



**April 11, 2022**

6:00 P.M.  
H.S. Library

**Mr. Todd Engel**  
President  
Region III

**Mr. Steve Rupert**  
Vice President  
Region II

**Mrs. Cathy Bachman**  
Treasurer  
Region III

**Mrs. Sue Bowman**  
Region I

**Mr. Ben Brigandi**  
Region I

**Mrs. Summer Bukeavich**  
Region II

**Mrs. Diane Cramer**  
Region II

**Mr. John Hitesman**  
Region III

**Mr. Nathan Miller**  
Region I

**Dr. Mark Stamm**  
Superintendent

**Mrs. Jamie Mowrey**  
Board Secretary

**Mr. Fred Holland**  
Solicitor

## **Agenda**

### **Work Session of the Board**

The board may vote on any items that properly come before the board.

#### **Opening**

#### **Call to Order**

#### **Silent Meditation & Pledge of Allegiance**

#### **Roll Call**

#### **Preliminary Comments on Agenda Items**

#### **Action Items**

1. Resignation
2. Hiring Process for Superintendent
3. Approval of 2022-2023 District Calendar

#### **Items for Discussion**

1. Tobacco, Vape, and Controlled Substance Policies
2. Bullying/Cyberbullying
3. Conflict of Interest Policy
4. Food Service Renewal with Nutrition Inc.
5. District Photographer RFP
6. Mountie Academy – Dual Pathways/Bridges to Learning
7. Enrollment Update
8. Resignations
9. Title I Representative

#### **Additional Information**

Athletic Committee Meeting Minutes from 3-21-22 meeting

#### **Old Business**

#### **New Business**

#### **Courtesy to the Floor**

#### **Final Remarks by Board Members**

#### **EXECUTIVE SESSION**

There will be an Executive Session after the work session regarding personnel and real estate.

There will be an Executive Session on April 21 for the purpose of discussing matters relating to the appointment of a new Superintendent.

#### **Adjournment**

## **ACTION ITEMS**

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1. **Resignation** – Attachment #1

It is recommended the board approve the resignation of Dr. Mark Stamm effective June 30, 2022.

2. **Hiring Process for Superintendent**

Board President, Todd Engel, will discuss the Superintendent hiring process with the Board.

3. **Approval of 2022-2023 District Calendar** – Attachment #2

It is recommended the board approve the revised 2022-2023 District Calendar.

## **ITEMS FOR DISCUSSION**

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1. **Tobacco, Vape, and Controlled Substance Policies** – Attachment #3

The Superintendent is recommending a Board discussion on the PSBA recommended changes to local policies 222, 227, 227.1, 323, and 904 relating to tobacco and vape products. In addition, the administration is recommending the adoption of the American Lung Association program INDEPTH as an alternative to suspension and prosecution for the first-time incidents for nicotine and vape products. These changes will allow the administration to more effectively respond to changes in nicotine delivery products and THC products appearing in schools and educate students of the dangers their products present.

2. **Bullying/Cyberbullying** – Attachment #4

The 2022-2025 Future Ready Comprehensive Plan identifies reduction in incidents of bullying as a strategic goal. The first action step in that goal for June 2022 is the creation of a streamlined process for reporting and tracking of bullying incidents and the creation of an awareness program for students and staff. Board discussion is requested on the new reporting tool, classroom posters, and how this process will be connected to the Bullying Prevention Program in Second Step and Healthy Me Healthy Us. Attached is the Bullying/Cyberbullying Policy (249), revised reporting form, classroom poster, and program logo.

3. **Conflict of Interest Policy** – Attachment #5

The Superintendent is recommending a Board discussion on a recommended change to Policy 827 related to Conflict of Interest. The change in policy is related to additional information needed to stay in compliance with Federal regulations.

4. **Food Service Renewal with Nutrition Inc.** – Attachment #6

Ms. Mary Kay Bukeavich will discuss the renewal agreement with Nutrition, Inc. to oversee the School District's cafeteria for the 2022-2023 school year, with no increases in student breakfast or lunch prices and a guarantee to the District of a profit of \$307.80. Current full price breakfast costs \$1.05 for grades K-6 and \$1.15 for grade 7-12. Current full price lunch costs \$2.25 for grades K-6 and \$2.50 for grades 7-12.

**5. District Photographer – RFP**

The district is currently accepting proposals for a district photographer. The current agreement with Albright Studios expires June 30, 2022. Based on changing needs in the district, the new agreement will be divided into two services, one for student portraits and one for athletics/special events. Photographers may apply for one or both.

**6. Mountie Academy – Dual Pathways/Bridges to Learning**

To meet the needs of students and families, the superintendent will discuss a recommendation for a dual pathway option in Mountie Academy. One pathway will align with the traditional in-school program and focus on preparation for post-secondary education and technical career paths. A second pathway will focus on career readiness and general education requirements. The district is projected to allocate over \$700,000 to outside cyber school costs in 2022-2023. This dual pathway option is intended to offer those families more opportunities in this local cyber school.

**7. Enrollment Update – Attachment #7**

Kindergarten registration for 2022-2023 is currently at 68. Dr. Loomis and Mrs. Smith will coordinate an additional day for another registration in June. Current district enrollment is at 1206. Detailed grade level and demographic numbers are included for your review. Included in those numbers are 58 students for Mountie Academy; 6 are K-5 and 52 are 6-12. Excluded are 54 students in outside cyber schools.

**8. Resignations**

The superintendent accepted the letters of resignation from the following employees:

- Betsy Jones from her Art Teacher position at the High School effective June 2, 2022
- Patricia Schick from her Family and Consumer Science Teacher position at the High School effective June 2, 2022
- William Reighard from his Industrial Arts Teacher position at the High School effective June 2, 2022
- Michelle McGee from her Secondary Math Teacher position at the High School effective June 2, 2022
- Josie Sahm from her 6<sup>th</sup> Grade teaching position at Rommelt Elementary School effective June 2, 2022
- Max Houseknecht Sr. from his Maintenance Position effective April 14, 2022

**9. Title I Representative**

The District needs a board member to serve as Title I representative. The next meeting for Title I is Wednesday, April 13 at 3:30. Attendance can be in person or via Zoom.

### **ADDITIONAL INFORMATION**

April 22 – District Building Project Committee Meeting – 1:00 p.m.

April 25 – Athletic Committee Meeting – 5:00 p.m.

**Attachment 1**

March 23, 2022

Re: Resignation

Dear Members of the Board:

Please accept this letter as my resignation as Superintendent of Schools. For over twenty-five years it has been my pleasure to work for this District and for the last eleven as your superintendent. At the age of twenty-two, the District took a risk on me as a young teacher, invested in me, and allowed me the opportunity to work here for most of my professional career. For all those opportunities too numerous to mention, thank you.

Looking forward, I am confident that the current programs and initiatives like Elementary Core Curriculum, Mountie Pathways, Mountie Academy, Healthy Me Healthy Us, and our new middle school math pilot program, have sufficient support to continue successfully after my departure; as it should be.

