

Letter of Agreement

The purpose of this agreement is to set forth the terms and conditions under which the SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT and Susquehanna Community Health & Dental Clinic, Inc. (SCH&DC) will work together to provide dental care services to students of SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT through the Dental School Program for the 2023-2024 school year.

Intending to be legally bound, SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT and SCH&DC agree:

1. SCH&DC will supply trained staff with full child abuse and criminal record clearances to provide dental services to students of SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT on-site at SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT.
2. Any student in SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT is eligible to participate in this program.
3. SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT staff and SCH&DC will provide information to aid families to understand the services provided and give informed consent to their involvement, including signed release of information forms allowing information sharing in support of the student's dental needs. Staff members will also assist with creating a plan for continued dental care for each student. In order to participate in the program, a parent or guardian will have to sign consent forms, health and social paperwork, and provide insurance information (if applicable) prior to receiving dental services.
4. Dental services such as cleanings, restorative care, sealants, and exams will be offered through this program, as well as supplemental education on proper oral and dental care.
5. The SCH&DC Dental Program Coordinator and other outreach staff will serve as an access point to connect students with services directed at their identified needs. These individuals will assist families in contacting service providers at SCH&DC who can address the identified issues and, in total, provide proper dental care for the student participating in the Dental School Program.
6. SCH&DC will provide services on-site at the schools within the district on the mobile care unit and portable equipment if applicable.

7. SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT and SCH&DC may terminate the agreement upon two weeks written notice should either fail to adhere to the items specified above.
8. SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT and SCH&DC will encourage families to regularly participate in the program to ensure proper dental care and hygiene of the identified students.
9. SCH&DC shall indemnify and hold harmless SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT, and any of its officials, employees, representatives and agents (the "Indemnified Parties") from and against any and all claims, penalties, demands, causes of action, fines, damages, losses, liabilities, costs, expenses, including reasonable attorney's fees, in law or in equity, of any kind or nature whatsoever arising out of or in connection with SCH&DC's performance, or failure to perform, the services detailed herein or any material breach of this Agreement by the SCH&DC, including without limitation, any breach of the SCH&DC's representations contained in this Agreement, except in the event of acts of negligence or improper conduct by SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT, and any of its officials, employees, and representatives, which prohibit the SCH&DC from efficiently carrying out its duties.
10. SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT shall indemnify and hold harmless the SCH&DC, and any of its officials, employees, representatives and agents (the "Indemnified Parties") from and against any and all claims, penalties, demands, causes of action, fines, damages, losses, liabilities, costs, expenses, including reasonable attorney's fees, in law or in equity, of any kind or nature whatsoever arising out of or in connection with the SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT's performance, or failure to perform, the services detailed herein or any material breach of this Agreement by the SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT, including without limitation, any breach of the SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT's representations contained in this Agreement, except in the event of acts of negligence or other improper conduct by the SCH&DC, and any of its elected and appointed officials, employees, and representatives, which prohibit SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT from efficiently carrying out its duties.

SOUTH WILLIAMSPORT
AREA SCHOOL DISTRICT

Susquehanna Community Health
& Dental Clinic, Inc.

Superintendent

President & CEO

LETTER OF AGREEMENT
SCHOOL BASED OUTREACH SERVICES
STUDENT ASSISTANCE SERVICES

Between

LYCOMING-CLINTON JOINDER BOARD

And

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

The purpose of this Agreement is to define the relationship between the programs operated by the **LYCOMING-CLINTON JOINDER BOARD (JOINDER)** and the **SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT (SWASD)** as it relates to joint operation and financing of School Based Outreach Services and Student Assistance Services.

1. The **Joinder** will designate a qualified casework level position to provide information and referral, assessment of needs, prevention and short-term intervention for students and families in the **SWASD**.
2. The **Joinder** will assure that the designated position has completed the appropriate level of training and supervision to act in this capacity and attends SAP Sharing Sessions as scheduled.
3. The **Joinder** and **SWASD** will jointly determine the array of services to be provided, including but not limited to, home visits, group, individual and family sessions, mental health assessments, classroom observation, educational presentations and faculty consultation.
4. The **Joinder** will assure that the School Based position will serve as the SAP liaison for mental health assessments and services and provide the appropriate level of training and supervision to act in this capacity.
5. The **Joinder** and **SWASD** will establish truancy protocols for referral, assessment and intervention services and supports to be provided by the School Based position.
6. The **SWASD** will have input into the selection of staff assigned to these positions and annual performance evaluations.
7. School Based Outreach Services will be provided forty (40) hours per week on a 12 month basis. Every effort will be made to limit vacation time during the school year. Back up and day to day supervision will be provided by the **Joinder**.
8. The **SWASD** will designate office space for the assigned **Joinder** staff position and will define an internal system to schedule time in each building and develop a system to make referrals and request activities.

9. The **Joinder** and **SWASD** agree to design a system to collect data on services provided for further analysis, program development, grant writing and consumer satisfaction.
10. The **Joinder** and **SWASD** agree that each Party is responsible to obtain appropriate insurance coverage for their organization and that each Party shall hold the other Party harmless from any and all claims arising from their respective activities, responsibilities and obligations under this Agreement.
11. The **Joinder** and **SWASD** agree to jointly fund the annualized cost of these services through a combination of program and grant funding. These services are contingent on the **Joinder's** continued receipt of funds through the Pennsylvania Department of Human Services.
12. The **SWASD** agrees to pay **\$15,000** towards this position in the FY 2023-2024 school year, to be paid in two equal installments upon invoice by the **Joinder** in December, 2023 and February, 2024.
13. This Agreement embodies and includes the entire agreement between the Parties with respect to the subject matter contained herein and no reliance is placed upon previous writings, communications or implied representations, inducements or understandings of any kind whatsoever and they are excluded herefrom. No term or provision of this Agreement may be unilaterally modified or amended. Any alteration or amendment must be reduced in writing and signed by the Parties and attached to the original of the Agreement.

This Agreement shall be in effect from **7/1/23 to 6/30/24**.

APPROVED AS TO LEGALITY AND FORM

Jonathan L. DeWald, Esq.
Lycoming-Clinton Joinder Solicitor

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

Dr. Eric Briggs, Superintendent

School Board President

Date: _____

LYCOMING-CLINTON JOINDER BOARD

Commissioner Richard Mirabito
Joinder Board President

Keith Wagner, Exec. Director
Joinder Board Secretary
Date: _____

Reviewed:

Lori Kriner Date
MH/ID/EI Fiscal Officer

**Lackawanna College Proposal for
Dual Enrollment Agreement
with the South Williamsport School District**

The following proposed agreement outlines the terms and conditions of a dual enrollment program offered by Lackawanna College to the South Williamsport High School.

1. Term of Contract

The term of this agreement shall exist from August 1, 2023 through June 30, 2024.

2. Student Eligibility

- A. Students who meet all of the following criteria are qualified to participate in the program:
 - a. The student is a high school junior or senior. (sophomores may be included if course is "in-house").
 - b. The student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by the school district.
 - c. The student demonstrates readiness for college-level coursework in the intended subject area, as determined by Lackawanna College. The College will determine readiness based on the recommendations from the school district.
- B. The school district will determine what students are eligible to participate in the program. In order to remain in the program, the student must maintain a level of academic progress as determined by both the district and the college.

3. Courses Offered

The following criteria apply to all courses by this agreement:

- A. The courses are non-remedial.
- B. The courses are either in a core academic subject or will be given equal elective credit at the South Williamsport School District for those courses instructed by the South Williamsport School District. Core subjects *include English, Reading or Language Arts, Mathematics, Science, Foreign Language, Civics & Government, Economics, Arts, History and Geography.*

- C. The courses offered are identical to traditional Lackawanna College courses including the use of the exact curriculum, assessment tools and instructional materials.
- D. The courses enforce prerequisite coursework requirements identical to those enforced for the courses when dual enrollment students are not enrolled.
- E. The courses are regularly accepted in transfer by accredited colleges and universities throughout the nation.

4. Location

Classes offered through this dual enrollment contract will be held, unless otherwise stipulated, at the South Williamsport High School.

5. Classes Offered

The school district, in accordance with Lackawanna College, will select a tentative list of classes to be offered. Below is a list of courses selected by the district for the 2023-24 academic year. Additional classes may be added as long as they concur with the requirements under 3.B.

Course 1: Introduction to Sociology– SSC 105

Location: South Williamsport High School
College Credit: 3 credits

*****Additional courses will be offered to South Williamsport students through Lackawanna College's online program (when available on LC course schedules).**

6. Financial Information

- A. Maximum number of dual enrollment students to be enrolled in these courses per semester N/A
- B. Total approved cost for these courses: \$100 per credit hour
 - a. Allowable Tuition \$100 per credit hour
 - b. Books \$school textbook
 - c. Fees \$0

C. The costs for all dual enrollment courses will be paid directly to the college by the enrolled students at the time of registration. Students are directly responsible for the purchase of the textbook(s), **if required**, for each course in which they are enrolled.

7. Student Credit

Students will not be allowed to enroll in more than 12 post-secondary credits through dual enrollment per academic year, however, students can take 6 additional credits in summer sessions.

In order to successfully complete a course listed in the agreement, students must earn a grade of a C or better.

