENERAL SUPPLIES		2,594.00
0000057341	LEHIGH LEARNING ACADEMY	TUITION - NON PUBLIC SPEC ED		2,921.00
0000057342	LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,521.10
0000057343	MICROBAC LABORATORIES INC.	REPAIRS & MAINT SVCS		59.45
0000057344	MUSIC & ARTS	REPAIRS & MAINT SVCS		159.00
0000057345	NCS PEARSON INC.	BOOKS AND PERIODICALS		98.25
0000057346	PACIFIC TELEMAGEMENT SVCS	PLANT OP COMMUNICATIONS - MS	PLANT OP COMMUNICATIONS - HS	267.18
0000057347	PERFORMANCE HEALTH SUPPLY	GENERAL SUPPLIES		3,112.60
0000057348	PRINTFORCE INC.	GENERAL SUPPLIES		792.00
0000057349	QUAKER CITY PAPER	GENERAL SUPPLIES		151.20
0000057350	Saucon True Value	SUPPLIES - PLANT OPERATIONS		827.23
0000057351	SCHOOL NURSE SUPPLY INC.	GENERAL SUPPLIES		94.98
0000057352	SEVEN GENERATIONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	9,124.85
0000057353	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES		272.36
0000057354	SUPERIOR AUTO SERVICE CO. INC.	REPAIRS & MAINT SVCS		26.40
0000057355	TELEMEDICINE MANAGEMENT INC.	HEALTH INSURANCE EXPENSE PAYAB		1,435.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAFE - PLGIT Payment Dates: 07/01/2020 - 06/30/2021

Transactions Dates: 03/18/2021 - 04/09/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003216	BALFORD FARMS - LOCK BOX	MILK		2,260.30
0000003217	Commercial Kitchen Repairs	REPAIRS & MAINT SVCS		537.00
0000003218	Deluxe	GENERAL SUPPLIES		329.22
0000003219	FEESER'S	FOOD		0.00
0000003220	HOBART SERVICE	REPAIRS & MAINT SVCS		915.71
0000003221	MORABITO BAKING CO.	FOOD		293.65
0000003222	PENN JERSEY PAPER CO.	GENERAL SUPPLIES		1,051.48
0000003223	SINGER EQUIPMENT COMPANY	GENERAL SUPPLIES		1,005.20
0000003224	FEESER'S	FOOD		4,639.40
0000003225	BALFORD FARMS - LOCK BOX	MILK	FOOD	515.92
0000003226	FEESER'S	FOOD	GENERAL SUPPLIES	3,695.18
0000003227	BALFORD FARMS - LOCK BOX	MILK		2,438.10
0000003228	FEESER'S	FOOD		5,923.25
0000003229	MORABITO BAKING CO.	FOOD		251.06
0000003230	PENN JERSEY PAPER CO.	GENERAL SUPPLIES		547.24
0000003231	SINGER EQUIPMENT COMPANY	SUPPLIES		479.13

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

SAUCON VALLEY SCHOOL DISTRICT

BUSINESS OFFICE

BUDGETARY TRANSFER FORM
2020-2021

Date: April 13, 2021

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER
ACCOUNT #	IN	OUT			
1 TO	10-2690-762-000-00-000-000-0000	13,645.00		EQUIPMENT - REPLACE PLANT OPER	BALANCE ACCOUNT
FROM	10-2690-752-000-00-000-000-0000		13,645.00	EQUIPMENT - NEW PLANT OPER	TRANSFER OF FUNDS
2 TO	10-3200-650-000-30-000-000-0000	149.00		SOFT & LIC - ACTIVITIES 9-12	BALANCE ACCOUNT
FROM	10-3200-513-000-30-000-000-0000		149.00	STUDENT TRANS (CONTRACTED)	TRANSFER OF FUNDS
3 TO	10-1110-610-000-30-000-240-000-0000	800.00		SUPPLIES - CONSUMER ED 9-12	BALANCE ACCOUNT
FROM	10-1110-430-000-30-000-240-000-0000		800.00	REPAIRS/MAINT CONSUMER ED 9-12	TRANSFER OF FUNDS
4 TO	10-1110-610-000-30-000-240-000-0000	1,000.00		SUPPLIES - CONSUMER ED 9-12	BALANCE ACCOUNT
FROM	10-1110-610-000-30-000-000-0000		1,000.00	SUPPLIES REGULAR 9-12	TRANSFER OF FUNDS

Total Transfer: \$ 15,594.00

**Saucon Valley School District
Academic and Personnel Committee
Minutes of March 24, 2021**

Present were Academic and Personnel Committee Board Members: Susan Baxter, Cedric Dettmar, Tracy Magnotta, and Dr. Shamim Pakzad. Also present were: Dr. Craig Butler, Molly Cook, Board Member Michael Karabin, Board Member Sandra Miller, Lindsey Permar, and Jaime Vlasaty

Meeting commenced at 5:05 pm

Agenda approved by Mr. Cedric Dettmar, second by Mrs. Tracy Magnotta

Minutes approved by Mr. Cedric Dettmar, second by Mrs. Susan Baxter

Courtesy of the floor - None

Agenda items

1. **Spanish Immersion Program** – Ms. Cook and Ms. Permar gave a presentation on Spanish Immersion Program development for the 2021-22 school year. Specifics of the presentation were, what is immersion, what does research say about immersion, local program comparison, class size, mission, vision, and goals of the program, program structure/instruction/assessment and accountability, family and community communication and involvement, and finally the registration process.
2. **2021-2022 School Calendar** - Dr. Butler presented a draft of the 2021-2022 school calendar. He stated that building in professional development opportunities throughout the year, minimizing student half days, and honoring the language in the teacher contract relative to the school year were important factors considered. Dr. Butler walked through each month of the 2021-22 calendar highlighting specifically marked days as indicated on the calendar. The committee voted unanimously to move the calendar to the April 13th Board meeting.
3. **Policy Review** - Policies 216, 222, 323, 423 and 523 were reviewed and discussed by the committee. The committee voted unanimously to move the policies to the April 13th Board meeting for first reading.

Citizens' inquiries and comments – No comments

No new business or old business.

Meeting adjourned at 6:02 p.m.

Announcement of future meetings:

Wednesday, April 28, 2021
Wednesday, May 26, 2021
Wednesday, June 23, 2021

Saucon Valley School District

Policy

Title – 216 Student Records

Section – 200 Pupils

Adopted – May 23, 2006

Revised – April 8, 2008

Content

Purpose

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The district will maintain educational records for students for legitimate educational purposes.

Authority

The Board shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations, or permitted by the Board, may be compiled by district staff.

Parents/Guardians and eligible students shall be notified annually, and upon initial enrollment, of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing and implementing a comprehensive administrative regulation plan for records of all students that meets the requirements of all state and federal statutes and regulations.

The administration shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.

District staff shall maintain the confidentiality of student records and personally identifiable information, as required by law and regulations. The district shall obtain written parent/guardian consent prior to releasing a student's educational record when prior consent is required by law, regulations or Board policy.

