

Book	Policy Manual
Section	900 Community
Title	Public Relations Objectives - O
Code	901
Status	Review

Purpose

The purpose of the school-community relations program is to establish and maintain **communication** that informs the **parents/guardians and** public and involves them in the **educational** goals and **programs** of the district's schools.

Authority

To achieve this purpose, the Board shall provide parents/guardians and other district residents opportunities **to receive** information and orientation regarding **the schools. The Board** will utilize all appropriate means and media to achieve **its public relations** objectives.

Guidelines

The objectives of the district's public relations program shall be to:

1. Explain the programs, achievements and needs of the schools.
2. Determine what residents expect from their schools and what **they want to know about the school's programs and operations.**
3. Keep **students, parents/guardians and** staff members fully informed **about relevant Board policies and procedures and their own responsibilities and rights.**
4. **Communicate factual information to avoid rumors and communication crises.**
5. **Involve students, parents/guardians and the community in discussions regarding education programs, student activities and Board policy.**
6. Operate in public session, as speedily and efficiently as circumstances permit and with **appropriate** public participation.[\[1\]](#)[\[2\]](#)[\[3\]](#)
7. Recognize **students and their achievements.**

Delegation of Responsibility

It shall be the responsibility of all district staff to:

1. Acquaint **parents/guardians and residents** with the **educational achievements** of the schools, **students and staff.**
2. Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints.

3. Make parents/**guardians, volunteers and visitors** feel welcome in the school and in the classroom.
4. Cooperate with parent-teacher and other community groups.
5. Maintain **student** relations **that encourage** cooperation of the **parents/guardians**.
6. Observe interstaff relations conducive to high morale that merit the respect of **students** and citizens.

Legal

[1. 65 Pa. C.S.A. 701 et seq](#)

2. Pol. 006

3. Pol. 903

Book	Policy Manual
Section	900 Community
Title	Publications Program - O
Code	902
Status	Review

Purpose

The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding **Board** policies **and district** finances, programs, personnel and operations.

Authority

The Board **shall** determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.

Delegation of Responsibility

Matters of a routine nature may be released by the Superintendent as they have been recorded in the minutes of Board meetings and upon request of media representatives.

All publications, releases, photographs and the like depicting the accomplishments of district **students** and staff may be approved at the discretion of the **Superintendent or designee**.

Legal	<u>24 P.S. 510</u>
	<u>24 P.S. 511</u>
	Pol. 007
	Pol. 105
	Pol. 106
	Pol. 127
	Pol. 801
	Pol. 803

Book	Policy Manual
Section	900 Community
Title	Public Comment in Board Meetings - L.L.
Code	903 Vol I 2024
Status	Review

Purpose

The Board recognizes the value of public **input** and the importance of **designating time for public comment during open** Board meetings. **The Board also recognizes the importance of diverse viewpoints and commentary.**

This policy addresses the right for the public to comment at open Board meetings and the responsibility of the Board to conduct its business in an orderly and efficient manner. An authorized individual's public comment will be free from interruption, except when the individual's conduct is in violation of law or Board policy.[\[1\]](#)

Authority

An opportunity for district residents and taxpayers

{X} employees

{X} students

{X} and other concerned individuals

to provide comment on matters of concern, official action or deliberation which are or may be before the Board, shall be provided as designated on the Board meeting agenda and in compliance with law, Board policy and district procedures.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)
[\[5\]](#)

Copies of the agenda, which includes a listing of each matter of business that will be or may be the subject of deliberation or official action at the meeting, shall be made available to individuals in attendance at the meeting.[\[3\]](#)

The Board **requires** that public comment **on agenda items** be made at the beginning of each meeting.[\[4\]](#)

If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.[\[4\]](#)

When items are added to the agenda after the public comment period has ended, the Board shall offer a further public comment opportunity limited to the added items.[\[4\]](#)[\[6\]](#)

An individual's public comment may be interrupted or terminated only under limited circumstances, such as when the individual's commentary is in clear violation of law or Board policy, including but not limited to the following:

1. **Sexual harassment, racial, ethnic, religious or nationality intimidation towards an individual or individuals in the school community.[7][8][9]**
2. **Disclosure of confidential personal information regarding students or staff.**
3. **Speech that traditionally has not been protected under the First Amendment, such as obscenity, defamation and speech integral to criminal conduct.**
4. **Speech that is profane.**
5. **Speech that constitutes true threats such as inciting imminent lawless action or subjecting individuals to fear of violence.**
6. **Speech that does not concern matters that may come before the Board for deliberation or official action, for example, sales of commercial products or services.**

Guidelines

Sign-in and Request to Comment

{X} All individuals wishing to **comment during** the Board meeting **shall sign in on the sheet provided at the meeting and provide the following information on the sign-in sheet:**

1. Name **of commenter.**
2. **Municipality** of the **commenter.**
3. Topic to be addressed.
4. Group **or organization** affiliation, if applicable.

Public Comment

Individuals shall wait to be recognized by the presiding officer **before commenting, must direct all comments to the Board,** and must preface their comments by an announcement of their name, and group affiliation, if applicable.

{X} Each statement made by a participant shall be limited to

{X} **three (3)** minutes.

{X} Commenters may not cede their time to other individuals.

No individual may speak more than once on the same topic.

{X} All statements shall be directed to the presiding officer; no participant may address or question school directors individually.

The presiding officer and **the district solicitor have the authority to:**

1. Interrupt **an individual to warn the commenter that the statement is too lengthy or conduct is otherwise in violation of this policy.**
2. **After warning, terminate the individual's opportunity to comment when the conduct continues and is in violation of this policy.**

3. **Call a recess or adjourn to another time when an individual's conduct is otherwise in violation of this policy.**
4. **Request an individual to leave the meeting when that person's conduct is disrupting the operation of the meeting.**[\[10\]](#)[\[11\]](#)
5. **If the individual refuses to leave the meeting, request the assistance of school security personnel or law enforcement to remove the disorderly person to enable the Board to proceed with the orderly operation of the meeting.**[\[12\]](#)[\[13\]](#)
6. **Waive the Board's rules regarding public comment with the approval of a majority of those present and voting.**

Response to Public Comment

The purpose of public comment at Board meetings is to allow the Board to learn the thoughts of the public prior to Board deliberation and official action.

Although the public comment period of the meeting is not a question and answer session between the public and the Board, the Board may direct staff to follow up and address public inquiries in a reasonably prompt manner.