My last day at South Williamsport Area School District will be Thursday, June 30, 2022. I wish the Board and the District the very best in your search for your next superintendent. I will ensure that a smooth transition for that individual is in place prior to my departure.

Respectfully,



Dr. Mark Stamm  
Superintendent of Schools

# SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT | 2022-2023 CALENDAR

**Jul 4:** Independence Day

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Jan 1:** New Year's Day  
**Jan 2:** Schools Closed  
**Jan 16:** School's Closed

20/20  
 99/100

Attachment 2

**Aug 25:** Professional Day  
**Aug 29:** First Student Day

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3/4  
 3/4

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**Feb 20:** Professional Day

19/20  
 118/120

**Sept 5:** Schools Closed-  
 Labor Day

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21/21  
 24/25

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Mar 17:** Weather Day (1)

22/22  
 140/142

**Oct 10:** Act 80 Day

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21/21  
 45/46

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Apr 6:** Weather Day (2)  
**Apr 7:** Schools Closed  
**Apr 11:** Weather Day (3)  
**Apr 10:** Weather Day (4)  
**Apr 24-28:** PSSA GR3-8 ELA

16/16  
 156/158

**Nov 21:** Act 80 Day: (Modified  
 Hours – 12:00pm-7:35pm)  
**Nov 22:** Act 80 Day (Regular  
 Hours – 7:40am-3:15pm)  
**Nov 23:** Schools Closed  
**Nov 24:** Thanksgiving Day  
**Nov 25:** Schools Closed  
**Nov 28:** Schools Closed

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18/18  
 63/64

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**May 29:** Schools Closed-  
 Memorial Day  
**May 1-5:** PSSA GR 3-8 Math / Sci  
**May 15-26:** Keystone Exams  
**May 31:** K-6 Students Last Day

22/22  
 178/180

**Dec 22:** Student ½ Day  
**Dec 23:** Schools Closed  
**Dec 25:** Christmas Day  
**Dec 26-30:** Schools Closed

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16/16  
 79/80

Student Day
Professional Day
Act 80 Day/ No School for Students
7-12 Student Half Day / K-6 Act 80 Days
Student Half Day
Weather Day
Schools Closed

Board Approval: 1<sup>st</sup> Reading:  
 Jan 24, 2022

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Jun 1-2:** 7-12 Student ½ Days  
**Jun 1-2:** K-6 Act 80 Days  
**Jun 2:** 7-12 Students Last Day  
**Jun 2:** Commencement

2/2  
 180/182

## Total Days

180	Student Days
182	Teacher Days
3	7-12 Act 80 Full Day
5	K-6 Act 80 Full Day
2	Professional Days
1	Student Half Days
2	7-12 Student Half Days
4	Weather Days

Rev:04-05-2022





Book	Policy Manual
Section	200 Pupils
Title	Tobacco and Vaping Products
Code	222 Vol I 2020
Status	

### **Purpose**

The Board recognizes that tobacco **and vaping products, including the product marketed as Juul and other electronic cigarettes**, present a health and safety hazard that can have serious consequences for users, nonusers and the **school** environment. **The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.**

### **Definition**

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][2]

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, a cigar, a pipe and a hookah.
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][2]

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. NOTE: *This exception shall be governed by Board policy relating to Medications.* [3]
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.* [4]

### **Authority**

The Board prohibits possession, use, **purchase** or sale of tobacco **and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine**, by **or to** students 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.**[1][2][5]

**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.**[3]

**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.**[4]

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

### **Delegation of Responsibility**

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

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco **and vaping products** policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices,

signs and on the district website.[2]

## **Reporting**

### **Parental Report –**

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, **purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette**, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[6][7][8]

### **Office for Safe Schools Report –**

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.[8][9]

### **Law Enforcement Incident Report –**

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 the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[1][2][6][8][9][10][11]

## **Guidelines**

**A student who violates this policy as a first offense will be offered an age appropriate intervention program for Nicotine Dependence, Education, Prevention, and Health. If the student successfully completes the program offered by the administration, further disciplinary action will not be taken.**

**A student who violates this policy for second and subsequent offences, or who fails to complete the intervention program above, will be suspended from school for three (3) days and referred to local law enforcement and subject to prosecution.**

~~**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.[2]**~~

**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.[12]**

### 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 laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][13][14][15][16][17]



Legal

1. 18 Pa. C.S.A. 6305
  2. 18 Pa. C.S.A. 6306.1
  3. Pol. 210
  4. Pol. 227
  5. 20 U.S.C. 7973
  6. 22 PA Code 10.2
  7. 22 PA Code 10.25
  8. Pol. 805.1
  9. 24 P.S. 1303-A
  10. 22 PA Code 10.22
  11. 24 P.S. 1302.1-A
  12. Pol. 218
  13. 20 U.S.C. 1400 et seq
  14. 22 PA Code 10.23
  15. Pol. 103.1
  16. Pol. 113.1
  17. Pol. 113.2
  - 24 P.S. 510
  - 20 U.S.C. 7114
  - 20 U.S.C. 7118
  - 20 U.S.C. 7971 et seq
  - 34 CFR Part 300
- Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts



Book	Policy Manual
Section	200 Pupils
Title	Copy of Controlled Substances/Paraphernalia (Within School Parameters)
Code	227
Status	
Adopted	February 3, 2003
Last Revised	March 15, 2022

### **Purpose**

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

### **Definitions**

For purposes of this policy, **controlled substances** shall mean all dangerous controlled substances prohibited by state or federal law; look-alike drugs; alcoholic beverages; anabolic steroids; drug paraphernalia; all mind-altering substances; all forms of THC, any volatile solvents or inhalants, such as but not limited to glue and aerosol products; and prescription or patent drugs including Medical Marijuana, except those for which permission for use in school has been granted pursuant to Board policy.[1][2][3]

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

For purposes of this policy, **extracurricular activities** shall mean those activities, including but not limited to any school-sponsored or related activity scheduled beyond the normal school day, including but not limited to dances, proms, commencement, athletics, clubs and activities.[4][5][6]

### **Authority**

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, and at any school-sponsored event as well as outside of school.[7][8][9]

**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 may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to such employee shall be required to be revealed without the consent of the student or parent/guardian, unless the best interests of the student can be served only by such release.[10][11][12]

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.[13][11][15][16][18]
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.

The Superintendent shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.[13][17]

The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of controlled substances by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.[18]

### **Guidelines**

In all cases involving students and the illegal and/or unprescribed use, possession, sale, or other disbursement of controlled substances, the district recognizes the wide range of degrees of offense, its responsibilities to the health of the student involved, and its moral obligation to handle situations in such a way as to be beneficial to that individual and the remainder of the school population. The district shall establish a system of support for students and consequences for violations of Board policy throughout the year, while students are attending school and outside of school.

In order to intervene in the abuse of controlled substances, a Student Assistance Program has been established to help students who are experiencing learning problems associated with controlled substance abuse. The Student Assistance Team is a core team composed of school personnel and other qualified members of the community that has been trained to understand and work on problems and issues of adolescent controlled substance abuse. The primary purpose of this team is the identification and referral of students coming to their attention through the procedures outlined in Board policy.