In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

Definitions

The following terms as used in this policy shall have the following meanings:

1. *Directory information.* The name, address, telephone number, electronic mail address, date and place of birth, names of parents and siblings, dates of attendance, whether the student graduated and the date of graduation, awards received, participation in District-approved extracurricular activities, weight and height of interscholastic athletic team members, photographs, schools attended within the District, and student identification number, user identification number, or code when such number or code cannot alone be used to access education records, without some other identifier known only to the authorized user of an electronically accessed information system or data base.
2. *Disclose; disclosure.* Permit access to or release, transfer, or otherwise communicate to any person or entity, by any means or medium, personally identifiable information contained in the education record of the student.
3. *Education record.* Any personally identifiable information recorded or stored by any means—including, but not limited to, information that is handwritten, typed, printed, or stored on computer media, microfilm, microfiche, video or audio tape, film, or digital medium—that is directly related to the student and is maintained by the District or by an individual or agency acting on behalf of the District regardless of the current location of such record. The term does not include the following:
 - (a) records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons—including, but not limited to, instructional support teachers, counselors, therapists and clinicians, school Board of Education, psychologists and psychiatrists, nurses, and instructional aides—that are kept in the sole possession of the maker of the record and the contents of which are not accessible or revealed to any other person except a substitute for the maker of the record
 - (b) records that contain only information about the student after he or she is no longer a student in the District or receiving District-supported education;
 - (c) grades and other forms of peer assessment or rating before they are collected and recorded by a teacher; and
 - (d) other records specifically excluded from the definition of “education record” under the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulation, 34 C.F.R. Part 99

4. *Eligible student.* A present or former student who has attained the age of eighteen or a former student who is attending an institution of post-secondary education.
5. *Emancipated minor.* A student below the age of twenty-one who has chosen to establish a domicile apart from the continued control and support of parents or guardians. The term includes a minor living with a spouse.
6. *IEP.* Individualized education program.
7. *Service Agreement.* A written plan of adaptations or modifications, or both, developed for a student with disabilities who is eligible for protection under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, but who is not eligible for special education and related services under the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400, *et seq.*
8. *Maintain or maintained.* In the case of personally identifiable information on paper or stored on magnetic or video tape, the term shall mean information kept in a secure file or desk drawer or in the continuous and secure control of a school official with a legitimate educational interest in the content thereof. In the case of personally identifiable information that is stored electronically, including electronic mail, the term shall mean information kept in a secure electronic storage system or site, whether located locally or remotely, specifically designated by the Superintendent or his or her designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local or remote disk drives, computers, servers, portable media, or mobile devices shall not for any purpose constitute a “student records maintenance site” unless explicitly so designated by the Superintendent or his or her designee in writing, and any personally identifiable information stored thereon shall either be deleted or moved to a “student records maintenance site” at least once annually. Personally identifiable electronic information, including electronic mail, shall not be considered to be “maintained” by the District or by any individual or agency acting on behalf of the District unless and until it is moved to or stored in or on a “student records maintenance site.”
9. *Parent.* The biological or adoptive parents of a student, regardless of residency or physical custodial status; the legal guardian or guardians of a student; or an individual acting as a parent in the absence of a natural parent or guardian, unless the right of any such person to receive personally identifiable information has been terminated or restricted by order of court.
10. *Personally identifiable information.* Any one or more of the following:
 - (a) The student’s name;
 - (b) The name, including maiden names, of any member of the student’s family;

- (c) The current or past address, or the date or place of birth, of the student or any member of the student's family;
 - (d) A personal identifier such as a social security number, student number or code, or biometric information consisting of one or more measurable biological or behavioral characteristic that can be used for automatic identification of an individual;
 - (e) information that, alone or in combination, is linked or linkable to a specific student such that a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, could use such information to identify the student with reasonable certainty; or
 - (f) information requested by a person whom the educational agency or institution reasonably believes knows the identity of the student to whom such information relates.
11. *School official with a legitimate educational interest.* Any employee, officer, agent, consultant, or contractor of, or any volunteer acting on behalf of:
- (a) the District,
 - (b) the Intermediate Unit,
 - (c) a vocational technical school, or
 - (d) any public or private school or facility that the District is using or is proposing to use to provide elementary or secondary education to the student in place of a public school, who is or will be responsible for providing or supervising the provision of education, education-related services, or extra-curricular activities or experiences to or for the student, when—
 - i. particular information concerning that student is presently or potentially relevant to the design or provision of instruction or other education, education-related services, testing or assessments, behavior interventions and strategies, or extracurricular activities or experiences either to the student, to particular groups of students, or to whole schools, grade-levels, or the student population of the District at large, regardless of whether the student is part of the group or population that will be effected; or
 - ii. such information is necessary to protect the health, safety, or welfare of the student or others with whom the student might have direct or indirect contact.

The phrase also applies to clerical staff of the agencies enumerated above who are responsible for the maintenance and security of education records and to attorneys, consultants, and school board members when school board action concerning the

student is required by law or when the education or treatment of the student is the subject of present or potential litigation or legal dispute. When the “school official with a legitimate educational interests” is not an employee of the District, such individual may receive “personally identifiable information” only when he or she is under the direct control of the District, by contract or otherwise, with respect to the use and maintenance of education records in his or her possession and only when such individual is prohibited from re-disclosure of such information to any other party without written parent or eligible student consent.

12. *Secure file.* A student or subject-specific compilation of information stored on paper, audio or visual tape, microfiche, microfilm, computer storage disk or removable drive, or similar medium that can be maintained in a physically segregated form that is maintained in a locked file drawer, cabinet, or desk or, if unlocked, in the immediate custody and control of the custodian thereof, or a student or subject-specific compilation maintained on a computer storage system to which access is limited by security software that conforms to current computer industry standards.
13. *Student with disabilities.* A student age three through twenty-one who has or is thought to have one or more of the disabilities described in the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 *et seq.*, or any preceding or succeeding legislation, or a student of school age who has or is thought to have a disability as defined in Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794

Guidelines

Collection

14. The District shall collect and maintain the types of records described in the following subparagraphs (a) through (c) and **may** collect and maintain records described in following subparagraphs (d) through (j):
 - (a) Core data - consisting of the name of the student; last known address and domicile within the District of the parents or guardian of the student or, if the student is emancipated, of the student; the birth date of the student; the course, subject area, or project work completed by the student and the level of achievement attained; the last grade attended or the date of graduation and type diploma issued; and attendance data;
 - (b) Discipline and law enforcement records, including the sworn statement or affirmation of suspension or expulsion required at registration and the record of incidents of violence maintained in a form prescribed by the Pennsylvania State Police as required under Section 1307-A of the Pennsylvania Public School Code, 24 P.S. § 13-1307-A, and, in a file maintained separately from other records concerning the student, information from the Office of Juvenile Probation concerning adjudications of delinquency;