Whenever public comments are subject to the Board policy regarding public complaints, the individual shall be directed to follow the process outlined in the policy for resolution of the issue.[\[14\]](#)

{X} Recording and Release of Public Comment

{X} District recordings shall not be the official record of an open Board meeting, but may be available for public access, upon request, in accordance with the law, relevant court decisions and Board policy. Recordings of Board meetings, including the public comment portions of the meeting, shall be retained and disposed of in accordance with the district's records retention schedule.[\[5\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

Public Comment Recorded in Board Minutes

The following information regarding public comment is required to appear in the official minutes of each open Board meeting:[\[5\]](#)[\[19\]](#)

1. **The names of all citizens who appeared before the Board.**
2. **The subject of their testimony.**

Recording Devices and Cameras

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at open meetings. The Board is authorized to establish reasonable rules for the use of recording devices and cameras during Board meetings.[\[1\]](#)[\[21\]](#)

PSBA Revision 2/24 © 2024 PSBA

[3. 65 Pa. C.S.A. 709](#)

[4. 65 Pa. C.S.A. 710.1](#)

5. Pol. 006

[6. 65 Pa. C.S.A. 712.1](#)

7. Pol. 103

8. Pol. 103.1

9. Pol. 104

[10. 18 Pa. C.S.A. 5101](#)

[11. 18 Pa. C.S.A. 5508](#)

[12. 18 Pa. C.S.A. 3503](#)

13. Pol. 805.2

14. Pol. 906

15. Pol. 113.4

16. Pol. 216

17. Pol. 800

18. Pol. 801

[19. 65 Pa. C.S.A. 706](#)

20. *Alekseev v. City Council of Philadelphia*, 8 A.3d 311 (Pa. 2010)

[21. 65 Pa. C.S.A. 711](#)

[U.S. Const. Amend. I](#)

[PA Const. Art. I](#)

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

[18 Pa. C.S.A. 1 et seq](#)

[18 Pa. C.S.A. 5903](#)

Counterman v. Colorado, 600 U.S. 66, 143 S. Ct. 2106, 216 L. Ed. 2d 775 (2023)

Hatchard v. Westinghouse Broadcasting, 516 Pa. 184, 532 A.2d 346 (1987)

Book	Policy Manual
Section	900 Community
Title	Public Attendance at School Events - L.L.
Code	904 Vol III 2024
Status	Review

Purpose

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

Definition

For purposes of this policy, tobacco product encompasses not only tobacco but also vaping products including electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with law, shall be defined to include the following:[\[1\]](#)[\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:[\[1\]](#)[\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the district to maintain a drug-free environment, at which marijuana of any kind is prohibited.*[\[3\]](#)[\[4\]](#)

Authority

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

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

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

Tobacco and Vaping Products

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

This policy does not prohibit possession of tobacco **products** by members of the public of legal age at school or school-sponsored activities.

The Board deems it to be a violation of this policy for an individual in attendance at school or a school-sponsored activity to furnish a tobacco **product** to a minor.[\[1\]](#)

Delegation of Responsibility

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

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

Reports

Annual School Safety and Security Incidents Report –

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco **products** by any person on school property to the **PA Department of Education** on the required form.[\[10\]](#)[\[11\]](#)[\[12\]](#)

Law Enforcement Incident Report –

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with **law** enforcement and Board policies, the Superintendent or designee may report to the **law enforcement agency** that has jurisdiction over the school's property, the use or sale of tobacco **products** by any person in a school building; on a school bus or other vehicles that are owned, leased or controlled by the school district; or on any property owned leased or controlled by the school district.[\[1\]](#)[\[2\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

Guidelines

Free Admittance

{X} Senior citizens who are district residents and are 65 years of age or older shall be admitted

(X) to all school athletic events with pass issued at District Administration Office.

{X} District personnel will be admitted

(X) to all school athletic events with employee issued ID Badge.

Service Animals

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

PSBA Revision 6/24 © 2024 PSBA

Legal

[1. 18 Pa. C.S.A. 6305](#)

[2. 18 Pa. C.S.A. 6306.1](#)

[3. 20 U.S.C. 7118](#)

4. Pol. 351

[5. 24 P.S. 511](#)

[6. 24 P.S. 775](#)

7. Pol. 705

[8. 20 U.S.C. 7973](#)

[9. 24 P.S. 510.2](#)

[10. 24 P.S. 1306.2-B](#)

[11. 24 P.S. 1319-B](#)

12. Pol. 805.1

[13. 22 PA Code 10.2](#)

[14. 22 PA Code 10.22](#)

[15. 28 CFR 35.136](#)

[16. 43 P.S. 953](#)

17. Pol. 718

[35 P.S. 637.1 et seq](#)

[20 U.S.C. 7971 et seq](#)

[28 CFR Part 35](#)

904-Attach.doc (51 KB)

PUBLIC BEHAVIOR AT SCHOOL EVENTS

The district expects mutual respect, civility and orderly conduct by all individuals attending school events on district property.

Expected Behavior

Individuals attending school events on district property will not:

1. Injure, threaten, harass or intimidate a district employee, sports official or coach or any other person.
2. Act in an unsafe manner that could threaten the health or safety of others.
3. Use vulgar or obscene language or gestures.
4. Fight, strike or injure another person.
5. Damage, deface or threaten to damage district property.
6. Damage, deface or threaten to damage another individual's property.
7. Engage in any activity that violates any federal or state law or regulation or any local policy, regulation or ordinance.
8. Violate any Board policy, district administrative regulation or health and safety rules.
9. Use any tobacco product or vaping product, **including** electronic cigarettes, as defined in Board policy, except in an area designated and posted by the district.
10. Consume, possess, distribute or be under the influence of alcoholic beverages or controlled substances prohibited by state or federal law.
11. Possess or use weapons or dangerous devices prohibited by the district.
12. Impede, delay, disrupt or interfere with any school activity or event, including using cellular telephones in a disruptive manner.
13. Enter upon any portion of district or school premises at any time for purposes other than those that are lawful and authorized by the Board.
14. Operate a motor vehicle in a risky manner, in excess of posted traffic signage, or in violation of an authorized district employee's directive.
15. Engage in any risky behavior, such as roller skating, roller blading or skateboarding.

16. Fail to obey the directive of an authorized district employee, security officer, school police officer, School Resource Officer (SRO) or local law enforcement official.

As circumstances warrant, the administrator in charge will take appropriate action, including warning the person in violation, requesting the person to immediately leave district property, contacting law enforcement officials and seeking to deny future admission to school events.

Refusal to leave school grounds when requested to do so by district employees or event officials constitutes the criminal offense of defiant trespass and may result in arrest and prosecution.

Continuation or escalation of prohibited behavior after a warning will result in ejection from the event premises.

Behavior that is unlawful or in violation of Board policy or administrative regulations may result in immediate ejection of the person in violation from the event premises.

Disruptive behavior by a group when individual persons cannot be identified may result in the ejection of offending areas of spectator seating.

A district employee may request identification from any individual on district grounds and in district buildings. Refusal to provide such information may result in a request to leave district property.