Any student who possesses, uses, or is involved in the distribution of controlled substances on school grounds shall be subject to the discipline, counseling, and extracurricular provisions pursuant to Board policy.

Students convicted of or admitting to possessing, using or distribution of controlled substances at any other time shall be subject to counseling and the extracurricular provisions pursuant to Board policy. Students will be referred to the Student Assistance Team. This includes students enrolled in the Accelerated Rehabilitation Program (ARP).

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

The following guidelines are established to identify the methods of discipline and counseling of students implemented by the district:

1. If the offense took place on school property, in the district's drug-free zones, at a school-sponsored or related activity or during a school session, the following discipline and counseling provisions shall apply:

a. Discipline:

- i. Referral will be made to the appropriate law enforcement agency.
- ii. A first offense for admitted or proven use, and/or possession of controlled substances shall result in an immediate suspension for a minimum of ten (10) days and may result in a full suspension or expulsion, depending on the adjudged severity of the situation. The student will be placed in a probationary program of at least four (4) weeks in duration and participation in extracurricular activities will be permitted but the student may not participate in activities such as but not limited to games, contests, performances, concerts, graduation activities, dances.
- iii. A first offense for sale or distribution of controlled substances shall result in an immediate suspension of ten (10) days and may result in a full suspension or expulsion, depending on the adjudged severity of the situation. The student will be placed in a probationary program of at least twelve (12) weeks in duration and participation in extracurricular activities will not be permitted.
- iv. A second offense will result in the implementation of procedures for full suspension or expulsion and removal from participation in extracurricular activities for a period of 365 days.
- v. A third offense will result automatically in the implementation of procedures for full suspension or expulsion and will result in permanent suspension of participation in extracurricular activities.
- vi. Coaches and/or activity advisors may develop disciplinary guidelines that exceed those defined in Board policy as long as those more stringent guidelines are published and parents/guardians acknowledge those guidelines through a signature. All such guidelines must be shared with and approved by the Athletic Committee prior to implementation.

b. Counseling:

- i. A student with proven or admitted use, possession, sale, or other distribution of a controlled substance must show within seven (7) calendar days positive proof of a contract and description of a program to be followed based on the assessment of a counselor or counseling agency. If this proof is not forthcoming, expulsion procedures will be instituted.
- ii. Any variations in the delivery of the program need to be approved by the administration. If proof is not forthcoming, expulsion procedures will be instituted.
- iii. If the student fails to comply with the counseling provisions, more stringent guidelines will be instituted, at the discretion of the principal or his/her designee including permanent exclusion from extracurricular activities.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Legal

1. 35 P.S. 780-102
2. 20 U.S.C. 812
3. Pol. 210
4. Pol. 122
5. Pol. 122.2
6. Pol. 123
7. 24 P.S. 510
8. 24 P.S. 511
9. 22 PA Code 12.3
10. 22 PA Code 12.12
11. 42 Pa. C.S.A. 8337
12. Pol. 207
13. 24 P.S. 1302.1-A
15. Pol. 218
16. Pol. 233
17. Pol. 805
18. 24 P.S. 1303-A
- 22 PA Code 403.1
- 20 U.S.C. 7114
- 20 U.S.C. 7161
- 21 U.S.C. 801 et seq
- 35 P.S. 780-101 et seq
- 35 P.S. 807.1 et seq
- 42 Pa. C.S.A. 8337



Book	Policy Manual
Section	200 Pupils
Title	Copy of Controlled Substances/Paraphernalia (Outside School Parameters)
Code	227.1
Status	
Adopted	February 3, 2003
Last Revised	August 17, 2015

### **Purpose**

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

### **Definitions**

For purposes of this policy, **controlled substances** shall mean all dangerous controlled substances prohibited by state or federal law; look-alike drugs; alcoholic beverages; anabolic steroids; drug paraphernalia; all mind-altering substances; all forms of THC, any volatile solvents or inhalants, such as but not limited to glue and aerosol products; and prescription or patent drugs including Medical Marijuana, except those for which permission for use in school has been granted pursuant to Board policy. [\[1\]](#)[\[2\]](#)[\[3\]](#)

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

For purposes of this policy, **extracurricular activities** shall mean those activities, including but not limited to any school-sponsored or related activity scheduled beyond the normal school day, including but not limited to dances, proms, commencement, athletics, clubs and activities. [\[4\]](#)[\[5\]](#)[\[6\]](#)

### **Authority**

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, and at any school-sponsored event as well as outside of school. [\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to such employee shall be required to be revealed without the consent of the student or parent/guardian, unless the best interests of the student can be served only by such release. [\[11\]](#)[\[12\]](#)[\[13\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution. [\[14\]](#)[\[19\]](#)[\[12\]](#)[\[16\]](#)[\[17\]](#)
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.

The Superintendent shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials. [\[14\]](#)[\[18\]](#)

The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of controlled substances by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation. [\[19\]](#)

### **Guidelines**

In all cases involving students and the illegal and/or unprescribed use, possession, sale, or other disbursement of controlled substances, the district recognizes the wide range of degrees of offense, its responsibilities to the health of the student involved, and its moral obligation to handle situations in such a way as to be beneficial to that individual and the remainder of the school population. The district

shall establish a system of support for students and consequences for violations of Board policy throughout the year, while students are attending school and outside of school.

In order to intervene in the abuse of controlled substances, a Student Assistance Program has been established to help students who are experiencing learning problems associated with controlled substance abuse. The Student Assistance Team is a core team composed of school personnel and other qualified members of the community that has been trained to understand and work on problems and issues of adolescent controlled substance abuse. The primary purpose of this team is the identification and referral of students coming to their attention through the procedures outlined in Board policy.

Students convicted of or admitting to possessing, using or distribution of controlled substances at any other time shall be subject to counseling and the extracurricular provisions pursuant to Board policy. Students will be referred to the Student Assistance Team. This includes students enrolled in the Accelerated Rehabilitation Program (ARP).

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

The following guidelines are established to identify the methods of discipline and counseling of students implemented by the district for off-campus/nonschool-related incidents:

1. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities as stated in the discipline section of this policy with the exception of the suspension/expulsion from school reference. The counseling portion of the policy may be mandated.[5]
2. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
3. The conduct involves the theft or vandalism of school property.

#### Outside School

Reasonable suspicion must be in evidence, which may include but not limited to, police engagement, breathalyzer tests, blood tests, arrest or conviction, at which time the following guidelines may be implemented if a student is a member of an extracurricular activity:

1. The student will be placed in a probationary program of at least four (4) weeks in duration and participation in extracurricular activities will be permitted but the student may not participate in activities such as but not limited to games, contests, performances, concerts, graduation activities, dances.
2. A second offense will result in removal from participation in extracurricular activities for a period of 365 days.
3. A third offense will result in permanent suspension of participation in extracurricular activities.
4. Coaches and/or activity advisors may develop disciplinary guidelines that exceed those defined in Board policy as long as those more stringent guidelines are published and parents/guardians acknowledge.