The school district will award credits for and recognize courses that are successfully completed under the agreement fulfilling the previously identified graduation requirements.

The College will award postsecondary credit to students who successfully complete courses identified in this agreement. The College will transcript this credit in a manner similar to other students who take courses at the institution. If a dual enrollment student becomes a regularly enrolled student at the college following graduation from South Williamsport High School, Lackawanna College shall recognize those credits and they will be applied toward the student's degree requirements. Also, if a student does enroll at Lackawanna College after graduation, the fees that are required for undergraduate enrollment will be waived.

8. Promotional Materials

Both the College and the School District agree to provide a mechanism for communicating the educational and economic benefits of higher education as well as the requirements for participation and enrollment procedures for dual enrollment to students and parents.

Lackawanna College admissions representatives agree to visit each dual enrollment class.

Lackawanna College will host or co-host an information session on dual enrollment for students and parents.

9. Additional Administrative Responsibilities

The following individuals will be responsible for the tasks listed below:

A. Registration- Admissions Staff

A Lackawanna College representative will visit South Williamsport High School to register all applicants for the school year. A ten day grace period will be observed from the date of registration for any student wishing to add or drop a class. All student registrations must be received by a date TBD.

B. Record Keeping- College Registrar's Office

Lackawanna College's Registrar's Office will keep comprehensive records of the courses taken and grades received by dual enrollment students.

C. Fiscal Transactions- Due to loss of state funding, enrolled students will be fully responsible for all tuition, fees, books and other costs associated with dual enrollment courses. The costs for all dual enrollment courses will be paid directly by the student to Lackawanna College. Students will be required to pay their tuition balance at the time of registration. If a student is unable to make a payment at that time, full payment MUST be received by a date TBD. Any student that has not paid by this deadline will be automatically withdrawn from the course and credit will not be awarded for the course(s) in which they were enrolled. The college will directly inform the high school of all withdrawals on the mentioned dates.

D. Library Privileges- Lackawanna College will grant South Williamsport High School students, enrolled in dual enrollment classes, access to the campus library facilities.

Signature Page

South Williamsport High School and Lackawanna College agree not to unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability in any undertaking pursuant to this agreement.

South Williamsport School District:

Superintendent

Date

President, Board of School Directors

Date

Lackawanna College:

Director of College Partnerships

Date



Hondru Fleet

Chris Titter | 717-664-7243 | ctitter@hondruauto.com

Vehicle: [Fleet] 2023 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA (Complete)

Quote: South Willimasport SD F350

Quote Worksheet

	MSRP
Base Price	\$51,525.00
Dest Charge	\$1,895.00
Total Options	\$3,080.00
Subtotal	\$56,500.00
2024 Estimated Model Year Price Increase	\$2,000.00
COSTARS Discount	(\$1,180.00)
Levan Upfit Dumping Stake body, sides, and power liftgate	\$21,843.00
Subtotal Pre-Tax Adjustments	\$22,663.00
Less Customer Discount	\$0.00
Subtotal Discount	\$0.00
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$79,163.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$79,163.00


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Data Version: 19897. Data Updated: Jul 10, 2023 6:37:00 PM PDT.



Hondru Fleet

Chris Titter | 717-664-7243 | ctitter@hondruauto.com

Vehicle: [Fleet] 2023 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA ( Complete)

Quote: South Willimasport SD F350

Comments:

Pricing as per the State of Pennsylvania Costars 26 Contract

2024 Ford F350 chassis with a cost of \$57,320 delivered to South Williamsport Area School District. An additional charge of \$21,843 would be due for the upfit including a Dumping Stake body with 40" sides and a Power liftgate. Chassis payment would be due before it is taken to Levan for upfitting. Once the upfit is complete Hondru will deliver to South Williamsport Area SD. Pricing is for 1 unit.

The payment would be due when the 2024 Ford F350 is available for delivery to the upfitter.

Hondru Ford Costars Contract Number is 025-E25-387 Hondru Ford Costars Vendor Number is 125126.

PRICE REFLECTS CURRENT PRICING AND GOV'T DISCOUNTS. MANUFACTURER CAN INCREASE PRICING AND DECREASE ALLOWANCES AT ANY TIME WITHOUT PRIOR NOTICE

PRICING MUST BE VERIFIED PRIOR TO ORDERING

Due to constraints and manufacturer build capacity orders do not guarantee build availability.

Dealer Signature / Date

Customer Signature / Date

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South Williamsport Area School District
 South Williamsport High School
 Attn: Bill Reifsnyder
 700 Percy Street
 S. Williamsport, PA 17702
 570-320-4443
 570-772-5975
breifsnyder@swasd.org

B's Quality Painting



405 Pearson Avenue
 Williamsport, PA 17701
 (570)560-8365
rabdoc4@hotmail.com
beesqualitypainting.com
 PA118357

Bill,

First let us say thank you for this opportunity. The following outlines the interior painting work at 700 Percy Street in South Williamsport, PA.

We propose to:

- ✦ Fully prep all areas to be painted
- ✦ Lay drop cloths and plastic sheeting (to protect areas not being painted from drips and splatter)
- ✦ Use scaffolding to access ceiling and other higher areas
- ✦ Use Sherwin Williams paint provided by contractor
- ✦ Make all necessary repairs to ceiling drywall (re-tape all cracked seams, skim coat and sand)
- ✦ Prime all bare substrates prior to application of finish coats
- ✦ Paint all ceilings using flat white ceiling paint (2 coats)
- ✦ All wood trim will be painted (2 coats)
- ✦ Paint insides of 2 doors (2 coats)
- ✦ Paint all walls using eggshell finish in the color of your choosing (2 coats)
- ✦ The following areas are included in this estimate: Entire Auditorium area (including backstage area)
- ✦ Clean up thoroughly each day and finish in a prompt fashion

Your project cost is: \$14,482

We would need ½ down prior to commencement of project. Final balance due upon completion. Any additions/changes to this proposal will be billed/credited on final invoice as time & material.

We are fully insured and have references available should you request them. Any information you may need; we would be happy to provide. We are also licensed with the state of Pennsylvania and are EPA Lead Certified Renovators.

Please feel free to contact us with any questions or concerns that you may have.

We look forward to collaborating with you.

Respectfully,

B's Quality Painting



Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006
Status	Active
Adopted	November 15, 2021
Last Revised	August 4, 2014

Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[\[1\]](#)[\[2\]](#)

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time.[\[3\]](#)

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a school director shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Meeting Notifications

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.[\[8\]](#)[\[9\]](#)

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.[\[8\]](#)[\[9\]](#)
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[\[8\]](#)[\[9\]](#)
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[\[8\]](#)[\[9\]](#)

4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[8]
5. Notice of all open meetings shall be given to any newspaper(s) circulating in Lycoming County and any radio or television station which so requests. Notice of all open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[9]

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.[9][10]

Agenda Notifications

The agenda, together with all relevant reports, shall be provided to each school director at least 3 days before the meeting.

If the agenda includes an item of business related to removal of an officer of the Board, the agenda shall be provided to each school director at least seven (7) days before the meeting.

The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[9]

1. On the district's website.
2. At the location of the meeting.
3. At the district's administrative office.

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[9]

Agenda Preparation

It shall be the responsibility of the Superintendent, in cooperation with the Board Secretary, and Board President, to prepare an agenda of the items of business anticipated to come before the Board at each open meeting.

Order of Business

The order of business for regular meetings and special meetings called for general purposes shall be as follows, unless altered by the President or a majority of those present and voting:

- Opening
- Call to Order
- Silent Meditation and Pledge of Allegiance
- Roll Call
- Preliminary Comments on Agenda Items
- Action Items
- Superintendent's Report and Recommendations
- Old Business
- New Business
- Courtesy to the Floor
- Final Remarks from Board Members
- Adjournment

The order of business for other special meetings shall be determined according to the stated purpose of the special meeting.

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[11]

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[8][11]

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[11]

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:[11][12]

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.
- 3.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.[11]

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to:[9][11][13]

1. Conference sessions.
2. Executive sessions.

Regular Meetings

Regular Board meetings shall be open and shall be held at specified places at least once every two (2) months.[2][14]

Special Meetings

Special meetings may be called for special or general purposes and shall be open except when conducted as an executive session for purposes authorized by law.[2][5][10][15]

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors.[5]

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.[10]

Public Participation

At each open Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy.[2][12]

Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

Special Voting Requirements –

**Indicates actions for which the minutes also must reflect how each school director voted.*

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected.*[16][17]
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.*[16][17]
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
 - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.*[17][18][19]
 - b. Adding or increasing appropriations to meet an emergency or catastrophe.*[17][19]
 - c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*[16][17]
 - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*[17][20]
 - e. Incurring temporary debt (non-emergency).*[19][22]
 - f. Dismissing a tenured professional employee after a hearing.*[17][23]
 - g. Borrowing in anticipation of current revenue.*[17][24]
3. Actions requiring the affirmative votes of two-thirds of those voting in the presence of a quorum:
 - a. Incurring temporary debt to meet an emergency or catastrophe.*[17][19]
 - b. Adopting or changing textbooks without the recommendation of the Superintendent.*[17][25]
4. Actions requiring the affirmative votes of a majority of the full membership of the Board:
 - a. Fixing the length of the school term.*[17]
 - b. Adopting textbooks recommended by the Superintendent.*[17][26]
 - c. Appointing the district Superintendent and Assistant Superintendent(s).*[17][27][28]
 - d. Appointing teachers and principals.*[17]
 - e. Adopting the annual budget.*[17][29]
 - f. Appointing tax collectors and other appointees.*[17][30][31]
 - g. Levying and assessing taxes.*[17][32]
 - h. Purchasing, selling, or condemning land.*[17]
 - i. Locating new buildings or changing the location of old ones.*[17]
 - j. Creating or increasing any indebtedness.*[17]