An employee involved in an incident with an attendee at a school event will complete an incident report and submit it to the building principal or immediate supervisor, who will report the incident to the Superintendent.

Crowd Control

A designated administrator will be assigned responsibility for monitoring and supervising the orderly conduct of students and spectators attending school events on district property. Crowd control procedures may include the following:

1. The administrator will ensure that enough authorized district personnel are assigned to provide adequate supervision.
2. The administrator may request law enforcement officials to be present if the administrator anticipates the crowd may pose a behavior or safety problem and may direct the placement of the officers.
3. The admissions gate and/or entrances will be regulated, and admission will be limited to eligible students, spectators and other authorized attendees. No one under the influence of alcohol or controlled substances prohibited by state or federal law will be admitted.
4. If a disturbance occurs, the administrator will determine if the event needs to be concluded, and the administrator may close the event and direct those in attendance to immediately leave school grounds.

Book	Policy Manual
Section	900 Community
Title	Citizen Advisory Committees - O
Code	905
Status	Review

Purpose

Citizen advisory committees **can be** useful in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific school **issues**.

An advisory committee shall consist of at least one (1) Board member, interested community residents, and district administrators when appropriate.

Authority

When creating an advisory committee, the Board shall:

1. Define the committee's assignment, **which may include** setting a date for a preliminary and final report.
2. Appoint a Chairperson **and a recording secretary**.
3. Appoint **residents** who are interested and can make some special contribution to the committee's function.
4. Approve appointment of staff members and/or students **recommended** by the Superintendent.
5. **Seek the widest range of community interest and backgrounds.**

Recommendations of advisory committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations.

Meetings of an advisory committee are not regular meetings of the Board and shall not be open to the public.

Legal [24 P.S. 510](#)

Book	Policy Manual
Section	900 Community
Title	Public Complaint Procedures - L.L.
Code	906 - New Policy
Status	Review

Purpose

The Board welcomes inquiries, suggestions, and constructive criticism from parents/guardians, district residents or community groups regarding the district's programs, personnel, operations and facilities. The Board adopts this policy to establish procedures for seeking appropriate resolution to complaints.

Authority

The Board encourages parents/guardians, district residents or community groups who have general complaints about Board policy and district procedures, district programs, personnel, operations and facilities to follow the general complaint procedure established in this policy.

The Board directs parents/guardians, other individuals and organizations alleging violations of law in the district's administration of federally-funded programs to submit complaints in accordance with the separate federal program complaint procedure established in this policy.[\[1\]](#)

The Board shall ensure that this policy is posted on the district's publicly accessible website in accordance with law.[\[2\]](#)

Delegation of Responsibility

The district shall annually notify parents/guardians, employees and the public of this policy and established complaint procedures via the district website, newsletters, posted notices and/or other efficient communication methods.

Guidelines

General Complaint Procedure

It is the intent of the Board that complaints, concerns and suggestions be addressed and/or resolved at the lowest appropriate level.

At all levels of this procedure, district employees shall make a determination as to whether the complaint should proceed as outlined in this policy or if the complaint should be submitted through a specialized complaint process addressed in a separate Board policy, district procedure or administrative regulation that is directly related to the nature of the complaint.

General complaints about Board policy and district procedures, programs, personnel, operations and facilities shall begin with an informal, direct discussion between the complainant and district employee who is most directly involved.

The employee shall attempt to provide a reasonable explanation or take appropriate action within the employee's authority. The employee shall report the matter and the resolution to the building principal or immediate supervisor.

When an informal discussion fails to resolve the complaint, the following procedure shall be used.

First Level - If a satisfactory resolution is not achieved by discussion with the employee, the complainant shall submit a written complaint to the building principal or designee and a conference shall be scheduled with the complainant. The written complaint shall include the contact information of the person or group filing the complaint, the specific nature of the complaint, a brief statement of relevant facts, how the complainant has been affected adversely, and the action requested. The building principal or designee shall provide a written response to the complainant.

Second Level - If a satisfactory resolution is not achieved through a conference with the building principal or designee, the complaint shall be referred to the Superintendent or designee. The Superintendent or designee shall review the complaint and may schedule a conference with the complainant. The Superintendent or designee shall provide a written response to the complainant.

Third Level - If a satisfactory resolution is not achieved through referral to the Superintendent or designee or if resolution of the complaint is beyond his/her authority and requires Board action, the Superintendent or designee shall refer the complaint to the Board.

The Board, after reviewing all information relative to the complaint, shall provide the complainant with its written response. The Board may, at its discretion, grant a hearing before the Board or a committee of the Board. If a hearing is granted, the complainant shall be advised of the Board's response, in writing, no more than thirty (30) days following the hearing.

Any requests, suggestions or complaints first directed to individual Board members and/or the Board shall be referred to the Superintendent for consideration, investigation and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with the procedures outlined above.

Complaint Procedure for Federal Programs

Complaints alleging violations of law in the district's administration of federally-funded programs shall be processed in accordance with the following procedure.[\[1\]](#)

The complainant shall submit a written, signed statement to the district's administration office that includes:

1. Contact information of the individual or organization filing the complaint.
2. Alleged federal program violation.
3. Facts supporting the alleged violation.
4. Supporting documentation, such as information on discussions, correspondence or meetings with district staff regarding the complaint.

District staff shall forward complaints to the district administrator responsible for federal programs, who will notify the Superintendent and acknowledge receipt of the complaint in writing.

The district administrator responsible for federal programs shall conduct an independent investigation, which may include, but not be limited to:

1. On-site visit to the building that is the subject of the complaint.

2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for participants to ask questions of each other and witnesses.

When the investigation is completed, the district administrator responsible for federal programs shall prepare a written report with a recommendation for resolving the complaint. The report shall include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.
4. Recommended resolution.
5. Reasons for the recommended resolution.

The district administrator responsible for federal programs shall submit the written report to the Superintendent, who will determine whether further investigation is required and/or the district's final response.

All individuals and/or organizations making the complaint or that are the subject of the complaint shall be notified of the resolution of the complaint by the Superintendent or designee.

The district administrator responsible for federal programs shall ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint shall not exceed sixty (60) calendar days, unless circumstances require additional time.

The complainant may appeal the final resolution to the Pennsylvania Department of Education.