The student will enroll in counseling as indicated below.

#### Counseling

1. A student must show within seven (7) calendar days positive proof of a contract and description of a program to be followed based on the assessment of a counselor or counseling agency. If this proof is not forthcoming, permanent exclusion from extracurricular activities will be implemented.
2. Any variations in the delivery of the program need to be approved by the administration. If proof is not forthcoming, expulsion procedures will be instituted.
3. If the student fails to comply with the counseling provisions, more stringent guidelines will be instituted, at the discretion of the principal or his/her designee including permanent exclusion from extracurricular activities.



Legal

1. 35 P.S. 780-102
2. 20 U.S.C. 812
3. Pol. 210
4. Pol. 122
5. Pol. 122.2
6. Pol. 123
7. 24 P.S. 510
8. 24 P.S. 511
9. 22 PA Code 12.3
10. Pol. 227
11. 22 PA Code 12.12
12. 42 Pa. C.S.A. 8337
13. Pol. 207
14. 24 P.S. 1302.1-A
16. Pol. 218
17. Pol. 233
18. Pol. 805
19. 24 P.S. 1303-A
- 20 U.S.C. 7114
- 20 U.S.C. 7161
- 21 U.S.C. 801 et seq
- 22 PA Code 403.1
- 35 P.S. 780-101 et seq
- 35 P.S. 807.1 et seq
- Pol. 000



Book	Policy Manual
Section	300 Employees
Title	Tobacco and Vaping Products
Code	323 Vol I 2020
Status	

### **Purpose**

The Board recognizes that tobacco **and vaping products, including the product marketed as Juul and other electronic cigarettes**, present a health and safety hazard that can have serious consequences for users, nonusers and the **school** environment. **The purpose of this policy is to regulate use of tobacco and vaping products, including Juuls and other electronic cigarettes, by district employees and contracted personnel.**

### **Definition**

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][2]

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, a cigar, a pipe and a hookah.
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][2]

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. *Federal law requires the district to maintain a drug-free workplace, at which marijuana of any kind is prohibited.*[3][4]

### **Authority**

The Board prohibits use of tobacco **and vaping products, including the product marketed as Juul and other e-cigarettes**, by **district employees and contracted personnel at any time** in a school building; on **school buses or other vehicles** that are owned, leased or controlled by the school district; **or on property owned, leased or controlled by the school district.**[2][5][6]

~~{ }, except as expressly permitted in designated areas which must be located at least fifty (50) feet from school buildings, stadiums or bleachers.~~

{ ~~XX~~ } The Board also prohibits use of tobacco **and vaping products, including the product marketed as Juul and other e-cigarettes**, by district employees **at any time while responsible for the supervision of students during school-sponsored activities** that are held off school property.[2]

**This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by district employees and contracted personnel of legal age.**

**The Board deems it to be a violation of this policy for any district employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student.**[1]

### **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, and other efficient methods such as posted notices, signs and on the district website.[2]

## Reporting

### **Office for Safe Schools Report –**

The Superintendent shall annually, by July 31, report incidents of **prohibited** possession, use or sale of tobacco **and vaping** products, **including Juuls or other e-cigarettes**, on school property to the Office for Safe Schools on the required form.[\[7\]](#)[\[8\]](#)

### **Law Enforcement Incident Report –**

The Superintendent or designee may report incidents involving the sale of tobacco **and vaping products, including Juuls or other e-cigarettes**, to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### **PSBA Revision 2/20 © 2020 PSBA**

#### Legal

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 317
4. Pol. 351
5. 20 U.S.C. 7973
6. Pol. 818
7. 24 P.S. 1303-A
8. Pol. 805.1
9. 22 PA Code 10.2
10. 22 PA Code 10.22
11. 24 P.S. 1302.1-A
- 20 U.S.C. 7971 et seq



Book	Policy Manual
Section	900 Community
Title	Public Attendance at School Events
Code	904 Vol V 2020
Status	

### **Purpose**

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities **and health and safety** during such events. This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at school and school-sponsored activities.

### **Definition**

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including the product marketed as Juul and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with law, shall be defined to include the following:[1][2]

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, a cigar, a pipe and a hookah.
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][2]

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. *Federal law requires the district to maintain a drug-free environment, at which marijuana of any kind is prohibited.* [3][4]

### **Authority**

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. **The Superintendent or designee and building principal may limit attendance to designated areas or may limit the number of attendees to school events when necessary to protect the health and safety of students, staff and the public, in accordance with Board-approved health and safety plans and guidance from state and local officials.**

The Board prohibits gambling and the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages and weapons on school premises.[5][6]

**Attendees shall be informed of the district's health and safety rules through announcements and posting of appropriate signage. Health and safety rules must be followed prior to entry and while attendees are in school buildings and on school property, in accordance with Board policy, district procedures, the Board-approved health and safety plans and guidance from state and local officials.**[7]

### **Tobacco and Vaping Products**

The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by any persons at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; or on property owned, leased or controlled by the school district.[2][8]

~~( ) unless expressly permitted in designated areas which must be located at least fifty (50) feet from school buildings, stadiums or bleachers.~~

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at school or school-sponsored activities.

The Board deems it to be a violation of this policy for an individual in attendance at school or a school-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor.[1]

### **Delegation of Responsibility**

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.[9]

### **Reports**

#### *Office for Safe Schools Report –*

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls and other e-cigarettes, by any person on school property to the Office for Safe Schools on the required form.[10][11]

#### *Law Enforcement Incident Report –*

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies, the Superintendent or designee may report to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a school building; on a school bus or other vehicles that are owned, leased or controlled by the school district; or on any property owned leased or controlled by the school district.[1][2][10][11][12][13][14]

### **Guidelines**

#### **Free Admittance**

{ **XX** } Senior citizens who are district residents and are 62 years of age or older shall be admitted

( **XX** ) without charge

( ) at a reduced fee

( ) to all school events.

( **XX** ) to all school athletic events.

{ **XX** } District personnel will be admitted

( **XX** ) to all athletic school events

( **XX** ) at no charge with a pass issued by the Athletic Director annually.

( ) at a reduced fee.

{ **XX** } Free athletic pass will be available to each Board member.

**The District will provide a free pass for each employee upon retirement from the South Williamsport Area School District.**

{ } The Board will honor athletic passes from all districts that are members of conferences in which teams of this district compete and honor the passes of this district.

#### **Service Animals**

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.[15][16][17]

Legal

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. 20 U.S.C. 7118
4. Pol. 351
5. 24 P.S. 511
6. 24 P.S. 775
7. Pol. 705
8. 20 U.S.C. 7973
9. 24 P.S. 510.2
10. 24 P.S. 1303-A
11. Pol. 805.1
12. 22 PA Code 10.2
13. 22 PA Code 10.22
14. 24 P.S. 1302.1-A
15. 28 CFR 35.136
16. 43 P.S. 953
17. Pol. 718
- 20 U.S.C. 7971 et seq
- 28 CFR Part 35

904-Attach.doc (35 KB)



The American Lung Association's **INDEPTH**® (Intervention for Nicotine Dependence: Education, Prevention, Tobacco and Health) program is an alternative to suspension or citation program that is offered as an option to students who face suspension for violation of school tobacco or e-cigarette use policies. This program is administered by a trained adult facilitator in either a one-on-one or group format and can be offered in a school or community-based setting. The program consists of four sessions of approximately 50 minutes geared toward youth and focused on tobacco use, including e-cigarettes, nicotine dependence, establishing healthy alternatives and making the change to be free of all tobacco products. Because the program is offered as an alternative to suspension or citation, attendance is mandatory in order to fulfill the obligation for the infraction. **INDEPTH** is not intended to be used as a prevention program (i.e., for students who are not current tobacco users).