- k. Adopting planned instruction.[17][33]
- l. Establishing additional schools or departments.*[17]
- m. Designating depositories for school funds.*[17][34][35]
- n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.*[17][19]
- o. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements).*[17][36]
- p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[17]
- q. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.*[17]
- r. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.*[17][37][38]
- s. Determining the location and amount of any real estate required by the school district for school purposes.*[17][39]
- t. Vacating and abandoning property to which the Board has title.*[17][40]
- u. Appointing a school director to fill a vacancy on the Board.*[17][41]
- v. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[5]
- w. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[42]
- x. Adopting, amending or repealing Board procedures and policy.[43]
- y. Combining or reorganizing into a larger school district.[44]
- z. Adopting a corporate seal for the district.[45]

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[46][47][48]

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a business with which the public official or a member of their 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 public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.[46]

De minimis economic impact – an economic consequence which has an insignificant effect.[46]

Immediate family – parent, spouse, child, brother or sister.[46]

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[46]

2. Relative recommended for appointment to or dismissal from a teaching position.[23][49]

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[47][48]

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:[50][51]

1. Date, place, and time of the meeting.
2. Names of school directors present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[52]
7. Names of all residents who appeared officially and the subject of their testimony.
8. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.[9][11]

The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.[1]

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[53]

Notations and any tape or audiovisual recordings shall not be the official record of an open Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.[1][54][55]

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[8][9][56]

Executive Session

The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of an open meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.[13][15][57]

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would:[15]
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at an open meeting.

Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.[2][56]

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[8][9][56]

Board Committee Meetings

Standing committee meetings of the Board may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by a majority of the members of the committee. [8][9][56]

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.[2]

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.

Legal

[1. 24 P.S. 407](#)

[2. 65 Pa. C.S.A. 701 et seq](#)

[3. 24 P.S. 422](#)

[4. 24 P.S. 405](#)

[5. 24 P.S. 426](#)

[6. 24 P.S. 427](#)

[7. 24 P.S. 428](#)

[8. 65 Pa. C.S.A. 703](#)

[9. 65 Pa. C.S.A. 709](#)

[10. 24 P.S. 423](#)

[11. 65 Pa. C.S.A. 712.1](#)

12. Pol. 903

[13. 65 Pa. C.S.A. 707](#)

[14. 24 P.S. 421](#)

[15. 24 P.S. 425](#)

[16. 24 P.S. 324](#)

[17. 24 P.S. 508](#)

[18. 24 P.S. 609](#)

[19. 24 P.S. 687](#)

[20. 24 P.S. 707](#)

[21. 24 P.S. 671](#)

[22. 24 P.S. 634](#)

[23. 24 P.S. 1129](#)

[24. 24 P.S. 640](#)

[25. 24 P.S. 803](#)

26. Pol. 108

[27. 24 P.S. 1071](#)

[28. 24 P.S. 1076](#)

29. Pol. 604

30. Pol. 005

31. Pol. 606

32. Pol. 605

33. Pol. 107

[34. 24 P.S. 621](#)

35. Pol. 608

36. Pol. 610

[37. 24 P.S. 1080](#)

[38. 24 P.S. 514](#)

[39. 24 P.S. 702](#)

[40. 24 P.S. 708](#)

[41. 24 P.S. 315](#)

42. Pol. 004

43. Pol. 003

[44. 24 P.S. 224](#)

[45. 24 P.S. 212](#)

[46. 65 Pa. C.S.A. 1102](#)

[47. 65 Pa. C.S.A. 1103](#)

48. Pol. 827

[49. 24 P.S. 1111](#)

[50. 24 P.S. 518](#)

[51. 65 Pa. C.S.A. 706](#)

[52. 65 Pa. C.S.A. 705](#)

[53. 24 P.S. 433](#)

54. Pol. 800

55. Pol. 801

56. Pol. 006

[57. 65 Pa. C.S.A. 708](#)

[24 P.S. 408](#)

[24 P.S. 1075](#)

[24 P.S. 1077](#)

[65 Pa. C.S.A. 1101 et seq](#)

Pol. 612



Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006
Status	First Reading

Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. (Fill in Board's current parliamentary procedure) shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[1][2]

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time.[3]

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a school director shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[4][5][6][7]

Meeting Notifications

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.[8][9]

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the

{X} calendar year

{ } fiscal year

at least three (3) days prior to the time of the first regular meeting.[8][9]

2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[8][9]

3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting. [8][9]
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties. [8]
5. Notice of all open meetings shall be given to any newspaper(s) circulating in **Lycoming** County and any radio or television station which so requests. Notice of all open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification. [9]

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting. [9][10]

Agenda Notifications

The agenda, together with all relevant reports, shall be provided to each school director at least **3** days before the meeting.

{X} If the agenda includes an item of business related to removal of an officer of the Board, the agenda shall be provided to each school director at least seven (7) days before the meeting.

The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows: [9]

1. On the district's website.
2. At the location of the meeting.
3. At the district's administrative office.

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting. [9]

Agenda Preparation

It shall be the responsibility of the Superintendent, in cooperation with the

{X} Board Secretary,

{ } Board President,

to prepare an agenda of the items of business anticipated to come before the Board at each open meeting.

Order of Business

The order of business for regular meetings and special meetings called for general purposes shall be as follows, unless altered by the President or a majority of those present and voting:

- Opening
- Call to Order
- Silent Meditation and Pledge of Allegiance
- Roll Call
- Preliminary Comments on the Agenda
- Action Items
- Superintendent's Report and Recommendations
- Old Business
- New Business
- Courtesy of the Floor

- Final Remarks by Board Members
- Adjournment

The order of business for other special meetings shall be determined according to the stated purpose of the special meeting.

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[11]

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[8][11]

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[11]

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:[11][12]

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.[11]

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to:[9][11][13]

1. Conference sessions.
2. Executive sessions.

Regular Meetings

Regular Board meetings shall be open and shall be held at specified places at least once every two (2) months.[2][14]

Special Meetings

Special meetings may be called for special or general purposes and shall be open except when conducted as an executive session for purposes authorized by law.[2][5][10][15]

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors.[5]

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.[10]

Public Participation

At each open Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy.[2][12]

Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

{X} All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

Special Voting Requirements –

**Indicates actions for which the minutes must reflect how each school director voted.*

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected.*[16][17]
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.*[16][17]
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
 - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.*[17][18][19]
 - b. Adding or increasing appropriations to meet an emergency or catastrophe.*[17][19]
 - c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*[16][17]
 - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*[17][20]
 - e. { } Fixing the fiscal year to begin on the first day of January. (2nd class school districts only) [21]
 - f. **Incurring temporary debt.*[17][19][22]**
 - g. Dismissing a tenured professional employee after a hearing.*[17][23]
 - h. Borrowing in anticipation of current revenue.*[17][24]
 - i. **Adopting or changing textbooks without the recommendation of the Superintendent.*[17][25]**
3. Actions requiring the affirmative votes of a majority of the full membership of the Board:
 - a. Fixing the length of the school term.*[17]
 - b. Adopting textbooks recommended by the Superintendent.*[17][26]
 - c. Appointing the district Superintendent and Assistant Superintendent(s).*[17][27][28]
 - d. Appointing teachers and principals.*[17]

- e. Adopting the annual budget.*[17][29]
- f. Appointing tax collectors and other appointees.*[17][30][31]
- g. Levying and assessing taxes.*[17][32]
- h. Purchasing, selling, or condemning land.*[17]
- i. Locating new buildings or changing the location of old ones.*[17]
- j. Creating or increasing any indebtedness.*[17]
- k. Adopting planned instruction.[17][33]
- l. Establishing additional schools or departments.*[17]
- m. Designating depositories for school funds.*[17][34][35]
- n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.*[17][19]
- o. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements).*[17][36]
- p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[17]
- q. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.*[17]
- r. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.*[17][37][38]
- s. Determining the location and amount of any real estate required by the school district for school purposes.*[17][39]
- t. Vacating and abandoning property to which the Board has title.*[17][40]
- u. Appointing a school director to fill a vacancy on the Board.*[17][41]
- v. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[5]
- w. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[42]
- x. Adopting, amending or repealing Board procedures and policy.[43]
- y. **Approving or denying a charter school application.*[44]**
- z. **Approving or denying a multiple charter school organization application.*[45]**
- aa. **Establishing joint schools or departments.*[46]**

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[47][48][49]

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a business with which the public official or a member of their 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 public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.[47]

De minimis economic impact – an economic consequence which has an insignificant effect.[47]

Immediate family – parent, spouse, child, brother or sister.[47]

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[47]

2. Relative recommended for appointment to or dismissal from a teaching position.[23][50]

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[48][49]

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:[51][52]

1. Date, place, and time of the meeting.
2. Names of school directors present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[53]
7. Names of all residents who appeared officially and the subject of their testimony.
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The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
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{X} The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.[2][57]

{X} A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made in accordance with Board procedures.