Division Chief
Division of Federal Programs
PA Department of Education
333 Market Street
Harrisburg, PA 17126-0333

Legal

[1. 20 U.S.C. 7844](#)

[2. 24 P.S. 510.2](#)

[24 P.S. 510](#)

Pol. 103

Pol. 103.1

Pol. 104

Pol. 105.1

Pol. 108

Pol. 109

Pol. 116

Pol. 127

Pol. 137

Pol. 150

Pol. 202

Pol. 206

Pol. 247

Pol. 249

Pol. 251

Pol. 252

Pol. 610

Pol. 621

Pol. 626

Pol. 718

Pol. 801

Pol. 808

Pol. 815

Pol. 824

Pol. 827

Pol. 828

Book	Policy Manual
Section	900 Community
Title	School Visitors - R
Code	907
Status	Review

Authority

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

Guidelines

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they **must** provide **any required information or identification to protect the health and safety of students, staff and the school community**. Visitors will receive a pass **and will be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property**.[\[2\]](#)

Visitors may be required to turn off their cell phones upon entering the school to maintain an appropriate educational environment.

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked.[\[3\]](#)

All staff members shall be responsible for requiring a visitor demonstrate that **the visitor** has a visitor's pass.

No visitor may confer with a student in school without the approval of the **building** principal.

Should an emergency require that a student be called to the school office to meet a visitor, the **building** principal or designee shall be present during the meeting.

Failure to comply with **this policy** shall result in more limited access to the school as determined by the building principal, consistent with Board policies, **administrative regulations**, school rules and federal and state law and regulations.

Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.[\[1\]](#)[\[4\]](#)

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[\[5\]](#)[\[6\]](#)

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

Legal

[1. 24 P.S. 510](#)

2. Pol. 705

3. Pol. 709

[4. 22 PA Code 14.108](#)

[5. 24 P.S. 2402 \(Military Uniform\)](#)

6. Pol. 250

Book	Policy Manual
Section	900 Community
Title	Relations With Parents/Guardians - R
Code	908
Status	Review

Purpose

The Board believes that the education of **students** is a joint responsibility **that is** shared **by** the parents/**guardians**. To ensure that the best interests of **each student** are served in **the educational** process, a strong program of communication **and cooperation** between home and school must be maintained, **and parental involvement encouraged**.^{[1][2]}

Authority

The Board feels that it is the parents/**guardians** who have the ultimate responsibility for their children's behavior in school, including the behavior of **students** who have reached the legal age of majority but are, **for all practical purposes**, under parental authority.^[3]

Delegation of Responsibility

During school hours, the Board acts in loco parentis or in place of the parents/**guardians**, through its designated administrators.^[4]

Guidelines

Parents/Guardians are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.

The Board directs that the following activities be implemented to encourage parent-school cooperation:

1. Parent-teacher conferences to permit two-way communication between home and school.
^[5]
2. Open houses in district schools to provide parents/**guardians** the opportunity to see the school facilities, meet the faculty, and **witness school** programs. Each school shall hold an open house at least annually.
3. Meetings of parents/**guardians** and staff members to explain and discuss matters of general interest.
4. Meetings of staff members and groups of parents/**guardians** of students having special abilities, disabilities, **needs**, or problems.
5. Special events of a cultural, ethnic or topical nature that are initiated by parent groups; involve the cooperative effort of students, **staff** and parents/**guardians**; and are of general interest to the schools or community.

The Board believes that parents/**guardians** have a responsibility to **support and** encourage their child's career in school **through the following actions:**

1. Require that **students comply with district policies and** school rules and regulations and accept responsibility for their behavior.
2. Send **students** to school with proper attention to their health, personal cleanliness and dress.
3. Maintain an active interest in the student's daily work and provide **appropriate supervision for** completion of assigned homework.
4. Read, sign and return promptly all communications from school, when **requested**.
5. Attend conferences for the exchange of information on the **student's** progress in school.
[5]
6. Participate in school activities and special functions.

Legal

1. Pol. 917
2. Pol. 918
3. Pol. 235
- [4. 24 P.S. 1317](#)
5. Pol. 212

Book	Policy Manual
Section	900 Community
Title	Municipal Government Relations - R
Code	909 Vol III 2024
Status	Review

Purpose

It is the policy of the Board that school district officials and municipal officials maintain a close and harmonious association. Such liaison is requisite for dealing with school/community concerns and issues in **an efficient** manner while assuring prudent expenditure of tax dollars.

Authority

The Board recognizes that its authority derives directly from the General Assembly, but it also is aware that the municipality and the school district must work together for the welfare of the residents.[\[1\]](#)

The Board, as an independent body, has no statutory relationship to other local governmental bodies. However, the Board may cooperate with local government units and other appropriate organizations in matters that affect district responsibilities. Such organizations may include, but not be limited to, health agencies, public libraries, museums, **law enforcement agencies** and fire departments, township supervisors, borough council, planning commissions and the courts.

In matters affecting the budgets of such agencies, the Board shall neither seek special consideration nor assume costs that properly fall outside its jurisdiction, except as prescribed by law.

The Board advocates joint expenditures of district and municipal or county funds to provide facilities from which the entire community may derive benefits. In accordance with this policy, the Board may, as either opportunity or need arises, and as it is entitled to do by law, enter into joint action agreements with the local municipal governing body in acquiring or leasing, improving, equipping, operating or maintaining such jointly used facilities.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

The Superintendent and each **law enforcement agency** that has jurisdiction over school property shall enter into, and update on a biennial basis, a memorandum of understanding, which shall be developed and executed in accordance with state law and regulations.[\[7\]](#)[\[8\]](#)[\[9\]](#)
[\[10\]](#)

To maintain cooperation with the municipality for fiscal and facilities planning, the

{X} Superintendent or designee

will meet periodically with municipal officials to discuss issues of common interest.

{X} The public library can and should play an important role in the intellectual and educational development of district students, serving as a resource to reinforce and augment the school library and provide services and materials that may go beyond those which the school library can

provide. To help achieve this end, the school district shall provide financial support for the local library.

NOTES:

Intergovernmental Cooperation – 53 Pa. C.S.A. 2301 et seq.

PSBA Revision 6/24 © 2024 PSBA

Legal

[1. PA Const. Art. III Sec. 14](#)

[2. 24 P.S. 502](#)

[3. 24 P.S. 521](#)

[4. 24 P.S. 706](#)

[5. 24 P.S. 775](#)

[6. 24 P.S. 790](#)

[7. 24 P.S. 1306.2-B](#)

[8. 24 P.S. 1319-B](#)

[9. 22 PA Code 10.11](#)

10. Pol. 805.1

[22 PA Code 10.24](#)

[35 Pa. C.S.A. 7701](#)

Pol. 613

Pol. 805

Book	Policy Manual
Section	900 Community
Title	Community Engagement - R
Code	910 - New Policy
Status	Review

Purpose

The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses, and community organizations are encouraged and invited to be involved stakeholders in the school community. Such engagement strengthens broad-based community support for the school district's mission, goals, operations and educational programs.

Definition

Community engagement is defined as an ongoing collaborative process in which the school district works with the public to build understanding, guidance, and active support for the education of students in the community.