Upon successful completion of the **INDEPTH** training, facilitators will have access to a step-by-step guide to plan and implement the **INDEPTH** program to encourage youth to learn about the harmful effects of nicotine and learn strategies to quit tobacco when ready. Each section of this guide offers detailed instructions, notes and talking points for facilitators, as well as handouts for students. Throughout this program, students are engaged through discussion and activities.

While **INDEPTH** is not a cessation program, steps toward cessation are strongly encouraged. Students may decide to quit or reduce their tobacco/nicotine use as result of their participation in the program. Session 4 offers some guidance to refer students to cessation programs and resources, including those offered by the American Lung Association.

### Program Structure

Students will participate in one, 50-minute session per week for four weeks. However, the timing of these sessions can be individualized based on what is feasible for a given school. For example, sessions may be offered before or after school, as part of a “working lunch,” or during what might normally be considered free/flex periods. Facilitators also have the option to administer **INDEPTH** in a one-on-one or group setting. For group administration, the recommended size is 8-10 students. However, group sizes may vary based on program implementation dates and availability.

### Program Implementation Timing

It is best to implement the **INDEPTH** program as soon as possible after a school tobacco-use/vaping policy violation has occurred. Facilitators will need to balance the above-mentioned recommended group size with the need for timeliness between the offense and program implementation.

## Program Session Prep

In preparation for each session, it is recommended that you:

1. Arrange the meeting room.
2. Arrange tables and chairs in a comfortable circle.
3. Review the session.
4. Arrange for flip chart and markers or a white/chalk board.
5. Gather and make an appropriate number of copies of all necessary materials. The handouts needed for each session will be listed under the corresponding subsection titled "Getting Ready."

## Content Overview/Objectives

### Session 1: Getting the Facts

To help participants:

1. Understand the INDEPTH program.
2. Become familiar with the requirements and expectations of INDEPTH.
3. Get acquainted with one another.
4. Identify some reasons why they started using nicotine/tobacco products and why they continue to do so.

### Session 2: Nicotine Dependence

To help participants:

1. Understand addiction and other harmful effects of vaping and tobacco product use.
2. Assess their own vaping/tobacco product use.
3. Identify activities that "trigger" their urges to use these products.

### Session 3: Alternatives to Vaping/Tobacco Product Use

To help participants:

1. Develop strategies to cope with the urge to use tobacco products including e-cigarettes.
2. Develop their own vision of a healthy lifestyle.

### Session 4: Past, Present, Future

To help participants:

1. Understand the process of change.
2. Look at the big picture.





Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	Active
Adopted	February 3, 2003
Last Revised	August 9, 2021

### Purpose

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

### Definitions

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

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

Bullying, as defined in this policy, includes cyberbullying.

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

### Authority

The Board prohibits all forms of bullying by district students.[1]

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

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

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

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

### Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

### Confidentiality

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

### Retaliation

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

#### Delegation of Responsibility

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

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

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

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

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

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

#### Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.<sup>[1]</sup><sup>[4]</sup><sup>[5]</sup>

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

#### Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.<sup>[1]</sup><sup>[6]</sup><sup>[7]</sup><sup>[8]</sup>

#### Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:<sup>[1]</sup><sup>[4]</sup><sup>[9]</sup>

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

#### Legal

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

# Bullying, Harassment, or Intimidation Report Form

## Directions:

Bullying, harassment, and intimidation are serious and will not be tolerated. It is the policy of the District and our commitment to provide a safe, positive learning environment that is free of bullying, harassment, and other discrimination and retaliation. If you have experienced, or if you have knowledge of any such actions, we request that parents or students complete this form and submit to a building principal or any school counselor as soon as possible. You will receive a follow-up within two days regarding the submitted form and additional follow-ups as necessary.

This form is to report alleged bullying, harassment, or intimidation that occurred on school property, at a school-sponsored activity, or event off school property, on a school bus, on the way to and/or from school, or on the internet sent on or off school property; or that substantially disrupted the orderly operation of the school.

Bullying, harassment and intimidation includes any intentional conduct, including verbal, physical or written conduct, or an intentional electronic communication, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, performance, or with a student's physical or psychological well-being.

**Bullying** – The US Department of Health defines bullying as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. ([stopbullying.gov](http://stopbullying.gov))

**Cyberbullying** – The use of electronic communication to harm or harass others in a deliberate, repeated, and hostile manner.

**Harassment** – Includes actual or perceived negative actions that offend, ridicule, or demean another individual with regard to race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability.

**Sexual Harassment** - Conduct that is of a sexual nature is generally thought to mean actions, language or visual materials which specifically refer to, portray or involve sexual activity or language. Conduct of a sexual nature may include overt sexual solicitations, inappropriate touching, sexual jokes, and inquiries about a person's sex life. Sexual harassment is the broader term that encompasses conduct of a sexual nature such as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment also includes acts that are not overtly sexual but rather are directed at individuals based on their gender such as profanity or rude behavior that is gender-specific.

**Intimidation** – subjecting an individual to intentional action that seriously threatens and induces a sense of fear and/or inferiority.

Bullying / Harassment Incident Report Form

Name of the student(s) bullied / harassed: \_\_\_\_\_

Incident Date: \_\_\_\_\_

School (Circle): Central Elementary Rommelt Elementary JR/SR High School

Grade: \_\_\_\_\_

Name of accused individuals who bullied / harassed:

\_\_\_\_\_  
\_\_\_\_\_

Where did this incident happen? Check all that apply:

<input type="checkbox"/> Classroom	<input type="checkbox"/> Restroom	<input type="checkbox"/> Bus
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Gym	<input type="checkbox"/> To or From School
<input type="checkbox"/> Hallway	<input type="checkbox"/> Locker Room	<input type="checkbox"/> School event or activity
<input type="checkbox"/> Other: _____		

Describe in detail exactly what happened (Please use the back of this form for more writing space if needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any physical evidence that exists related to this incident which may include physical marks, email, text messages, websites, audio, photos, etc.

\_\_\_\_\_  
\_\_\_\_\_

Name(s) of witnesses:

\_\_\_\_\_  
\_\_\_\_\_

Who did you tell at school?