{X} The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[8][9][57]

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by **a majority of** members of the committee.[8][9][57]

A majority of the total membership of a committee shall constitute a quorum.

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Legal

[1. 24 P.S. 407](#)

[2. 65 Pa. C.S.A. 701 et seq](#)

[3. 24 P.S. 422](#)

[4. 24 P.S. 405](#)

[5. 24 P.S. 426](#)

[6. 24 P.S. 427](#)

[7. 24 P.S. 428](#)

[8. 65 Pa. C.S.A. 703](#)

[9. 65 Pa. C.S.A. 709](#)

[10. 24 P.S. 423](#)

[11. 65 Pa. C.S.A. 712.1](#)

12. Pol. 903

[13. 65 Pa. C.S.A. 707](#)

[14. 24 P.S. 421](#)

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[34. 24 P.S. 621](#)

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[38. 24 P.S. 514](#)

[39. 24 P.S. 702](#)

[40. 24 P.S. 708](#)

[41. 24 P.S. 315](#)

42. Pol. 004

43. Pol. 003

[44. 24 P.S. 1717-A](#)

[45. 24 P.S. 1729.1-A](#)

[46. 24 P.S. 1701](#)

[47. 65 Pa. C.S.A. 1102](#)

[48. 65 Pa. C.S.A. 1103](#)

49. Pol. 827

[50. 24 P.S. 1111](#)

[51. 24 P.S. 518](#)

[52. 65 Pa. C.S.A. 706](#)

[53. 65 Pa. C.S.A. 705](#)

[54. 24 P.S. 433](#)

55. Pol. 800

56. Pol. 801

57. Pol. 006

[58. 65 Pa. C.S.A. 708](#)

[24 P.S. 224](#)

[24 P.S. 408](#)

[24 P.S. 1075](#)

[24 P.S. 1077](#)

[65 Pa. C.S.A. 1101 et seq](#)

Pol. 612



Book	Policy Manual
Section	200 Pupils
Title	Supplemental Discipline Records
Code	216.1
Status	Active
Adopted	February 3, 2003
Last Revised	January 12, 2009

Authority

The school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.[1][3][4][6]

Guidelines

Adjudicated Students

Building principals shall receive from the court, through the juvenile probation department, information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.[3]

The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.

Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.

Transfer Students

Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.[1]

Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.[1]

This registration statement shall be maintained as part of the student's disciplinary record.

When a student transfers to a district school from another school district, a nonpublic school, or other school within this district, the district shall obtain a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.^[4]^[5]

When a student transfers from a district school to another school district, a nonpublic school or other school within the district, the district shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred.

Legal

[1. 24 P.S. 1304-A](#)

[3. 42 Pa. C.S.A. 6341](#)

[4. 24 P.S. 1305-A](#)

5. Pol. 216

[6. 24 P.S. 1307-A](#)

[20 U.S.C. 1232g](#)

[20 U.S.C. 7165](#)



Book	Policy Manual
Section	200 Pupils
Title	Supplemental Discipline Records
Code	216.1 Vol III 2023
Status	From PSBA

Authority

The school district shall maintain required records concerning **students** adjudicated **delinquent** and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on, **or within 1,500 feet of**, school property.[1][2][3][4][5]

Guidelines

Records/Information Regarding Students Who Have Been Adjudicated Delinquent

The building principal or designee shall receive from the court, through the juvenile probation **office**, information concerning the adjudication of an enrolled student. **The information may** include, **but not be limited to, the name and address of the student**, a description of **the** delinquent acts committed by the student **and the** disposition of the case. **If the student is adjudicated delinquent of a felony offense, the building principal or designee may receive additional information, including but not limited to juvenile probation or treatment reports pertaining to the adjudication**, prior delinquent history **and the** supervision plan. **Other information may be provided as deemed necessary by the juvenile probation office unless restricted by a court order or other applicable law or regulation.**[4][5]

Upon receipt, the building principal or designee shall send a written acknowledgement to the juvenile probation office of the receipt of the information, including acknowledgement of the requirements and restrictions of the district regarding such information.[5]

The building principal **or designee shall** share this information with the student's teacher and the principal of another school to which the student may transfer. **The information shall be used for the limited purposes of protecting school personnel and students, and arranging for appropriate counseling and education for the student.**[4][5]

The information may be used for school disciplinary decisions only if: the student was under the supervision of the Board at the time of the incident; the act(s) took place within 1,500 feet of school property; and the school has complied with all other statutory, regulatory and constitutional provisions relative to the imposition of school discipline.[4][5][6][7][8][9]

The information received from the juvenile probation office concerning an adjudicated student **shall** be maintained separately from the student's official school record.[4][5]

Records Regarding Student Enrollment - Sworn Statement or Affirmation Related to Disciplinary Exclusions

Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a **signed** sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; **sexual assault**; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.[\[1\]](#)[\[8\]](#)[\[10\]](#)[\[11\]](#)

The sworn statement or affirmation shall include the signature of the parent/guardian or person having charge of the student and they shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.[\[1\]](#)

This registration statement shall be maintained as part of the student's disciplinary record.

Transfer of Disciplinary Records

Transfer Into the District -

When a student transfers to a district school from another school district, a nonpublic school, or other school within this district, the district shall request a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law **and Board policy**.[\[2\]](#)[\[12\]](#)

Transfer From the District -

When a student transfers from a district school to another school district, a nonpublic school or other school within the district, the district shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred. **A copy of the notice initially provided by the juvenile probation office to the district shall also be provided to the school to which the student has transferred.**[\[5\]](#)

The building principal or designee shall maintain a log of all individuals from other school districts to whom this information is subsequently provided, and shall inform the juvenile probation office upon providing this information to officials from other schools outside the district.[\[5\]](#)

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Legal	1. 24 P.S. 1304-A
	2. 24 P.S. 1305-A
	3. 24 P.S. 1307-A
	4. 42 Pa. C.S.A. 6341
	5. 237 PA Code Rule 163
	6. Pol. 113.1
	7. Pol. 218
	8. Pol. 218.3
	9. Pol. 233
	10. 24 P.S. 1318.1
	11. Pol. 200
	12. Pol. 216

[20 U.S.C. 1232g](#)

[20 U.S.C. 7118](#)

Pol. 113.4



Book	Policy Manual
Section	200 Pupils
Title	Students Experiencing Homelessness, Foster Care and Other Educational Instability
Code	251
Status	Active
Adopted	February 6, 2023

Purpose

The Board recognizes the challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports in compliance with federal and state laws, regulations and Board policy, for such students.[1][2][3][4][5][6][7][8]

Authority

The Board directs the district to collaborate with school staff, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.

The Board shall ensure that students experiencing educational instability have equal access to the same educational programs, activities and services provided to other district students.[1][2][3][4][5][6][7]

The Board authorizes the Superintendent to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:[1][2][3][4][5][6][7]

1. Dress code.[9]
2. Transportation.[10]
3. School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes.[11][12][13][14][15][16][17]
4. Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.[9][13][14][15][18][19][20][21][22]
5. Graduation.[19]
6. Registration deadlines.

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on their status as a student experiencing educational instability.

Definitions

Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:[4]

1. Homelessness.[1][3][7]
2. An adjudication of:[23][24]
 - a. Dependency relating to child protective services and juvenile matters;
 - b. Delinquency, if disclosed by the student's parent/guardian; or
 - c. As part of court-ordered services under a voluntary placement or custody agreement.

A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.[25]

Enroll or Enrollment means attending classes and participating fully in school activities.[26]

Additional costs means the difference between what the district spends to transport a resident student to the student's assigned school and the cost to transport a child in foster care to the child's school of origin.

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.[25]

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes:[26]

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and

5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school in which the student experiencing educational instability was last enrolled.

- The school of origin for a *homeless child or youth* - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.[27]
- The school of origin for a *child in foster care* - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement.[8]
- When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.
[26]

Delegation of Responsibility

The Board designates the Director of Student Services to serve as the district's point of contact for students experiencing educational instability.[4][5][27]

The name and contact information of the district's point of contact shall be included in the student's education records and provided to the student's education decision maker.[4]

The district's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs:[4][5][27]

1. Local children and youth agency to:
 - a. Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements;
 - b. Develop a protocol on how to make best interest determinations; and
 - c. Develop and coordinate transportation procedures.
2. Other local service agencies and entities that provide services to students experiencing educational instability.
3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[11][28]
5. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:[4]

1. Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.

2. Facilitate the prompt placement of the student in appropriate courses.
3. Connect the student with educational services that meet the student's specific needs.
4. Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.
5. Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.

Additional Responsibilities to Support Homeless Students -

The district's point of contact shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[\[27\]](#)

The district's point of contact shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[\[27\]](#)

Training

The district's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.

Additional Training to Support Homeless Students -

The district's point of contact shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[\[27\]](#)

The district's point of contact shall arrange professional development programs for school staff, including office staff.[\[27\]](#)

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[\[27\]](#)

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Guidelines

Students enrolled in this district experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[\[4\]](#)

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the district.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian.[29][30]

Enrollment

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[5][27]

In accordance with the homeless child's or youth's best interest, the district shall continue to enroll a homeless student in the student's school of origin within the district while the student remains homeless and through the end of the academic year in which the student obtains permanent housing.[27]

An unaccompanied youth or the parents/guardians of a homeless student may request enrollment in any grade-appropriate school within the district regardless of the district attendance area where the student is actually living or a school of origin in another district.[27]

The district's point of contact shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled.[27]

Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.