- (c) Health records, including immunization information, results of vision and hearing screenings, results of state-mandated physical examinations, in-school treatment and drug dispensing or administration orders or prescriptions from physicians, treatment and drug dispensing or administration logs, and health-related information provided by parents or guardians;
- (d) Student work samples and teacher grade books retained for purposes of ongoing assessment, instructional planning, or grade calculation; the results of District-wide group standardized or criterion-referenced testing and state-wide criterion-referenced assessments, if any, in which the student participated; and noncumulative report cards;
- (e) Guidance department, psychologist, and student assistance team records, although personal records and notes maintained strictly in accordance with Section 1.3(a) of this policy are not considered records subject to this policy;
- (f) Results of vocational and career aptitude and interest surveys, or of surveys to assist in planning for and providing guidance, health, or drug and alcohol abuse prevention instruction or programs;
- (g) Reports of and other information describing or summarizing the results of individual testing and assessment by instructional support, child study, multidisciplinary, or IEP teams, or by professional staff responsible for determining eligibility for Title I, ESL, and other remedial programs, or by agencies and individuals not employed by or working on behalf of the District; instructional support or child study team action plans; IEPs; and service agreements or accommodation plans;
- (h) Protocol sheets and booklets; scoring sheets; answer books; rating forms; observation notes; anecdotal logs; running record forms; and other forms of raw data gathered in the course of testing and assessment or progress monitoring and assessment;
- (i) Records of awards and distinctions earned by students for work or activities in school and in the community and of participation in District-approved extracurricular activities; and
- (j) Other records required by law or deemed by instructional or supervisory staff to be both accurate and necessary to the provision of education, education-related services, or extra-curricular activities or experiences.

15. By adoption of this policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (a), (d), and (e) of Section 14 of this policy.

16. By adoption of this policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (b), (c), and (f)

of Section 14 of this policy, unless the collection of such records and information is accomplished by use of a survey, analysis, or evaluation that requires or encourages the student to reveal—

- (a) political affiliations or beliefs of the student or the student's family;
- (b) mental or psychological problems of the student or the student's family;
- (c) sexual behavior or attitudes;
- (d) illegal, anti-social, self-incriminating, or demeaning behavior;
- (e) critical appraisals of persons with whom the student has close family relationships;
- (f) information protected by legal privilege;
- (g) income, unless income information is required by law to determine eligibility for participation in a program of assistance; or
- (h) religious practices, affiliations, or beliefs of the student or the student's family.

17. When a survey, analysis, or evaluation is used to obtain such information, the District shall obtain prior informed consent in writing in a form consistent with Section 20 of this policy. For purposes of this policy, the phrase "survey, analysis, or evaluation" shall be limited to a planned method of inquiry or information collection used on a group or individual basis. The phrase does not apply to the ordinary give-and-take exchange that occurs in the course of the counselor-student, psychologist-student, teacher-student, or nurse-student relationship when the student initiates the contact or otherwise participates in it voluntarily. Consent otherwise required by this Section is not required to investigate or substantiate a good faith suspicion of child abuse or neglect when the person from whom consent would be required is suspected of the abuse or neglect.

18. To collect records and information described in Subsection (g) of Section 14 of this policy, the District shall obtain prior informed consent in writing in a form consistent with Section 20 of this policy.

19. To collect records and information described in Subsections (h) and (i) of Section 14 of this policy, other than reports and other documents provided by parents or other agencies, the District shall obtain prior informed consent in writing and in a form required by applicable state or federal law or, in the absence of a specific applicable law, in a form consistent with Section 20 of this policy. For purposes of collecting information in the form of an instructional support or child study team action plan, an IEP, or a service agreement or accommodation plan, a written invitation to the parents and, when required by law, the student to participate in the development of such document shall constitute an adequate means of

obtaining consent to develop the document, even if the parents or student do not participate in the meeting at which the content of the document is discussed. The description in an action plan, IEP, or service agreement or accommodation plan, of a means of data collection or ongoing progress monitoring or assessment shall suffice to allow such activities without need for additional written consent.

20. When state or federal law does not specifically prescribe the form for obtaining prior written consent as required by this policy, such consent shall be obtained by mailing to the residence of record or by hand delivery to the parent or emancipated minor a written consent form that complies with the following requirements and is received within a reasonable time prior to the information collection activity for which consent is sought:

- (a) The form shall use language that a layperson can readily understand and shall be written in the native language of the parent or emancipated minor from whom consent is sought;
- (b) The form shall contain an explanation of the type of information sought, the purpose for which the information is sought, and the specific types of testing, assessment, or data collection to be used to obtain the information;
- (c) The form shall make clear to the parent or emancipated minor that consent is required to proceed with the information collection activity or activities proposed; shall contain an assurance that such activity or activities will not proceed without consent; shall specify the duration of the consent or shall clearly provide that consent shall be considered effective until revoked in writing by the person giving consent; and shall contain a clear explanation of the time and place for responding to the form;
- (d) The form shall contain the name and telephone number of a contact person whom the parents or emancipated minor can contact to obtain additional information or seek clarification concerning the proposed activity; and
- (e) The form shall provide a space for the parent or emancipated minor to elect whether to grant or withhold consent by marking one of two clearly-worded options and by signing their name.

21. When a student who has attended another public or private school registers to attend public school in the District, the District shall immediately—

- (a) request a certified copy of the student's disciplinary record and a copy of the student's health record from the public or private school the student last attended;
- (b) request all other current records, including special education records, necessary to ensure that the student is placed appropriate classes at the

appropriate grade level and that the District is able to meet all obligations to the student under State and federal law.

Maintenance—Time

22. All education records described in Section 14 of this policy shall be maintained in accordance with the schedule attached in 216-AR-3, Student Records Retention Schedule. If not identified, the records shall be maintained as long as the information contained therein remains relevant to the education of the particular student or to the design and provision of educational programs in general or as long as such information remains essential to the protection of the legal interests of the District. The District alone shall determine whether education records remain relevant to education or essential to the protection of legal interests.

Maintenance—Location

23. Education records that might be necessary to the provision of education, education-related services, or extracurricular activities or experiences to a student during any given school year shall be maintained during that school year in a secure file located in the building to which that student is assigned during that school year. Education records that are essential to the day-to-day provision of education, education-related services, or extracurricular activities or experiences may be maintained in a secure file in the personal possession, offices, or class rooms of school officials with a legitimate educational interest therein.

- (a) The discipline record of a student shall be maintained in a secure file in the building to which that student is currently assigned. Information furnished by the Office of Juvenile Probation in accordance with Section 6341(b.1) of the Juvenile Act, 42 P.S. § 6341(b.1), shall be maintained in a secure file separately from other records concerning the student.
- (b) The health record of a student shall be maintained in a secure file in the nurse's office or health suite in the building to which that student is currently assigned or in the personal possession or office of the nurse assigned to that building.
- (c) Copies of a student's current IEP, most recent multi-disciplinary team evaluation report, current service agreement or accommodation plan, and instructional support or child study team data and action plan shall be maintained—
 - i. in a secure file in the building to which the student is currently assigned; and
 - ii. in a secure file in the District office of special education, together with other special education records that remain relevant to the education of the particular child or the design and provision of

educational programs in general or essential to the protection of the legal interests of the District.