\_\_\_\_\_  
**I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.**\_\_\_\_\_  
Signature of the Person Completing this Form\_\_\_\_\_  
Date

Relationship to the person who was the alleged victim: Self \_\_\_\_ Parent/Guardian: \_\_\_\_ Witness: \_\_\_\_

\_\_\_\_\_  
Signature of Staff Member Accepting the Report\_\_\_\_\_  
Date



# **SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT**

## **STOP BULLYING**

# **STAND UP!**



**COURAGE • CONFIDENCE • CHARACTER**

# **SPEAK OUT!**

### **WE ARE HERE TO HELP**

The Board of Education is committed to providing a safe and positive learning environment for district students. We recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Bullying has no place here, but we need your help to stop it.

### **WHAT IS BULLYING?**

Bullying is an intentional electronic, written, verbal or physical act, or series of acts, directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and results in any of the following:

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

### **STAND UP AND SPEAK OUT**

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal, or school counselor using the **Bullying, Harassment, or Intimidation Report Form** available from any classroom teacher, in the main office, from your school counselor, or use the Safe2Say app.

### **CONFIDENTIALITY**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation shall be handled in accordance with applicable law, regulations, Policy 249 and the district's legal and investigative obligations.

**SWASD Policy 249: Bullying / Cyberbullying is accessible at: [www.swasd.org](http://www.swasd.org), under the tabs General Information and Policies.**

**STOP BULLYING**

**STAND UP!**



**COURAGE • CONFIDENCE • CHARACTER**

**SPEAK OUT!**



Book	Policy Manual
Section	800 Operations
Title	Copy of Conflict of Interest
Code	827
Status	
Adopted	March 6, 2017
Last Revised	April 11, 2022
Last Reviewed	April 7, 2022

### Purpose

This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

### Definitions

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[1]

Conflict or Conflict of interest shall mean use by a Board member or district employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or district employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.[1]

De minimis economic impact shall mean an economic consequence which has an insignificant effect.[1]

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[1]

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[1]

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[1]

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

### Delegation of Responsibility

Each employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and district employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

### Guidelines

All Board members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

### Disclosure of Financial Interests

No Board member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.[2]

The district solicitor and designated district employees shall file a statement of financial interests as required by law and regulations.[3][4]

### Standards of Conduct

The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Board members engaged in the selection, award and administration of contracts.[5]



No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Board member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[5]

The district shall not enter into any contract with a Board member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[1]

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any Board member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record.[1]

No public official or public employee shall accept an honorarium.[1]

Board members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy.[5][6]

#### Improper Influence

No person shall offer or give to a Board member, employee or nominee or candidate for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[1]

No Board member, employee or nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, employee or nominee or candidate that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[1]

#### Organizational Conflicts

Organizational conflicts of interest may exist when due to the district's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the district may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[5]

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee to determine whether it is likely that the district would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any district employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

#### Reporting

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

**The Superintendent or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.**

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

#### Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.

#### Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.[7]

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#### Legal

1. 65 Pa. C.S.A. 1101 et seq

2. Pol. 004

3. 51 PA Code 15.2

4. 65 Pa. C.S.A. 1104

5. 2 CFR 200.318

6. Pol. 322

7. Pol. 317

Pol. 011

Pol. 319

Pol. 609

Pol. 702

2022-2023 School Year

Attachment FP3

# **SNP Fixed Price** **Projected Operating Costs**

**SFA : SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT**  
**FSMC: THE NUTRITION GROUP**

Contract Begin Date **07/01/2022**  
Contract End Date **06/30/2023**  
Days of Service **177**

## **Section 1 - Actual "In-School" Revenue**

To be completed by SFA (include SSO Reimbursements, if applicable)

<b>BREAKFASTS:</b>	<b>MEALS</b>	<b>RATES</b>	<b>REVENUE</b>
Elementary Paid	7,965	\$ 1.05	\$ 8,363.25
Elementary Tiered Paid			\$ 0.00
Elementary Reduced Price	4,248	\$ 0.30	\$ 1,274.40
Middle Paid			\$ 0.00
Middle Tiered Paid			\$ 0.00
Middle Reduced Price			\$ 0.00
Secondary Paid	708	\$ 1.15	\$ 814.20
Secondary Tiered Paid			\$ 0.00
Secondary Reduced Price	531	\$ 0.30	\$ 159.30
Adult Paid			\$ 0.00
A la Carte Sales			\$ 0.00
<b>Subtotal Breakfasts</b>	<b>13,452</b>		<b>\$ 10,611.15</b>
<b>LUNCHES:</b>			
Elementary Paid	17,500	\$ 2.25	\$ 39,375.00
Elementary Tiered Paid			\$ 0.00
Elementary Reduced Price	8,575	\$ 0.40	\$ 3,430.00
Middle Paid			\$ 0.00
Middle Tiered Paid			\$ 0.00
Middle Reduced Price			\$ 0.00
Secondary Paid	15,400	\$ 2.50	\$ 38,500.00
Secondary Tiered Paid			\$ 0.00
Secondary Reduced Price	3,850	\$ 0.40	\$ 1,540.00
Adult Paid	3,675	\$ 1.00	\$ 3,675.00
A la Carte Sales	13,125	\$ 1.00	\$ 13,125.00
<b>Subtotal Lunches</b>	<b>45,325</b>		<b>\$ 99,645.00</b>
<b>SNACKS/SUPPLEMENTS:</b>			
Paid			\$ 0.00
Reduced Price			\$ 0.00
Adult Paid			\$ 0.00
A la Carte Sales			\$ 0.00
<b>Subtotal Snacks/Supplements</b>	<b>0</b>		<b>\$ 0.00</b>
<b>OTHER:</b>			
Special Milk			
Vending Machine Sales			
<b>Subtotal Other</b>			<b>\$ 0.00</b>
<b>Total "In-School" Revenue</b>	<b>58,777</b>		<b>\$ 110,256.15</b>



# SNP Fixed Price Projected Operating Costs

SFA Name: SOUTH WILLIAMSPORT AREA SCHOOL DISTRICTContract Begin Date: 07/01/2022**Section 2 - Federal Reimbursements**

To be completed by SFA (include SSO Reimbursements, if applicable)

<b><u>BREAKFASTS:</u></b>	<b><u>MEALS</u></b>	<b><u>RATES</u></b>	<b><u>Reimbursements</u></b>
Free		\$ 1.97	\$ 0.00
Free, Severe Need	40,179	\$ 2.35	\$ 94,420.65
Reduced	0	\$ 1.67	\$ 0.00
Reduced, Severe Need	4,779	\$ 2.05	\$ 9,796.95
Paid	8,673	\$ 0.33	\$ 2,862.09
<b>Subtotal Breakfasts</b>	<b>53,631</b>		<b>\$ 107,079.69</b>
<b><u>HIGH RATE LUNCHES:</u></b>			
Free		\$ 3.68	\$ 0.00
Reduced		\$ 3.28	\$ 0.00
Paid		\$ 0.37	\$ 0.00
<b>Subtotal High Rate Lunches</b>	<b>0</b>		<b>\$ 0.00</b>
<b><u>LOW RATE LUNCHES:</u></b>			
Free	71,400	\$ 3.66	\$ 261,324.00
Reduced	12,425	\$ 3.26	\$ 40,505.50
Paid	32,900	\$ 0.35	\$ 11,515.00
<b>Subtotal Low Rate Lunches</b>	<b>116,725</b>		<b>\$ 313,344.50</b>
<b><u>SNACKS/SUPPLEMENTS:</u></b>			
Free		\$ 1.00	\$ 0.00
Reduced		\$ 0.50	\$ 0.00
Paid		\$ 0.09	\$ 0.00
<b>Subtotal Snacks/Supplements</b>	<b>0</b>		<b>\$ 0.00</b>
<b><u>SPECIAL MILK:</u></b>			
Paid		\$ 0.22	\$ 0.00
<b><u>Performance Based Reimbursement (if certified):</u></b>			
Lunches	116,725	\$ 0.07	\$ 8,170.75
<b>Total Federal Reimbursement</b>	<b>170,356</b>		<b>\$ 428,594.94</b>