In making a best interest determination, the district shall:[5][27]

1. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.
2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.

The cost of transportation shall not be used as a factor in the best interest determination.

Documentation related to the best interest determination shall be maintained in the student's education record.[29][30]

Timeliness of Enrollment -

When a school receives a student experiencing educational instability, the school shall immediately enroll the student and begin instruction, even if:[4][5][7][29][30][31][32][33][34][35]

1. The student is unable to produce records normally required for enrollment.[27][31]
2. The application or enrollment deadline has passed.[27][31][32]

The district's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records.[27]

The district may require a parent/guardian to submit contact information.

Grade Level Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district **may** administer tests or utilize appropriate means to determine the student's assignment within the school.[36]

Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.[37]

Dispute Resolution for Homeless Students -

If the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.[27]

If a dispute arises over eligibility, enrollment or school selection:[27]

1. The parent/guardian or unaccompanied youth shall be referred to the district's point of contact, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's point of contact shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.[2]
[38]

Education Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[29][30][39]

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is:[29][30][39]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in

addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

Comparable Services

Students **experiencing educational instability** shall be provided services comparable to those offered to other district students including, but not limited to: [3][27][40]

1. Transportation services.[10]
2. School nutrition programs.[21]
3. Career and technical education.[12]
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[41]
 - b. Programs for English **Learners**. [42]
 - c. Programs for students with disabilities.[11]
 - d. Programs for gifted and talented students.[16]

Transportation for Homeless Students -

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the district.[3][10][27]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[27]

Transportation for Students in Foster Care -

The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[6][10]

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[6]

The transportation plan shall address the following:[6]

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.[8]
2. How transportation costs will be covered if additional costs are incurred. Options include:
 - a. The local children and youth agency agrees to reimburse the district;
 - b. The district agrees to pay for the cost;[6]
 - c. The district and the local children and youth agency agree to share the costs; or
 - d. The district of origin, the district of foster residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

Course Credit and Graduation

The district shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The district's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:[4][5][6]

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:[4][19]
 - a. Competency demonstration, which could include, but is not limited to:
 - i. Submission of an essay, presentation or project.
 - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.
 - b. Performance on an examination.
 - c. Successful completion of a career and technical education course.
 - d. Other evidence or method determined appropriate by the district.
2. If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.
3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not eligible for graduation, the district may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma –

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply:[4][43]

1. All other graduation options have been exhausted.
2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.[4][43]

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP.[11][19]

Students with an IEP may elect to remain in school until age twenty-one (21) even if the district determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school.[19]

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Legal

[1. 22 PA Code 11.18](#)

[2. 24 P.S. 1305](#)

[3. 24 P.S. 1306](#)

[4. 24 P.S. 1331.1](#)

[5. 20 U.S.C. 6311](#)

[6. 20 U.S.C. 6312](#)

[7. 42 U.S.C. 11431 et seq](#)

[8. 42 U.S.C. 675](#)

9. Pol. 221

10. Pol. 810

11. Pol. 113

12. Pol. 115

13. Pol. 121

14. Pol. 122

15. Pol. 123

16. Pol. 114

17. Pol. 231

18. Pol. 124

19. Pol. 217

20. Pol. 223

21. Pol. 808

22. Pol. 110

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

[24. 42 Pa. C.S.A. 6301 et seq](#)

[25. 45 CFR 1355.20](#)

[26. 42 U.S.C. 11434a](#)

[27. 42 U.S.C. 11432](#)

28. Pol. 103.1

29. Pol. 113.4

30. Pol. 216

31. Pol. 200

32. Pol. 201

33. Pol. 203

34. Pol. 204

35. Pol. 209

36. Pol. 206

37. Pol. 906

38. Pol. 202

[39. 20 U.S.C. 1232g](#)

40. Pol. 146

41. Pol. 918

42. Pol. 138

[43. 24 P.S. 121](#)

[20 U.S.C. 6301 et seq](#)

[22 PA Code 403.1](#)

[34 CFR Part 99](#)

[67 Fed. Reg. 10698](#)

PA Education for Homeless Children and Youth State Plan

[Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability](#)

Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide



Book	Policy Manual
Section	200 Pupils
Title	Students Experiencing Homelessness, Foster Care and Other Educational Instability
Code	251
Status	First Reading

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Delegation of Responsibility

The Board designates the

- { } Superintendent
- { } Assistant Superintendent
- { } Federal Programs Coordinator
- { } Home and School Visitor
- {X} Director of Student Services
- { } Homeless Child or Youth Liaison
- { } (Other) _____

to serve as the district's point of contact for students experiencing educational instability.[4][5][27]

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The district's point of contact shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[27]

The district's point of contact shall arrange professional development programs for school staff, including office staff.[27]

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[27]

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Guidelines

Students enrolled in this district experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[4]

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the district.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian.[29][30]

Enrollment

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[5][27]

In accordance with the homeless child's or youth's best interest, the district shall continue to enroll a homeless student in the student's school of origin within the district while the student remains homeless and through the end of the academic year in which the student obtains permanent housing.[27]

An unaccompanied youth or the parents/guardians of a homeless student may request enrollment in any grade-appropriate school within the district regardless of the district attendance area where the student is actually living or a school of origin in another district.[27]

The district's point of contact shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled.[27]

Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.

In making a best interest determination, the district shall:[5][27]

1. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.
2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.

The cost of transportation shall not be used as a factor in the best interest determination.

Documentation related to the best interest determination shall be maintained in the student's education record.[29][30]

Timeliness of Enrollment -

When a school receives a student experiencing educational instability, the school shall immediately enroll the student and begin instruction, even if:[4][5][7][29][30][31][32][33][34][35]

1. The student is unable to produce records normally required for enrollment.[27][31]
2. The application or enrollment deadline has passed.[27][31][32]

The district's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records.[27]

The district may require a parent/guardian to submit contact information.

Grade Level Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district may administer tests or utilize appropriate means to determine the student's assignment within the school.[36]

Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.[37]

Dispute Resolution for Homeless Students -

If the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.[27]

If a dispute arises over eligibility, enrollment or school selection:[27]

1. The parent/guardian or unaccompanied youth shall be referred to the district's point of contact, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's point of contact shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.[2]

~~{ } Students Discharged From Foster Care~~

~~A student who has been discharged from foster care may be permitted to finish the [38]~~

~~(-) school year~~

~~(-) semester~~

~~in this district, if appropriate,~~

~~() with payment of tuition.~~

~~() without payment of tuition.~~

Education Records

Information about a student's educational instability shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[29][30][39]

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is:[29][30][39]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other district students including, but not limited to:[3][27][40]

1. Transportation services.[10]
2. School nutrition programs.[21]
3. Career and technical education.[12]
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[41]
 - b. Programs for English Learners.[42]
 - c. Programs for students with disabilities.[11]
 - d. Programs for gifted and talented students.[16]
5. ~~() Preschool programs.~~

Transportation for Homeless Students -

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the district.[3][10][27]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[27]

Transportation for Students in Foster Care -

The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[6][10]

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[6]

The transportation plan shall address the following:[6]

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.[8]
2. How transportation costs will be covered if additional costs are incurred. Options include:
 - a. The local children and youth agency agrees to reimburse the district;
 - b. The district agrees to pay for the cost;[6]
 - c. The district and the local children and youth agency agree to share the costs; or
 - d. The district of origin, the district of foster residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

Course Credit and Graduation

The district shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The district's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:[4][5][6]

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:[4][19]
 - a. Competency demonstration, which could include, but is not limited to:
 - i. Submission of an essay, presentation or project.
 - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.
 - b. Performance on an examination.
 - c. Successful completion of a career and technical education course.
 - d. Other evidence or method determined appropriate by the district.