Authority

The Board endorses the concept that community engagement is essential for the school district and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for district students. The Board intends, through this two-way communication, to identify the community's concerns, needs and suggestions, and to be responsive to the community through the Board's actions.

The Board also recognizes that the public offers resources of training and experience useful to the schools. The quality of the district's operations and programs can be strengthened when these resources are used in an advisory capacity.

The Board, with assistance from the administration, shall determine the appropriate strategy when utilizing the community engagement process.

The Board, in consultation with the Superintendent, shall identify a team of individuals who will be responsible for developing, implementing and delivering a community engagement program.

After the community engagement process is concluded, the Board shall make the final decision regarding an issue.

The Board shall annually assess the effectiveness of the community engagement program.

Delegation of Responsibility

The Board directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, businesses and community organizations to participate in dialogue and decision-making related to district-wide and school-based issues.

The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about district and school programs and the available opportunities to become actively involved.

Guidelines

Students, parents/guardians and community members must submit to the Superintendent's office any communications and questions addressed to the Board.

The Board and administration shall give substantial weight to the input received from the community. When evaluating the community's suggestions, the Board and administration will consider the impact on the district's goals, operations, educational programs, and financial resources. Recommendations made by the community shall not reduce the authority or responsibility of the Board, which may accept or reject such recommendations.

The district shall communicate to the community the Board's decision and its rationale regarding an issue involving community engagement.

Legal

[24 P.S. 510](#)

Book	Policy Manual
Section	900 Community
Title	News Media Relations - R
Code	911
Status	Review

Purpose

Representatives of the local press, radio and TV are an important link in communications between school and community. Maintenance of good working relationships with media representatives is essential to meeting the objectives of the school-community relations program.

Authority

The Board shall have final approval for all **procedures regarding** relations between the news media and the district.

The Board reserves the right to negotiate for radio broadcasting, televising, filming, or sound recording of any school event by an outside agency. These rights, if sold, shall be contracted under conditions that bring the most favorable terms to the school district.

Delegation of Responsibility

The chief communications representative for the Board shall be the **Superintendent**.

The communications representative shall be responsible to:

1. Be readily available to media representatives.
2. **Keep** media representatives **informed of all aspects of the school district** so that reporting will be done on the basis of a complete and valid overview.
3. Submit and suggest feature stories or articles of interest or **relevance**.
4. **Assist various school-related groups in their relations with the news media.**
5. **Assist the Board in preparing regular and special publications for the public.**

Guidelines

Staff members shall not give school information or interviews requested by news media representatives without prior approval of the district's communications representative.

Submission of photographs to news media and permission for news media representatives to photograph district subjects, personnel, or students shall be authorized by the communications representative and the individuals involved or their parents/guardians.

Book	Policy Manual
Section	900 Community
Title	Relations With Educational Institutions - R
Code	912
Status	Review

Authority

It is the policy of the Board that lines of communication be maintained by the **school** district with other districts and institutions that provide programs, training or services not otherwise available to district **students** and with districts whose resident students are enrolled in programs of this district.

Delegation of Responsibility

Maintaining **cooperative** and constructive relationships with other educational institutions **shall be the responsibility of** the Superintendent **or designee, who will establish administrative regulations that enable the district to do so.**

Legal [24 P.S. 1332](#)
 [24 P.S. 1354](#)
 Pol. 216
 Pol. 307

Book	Policy Manual
Section	900 Community
Title	Nonschool Organizations/Groups/Individuals - L.L.
Code	913 - New Policy
Status	Review

Purpose

The Board recognizes that nonschool organizations, groups and individuals may wish to utilize the district and its resources as a means to engage the school community in activities and/or to disseminate nonschool materials. The Board directs that requests for such utilization from nonschool organizations, groups or individuals shall be governed by this policy.

Authority

The Board recognizes that the school community may benefit from receiving information from nonschool organizations, groups and individuals, provided the dissemination of such information does not interfere with the educational program of the schools. The district's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

The Board prohibits dissemination of nonschool materials for the purposes of advertisement or promotion by nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or activities not otherwise open to nonschool organizations, groups or individuals.[\[5\]](#)[\[6\]](#)

Limitations on Dissemination of Nonschool Materials

Dissemination of nonschool materials shall be prohibited to the extent that they:

1. Violate federal, state or local laws, Board policy or district rules or regulations;
2. Are defamatory, obscene, lewd, vulgar or profane;
3. Advocate for the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;
4. Incite violence, advocate use of force or threaten serious harm to the school or community;
5. Materially and substantially disrupt or interfere with the educational process, such as school activities, school work, discipline, or safety and order on school property or at school functions;
6. Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or
7. Violate written district administrative regulations or procedures on time, place and manner for dissemination of otherwise protected expression.

Definitions

For purposes of this policy, **dissemination** shall mean nonschool organizations, groups or individuals distributing or publicly displaying nonschool materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating, posting or sending information using technical or digital resources owned, provided or sponsored by the school district.

Nonschool organizations, groups or individuals shall mean those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy.

When an employee or school director acts on their own behalf or on behalf of a nonschool organization or group, the employee or school director shall be considered a **nonschool organization, group or individual** for purposes of this policy.

Students shall be governed by a separate and distinct Board policy regarding student expression and dissemination of materials.[1]

Nonschool materials shall mean any printed, technical, digital or written materials, regardless of form, source or authorship, that are not prepared as a part of the curricular or approved extracurricular programs of the district.

Delegation of Responsibility

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

Guidelines

Nonschool Materials

The Board requires that nonschool organizations, groups or individuals who wish to disseminate nonschool materials on school property or through district resources shall submit them to the building principal. The building principal shall inform the Superintendent or designee of requests received from nonschool organizations, groups and individuals.

Requests for dissemination of nonschool materials through district social media channels shall be addressed through Board policy on district social media.[7]

The Board directs that the review and consideration of any activities or nonschool materials requested under this policy shall not discriminate on the basis of content or viewpoint.

If approval is granted by the building principal, the nonschool organization, group or individual shall comply with Board policy and administrative regulations, and the district's time, place and manner restrictions for dissemination of materials.

Materials issued by nonschool organizations, groups or individuals shall not be disseminated during instructional time or school-sponsored activities.

Nonschool Activities

Activities sponsored by nonschool organizations, groups or individuals shall not occur during instructional time or school-sponsored activities.

Requests by nonschool organizations, groups or individuals to invite or promote student participation in nonschool activities shall comply with Board policy and administrative regulations on dissemination of nonschool materials.

Fundraising

Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the school.[8]

Where activities or materials otherwise comply with this policy and administrative regulations, fundraising activities may be announced.

Directory information for students or staff members shall not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.[9]

Scholarships/Awards

The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established criteria be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.[9]

The scholarship or award, and any pertinent restrictions, shall be approved by the Board.