- (d) In addition to or in place of any of the locations identified in subsections (a) through (c) of Section 23, records may be maintained in a secure electronic storage system or site, whether located locally or remotely, specifically designated by the Superintendent or his or her designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local or remote disk drives, computers, servers, portable media, or mobile devices shall not for any purpose constitute a “student records maintenance site” unless explicitly so designated by the Superintendent or his or her designee in writing, and any personally identifiable information stored thereon shall either be deleted or moved to a “student records maintenance site” at least once annually.

Maintenance—Transfer and Conversion

- 24. When a student assignment changes from one building to another within the District the education records described in Sections 23(a)-(c) of this policy, including the separately-maintained information from the Office of Juvenile Probation, shall be transferred to the new building in sufficient time to enable school officials with a legitimate educational interest to review such records, if necessary, prior to the arrival of the student in the new building or as soon as possible thereafter.
- 25. Nothing in this policy shall preclude the transfer or conversion of education records or information from one form or storage medium to another, as long as such transfer or conversion—
 - (a) allows for similar accessibility of information to parents, eligible students, and school officials with a legitimate educational interest;
 - (b) provides at least the level of security that could be obtained with physically locked conventional storage and, in the case of computer storage, conforms to the current standards established in the computer industry;
 - (c) clearly reproduces educationally or legally necessary graphic information, handwriting, and signatures; and
 - (d) allows for the use of an access and disclosure log in accordance with Section 26 of this policy.
- 26. Every file from which access might be had by, or disclosure might be made to, persons or agencies other than the parents or the eligible student, shall have as part thereof an access and disclosure log that shall be maintained for as long as the records in that file are maintained and that shall consist of the following:

- (a) The identity of such person or agency to which access is granted to or disclosure made from the file;
- (b) The purpose for which access was granted or disclosure made;
- (c) The date of access or disclosure;
- (d) The name or initials of the person granting access or making the disclosure;
- (e) In the case of disclosures to persons who will make further disclosures or allow further access on behalf of the District, the identity of the person or agency to whom or to which, and the specific purpose for which, such further disclosure or access will be made or allowed; and
- (f) Any record of further disclosures made by State or federal agencies that are permitted to do so under law.

Destruction

- 27. The District may destroy education records identified in the District's Student Record Retention Schedule once the applicable time period for maintenance of such records has elapsed.
- 28. The District may destroy all other education records once it determines at its sole discretion that such records are no longer relevant to the education of the particular student or to the design and provision of educational programs in general or that such records are not essential to the protection of the legal interests of the District.
- 29. When the time periods described in the District's Student Record Retention and Disposition Schedule have elapsed for any record or any portion of an education record of a student with disabilities, the District shall comply with the Record Retention and Disposition Schedule and destroy the record accordingly. Education Records are no longer deemed relevant to a student's education once the applicable retention period has expired. Parents and guardians of students with disabilities shall be provided with a copy of this policy to ensure notice is provided regarding the destruction of education records.
- 30. A record is "destroyed" for purposes of this policy when, at a minimum, all personally identifiable information is removed from it or is otherwise obscured or obliterated. Nothing in this policy shall require the destruction of an education record except when required by law.
- 31. The District shall not destroy any record that is the present subject of a request for access from a parent or eligible student.

Inspection of Education Records

32. The District shall allow the parents or eligible student to inspect and review the education record of the student within forty-five calendar days of receipt of a verbal or written request to do so. District staff shall make every reasonable effort to ensure that requested records are provided to the parents at the earliest possible date.
33. The District shall respond to all reasonable requests from the parents or eligible student for an explanation or interpretation of information contained in the education record.
34. If circumstances effectively preclude the parents or eligible student from inspecting or reviewing the education record, or any portion thereof, the District shall provide the parents or the eligible student with a copy of the record subject to the request. When copies are not required to ensure that the parents or the eligible student has the opportunity to inspect and review the education record, the District may charge a fee of twenty-five cents per page to copy requested portions of the education record, unless the parents or the eligible student can establish that they are financially unable to pay the amount thus charged.
35. When the District receives a request to inspect and review the education record of a student with disabilities in anticipation of a meeting of the IEP, service agreement, or multi-disciplinary team, or in anticipation of a due process hearing, the District shall respond to such request within a reasonable time prior to the meeting or hearing, the time allowed by Section 32 of this policy notwithstanding.
36. When parents or an eligible student seek to inspect and review a record that contains personally identifiable information concerning more than one student, the District shall provide access only to that portion of the record that pertains to the student in question.
37. School officials with a legitimate educational interest may at any time inspect and review, and obtain copies of, the education record and personally identifiable information in which they have such interest.

Amendment of Education Records

38. A parent or eligible student may request in writing that the District amend any portion of an education record that he or she believes is inaccurate, misleading, or in violation of the student's right to privacy. If a parent or eligible student makes such a request verbally, the person to whom such request is made shall inform the parent of the obligation to make such request in writing.
39. Within thirty school days of the receipt of the written request to amend the education record, the administrator who is primarily responsible for maintenance of the challenged record shall notify the parent or eligible student in writing of whether the District will amend the record. If the District determines that it will grant the request to amend, the notice to the parent or eligible student shall

either describe the amendment, which can include the expungement or deletion of records or information contained therein, or enclose a copy of the amended record. If the District determines that it will not amend the record, the notice shall so inform the parent or eligible student and shall contain a statement explaining that the parent or eligible student has the right to request in writing a hearing before a disinterested school official to challenge the determination not to amend.

40. Within ten school days of receipt of a request for a hearing to challenge a determination not to amend an education record, the District shall notify the parents or eligible student of the date, time, and location of the hearing. The notice shall be mailed certified, return receipt requested, or by similarly secure and verifiable means, in such time that the parent or eligible student receives it at least five school days before the hearing. The hearing shall occur within thirty days of receipt of the request for the hearing from the parent or eligible student.
41. The hearing shall be held before the Superintendent or his or her designee or, if the Superintendent or the designee has a direct interest in the outcome of the hearing, before the principal of the building to which the student is currently assigned or his or her designee.
42. The hearing shall be informal, unrecorded, and not subject to formal rules of evidence or procedure other than those required to maintain order. The parent or eligible student shall have a full and fair opportunity to present evidence in support of his or her position and may be represented at his or her expense by an adviser, including an attorney.
43. Within thirty days of the completion of the hearing, the District shall issue to the parent or eligible student a written decision concerning the amendment of the record that shall either—
 - (a) describe the amendment, which can include the expungement or deletion of records or information contained therein, or
 - (b) explain the reasons for denying the request to amend and inform the parent or eligible student of the right to place a statement in the education record of the student commenting on the contested information in the record or explaining why he or she disagrees with the decision not to amend, or both.
44. The written decision shall be based solely on the evidence presented at the hearing and shall summarize the evidence thus presented and the reasons for the decision to amend or refuse amendment.
45. If the parent or eligible student chooses to submit a statement in the education record of the student commenting on the contested information in the record or explaining why he or she disagrees with the decision not to amend, the District shall—

- (a) maintain such statement as part of the record for as long as the District maintains the contested record or information; and
- (b) disclose the statement whenever it discloses that portion of the record to which the statement pertains.