2. If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.
3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not eligible for graduation, the district may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma –

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply:[4][43]

1. All other graduation options have been exhausted.
2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.[4][43]

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP, **in accordance with applicable law, regulations, Board policy, administrative regulations and state guidance.**[11][19]

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Legal

[1. 22 PA Code 11.18](#)

[2. 24 P.S. 1305](#)

[3. 24 P.S. 1306](#)

[4. 24 P.S. 1331.1](#)

[5. 20 U.S.C. 6311](#)

[6. 20 U.S.C. 6312](#)

[7. 42 U.S.C. 11431 et seq](#)

[8. 42 U.S.C. 675](#)

9. Pol. 221

10. Pol. 810

11. Pol. 113

12. Pol. 115

13. Pol. 121

14. Pol. 122

15. Pol. 123

16. Pol. 114

17. Pol. 231

18. Pol. 124

19. Pol. 217

20. Pol. 223

21. Pol. 808

22. Pol. 110

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

[24. 42 Pa. C.S.A. 6301 et seq](#)

[25. 45 CFR 1355.20](#)

[26. 42 U.S.C. 11434a](#)

[27. 42 U.S.C. 11432](#)

28. Pol. 103.1

29. Pol. 113.4

30. Pol. 216

31. Pol. 200

32. Pol. 201

33. Pol. 203

34. Pol. 204

35. Pol. 209

36. Pol. 206

37. Pol. 906

38. Pol. 202

[39. 20 U.S.C. 1232g](#)

40. Pol. 146

41. Pol. 918

42. Pol. 138

[43. 24 P.S. 121](#)

[20 U.S.C. 6301 et seq](#)

[22 PA Code 403.1](#)

[34 CFR Part 99](#)

[67 Fed. Reg. 10698](#)

PA Education for Homeless Children and Youth State Plan

[Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability](#)

Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide

**South Williamsport Area School District
2023-2024 Bus Transportation Schedule**

Bus 2104 Secondary AM

Location	Time
Bennardi Dev Rd & Mossy Oak Rd	6:49 AM
240 Bennardi Dev Rd	6:50 AM
36 Bennardi Dev Rd	6:51 AM
2829 Jacks Hollow Rd	6:52 AM
2793 Jacks Hollow Rd	6:53 AM
2731 Jacks Hollow Rd	6:54 AM
2385 Jacks Hollow Rd	6:55 AM
2175 Jacks Hollow Rd	6:56 AM
Grove St & W Southern Ave	7:05 AM
Brown St & W Southern Ave	7:06 AM
Brown St & W Mountain Ave	7:07 AM
Linden St & W Mountain Ave	7:09 AM
S Maynard St & W Mountain Ave	7:10 AM
Beech St & W Mountain Ave	7:11 AM

Bus 2104 Secondary PM

Location	Time
Beech St & W Mountain Ave	2:49 PM
S Maynard St & W Mountain Ave	2:50 PM
Linden St & W Mountain Ave	2:51 PM
Brown St & W Mountain Ave	2:53 PM
Brown St & W Southern Ave	2:54 PM
Grove St & W Southern Ave	2:55 PM
36 Bennardi Dev Rd	3:04 PM
240 Bennardi Dev Rd	3:06 PM
Bennardi Dev Rd & Mossy Oak Rd	3:07 PM
2829 Jacks Hollow Rd	3:10 PM
2793 Jacks Hollow Rd	3:10 PM
2731 Jacks Hollow Rd	3:11 PM
2385 Jacks Hollow Rd	3:12 PM
2175 Jacks Hollow Rd	3:13 PM

Bus 2104 Elementary AM

Location	Time
1398 Rte 654	7:44 AM
2704 Rte 654	7:47 AM
Nisbet Ter & Rte 654	7:47 AM
1st Ave & Rte 654	7:48 AM
2nd Ave & Rte 654	7:49 AM
593 Valley Rd	7:51 AM
954 Valley Rd	7:53 AM
2639 Rte 654	7:55 AM
2531 Rte 654	7:56 AM
2013 Rte 654	7:58 AM
Taggertys Run Rd & Rte 654	7:59 AM
1547 Rte 654	7:59 AM
1363 Rte 654	8:00 AM
Brook St & Valley St	8:06 AM
Riverside Dr & Summer St	8:07 AM
Linden St & Whitford Ave	8:09 AM
Beech St & W Southern Ave	8:11 AM
Beech St & Whitford Ave	8:11 AM
Riverside Subs	8:12 AM

Bus 2104 Elementary PM

Location	Time
Riverside Subs	3:10 PM
Linden St & Whitford Ave	3:11 PM
Beech St & W Southern Ave	3:12 PM
Beech St & Whitford Ave	3:13 PM
Riverside Dr & Summer St	3:16 PM
Brook St & Valley St	3:17 PM
1398 Rte 654	3:22 PM
2704 Rte 654	3:25 PM
Nisbet Ter & Rte 654	3:26 PM
1st Ave & Rte 654	3:27 PM
2nd Ave & Rte 654	3:27 PM
593 Valley Rd	3:30 PM
2639 Rte 654	3:36 PM
2531 Rte 654	3:36 PM
2013 Rte 654	3:38 PM
Taggertys Run Rd & Rte 654	3:39 PM
1547 Rte 654	3:40 PM
1363 Rte 654	3:41 PM

Bus 2124 Secondary AM

Location	Time
1398 Rte 654	6:44 AM
1460 Rte 654	6:44 AM
Village Dr & Valley Rd	6:49 AM
Sherwood Ln & Valley Rd	6:50 AM
224 Valley Rd	6:51 AM
3149 Rte 654	6:54 AM
2nd Ave & Rte 654	6:55 AM
3003 Rte 654	6:55 AM
1st Ave & Rte 654	6:56 AM
Nisbet Ter & Rte 654	6:57 AM
2606 Rte 654 Hwy	6:58 AM

Bus 2124 Secondary PM

Location	Time
Cochran Ave & Edgewood Ave	2:51 PM
1077 Rte 654	2:56 PM
1398 Rte 654	2:57 PM
1460 Rte 654	2:57 PM
1706 Rte 654	2:58 PM
Taggertys Run Rd & Rte 654	2:59 PM
1968 Rte 654	3:00 PM
2013 Rte 654	3:00 PM
2421 Rte 654	3:02 PM
2490 Rte 654	3:02 PM
2531 Rte 654	3:03 PM

**South Williamsport Area School District
2023-2024 Bus Transportation Schedule**

2531 Rte 654	6:58 AM	2606 Rte 654 Hwy	3:04 PM
2490 Rte 654	6:59 AM	Nisbet Ter & Rte 654	3:05 PM
2421 Rte 654	7:00 AM	1st Ave & Rte 654	3:05 PM
2013 Rte 654	7:01 AM	3003 Rte 654	3:06 PM
1968 Rte 654	7:01 AM	2nd Ave & Rte 654	3:07 PM
Taggertys Run Rd & Rte 654	7:02 AM	3149 Rte 654	3:07 PM
1706 Rte 654	7:03 AM	224 Valley Rd	3:11 PM
1077 Rte 654	7:05 AM	Sherwood Ln & Valley Rd	3:11 PM
Cochran Ave & Edgewood Ave	7:09 AM	Village Dr & Valley Rd	3:12 PM

Bus 2124 Elementary AM

Location	Time
1861 River Rd	7:42 AM
Giles Ln & W Village Dr	7:49 AM
Kennedy Ln & W Village Dr	7:50 AM
208 W Village Dr	7:50 AM
84 Johnson Dr	7:51 AM
Johnson Dr & Lorson Dr	7:52 AM
Hillside Dr & Lorson Dr	7:53 AM
292 Hillside Dr	7:54 AM
117 Hillside Dr	7:55 AM
Bertin Hts & Comp Rd	7:56 AM
160 Bertin Hts	7:57 AM
78 Bertin Hts	7:57 AM
Sherwood Ln & Valley Rd	7:59 AM
Village Dr & Valley Rd	8:00 AM
Elm St & W Southern Ave	8:11 AM
S Maynard St & W Southern Ave	8:12 AM
Forrest St & W Southern Ave	8:13 AM
Stanton St & W Southern Ave	8:14 AM

Bus 2124 Elementary PM

Location	Time
Stanton St & W Southern Ave	3:23 PM
Forrest St & W Southern Ave	3:23 PM
S Maynard St & W Southern Ave	3:24 PM
Elm St & W Southern Ave	3:25 PM
Central Elementary	3:26 PM
Village Dr & Valley Rd	3:36 PM
Sherwood Ln & Valley Rd	3:37 PM
78 Bertin Hts	3:39 PM
160 Bertin Hts	3:40 PM
Bertin Hts & Comp Rd	3:41 PM
117 Hillside Dr	3:42 PM
292 Hillside Dr	3:43 PM
Hillside Dr & Lorson Dr	3:44 PM
Johnson Dr & Lorson Dr	3:44 PM
84 Johnson Dr	3:45 PM
208 W Village Dr	3:46 PM
Kennedy Ln & W Village Dr	3:47 PM
Giles Ln & W Village Dr	3:48 PM
1861 River Rd	3:55 PM

Bus 2155 Secondary AM

Location	Time
659 Rte 15 Hwy	6:40 AM
607 Rte 15 Hwy	6:41 AM
Montgomery Pike & Tallman Ave	6:42 AM
Red Roof Inn	6:44 AM
Chadlee Drive	6:46 AM
Hahn's Trailer Court	6:49 AM
2774 Sylvan Dell Rd	6:50 AM
2700 Sylvan Dell Rd	6:51 AM
2640 Sylvan Dell Rd	6:52 AM
358 Sylvan Dell Park Rd	6:54 AM
2269 Sylvan Dell Rd	6:57 AM
E 1st Ave & Sylvan Dell Rd	7:03 AM
E 2nd Ave & Fleming St	7:05 AM
E Southern Ave & Fleming St	7:06 AM
Charles St & E Central Ave	7:07 AM
Lakeview Apts Main St	7:10 AM
1195 Main St	7:11 AM
Lakeview Apts Market St	7:12 AM