All pertinent information regarding the scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.

The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient of an award or scholarship, pursuant to procedures established for this purpose and consistent with the restrictions applicable to each approved scholarship or award.

Travel Services/Foreign Trips

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.

Sellers of travel services to students must meet the following criteria:

1. Belong to an association of certified sellers of travel.
2. Provide proof of insurance.
3. Submit references.
4. Provide proof of a performance bond.
5. Include in all information provided to students and parents/guardians that use of tobacco products, alcohol and controlled substances will be prohibited.

6. Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.

Legal

1. Pol. 220
2. Pol. 105
3. Pol. 122
4. Pol. 230
- [5. 24 P.S. 510](#)
- [6. 24 P.S. 511](#)
7. Pol. 816
- [8. 24 P.S. 775](#)
9. Pol. 216
- [24 P.S. 779](#)
- Pol. 113.4
- Pol. 907

Book	Policy Manual
Section	900 Community
Title	Relations With Intermediate Unit - R
Code	914
Status	Review

Authority

Each **school** district has an opportunity to participate in the services **and** programs offered by the **assigned** intermediate unit.[\[1\]](#)[\[2\]](#)

It is the policy of this Board that **cooperation and** communication be maintained with Luzerne Intermediate Unit No. 18 to ensure maximum effectiveness of programs **and services**.

The Board **shall** annually review district programs that involve intermediate unit services and make whatever determinations such a review suggests. This review will normally take place prior to the district's approval of the proposed intermediate unit budget.[\[3\]](#)

In order to maintain a constructive relationship with the intermediate unit, the Board member **elected** by the Board is designated as the official liaison between the district and Luzerne Intermediate Unit No. 18.[\[4\]](#)

Delegation of Responsibility

The duties of the **Board** representative are to ensure that the Board receives necessary information and data that **will** lead to sound and valid judgments regarding decisions that involve participation by the district in the various programs **and services** offered by the intermediate unit.

Legal

- [1. 24 P.S. 901-A](#)
- [2. 24 P.S. 902-A](#)
- [3. 24 P.S. 920-A](#)
- [4. 24 P.S. 910-A](#)

Book	Policy Manual
Section	900 Community
Title	Volunteers - L.L.
Code	916 - New Policy
Status	Review

Purpose

The Board supports and encourages the participation of parents/guardians and community residents to enhance the educational, cocurricular and extracurricular programs of the district.

Authority

The Board may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.[\[1\]](#)

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, sexual orientation or national origin in the school environment and all district programs for volunteers.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

All volunteers shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment.[\[6\]](#)

Definitions

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

Adult - an individual eighteen (18) years of age or older.[\[7\]](#)

Certifications - refers to the child abuse history clearance statement; the state criminal history background check; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[\[8\]](#)[\[9\]](#)

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[\[7\]](#)

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[\[7\]](#)

Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[\[7\]](#)

Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to

meet the definition of volunteer for purposes of this policy.[10]

Volunteer – an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A volunteer is not a school employee.[9]

The two (2) classifications of volunteers are:

1. **Position Volunteer** - an adult applying for or holding an unpaid position with a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include, but are not limited to, field trip chaperones, tutors, coaches, activity advisor, recess or library aides, etc.
2. **Guest Volunteer** - an adult who voluntarily provides a service to the district, without compensation, who: (1) works directly under the supervision and direction of a school administrator, a teacher or other member of the school staff; and (2) does not have direct volunteer contact. Examples include, but are not limited to, volunteering to assist in classroom celebrations, school assemblies, or school concerts; reading to students; collecting tickets at sporting events; working concession stands; participating in "Career Day," etc.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the selection and management of volunteers and for ensuring compliance with Board policies, administrative regulations, rules and procedures.

At the discretion of the Superintendent or designee, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

Guidelines

Each prospective position volunteer shall complete and submit a volunteer application.

The names of all position volunteers shall be submitted for approval by the Board.

The names of all guest volunteers shall be submitted for approval by the building principal or designee.

Upon approval, volunteers shall be placed on the list of approved volunteers.

Approval shall be required prior to beginning service as a volunteer.

Certifications

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[9]
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[9]
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated

criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[8\]](#)[\[9\]](#)
[\[11\]](#)

If a position volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[\[9\]](#)

1. Federal Criminal History Report - issued at any time since the volunteer established residency.

The Superintendent or designee shall review the information and determine if information is disclosed that precludes service as a volunteer.

Information submitted by volunteers in accordance with this policy shall be maintained centrally in a manner similar to that used for school employees.

Position volunteers shall obtain and submit new certifications every sixty (60) months.[\[12\]](#)

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[\[9\]](#)

Tuberculosis Test

Prior to participating in student activities, volunteers shall undergo a test for tuberculosis, when required by and in accordance with the regulations and guidance of the Pennsylvania Department of Health.[\[13\]](#)[\[14\]](#)

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Superintendent or designee, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[11\]](#)

The Superintendent or designee shall immediately require a position volunteer to submit new certifications if the Superintendent or designee has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.
[\[11\]](#)

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[\[11\]](#)

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[\[15\]](#)[\[16\]](#)

Supervision

Each volunteer shall be under the supervision of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training.[16][17][18][19][20]

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill their responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about confidentiality of student information, the volunteer should consult with the building principal.[21][22]

Liability Insurance

The district may provide liability insurance coverage for volunteers appropriate to the nature of their roles and the risk management needs of the district.

Acknowledgement

Each volunteer shall affirm in writing that they have been provided with a copy of, have read, understand and agree to comply with this policy.

Legal

- [1. 24 P.S. 510](#)
- [2. 42 U.S.C. 12101 et seq](#)
- [3. 43 P.S. 951 et seq](#)
4. Pol. 103
5. Pol. 718
6. Pol. 824
- [7. 23 Pa. C.S.A. 6303](#)
- [8. 23 Pa. C.S.A. 6344](#)
- [9. 23 Pa. C.S.A. 6344.2](#)
10. Pol. 907
- [11. 23 Pa. C.S.A. 6344.3](#)
- [12. 23 Pa. C.S.A. 6344.4](#)
- [13. 24 P.S. 1418](#)
- [14. 28 PA Code 23.44](#)
- [15. 23 Pa. C.S.A. 6311](#)
16. Pol. 806
17. Pol. 123
18. Pol. 123.1
19. Pol. 123.2
20. Pol. 805
21. Pol. 113.4
22. Pol. 216
- [23 Pa. C.S.A. 6301 et seq](#)

Book	Policy Manual
Section	900 Community
Title	Parental/Family Involvement - R
Code	917 - New Policy
Status	Review

Purpose

The Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. The district is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.

Definition

Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.

Authority

The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.