46. Education records subject to this Policy, other than those records or portions of records that contain “directory information,” are not considered “public records” subject to access or disclosure under the Pennsylvania Right to Know Law, 65 Pa. C.S. §§ 67.101-67.3104, or any similar law affecting public records.

Disclosure

47. Any disclosure of personally identifiable information concerning a student to any person other than the parent, the eligible student, or school officials with a legitimate educational interest, shall require the prior written consent of the parent or the eligible student. Any document providing such consent shall—

- (a) identify the particular portions of the education record or the particular information or types of information concerning the student that shall be disclosed;
- (b) identify the person or agency to whom or to which disclosure will be made; and
- (c) contain the signature of at least one parent or the eligible student, and the date of such signature

48. Prior written consent from the parent or the eligible student is not required when the disclosure of education records or information is to one of the following persons or agencies under the following circumstances:

- (a) To an educational agency or institution at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records, as long as—
 - i. the parent or eligible student is provided on request with a copy of the records thus disclosed; and
 - ii. the parent or eligible student is afforded on request a hearing as described in Section 39 of this policy; and
 - iii. the disclosure is for purposes related to the student’s enrollment or transfer.
- (b) To appropriate parties in connection with an articulable and significant health or safety emergency, when such disclosure is necessary to protect

the health or safety of the student or others, provided, however, that for each such disclosure, the District shall maintain a record indicating—

- i. The articulable and significant threat that justified such disclosure; and
 - ii. The parties to whom the District disclosed such information.
- (c) To state and federal educational and other agencies for purposes of investigation and auditing, when those agencies are bound by the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;
- (d) To persons seeking directory information, when—
- i. parents and eligible students have received notice in the form of the annual publication of this policy in a newspaper of general distribution or a school publication of the policy of the District to disclose directory information without parental consent; and
 - ii. the parent or the eligible student objecting to the release of such information without consent has not notified the District in writing on or before the first day of the school term that they object to the disclosure of some or all of the information designated in Section 1 of this policy as “directory information”.
- (e) To the student who is not an eligible student;
- (f) To the parents of an eligible student who remains a “dependent student” as defined in the Internal Revenue Code;
- (g) To accrediting organizations to carry out their accrediting functions;
- (h) To comply with the terms of a judicial order or lawfully-issued subpoena, when the District has made reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, unless the terms of a judicial order bar such notification;
- (i) To a court or administrative hearing officer in the context of litigation between the District and the parents or the eligible student, when the information disclosed is relevant to the action or proceeding and when the District has made reasonable effort to notify the parent or eligible student of the intent to disclose such information;
- (j) To armed forces recruiters seeking such information, a list of the names, addresses, and, if available, telephone numbers of all students expected to graduate high school at the end of the school term during which, or in anticipation of which, such request is made, provided, however, that such

disclosure shall be subject to the limitations established by law and this policy upon the disclosure of directory information;

- (k) To state or local Juvenile justice authorities when such disclosure is in accordance with an Act of the Pennsylvania General Assembly and enables the juvenile justice system to serve effectively and prior to adjudication of the student to whom the records pertain, provided, however, that any such authority must certify in writing to the District that such records will not be re-disclosed to any other party unless permitted by state law or unless written parent or eligible child consent is obtained;
- (l) To organizations conducting studies for, or on behalf of, the District to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction, when—
 - i. The organization conducting the study does not permit access to personally identifiable information to any party other than representatives of the organization who have a legitimate educational interest in that information;
 - ii. The information is destroyed when no longer needed for the purposes for which the study was conducted; and
 - iii. The organization enters into a binding agreement with the District under which the organization is obligated to adhere to the requirements of this policy; that defines the purposes, scope, and duration of the study and the information to be disclosed to the organization; and that limits the use of the disclosed information to the purposes expressly identified in the agreement.
- (m) Under such additional circumstances and to such additional persons and agencies as are permitted by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulation.

49. Any disclosure made in accordance with Section 48 of this policy shall be made under the explicit condition that the party to which or to whom such disclosure is made shall not re-disclose such information to any other party without written parent or eligible student consent, unless the record of the original disclosure identifies the additional parties to whom such disclosure is to be made under Section 48 of this Policy and the legitimate interest that such additional parties have in such information, or unless such original disclosure is to State or federal agencies in accordance with the requirements of Sections 99.32(b) and 99.33(b) of the implementing regulations of the Family Educational Rights and Privacy Act, 34 C.F.R. §§ 99.32(b) and 99.33(b).

50. Copies of all special education and discipline records of a student currently identified as a child with a disability within the meaning of the Individuals with Disabilities Education Act shall be transmitted to a law enforcement agency to which the District has reported a crime committed by such student, provided,

however, that prior to transmission of such records, the District shall obtain written consent from the parent or eligible student as required by, and in accordance with the provisions of, Section 47 of this Policy or that such transmission is permitted without such consent in accordance with the provisions of Subsections (b), (h), or (k) of Section 48 of this Policy.

51. The policy of the District is to comply in full with the requirement of state and Provisions federal law governing the maintenance of records and other personally identifiable information and the privacy rights of students and their families. To the extent that any provision of this policy is construed as or found to be inconsistent with federal or state law, the District will treat that provision as null and void. The Superintendent or his or her designee shall ensure that all persons responsible for the maintenance of any student record are aware of the provisions of this policy and receive regular training concerning its requirements. When feasible, the Superintendent or his or her designee shall provide for the use of physical or technological access controls to ensure that access to education records by school officials with a legitimate educational interest in them is limited to that information in which those officials have a legitimate educational interest.
52. The District shall send or deliver all notices and requests for consent required under this policy to the address identified as the residence of the child in the registration information maintained by the District. Unless it receives specific written information to the contrary, the District shall presume that all persons with authority to make educational decisions for the student have received or had the opportunity to review and respond to notices and requests sent or delivered to such address. The District will send notices and requests to separate addresses only when—
- (a) A person with joint authority to make educational decisions for the student, such as a divorced or separated natural parent or guardian, resides at that separate address; and
 - (b) That person notifies the District in writing that he or she is not receiving or has not had the opportunity to review and respond to notices and requests sent to the residence to which the student is registered.
53. Annually, at least thirty days prior to the beginning of the school term, the District shall publish to all parents of students currently in attendance and to all eligible students currently in attendance a complete copy of this policy in English and Spanish. The following notice shall precede the text of this policy and shall appear with the heading in boldface type or other similarly conspicuous format:

35 P.S. 1223.5

18 Pa C.S.A. 6305, 6306.1

20 U.S.C. 7183, 7973

20 U.S.C. 1400 et seq

22 PA Code 10.2, 10.22, 10.25, 10.23

Policies 103.1, 113.1, 113.2, 805.1

24 P.S. 1303-A, 1302.1-A

24 P.S. 510

U.S.C. 7114, 7118, 7181 et seq

CRF Part 300

34 CFR Part 300

Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts

Saucon Valley School District

Title – 216-AR-1 Student Records Retention Schedule

Section – 200 Pupils

Adopted –

Revised –

Content

SAUCON VALLEY SCHOOL DISTRICT

STUDENT RECORDS RETENTION AND DISPOSITION SCHEDULE

The Records Retention Schedule lists records that are created, received, or retained as a result of district operations. The schedule includes a description of the records, format in which the records will be retained, retention period, and disposal code. The following information will assist in applying this schedule.