Bus 2155 Secondary PM

Location	Time
Lakeview Apts Main St	2:47 PM
1195 Main St	2:48 PM
Lakeview Apts Market St	2:49 PM
Charles St & E Central Ave	2:52 PM
E Southern Ave & Fleming St	2:53 PM
E 2nd Ave & Fleming St	2:54 PM
E 1st Ave & Sylvan Dell Rd	2:56 PM
2269 Sylvan Dell Rd	3:02 PM
358 Sylvan Dell Park Rd	3:05 PM
2640 Sylvan Dell Rd	3:12 PM
2700 Sylvan Dell Rd	3:13 PM
2774 Sylvan Dell Rd	3:14 PM
Hahn's Trailer Court	3:15 PM
Chadlee Drive	3:18 PM
659 Rte 15 Hwy	3:19 PM
607 Rte 15 Hwy	3:20 PM
Tallman Ave & Rte 15	3:21 PM
Red Roof Inn	3:22 PM

**South Williamsport Area School District
2023-2024 Bus Transportation Schedule**

Bus 2155 Elementary AM

Location	Time
Montgomery Pike & Tallman Ave	7:46 AM
Red Roof Inn	7:48 AM
730 Rte 15 Hwy	7:49 AM
744 Rte 15 Hwy	7:50 AM
Ida Ln & Old Montgomery Pike Rd	7:51 AM
Chadlee Drive	7:52 AM
Hahn's Trailer Court	7:55 AM
2269 Sylvan Dell Rd	7:58 AM
484 Sylvan Dell Rd	8:04 AM
E 1st Ave & Sylvan Dell Rd	8:05 AM
E 2nd Ave & Fleming St	8:06 AM
E Central Ave & Main St	8:08 AM
Lakeview Apts - Main St	8:11 AM
1195 Main St	8:12 AM
Lakeview Apts - Market St	8:13 AM
Noll Funeral Home	8:15 AM

Bus 2155 Elementary PM

Location	Time
Noll Funeral Home	3:18 PM
Lakeview Apts - Main St	3:20 PM
1195 Main St	3:21 PM
Lakeview Apts - Market St	3:22 PM
E Central Ave & Main St	3:24 PM
E 2nd Ave & Fleming St	3:26 PM
E 1st Ave & Sylvan Dell Rd	3:28 PM
484 Sylvan Dell Rd	3:29 PM
2269 Sylvan Dell Rd	3:35 PM
Hahn's Trailer Court	3:38 PM
Chadlee Drive	3:40 PM
Ida Ln & Old Montgomery Pike Rd	3:41 PM
Montgomery Pike & Tallman Ave	3:43 PM
Red Roof Inn	3:45 PM
730 Rte 15 Hwy	3:46 PM
744 Rte 15 Hwy	3:47 PM

Bus 2156 Secondary AM

Location	Time
Nisbet United Methodist Church	6:52 AM
Johnson Dr & Lorson Dr	6:53 AM
Hillside Dr & Lorson Dr	6:54 AM
117 Hillside Dr	6:55 AM
2874 Euclid Ave	7:07 AM
Linden St & Riverside Dr	7:09 AM
Riverside Subs	7:10 AM

Bus 2156 Secondary PM

Location	Time
Riverside Subs	2:49 PM
Linden St & Riverside Dr	2:50 PM
2874 Euclid Ave	2:53 PM
117 Hillside Dr	3:03 PM
Hillside Dr & Lorson Dr	3:04 PM
Johnson Dr & Lorson Dr	3:05 PM
Nisbet United Methodist Church	3:06 PM

Bus 2156 Elementary AM

Location	Time
W 7th Ave & Parakeet Aly	8:06 AM
E 7th Ave & Main St	8:08 AM
E 7th Ave & Grandview Pl	8:09 AM
E 7th Ave & Fairmont Ave	8:09 AM
E Mountain Ave & Sylvan Dr	8:11 AM
E Central Ave & Fleming St	8:12 AM
27 E Mountain Ave	8:13 AM

Bus 2156 Elementary PM

Location	Time
W 7th Ave & Parakeet Aly	3:08 PM
E 7th Ave & Main St	3:09 PM
E 7th Ave & Grandview Pl	3:10 PM
E 7th Ave & Fairmont Ave	3:11 PM
E Mountain Ave & Sylvan Dr	3:12 PM
E Central Ave & Fleming St	3:13 PM
27 E Mountain Ave	3:15 PM

Bus 2191 Elementary AM

Location	Time
Euclid Ave & Winter St	8:05 AM
Paddington Station	8:06 AM
Euclid Ave & Spring St	8:08 AM
Euclid Ave & Gordon St	8:09 AM
Linden St & Riverside Dr	8:10 AM
Fisher St & W Southern Ave	8:12 AM

Bus 2191 Elementary PM

Location	Time
Fisher St & W Southern Ave	3:09 PM
Linden St & Riverside Dr	3:10 PM
Paddington Station	3:12 PM
Euclid Ave & Winter St	3:14 PM
Euclid Ave & Spring St	3:15 PM
Euclid Ave & Gordon St	3:16 PM

**South Williamsport Area School District
2023-2024 Bus Transportation Schedule**

Bus 2193 Secondary AM

Location	Time
Retreat Rd	6:57 AM
1409 Mosquito Valley Rd	6:58 AM
1300 Mosquito Valley Rd	6:59 AM
1205 Mosquito Valley Rd	7:00 AM
370 Valley St	7:05 AM
Sortman Ave & Valley St	7:06 AM
Euclid Ave & Valley St	7:06 AM
Riverside Dr & Summer St	7:08 AM
Euclid Ave & Spring St	7:09 AM

Bus 2193 Elementary AM

Location	Time
2793 Jacks Hollow Rd	7:38 AM
2694 Jacks Hollow Rd	7:39 AM
Mosquito Valley Rd & Waterdale Rd	7:48 AM
1205 Mosquito Valley Rd	7:49 AM
1300 Mosquito Valley Rd	7:50 AM
1405 Mosquito Valley Rd	7:51 AM
Mosquito Valley Rd & Retreat Rd	7:52 AM
1141 Mosquito Valley Rd	7:54 AM
Valley St & Woodside Ave	7:58 AM
370 Valley St	7:59 AM
Sortman Ave & Valley St	8:00 AM
Cochran Ave & Edgewood Ave	8:01 AM
2824 Cochran Ave	8:02 AM
2873 Cochran Ave	8:03 AM
2950 Cochran Ave	8:04 AM
2900 Euclid Ave	8:06 AM
Edgewood Ave & Euclid Ave	8:07 AM
Grove St & W Southern Ave	8:10 AM
Brown St & W Southern Ave	8:11 AM
Brown St & W Mountain Ave	8:12 AM
2229 W Mountain Ave	8:13 AM
S Woodland Ave & W Mountain Ave	8:16 AM
Charlotte Ave & W Mountain Ave	8:17 AM
1137 W Central Ave	8:18 AM

Bus 2141 Secondary AM

Location	Time
139 River Rd	6:31 AM
1861 River Rd	6:36 AM
540 Stewart Rd	6:41 AM
461 W Village Dr	6:49 AM
1630 W Southern Ave	7:02 AM
Chadlee Dr	7:08 AM
E Mountain Ave & Hastings St	7:11 AM
427 S Howard St	7:12 AM

Bus 2193 Secondary PM

Location	Time
Euclid Ave & Spring St	2:50 PM
Riverside Dr & Summer St	2:51 PM
Euclid Ave & Valley St	2:53 PM
Sortman Ave & Valley St	2:54 PM
370 Valley St	2:55 PM
1205 Mosquito Valley Rd	2:59 PM
1300 Mosquito Valley Rd	3:00 PM
1409 Mosquito Valley Rd	3:01 PM
Retreat Rd	3:02 PM

Bus 2193 Elementary PM

Location	Time
1137 W Central Ave	3:09 PM
Charlotte Ave & W Mountain Ave	3:11 PM
S Woodland Ave & W Mountain Ave	3:12 PM
2229 W Mountain Ave	3:14 PM
Brown St & W Mountain Ave	3:15 PM
Brown St & W Southern Ave	3:16 PM
Grove St & W Southern Ave	3:17 PM
Cochran Ave & Edgewood Ave	3:20 PM
2824 Cochran Ave	3:21 PM
2873 Cochran Ave	3:22 PM
2950 Cochran Ave	3:23 PM
2900 Euclid Ave	3:25 PM
Edgewood Ave & Euclid Ave	3:26 PM
Sortman Ave & Valley St	3:27 PM
370 Valley St	3:28 PM
Valley St & Woodside Ave	3:29 PM
Mosquito Valley Rd & Waterdale Rd	3:32 PM
1141 Mosquito Valley Rd	3:34 PM
1205 Mosquito Valley Rd	3:34 PM
1300 Mosquito Valley Rd	3:35 PM
1405 Mosquito Valley Rd	3:36 PM
2694 Jacks Hollow Rd	3:47 PM
2793 Jacks Hollow Rd	3:48 PM

Bus 2141 Secondary PM

Location	Time
427 S Howard St	2:32 PM
Chadlee Dr	2:35 PM
E Mountain Ave & Hastings St	2:38 PM
1630 W Southern Ave	2:42 PM
461 W Village Dr	2:55 PM
540 Stewart Rd	3:03 PM
1861 River Rd	3:08 PM
139 River Rd	3:13 PM

Principal Spotlight Central Elementary August Board Meeting

- **Open House**
 - Kindergarten August 22, 2023 from 5 – 7pm
 - Grades 1 – 3 August 29, 2023 from 5 – 7pm
- **PBIS Updates**
 - Central Tier 1 and Advanced Tiers Teams have updated PBIS this summer
 - Major Changes
 - Number of times behaviors are communicated home prior to an Office Discipline Referral (ODR (write up))
 - New Expectations
 - SOUTH
 - Stay Safe
 - Obey Rules
 - Use Kindness
 - Take Responsibility
 - Have Respect

Principal Spotlight Rommelt Elementary August Board Meeting

- School-Wide Positive Behavioral Interventions and Support (SWPBIS) Training dates for Core Team: 8/9/23 and 8/16/23 (half-day).
- 339 Counseling Plan training day to revise plan with IU consultant: 8/15/23.
- 10 students are identified as homeless starting the year; these students are eligible to receive transportation to their school of origin, Title One supports, free lunch, interagency coordination, school counseling, and summer school programming to prevent credit loss.
- Open House: Sixth Grade – 8/28/23 @ 6:00 pm; Fourth & Fifth Grade - 8/29/23 @ 6:00 pm.