Delegation of Responsibility

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parental involvement efforts, including, but not limited to, input from parents/guardians and district staff on the adequacy of parental involvement opportunities and barriers that may inhibit parent/guardian participation.

Guidelines

Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.

The parental and family involvement program may include the following:

1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles.
2. Promotion of clear two-way communication between the school and the family about school programs and student progress.
3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children

with learning at home.

4. Involvement of parents/guardians, with appropriate training, in instructional and support roles at the school.

Legal

[24 P.S. 510](#)

Book	Policy Manual
Section	900 Community
Title	Title I Parent and Family Engagement - L.L.
Code	918
Status	Review

Purpose

The Board recognizes that **meaningful** parent and family engagement contributes to the achievement of **state** academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents **and family members**, and community.[\[1\]](#)[\[2\]](#)

Definition

Parent and Family (Family Member) - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.

Authority

The Board directs the district and each of its schools with a Title I program to:[\[1\]](#)

1. **Conduct outreach to all parents and family members.**
2. **Include** parents **and family members** in development of the district's overall Title I **Plan and** process for school review and improvement.[\[3\]](#)
3. **Include** parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:
 - a. Distributed **in writing to all parents and family members.**
 - b. Incorporated into the district's Title I Plan.[\[3\]](#)
 - c. **Posted to the district's publicly accessible website.**[\[4\]](#)
 - d. Evaluated annually with parent and family **involvement.**
4. **Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.**

Accessibility

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or

racial and ethnic minority backgrounds, in a language they can understand.[\[1\]](#)[\[5\]](#)

Delegation of Responsibility

The **Superintendent** or designee shall ensure that the district's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.[\[1\]](#)[\[3\]](#)

The **Superintendent** or designee shall ensure that **the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources**, information and **school** reports in an understandable and uniform format **or, upon request, in another format. Such efforts shall include:**

1. **Providing communications in clear and simple language.**
2. **Posting information for parents and family members on the district's website.**
3. **Including a telephone number for parents and family members to call with questions.**
4. **Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.**
5. **Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.**[\[5\]](#)

The building principal and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:

1. **An explanation of the reasons supporting their child's selection for the program.**
2. **A set of goals and expectations to be addressed.**
3. **A description of the services to be provided.**
4. **A copy of this policy and the School-Parent and Family Compact.**[\[1\]](#)

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:[\[1\]](#)

1. **Volunteer in their child's classroom.**[\[6\]](#)
2. **Support their child's learning.**
3. **Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.**

Guidelines

Each district school operating a Title I program shall hold an annual meeting of parents and family members **at a convenient time**, to explain the goals and purposes of Title I programs **and to inform them of their right to be involved.** Parents **and family members** shall be given the opportunity to participate in the design, development, operation and

evaluation of the program. Parents **and family members** shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.
[\[1\]](#)

The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.[\[1\]](#)

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.[\[1\]](#)[\[3\]](#)

At these meetings, parents **and family members** shall be provided:[\[1\]](#)

1. **Timely** information about programs provided under Title I.
2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the **achievement levels of the academic standards.**
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents **and family members** in the joint development of **the Title I Plan and with the school support** and improvement process, the district shall:

1. **Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.**
2. **Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.**
3. **Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.**
4. **Analyze and share the results of the Title I Parent/Family Survey.**
5. **Post school performance data on the district's website.**
6. **Distribute and discuss the School-Parent and Family Compact.**
7. **Host various parent and family nights at each school building with a Title I program.**
8. **Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.**
9. **Actively recruit parents and family members to participate in school review and improvement planning.**

10. **Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process.**
11. **Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.**

If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.[\[1\]](#)[\[3\]](#)

Building Capacity for Parent and Family Engagement

The district **shall** provide the coordination, technical assistance, and other support necessary to assist **and build the capacity of all** participating schools in planning and implementing effective parent and family **involvement** activities to improve academic achievement and school performance **through:**[\[1\]](#)

1. **Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.**[\[2\]](#)[\[7\]](#)
2. **Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:**
 - a. **Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.**
 - b. **Using technology, including education about the harms of copyright piracy, as appropriate.**[\[8\]](#)
 - c. **Providing information, resources and materials in a user friendly format.**
 - d. **Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.**
3. **Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.**[\[9\]](#)
4. **To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.**[\[1\]](#)[\[5\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)
5. **Engage the PTA/PTO to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the**

identification of effective communication strategies.

- 6. Train parents and family members to enhance the involvement of other parents and family members.**
- 7. Adopt and implement model approaches to improving parent and family engagement.**
- 8. Establish a district-wide parent and family advisory council to provide advice on all matters related to parent and family engagement in Title I programs.**
- 9. Engage community-based organizations and businesses in parent and family engagement activities.**

Coordinating Parent and Family Engagement Strategies

The district **shall** coordinate and integrate **Title I** parent and family engagement strategies with **other parent and family engagement strategies required by federal, state, and local laws by:**[\[1\]](#)[\[5\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

- 1. Involving district and program representatives to assist in identifying specific parent and family member needs.**
- 2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.**

Annual Parent and Family Engagement Policy Evaluation

The district **shall conduct, with meaningful participation of parents and family members,** an annual evaluation of the content and effectiveness of **this** policy in improving the academic quality of **all district** schools **with a Title I program.**[\[1\]](#)

The evaluation shall identify:[\[1\]](#)

- 1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.**
- 2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.**
- 3. Strategies to support successful school and parent and family interactions.**

The evaluation shall be conducted through:

- 1. Establishment of a schedule and process for the policy review and revision by parents and family members.**
- 2. An evaluation of the effectiveness of the content and communication methods through a variety of methods.**
- 3. A parent and family member and teacher survey designed to collect data on school level and district-wide parent and family engagement outcomes.**
- 4. Focus groups. Parents and family members, and community members, unable to attend the focus groups in person shall have an opportunity to participate in an**

alternate format.