## SNP Fixed Price Projected Operating Costs

SFA Name: **SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT**Contract Begin Date: **07/01/2022**

<b>Section 3 - State Reimbursements</b>			
<b>To be completed by SFA (include SSO Reimbursements, if applicable)</b>			
<b><u>BREAKFASTS:</u></b>	<b><u>MEALS</u></b>	<b><u>RATES</u></b>	<b><u>Reimbursements</u></b>
Free		\$ 0.10	\$ 0.00
Free, Severe Need	40,179	\$ 0.10	\$ 4,017.90
Reduced		\$ 0.10	\$ 0.00
Reduced, Severe	4,779	\$ 0.10	\$ 477.90
Need Paid	8,673	\$ 0.10	\$ 867.30
<b>Subtotal Breakfasts</b>	<b>53,631</b>		<b>\$ 5,363.10</b>
<b><u>LUNCHES:</u></b>			
Free	71,400	\$ 0.10	\$ 7,140.00
Reduced	12,425	\$ 0.10	\$ 1,242.50
Paid	32,900	\$ 0.10	\$ 3,290.00
Additional amount for Lunch if Breakfast participation <=20%	68,425	\$ 0.02	\$ 1,368.50
Additional amount for Lunch if Breakfast participation >20%	48,300	\$ 0.04	\$ 1,932.00
<b>Subtotal Lunches</b>	<b>116,725</b>		<b>\$ 14,973.00</b>
<b>Total State Reimbursement</b>	<b>170,356</b>		<b>\$ 20,336.10</b>
<b>Section 4 - Other Income</b>			
<b>To be completed by SFA</b>			
Other Income: Internal Catering (Special Functions)			\$ 1,750.00
Other Income: External Catering (To Outside Organizations)			\$ 0.00
Other Income: Sponsor-to-Sponsor Agreements (Sold to other Sponsors of Child Nutrition Programs)			\$ 86,935.00
Interest Income			\$ 6,090.71
<b>Total Other Income</b>			<b>\$ 94,775.71</b>
<b>Revenue Summary</b>			
Total "In-School Revenue"			\$ 110,256.15
Total All Reimbursements			\$ 448,931.04
Total Other Income			\$ 94,775.71
<b>Total Revenue</b>			<b>\$ 653,962.90</b>
<b>Commodity Usage @</b>	<b>\$ 0.2600</b>	<b>116,725</b>	<b>-\$ 30,348.50</b>

## SNP Fixed Price Projected Operating Costs

SFA Name: SOUTH WILLIAMSPORT AREA SCHOOL DISTRICTContract Begin Date: 07/01/2022

### Section 5 - Meal Equivalents

**A la Carte Meal Equivalents**

Federal reimb. - free, high lunch	
Federal reimb. - free, low lunch	\$ 3.6600
Performance Based reimb.	\$ 0.0700
State reimb. - free, lunch	\$ 0.1000
Commodity Usage	\$ 0.2600
<b>Total</b>	<b>\$ 4.0900</b>

A la carte revenue	\$ 13,125.00
Adult meal revenue	\$ 3,675.00
Vending Sales	\$ 0.00
	<hr/>
	\$ 16,800.00
 <b>Meal Equivalents</b>	 4,108
<b>Reimbursable Meals</b>	<b>170,356</b>
<b>Total Meals</b>	<hr/> <b>174,464</b>

### Section 6 - SFA Costs

To be completed by SFA (if applicable)

**EXPENSES:****TOTAL COST****Direct Labor and Benefits**

SFA Labor Costs (must equal to grand total on Attachment 6)

\$ 185,628.96

SFA Fringe Costs (must equal to grand total on Attachment 7)

\$ 104,365.14

**Subtotal Labor and Benefits** \$ 289,994.10**Direct Costs (Must itemize)**


**Subtotal Direct Costs** \$ 0.00**Indirect Costs (Must Itemize)**


**Subtotal Indirect Costs** \$ 0.00**Subtotal SFA Costs**

\$ 289,994.10

## SNP Fixed Price Projected Operating Costs

SFA Name: SOUTH WILLIAMSPORT AREA SCHOOL DISTRICTContract Begin Date: 07/01/2022Section 7 - FSMC Costs

To be completed by FSMC

Projected Total Meals: 174,464

EXPENSES:COST PER MEAL**Food Cost-Including Commodities**

\$ 1.6348

Enter the amounts of food and milk purchased and received. Include the Commodity Distribution Assessment Fee, Commodity Value and Bonus Commodity Value  
(Do not include rebates, discounts and credits)

**Commodity Delivery Charge**

\$ 0.0115

**Direct Labor and Benefits**

FSMC Labor Costs (must equal to grand total on Attachment 4)

\$ 0.2538

FSMC Fringe Costs (must equal to grand total on Attachment 5)

\$ 0.1052

**Subtotal Labor and Benefits**

\$ 0.3590

**Direct Costs**

Accounting

\$ 0.0158

Background Checks, Fingerprinting, and/or Drug Testing

Car/Truck Rental and/or Mileage

\$ 0.0029

China, Silverware, Glassware

Cleaning and Janitorial Supplies

\$ 0.0241

Computer and Technology

\$ 0.0083

Courier Services (Air &amp; Ground)

Dues/Subscriptions

Employee Meals

Employee Recruitment and Advertising

Equipment Depreciation/Rental/Buy Back Investment

Equipment Maintenance

Equipment Repairs

Equipment Replacement - Expendable

Freight and Delivery Charges

Insurance (Liability, Workman's Compensation, Vehicle, etc.)