Athletic Committee Meeting Minutes August 3, 2023

Little League Partnership

- Meeting was called to order at 5:03 PM by Steve Rupert
- Present; Eric Briggs, Jamie Mowrey, Scott Hill, Todd Engel, Ben Brigandi, Jason Young, Steve Rupert, Cathy Bachman
- Dr. Briggs gave an overview of the recent meeting Mr. Engel and himself had with Little League baseball.
- In attempting to build a partnership with Little League, the following ideas were offered/asked for by Little League
 - Offering mental health support LLWS week for baseball players
 - High School gymnasium and auditorium for evacuation sites during LLWS week
 - Planning activities for players during LLWS week (i.e basketball tournament, kickball tournament, etc.)
- Little League offered to allow the baseball and softball teams use of their indoor batting cages and pitching mounds from September through June
- Dr. Briggs shared that he sent out a survey to staff and the results of the survey were shared with the committee (see back of agenda).
 - 6 staff interested in supporting the Little League during LLWS week
- Little League also shared they are willing to support the district with projects (school safety and scoreboard were two options).
- Mr. Engel shared that the idea was floated to see if Little League would consider covering our baseball and softball budget (\$50,000) but they did not seem to be interested
- Dr. Briggs shared that the district
- Mr. Rupert asked if the district was going to consider turfing and or sodding companies. He shared that there were three options. Once he presented the three options (artificial turf, sod, or reseeding). Dr. Briggs shared that Little League recommended sodding the field so it could be done in the spring and the field could be used for the fall.
- Mr. Engel asked if we brought a sodding company in, to also look at the potential soccer field down at the park.
- Mrs. Bachman asked if he NFL gave any scholarships for potential grant monies. Dr. Briggs said they would look into this.

Track Program

- Mr. Hill shared the 2022-2023 sports results. He also shared the Athletic program numbers across the 6-year average.
- Mr. Engel asked if Piper Minier and Lacey Kriebel pictures were posted. Mr. Hill shared that both athletes' photos have been posted.
- Mr. Hill reported the head coach of the track and field program has resigned and will not be coaching in the 2023-2024 school year.
- Mr. Hill shared that a co-op may be an option for the district for track and field.
- Mr. Hill shared that with a co-op, you have to count the numbers for both schools.

- Mr. Hill shared how PIAA is going to change the “10% rule” for how they count student attendance.
- Dr. Briggs asked if homeschooled students would be treated the same now that they have more access to public schools.
- Mr. Engel asked what we currently do with practices for track and field. Mr. Hill shared we spent \$1400 going to practice at East Lycoming. In the past, we went to Williamsport, but this year Williamsport said they would enforce the building use policy and charge us a facility fee (hence the reason we went to East Lycoming). Mr. Hill shared he checked out to other schools to see if they were practice opportunities for our students but were unsuccessful.
- Mr. Engel asked if the East Lycoming School District would extend the offer this year, but Mr. Hill shared that was not sure if the offer was there.
- Mr. Rupert shared that he “co-oped” with his school district he worked at. He shared that they still co-op today. He shared that they budgeted as the typically did, and they shared the cost (coaches, transportation, etc.) got together with other business manager and split it 50/50. He felt it worked very well.
- Mrs. Bachman shared that she thought it was worth looking into for the future.
- Dr. Briggs asked if a co-op was done if the athletes would still be wearing or identified as South students. Mr. Rupert shared that they would not, they take on the identity of the host school.
- Mr. Engel shared that even though we have not had a track, we have had some very successful track athletes.
- Mr. Engel shared he envisioned with the new soccer field we would build a track around it. Mr. Rupert replied that the district keeps talking about doing it, but we have not done anything yet.
- Mrs. Bachman shared that co-oping would be the short-term solution, and if we could build a track and soccer field look to bring the program back.
- Mr. Engel shared working with the borough has become easier, and then getting everything in order.
- Mr. Engel asked what the cut-off would be if we look to co-op next year. Mr. Hill said it depends on the school we would co-op with.
- Mr. Hill shared that in the fall we are going to talk about football in the fall, but we do not have our own soccer field and track.
- Dr. Briggs shared he did not see a down side other than losing school identity and possibly numbers if we co-opped.
- Mr. Brigandi shared that he did not think the kids saw it as a major issue that they would lose their school identity.
- Mr. Brigandi asked if there was ever a point where we had one facility everything (soccer, football, and 6 lane track). It was determined they had a drawing for down at the park for this to occur....pre-COVID.
- It was then discussed that for a soccer field and track and field complex, we should look at the current soccer location rather than the cald-a-sac due to having issues with the state and the fact that it is flood lands.
- Mr. Rupert shared that the board should give Mr. Hill the authority to reach out to other school districts to gauge interest in the willingness to co-op.
- Mr. Rupert shared that a soccer field may make sense to turf due to the multiple sports usage.

Girl's Wrestling

- Mr. Hill shared PIAA has officially recognized girls wrestling as a sport. We have two options: girls wrestle with the boys and come tournament time, the girls will only wrestle girls. The other option is you declare a girls team, completely separate from the boys, and they only wrestle other girls team. Currently, we have 1 junior high and 1 senior high girls wrestling.
- Mr. Hill shared the Mr. Gerber's desire is to keep the girls with the boys and not create our own team. He has already reached out and asked other districts about their intentions.
- Mr. Rupert asked if there is any chance to look at co-opping for wrestling.
- Mr. Engel shared that he talked to Brian Nasdeo and said Mr. Nasdeo shared he was thinking about putting together a regional team.
- Mr. Hill shared that his opinion was to stick with what we did last year and have the boys and girls together....if interest "blows up" we can reconvene and determine to move a different direction.
- Mr. Brigandi asked at what point we would need a separate coach. Mr. Hill shared right away.
- Mr. Rupert asked if we started a team, would it just be a varsity level? Mr. Hill shared that the idea was to build a high school program.
- Mr. Engel suggested to see what Sean McCann is thinking about what Williamsport is thinking.

Facilities

- Nuweld was here...put in 2 more supports for our batting cages. We originally had 3....we now have 4 tie downs on each end and enables the net to go longer and made the cage bigger.
- Parking lot – M&M paving came to give a quote on the parking lot. Mr. Hill shared that the day they were to come for the quote, the maintenance manager met with us and asked if we would shared expenses to all three parking lots. This will cost the district about \$11,000. The process is raking the parking lot, filling in pot holes, and putting a primer coating (sealant) to prevent the dust.

Banner Update

- Banners are down. The lift we have is not high enough to do the work. The lift the band is using is high enough, and the new banners will be put up next week.

Recognition for Athletes

- Mr. Hill shared he supported it but didn't have the time to do so.
- Mr. Brigandi shared going to the James V. Brown and getting the box scores may be an issue.
- Dr. Briggs shared that he reached out to Scott Lowrey and he has some but not all statistics.
- Mr. Engel thought maybe we should look to tackle this sport by sport.

Tickets and Sports Pass Prices

- Mr. Hill reached out to local schools. Currently, we do \$4 adults, \$2 for students. If it's just JV, we do \$3 for adults, and \$2 for students. Most schools are \$5 for adults, and students are either \$3 or \$2.
- We charge \$40 a year for adults and \$20 for students. Adult prices of other schools is much higher than ours ranging from \$60 to almost \$150
- Mr. Hill and Mrs. Mowrey are asking to increase cost for varsity event to \$3 and \$5.
- Mrs. Mowrey shared that senior citizens from visiting schools often ask if they get in free at our events, however, they are not permitted in free.

- Mr. Brigandi asked if the elementary football kids would get free passes. Mr. Hill said we stopped as parents were starting to drop kids off and leave them unattended and the kids would cause problems.
- Meeting was adjourned by Mr. Rupert at
- Football scoreboard update – Mr. Hill shared Deman's will be coming to look at the project. We also have Watchfire coming to look at the scoreboards.
- Dr. Briggs shared that he spoke with Wacker about the current scoreboard situation at the baseball and softball field. They had some concerns with the drawings and were wondering if they could install the scoreboard differently. Dr. Briggs reached out to Larson Design and Kyle Kohoe to get clarification.
- Mrs. Mowrey shared that we would be reaching out to Mr. Geise for a wrapping on the van.
- Mr. Engle asked if we had a fly fishing club and Mr. Hill shared no.
- Mr. Rupert adjourned the meeting on 6:31 PM.