Record Formats

Media codes are used to identify the format(s) that the district may use to maintain specified records and are assigned as follows:

- A. Paper
- B. Microfilm
- C. Electronic (machine readable, computer-based)
- D. Audiovisual (tapes, movies, film strips, etc.)
- E. Cartographic (maps, drawings, blue prints, plans, etc.)
- F. Photographic

Retention Periods

Retention periods listed on the schedule are given in years. Upon expiration of the retention period, all identified records will be disposed of in accordance with Board policy and this schedule.

Disposal Codes

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

- 1 Routine Handling – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.
- 2 Special Handling – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.
- 3 Archival Retention – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
- 4 Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

Records Not On Schedule

For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule.

Child Abuse or maltreatment reports and related records	A,C	12 years after youngest child mentioned in report attains age of 18	2,4
Accident Reports (involving a minor)	A,C	6 years after the minor attains the age of 18	2,4
Reports of Suspected Child Abuse	A,C	After the student's 30 th birthday	2,4
Attendance records ¹	A,C	6 years	2,4
Health records, including immunization information, results of vision and hearing screenings, results of state-mandated physical examinations, in-school treatment and drug dispensing or administration orders or prescriptions from physicians, treatment and drug dispensing or administration logs and health-related information provided by parents or guardians.	A,C	2 years beyond the date on which the student ceases to be enrolled in the public schools of the district	2,4
Core data for student, including name, last known address and domicile within the District of the parents or guardian of the student or, if the student is emancipated, of the student; birth date, course or academic work completed, level of achievement attained, dates of attendance ² , last grade attended or date of graduation, and type of diploma awarded.	A,C	50 years beyond the date on which the student ceases to be enrolled in the public schools of the district	3

¹ Financial records required to be retained by school districts for state funding purposes.

² Examples of dates of attendance include an academic year, a spring semester, or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Records of awards and distinctions earned by students for work or activities in school and in the community and of participation in District-approved extracurricular activities	A,C	6 years after student would normally have graduated high school	2,4
Other student records, including but not limited to registration record, screening evaluation reports, program admission application, homebound student records; homeschool applications and associated documentation; non-resident student information; drop out records; and transfer-in and transfer-out records; remedial program participation record, counselor notes, teacher comments, correspondence, and transfer or discharge notice	A,C	6 years after student would normally have graduated high school	2,4
Examination test results, papers, and answer sheets	A,C	1 year	1,4
School Census Records – All school census records created prior to 1949 (some early 19th century census records only list names of parents) including so-called “attendance registers” used between 1895 and 1928, in booklet form provided by the State Office of Public Instruction, later the State Education Department (these booklets also contain the school census, trustees’ annual reports, registers of visitors, and other information); and school census and enrollment reports, created between 1929 and circa 1949, in booklets provided by the State Education Departments, or their equivalents	A,B,C	Permanent	3
FERPA requests and documentation and access log for student records (individuals outside of district staff)	A,C	For as long as the records accessed are maintained	1,4
PSSA / Keystone Exam Results	A,C	Permanent	3
Applications for Work Permits	A,C	2 years after student’s graduation or 18 th birthday, whichever is later	2,4

Discipline records	A,C	2 years following graduation. If a student leaves school prior to graduation, 2 years after the student's class graduates.	2,4
Student work samples and teacher grade books retained for purposes of ongoing assessment, instructional planning, or grade calculation; the results of District-wide group standardized or criterion-referenced testing and state-wide criterion-referenced assessments, if any, in which the student participated; and non-cumulative report cards	A,C	3 years after graduation or 3 years after enrollment ceases, whichever is later	2,4
Guidance department, psychologist, and student assistance team records	A,C	6 years beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided	2,4
<p>For students with disabilities or who are identified as mentally gifted:</p> <ol style="list-style-type: none"> 1. Copies of the first and last evaluation reports of the multi-disciplinary team. 2. The notice of recommended assignment or educational placement, or similar document by which the parents of the student initially consented to the provision of education services 3. The first and last IEP. 4. Last notice of recommended assignment or educational placement. 5. The summary of performance developed for the student. 	A,C	6 years beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided	2,4

<p>For students receiving accommodations or modifications to instruction or other activities under a service agreement or accommodation plan:</p> <p>1. Copies of the first and last service agreement or accommodation plan.</p> <p>Notice by which the parents of the student initially consented to the provision of accommodations or modifications</p>	A,C	6 years beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided	2,4
<p>For students evaluated to determine eligibility for special education services in accordance with state and federal law or for accommodations or modifications in accordance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, and who were determined to be ineligible:</p> <p>Copies of all evaluation reports supporting the determination of ineligibility and all notices by which the parents of the student indicated agreement with such determination</p>	A,C	6 years beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided	2,4
<p>For students with disabilities or who are identified as mentally gifted, or for students who were evaluated to determine eligibility for special education services and who were determined to be ineligible for such services, a copy of all records identified in subsections (b) through (g) of Section 14 of Policy 216.</p>	A,C	At least 6 years from the conclusion of the school year during which such records were made or received by the district.	2,4
<p>All other special education records – specific students</p>	A,C	6 years beyond the school year during which the student to whom such data pertains attains age twenty-one (21); individual notice to parents or eligible student of record destruction schedule must be provided	2,4

<p>All other education records described in Section 14 of Policy 216</p>	<p>A,C</p>	<p>Records shall be maintained as long as the information contained therein remains relevant to the education of the particular student or to the design and provision of educational programs in general or as long as such information remains essential to the protection of the legal interests of the district. The District shall determine whether records remain relevant to education or essential to the protection of legal interests.</p>	<p>2,4</p>
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Saucon Valley School District

Policy

Title – 222 Tobacco Use

Section – 200 Pupils

Adopted – August 23, 2016

Revised –

Content

Purpose

The Board recognizes that [the use of](#) tobacco products ~~use~~ by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco ~~and vaping~~ products.

Definition

Definitions

~~For purposes of this policy, tobacco use, sale, distribution or possession of tobacco in any form (including e-cigarettes, "vape", vaporizers, and/or look-alike products) by students, including students who are 19 years of age or older, while under the jurisdiction of the school is prohibited. This policy also prohibits any items that display, promote, or advertise tobacco use or products, including clothing, bags, personal items, and vaporizers or other delivery devices, whether or not those devices contain tobacco or nicotine. Tobacco is defined to include tobacco in any form, nicotine, and nicotine delivery devices. FDA approved nicotine replacement therapy products that are used to quit tobacco or smoking may be permitted upon prior approval of the school administrator.~~

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery

systems, ~~an~~ electronic cigarettecigarettes, a cigarcigars, a pipe-pipes and a hookahhookahs.