\$ 0.0140

Licenses and/or Permits

Office Supplies and Printing

\$ 0.0013

Paper Products and Disposable Supplies

\$ 0.0494

Payroll Processing

Performance Bond

POS Systems, Support and Service

Postage

Promotional Materials (Program Specific)

\$ 0.0183

Smallware/Replacement Wares

Staff Training and Certification

\$ 0.0185

Storage Costs (Food and/or supplies)

# SNP Fixed Price Projected Operating Costs

SFA Name: SOUTH WILLIAMSPORT AREA SCHOOL DISTRICTContract Begin Date: 07/01/2022Section 7 - FSMC Costs (continued)

<b>Direct Costs (Continued)</b>	<b><u>COST PER MEAL</u></b>
Taxes (sales and other)	
Telephone, including Mobile and Internet	
Tickets, tokens	
Trash Removal and Pest Control	
Uniforms, Linens, and Laundry	\$ 0.0115
Vending Rental	
Wellness Programs and materials	\$ 0.0070
<b>Subtotal Direct Costs</b>	<b>\$ 0.1711</b>
<b>Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)</b>	
<b>Subtotal Other Costs</b>	<b>\$ 0.0000</b>
<b>Less: All costs related to Internal Catering (Special Functions) (enter as a negative number)</b>	<b>-\$ 0.0060</b>
<b>Less: All costs related to External Catering (To Outside Organizations) (enter as a negative number)</b>	
<b>Less: All costs related to Sponsor-to-Sponsor Agreement(s)(Sold to other Sponsors) (enter as a negative number)</b>	<b>-\$ 0.2660</b>
<b>Administration Fee - Cannot include any costs already covered in other categories. Documentation must be provided outlining all methodologies used to calculate the Administrative Fees on Attachment 9.</b>	
	\$ 0.0474
	\$ 0.0271
	\$ 0.0102
<b>Subtotal Administrative Fee</b>	<b>\$ 0.0847</b>
<b>FSMC Management Fee (enter the fee that will be charged to manage the program)</b>	<b>\$ 0.0509</b>
<b>Subtotal FSMC Cost Per Meal</b>	<b>\$ 2.0400</b>
<b>Less Rebates, Discounts and Applicable Credits (Enter as a negative number)</b>	<b>-\$ 0.0536</b>
<b>Total FSMC Cost Per Meal</b>	<b>\$ 1.9864</b>

## SNP Fixed Price Projected Operating Costs

**SFA Name:** SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

**Contract Begin Date:** 07/01/2022

### Section 7 - FSMC Costs (continued)

**Select whether there is a Guarantee:**

There is a Guarantee.

**Guarantee to SFA** - If there is a Guarantee, documentation must be provided outlining all formulas, methodologies and contingencies on Attachment; regardless of Guarantee amount. \$ 307.80

Cost per meal x meals	\$ 346,555.29
Special Functions	\$ 1,046.78
Catering	\$ 0.00
Sponsor to Sponsor	\$ 46,407.42
Commodity	-\$ 30,348.50
<b>TOTAL COST</b>	<b>\$ 363,661.00</b>

<b>Total FSMC Costs</b>	<b>\$ 363,661.00</b>
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### Section 8 - Contract Summary

#### SUMMARY

Total Revenue Total	\$ 653,962.90
SFA Costs Total	\$ 289,994.10
FSMC Costs	\$ 363,661.00

<b>School Nutrition Program-Profit or (Loss)</b>	<b>\$ 307.80</b>
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## PowerSchool SIS

District Office 21-22 Year

## Enrollment Summary: as of 04/01/2022 ()

District Office

Grade Level	Total in Grade	American Indian or Alaskan Native	Asian or Pacific Islander	Black (Non-Hispanic)	Hispanic	White (Non-Hispanic)	Multi-Racial/Ethnic	Unknown	Unclassified
0	96 54 / 42	0 0 / 0	0 0 / 0	0 0 / 0	5 1 / 4	84 48 / 36	7 5 / 2	0 0 / 0	0 0 / 0
1	76 35 / 41	0 0 / 0	1 1 / 0	4 2 / 2	1 0 / 1	69 31 / 38	1 1 / 0	0 0 / 0	0 0 / 0
2	101 57 / 44	0 0 / 0	2 1 / 1	2 1 / 1	1 1 / 0	92 53 / 39	4 1 / 3	0 0 / 0	0 0 / 0
3	96 48 / 48	1 0 / 1	1 0 / 1	1 1 / 0	0 0 / 0	91 46 / 45	2 1 / 1	0 0 / 0	0 0 / 0
4	100 50 / 50	0 0 / 0	1 1 / 0	1 0 / 1	0 0 / 0	91 46 / 45	7 3 / 4	0 0 / 0	0 0 / 0
5	75 40 / 35	0 0 / 0	0 0 / 0	3 2 / 1	0 0 / 0	68 36 / 32	4 2 / 2	0 0 / 0	0 0 / 0
6	102 54 / 48	0 0 / 0	0 0 / 0	3 2 / 1	2 1 / 1	93 49 / 44	4 2 / 2	0 0 / 0	0 0 / 0
7	98 54 / 44	0 0 / 0	1 1 / 0	1 0 / 1	4 2 / 2	88 48 / 40	4 3 / 1	0 0 / 0	0 0 / 0
8	93 44 / 49	0 0 / 0	4 3 / 1	4 0 / 4	1 1 / 0	84 40 / 44	0 0 / 0	0 0 / 0	0 0 / 0
9	89 44 / 45	0 0 / 0	1 0 / 1	1 1 / 0	0 0 / 0	83 41 / 42	4 2 / 2	0 0 / 0	0 0 / 0
10	90 48 / 42	0 0 / 0	3 2 / 1	1 1 / 0	0 0 / 0	84 44 / 40	2 1 / 1	0 0 / 0	0 0 / 0
11	81 41 / 40	0 0 / 0	3 2 / 1	2 2 / 0	2 1 / 1	72 35 / 37	2 1 / 1	0 0 / 0	0 0 / 0
12	109 60 / 49	0 0 / 0	3 0 / 3	3 2 / 1	2 1 / 1	99 55 / 44	2 2 / 0	0 0 / 0	0 0 / 0
Total	1206 629 / 577	1 0 / 1	20 11 / 9	26 14 / 12	18 8 / 10	1098 572 / 526	43 24 / 19	0 0 / 0	0 0 / 0

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.





## Athletic Committee

**Location:** High School Library

**Date:** March 21, 2022

**Attendees:** Steve Rupert, Todd Engel, Ben Brigandi, Cathy Bachman, Mark Stamm, Scott Hill, Jesse Smith

**Time:** 5:00PM – 5:45PM

Minutes

### Preliminary Comments on Agenda Items

None.

**Spring Sports Update** – Mr. Hill provided current and historical numbers for student athletes by sport. The committee discussed the trends and impacts of the pandemic on participation.

**Uniform Replacement Cycle** – Mr. Hill explained the challenges of the uniform replacement cycle as set by previous AD. Committee agreed to set the cycle aside and use his discretion on replacement of uniforms ensuring that they followed school colors of BLUE and WHITE.

**Refinishing of High School Gym Floor** – Mr. Hill provided a design that will be used on the refinished floor at the HS gym. Work is scheduled to begin June 4. Superintendent affirmed that the gym would be ready. Money approved by the board from capital reserve.

**Athletic Field Renovations** – Dr. Stamm provided updated cost for renovations to the Baseball, Softball, and Soccer field from Lorson Design. Mr. Engel stated his intent was to focus on electricity only at this point to get the project moving. Mr. Engel has been in contact with PPL and is coordinating site visits.

### Meeting adjourned.

Respectfully submitted for the Committee

Dr. Mark Stamm, Superintendent