3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

~~For the purposes of this policy, vaping products include products marketed under the brand name Juul, any electronic device designed to deliver nicotine or another substance by inhaling from the device, and other e-cigarettes, regardless of whether such products contain tobacco or nicotine.~~

Authority

The Board prohibits the possession, use, purchase, or sale of tobacco products ~~and vaping products, including the product marketed as Juul and other e-cigarettes,~~ regardless of whether such products contain tobacco or nicotine, ~~use and possession~~ by or to students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Board also prohibits the possession, use, or sale of tobacco products ~~or vaping products and possession~~ by students at school-sponsored activities that are held off school property.

~~The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.~~

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, and staff about the Board's ~~district's~~ tobacco and vaping products ~~use~~-use policy by publishing information ~~such policy in the~~ in student handbooks, the Code of Student Conduct, parental newsletters, posters, ~~notices~~, and by other efficient methods such as posted notices, signs, and on the district website.

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

Reporting

The Superintendent shall annually, by July 31, report all incidents of possession, use, or sale of tobacco ~~and vaping~~ products, ~~including Juuls or other e-cigarettes,~~ by students to the Office for Safe Schools on the required form.

The Superintendent or designee may report incidents of possession, use, or sale of tobacco ~~and vaping~~ products, ~~including Juuls or other e-cigarettes,~~ 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 School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with (1) state law and regulations, (2) the procedures set forth in the memorandum of understanding with local law enforcement, and (3) Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving the possession, use, or sale of a tobacco ~~or vaping~~ product immediately or 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.

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco ~~and vaping~~ products by students on school property to the Office of Safe Schools on the required form.

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

Tampering with devices installed to detect use of tobacco ~~or vaping~~ products shall be deemed a violation of this policy and subject to disciplinary action pursuant to Board policy and the Code of Student Conduct.

Students with Disabilities

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 law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.

~~A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine~~

Legal References

35 P.S. 1223.5
18 Pa C.S.A. 6305, 6306.1
20 U.S.C. 7183, 7973
20 U.S.C. 1400 et seq
22 PA Code 10.2, 10.22, 10.25, 10.23
Policies 103.1, 113.1, 113.2, 805.1
24 P.S. 1303-A, 1302.1-A
24 P.S. 510
U.S.C. 7114, 7118, 7181 et seq
CRF Part 300
34 CFR Part 300
Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts

Saucon Valley School District

Policy

Title – 323 Tobacco Use

Section – 300 Administrative Employees

Adopted – November 14, 2006

Revised – August 23, 2016

Content

Purpose

The Board recognizes that tobacco ~~and vaping~~ products ~~use~~ ~~use during school hours~~ ~~and on school property~~ use present a health and safety hazard that can have serious consequences for users, nonusers, and the safety and environment of the schools. The purpose of this policy is to regulate use of tobacco ~~and vaping~~ products by district employees and contracted personnel.

Definition **Definitions**

~~For purposes of this policy, tobacco use, sale, distribution or possession of tobacco in any form (including e-cigarettes, "vape", vaporizers, and/or look-alike products) by students, including students who are 19 years of age or older, while under the jurisdiction of the school is prohibited. This policy also prohibits any items that display, promote, or advertise tobacco use or products, including clothing, bags, personal items, and vaporizers or other delivery devices, whether or not those devices contain tobacco or nicotine. Tobacco is defined to include tobacco in any form, nicotine, and nicotine-delivery devices. FDA approved nicotine replacement therapy products that are used to quit tobacco or smoking may be permitted upon prior approval of the school administrator.~~

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, ~~an~~ ~~electronic~~ ~~cigarette~~ ~~cigarettes~~, ~~a~~ ~~cigar~~ ~~cigars~~, ~~a~~ ~~pipe~~ ~~pipes~~, and ~~a~~ ~~hookah~~ ~~hookahs~~.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

For the purposes of this policy, vaping products include products marketed under the brand name Juul, any electronic device designed to deliver nicotine or another substance by inhaling from the device, and other e-cigarettes, regardless of whether such products contain tobacco or nicotine.

Authority

The Board prohibits the use of tobacco ~~and vaping~~ products, ~~including the product marketed as Juul and other e-cigarettes~~, by administrative employees in school buildings and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Board also prohibits the use of tobacco ~~and vaping~~ products by district employees at school-sponsored activities that are held off school property.

~~The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.~~

~~Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.~~

Delegation of Responsibility

The Superintendent or designee shall notify employees and contracted personnel about the Board's tobacco and vaping products policy by publishing information in handbooks, newsletters, posters, or other efficient methods such as posted notices, signs, and on the district website.

Reporting

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use, or sale of tobacco ~~or vaping~~ products on school property to the Office of Safe Schools on the required form.

The Superintendent or designee may report incidents involving the sale of tobacco ~~and vaping~~ products to minors by employees on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from 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 district's memorandum of understanding with local law enforcement, and Board policies

Guidelines

This policy does not prohibit the use of a patch, gum, or lozenge as a smoking cessation product by any employee who has a written order by a physician.

This policy does not prohibit possession of tobacco ~~and vaping~~ products by district employees or contracted personnel of legal age.

It is a violation of this policy for any district employee or contracted personnel to furnish a tobacco ~~or vaping~~ product to a student.

35 P.S. 1223.5
20 U.S.C. 7183
24 P.S. 1302.1-A and 1303-A
Pol. 805.1
18 Pa. C.S.A. 6305
22 PA Code 10.2 and 10.22
24 P.S. 1302.1-A
20 U.S.C. 7973
20 U.S.C. 7971 et seq.

Saucon Valley School District

Policy

Title – 423 Tobacco Use

Section – 400 Professional Employees

Adopted – November 14, 2006

Revised – August 23, 2016

Content

Purpose

The Board recognizes that tobacco ~~and vaping~~ products ~~use~~ ~~use during school hours and on school property~~ use present a health and safety hazard that can have serious consequences for users, nonusers, and the safety and environment of the schools. The purpose of this policy is to regulate use of tobacco ~~and vaping~~ products by district employees and contracted personnel.

Definition **Definitions**

~~For purposes of this policy, tobacco use, sale, distribution or possession of tobacco in any form (including e-cigarettes, "vape", vaporizers, and/or look-alike products) by students, including students who are 19 years of age or older, while under the jurisdiction of the school is prohibited. This policy also prohibits any items that display, promote, or advertise tobacco use or products, including clothing, bags, personal items, and vaporizers or other delivery devices, whether or not those devices contain tobacco or nicotine. Tobacco is defined to include tobacco in any form, nicotine, and nicotine-delivery devices. FDA-approved nicotine replacement therapy products that are used to quit tobacco or smoking may be permitted upon prior approval of the school administrator.~~

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, ~~an~~ electronic cigarettecigarettes, a cigarcigars, a pipe pipes, and a hookahhookahs.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

For the purposes of this policy, vaping products include products marketed under the brand name Juul, any electronic device designed to deliver nicotine or another substance by inhaling from the device, and other e-cigarettes, regardless of whether such products contain tobacco or nicotine.

Authority

The Board prohibits the use of tobacco ~~and vaping~~ products, ~~including the product marketed as Juul and other e-cigarettes~~, by administrative employees in school buildings and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Board also prohibits the use of tobacco ~~and vaping~~ products by district employees at school-sponsored activities that are held off school property.

~~The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.~~

~~Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.~~

Delegation of Responsibility

The Superintendent or designee shall notify employees and contracted personnel about the Board's tobacco and vaping products policy by publishing information in handbooks, newsletters, posters, or other efficient methods such as posted notices, signs, and on the district website.

Reporting

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use, or sale of tobacco ~~or vaping~~ products on school property to the Office of Safe Schools on the required form.

The Superintendent or designee may report incidents involving the sale of tobacco ~~and vaping~~ products to minors by employees on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from 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 district's memorandum of understanding with local law enforcement, and Board policies

Guidelines

This policy does not prohibit the use of a patch, gum, or lozenge as a smoking cessation product by any employee who has a written order by a physician.

This policy does not prohibit possession of tobacco ~~and vaping~~ products by district employees or contracted personnel of legal age.

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20 U.S.C. 7183
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22 PA Code 10.2 and 10.22
24 P.S. 1302.1-A
20 U.S.C. 7973
20 U.S.C. 7971 et seq.

Saucon Valley School District

Policy

Title – 523 Tobacco Use

Section – 500 Classified Employees

Adopted – November 14, 2006

Revised – August 23, 2016

Content

Purpose

The Board recognizes that tobacco ~~and vaping~~ products ~~use~~ ~~use during school hours~~ ~~and on school property~~ use present a health and safety hazard that can have serious consequences for users, nonusers, and the safety and environment of the schools. The purpose of this policy is to regulate use of tobacco ~~and vaping~~ products by district employees and contracted personnel.

Definition **Definitions**

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1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

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 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

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The Board also prohibits the use of tobacco ~~and vaping~~ products by district employees at school-sponsored activities that are held off school property.

~~The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.~~

~~Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.~~

Delegation of Responsibility

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Reporting

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20 U.S.C. 7973
20 U.S.C. 7971 et seq.

Saucun Valley School District

DRAFT

2021-22 School Calendar

DRAFT

August/September				
M	T	W	T	F
16	17	18	19	20
23	24	25	26	27
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Teachers = 29
Students = 26

October				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Teachers = 21
Students = 20

November				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Teachers = 20
Students = 20

December				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Teachers = 16
Students = 16

January				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Teachers = 21
Students = 19

February				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

Teachers = 19
Students = 19

March				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Teachers = 23
Students = 22

April				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Teachers = 18
Students = 18

May				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Teachers = 21
Students = 21

June				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Teachers = 4
Students = 3

Number of Professional Development Days = 6 half days ~ 2 full days

Makeup days for students will be added to the end of the year.

Board Approved:

TOTAL DAYS	
Teachers = 192	Early Dimissal-All Students (½ Professional Development)
Students = 184	Teachers - First and Last Days First Day - August 18, 2021 Last Day - June 6, 2022
Induction Days - August 16 & 17, 2021	Students - First and Last Days First Day - August 23, 2021 Last Day - June 3, 2022, which is an early dismissal
Inservice Day-Students Off	Early Dimissal for Students and Teachers
Teachers and Students Off	Students Off - ½ day grading and ½ day for professional development
Early Dimissal - Elementary and Middle School ONLY	
Semester Break - Students Off	

NORTHAMPTON/MONROE/PIKE COUNTY JOINT PURCHASING BOARD
SUMMARY OF BID AWARDS
2021-2022 SCHOOL YEAR

Item #	District	Company Awarded	Brand Name Awarded	Case Qty	Price/Case	Total Amount
FT-1	SauconValley SD	W. B. Mason	Crystalware Silky	75	\$ 11.25	\$ 843.75
IP-1	SauconValley SD	Office Basics	Neenah Exact	8	\$ 48.00	\$ 384.00
PT-1	SauconValley SD	W. B. Mason	Brand - Scott	840	\$ 30.66	\$ 25,754.40
TT-2	SauconValley SD	Penn Valley Chemical	Brand - Georgia Pacific	300	\$ 38.10	\$ 11,430.00
XP-1	SauconValley SD	W. B. Mason	Mason Flagship	680	\$ 23.58	\$ 16,034.40
XP-17	SauconValley SD	W. B. Mason	Mason My Image	6	\$ 54.00	\$ 324.00
XP-3	SauconValley SD	W. B. Mason	Mason Circus	24	\$ 38.70	\$ 928.80
XP-4	SauconValley SD	W. B. Mason	Mason Circus	24	\$ 38.70	\$ 928.80
XP-5	SauconValley SD	W. B. Mason	Mason Circus	15	\$ 38.70	\$ 580.50
XP-6	SauconValley SD	W. B. Mason	Fireworx	4	\$ 38.70	\$ 154.80
XP-7	SauconValley SD	W. B. Mason	Mason Circus	12	\$ 38.70	\$ 464.40
Saucon Valley SD Total						\$ 57,827.85



Saucon Valley School District

2097 Polk Valley Road
Hellertown, PA 18055-2400

District Office Phone: 610-838-7026
Business Office Phone: 610-838-7028

Fax: 610-838-6419
Fax: 610-838-6661

Resolution 2021 – 001

Approve the terms and conditions of that certain Lease Proposal through PEPPM, Contract No. 528897-300 (the “**Proposal**”) issued by XEROX Financial Services LLC to Saucon Valley School District (the “**District**”) and the terms of those certain Leases to be numbered and dated upon closing of the transactions (together with all related documents, instruments, the Complete Document Solutions service and maintenance agreements and any and all schedules thereto, the “**Leases**”), of approximately \$11,398.00/month for 60 months, of copiers and related equipment and services. Such approval of the Leases shall be subject in all respects to: (a) the District’s solicitor’s review and final approval of the Leases and Lease schedules, and all documents, instruments and agreements memorializing the Proposal (the “**Lease Documents**”); and (b) that the terms and conditions set forth in the Lease Documents are substantially similar to the Proposal.

Duly resolved and adopted this 13th day April, 2021, by the Board of School Directors of Saucon Valley school District.

ATTEST:

Secretary

School Board President

Craig B. Butler, D.Ed.
Superintendent

Jaime L. Vlasaty
Assistant to the Superintendent

David J. Bonenberger, PCSBA
Business Manager

HEART
HATE

The Saucon Valley School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran. This policy of nondiscrimination extends to other applicable classifications as may be required by law. Publication of this policy is in accordance with State and Federal laws including the Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and Title VI and VII of the Civil Rights Act of 1964. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, race, religion, national origin, or non-job related handicaps or disabilities.