5. **Documentation of parent and family member input regarding Title I programs and activities from throughout the year.**
6. **A parent and family advisory council comprised of a sufficient number and representative group of parents and family members to adequately represent the needs of the district's Title I population.**

The district **shall** use the findings of the annual evaluation to design **evidence-based** strategies for more effective parent and family engagement, **and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.**[\[1\]](#)

School-Parent and Family Compact

Each school in the district receiving Title I funds shall jointly develop with parents **and family members** a School-Parent **and Family** Compact outlining the manner in which parents **and family members**, school staff and students **will** share responsibility for improved student **academic** achievement **and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's academic standards.** The compact shall:[\[1\]](#)

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in Title I programs to meet the academic standards.
2. **Describe** the ways in which parents **and family members** will be responsible for supporting their child's learning; **volunteering in the classroom**; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.[\[6\]](#)
3. Address the importance of ongoing **two-way, meaningful** communication **between** parents/**family members** and teachers through, at a minimum, **annual** parent-teacher conferences **at the elementary level, frequent** reports to parents **and family members on their child's progress**, reasonable access to staff, **opportunities to volunteer and participate in their child's class, and observation of classroom activities.**[\[6\]](#)

Title I Funds

Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.[\[1\]](#)

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:[\[1\]](#)

1. **Supporting schools and nonprofit organizations in providing professional development for the district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.**
[\[9\]](#)

2. **Supporting programs that reach parents and family members at home, in the community, and at school.**
3. **Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.**
4. **Collaborating or providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.**
5. **Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.**

Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

Legal

- [1. 20 U.S.C. 6318](#)
2. Pol. 102
- [3. 20 U.S.C. 6312](#)
- [4. 24 P.S. 510.2](#)
5. Pol. 138
6. Pol. 916
7. Pol. 127
8. Pol. 814
9. Pol. 333
- [10. 20 U.S.C. 7845](#)
- [11. 29 U.S.C. 3271 et seq](#)
- [12. 29 U.S.C. 701 et seq](#)
- [13. 42 U.S.C. 11301 et seq](#)
- [14. 42 U.S.C. 9831 et seq](#)
15. Pol. 212

918-Attach-School-Level Parent And Family Engagement Policy.docx (28 KB)

**Wyoming Valley West School District
Title I Parent and Family Engagement Policy
2024-2025**

In support of strengthening student academic achievement, Wyoming Valley West School District receives Title I, Part A funds and therefore is required under 1116 of the Every Student Succeeds Act (ESSA) to develop a written Parent and Family Engagement Policy. The Every Student Succeeds Act (ESSA) states that the Wyoming Valley West School District and Family Engagement Policy must be jointly developed with parents and family members, incorporated into the District's Plan (Consolidated Application), and distributed to parents of participating children in a format and language that parents can understand. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents and family members of participating children.

General Expectations

- 1. The Wyoming Valley West School District will involve parents and family members in the joint development of the Title I Plan (Title I Application) (ESSA, Section 1116 (a) (2) (A)).**
 - a. An annual fall meeting will be held for parents and family members to explain our Title I program and inform parents about programming, an explanation of the curriculum, and the forms of academic assessment used to measure student progress and achievement.**
 - b. An annual spring meeting will be held for parents and family members to learn and provide input in the Title I Plan, seek input on perceived needs for parent/family education, and review the School Level Parent and Family Engagement Policy and the School/Parent/Student Compact.**
- 2. The Wyoming Valley West School District will involve parents and family members in the process of school review and improvement (ESSA, Section 1116 (a) (2) (A)).**
 - a. Meetings will be held for parents and family members in regards to the process of school review and improvement.**
 - b. Share, review, and involve parents in the development of the WVWSD comprehensive plan.**
 - c. Opportunities throughout the year will be provided by surveys and google forms to provide input and feedback.**
- 3. The Wyoming Valley West School District will provide technical assistance and support to the Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance (ESSA, Section 1116 (a) (2) (B)).**
 - a. The Federal Programs Director will provide guidance and support on appropriate use of parent involvement funds and review school Parental Involvement Policies, Schoolwide Plans, and School/Parent/Student Compacts to ensure compliance.**

- 4. The Wyoming Valley West School District will coordinate and integrate parent and family engagement strategies with other Federal, State, and local laws and programs (ESSA, Section 1116 (a) (2) (B)).**
 - a. The Wyoming Valley West School District will coordinate with Head Start to facilitate a smooth transition for both parents and students from their programs to the Title I schools by working collaboratively with the outside agencies.**
 - b. Other outside organizations we partner with are United way of Wyoming Valley, CEO, Children's Service Center, Dinner for Kids, Children and Youth, Family Service Association, Maternal & Family Health Services.**
- 5. The Wyoming Valley West School District will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and the effectiveness of the parent and family policy in improving the academic quality of all Title I schools. The evaluation will include identifying barriers to greater participation by parents and family members, with particular attention to parents who are economically disadvantaged, have limited English proficiency, have limited literacy skills, or are of any racial or ethnic minority background. The evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions (ESSA Section 1116 (a) (2) (D) (i-iii)).**
- 6. The Wyoming Valley West School District will use the findings of the evaluation to design evidence-based strategies for more effective parent and family involvement, and revise, if necessary, the Parent and Family Policy (ESSA Section 1116 (a) (2) (E)).**
 - a. Parents are surveyed annually, at the spring meeting, to determine whether parent engagement needs are being met effectively and appropriately through the implementation of the parent and family engagement programs. The results of the surveys are used to develop strategies for school improvement and to revise the district and school Parent and Family Engagement Policies. These results are also used in planning future parent workshops and meetings.**
- 7. The Wyoming Valley West School District will involve parents and family members in the activities of the Title I schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members to adequately represent the needs of the population; revising; and reviewing the Parent and Family Engagement Policy (ESSA Section 1116 (a) (2) (F)).**
 - a. Parents will be invited to review and revise the Parent and Family Engagement Policy at the annual spring meeting.**

Use of Funds

The Wyoming Valley West School District will involve parents and family members in decisions about how the one percent set aside of Title I, Part A funds will be used to carry out activities and strategies consistent with the District's parent and family engagement policy. Parents will have the opportunity to provide feedback on the one percent set aside of funds by surveying parents on the use of funds. During the Annual Title I meeting, the budget for parent and family engagement activities will be shared. These activities and strategies will include disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.

Requirements 1 thru 4:

The Wyoming Valley West School District will provide professional development to its teachers, paraprofessionals, personnel, principals and other school leaders in the value and utility of contributions of parents, and how to communicate with, and work with parents as equal partners by providing SPAC training twice a year; scheduling parent/teacher conferences fall and spring, day and evening hours available; making phone calls home; use of Google Classroom/Google Meet sessions; monthly Title I Parent Newsletter; Title I Parent Resource Center materials available (including social emotional learning materials); meeting by appointment at parent request; family events, day and evening; encouraging parents to serve as volunteers, as appropriate; and providing literature and professional development opportunities addressing parent and family engagement.(ESSA Section 1116 (3) (D) (i) (ii) (iii) (iv).

Requirement 5:

In addition, this will include engaging in other activities and strategies that the Wyoming Valley West School District determines are appropriate and consistent with the District's Parent and Family Engagement Policy (ESSA Section 1116 (a) (2) (D) (v).

- a. The Wyoming Valley West School District will provide assistance to parents in understanding the following topics: The Pennsylvania Academic Standards; the State and local academic assessments; the requirements of Title I, Part A; and how to monitor their child's progress.**

Book	Policy Manual
Section	700 Property
Title	Use of Facilities by Staff - O
Code	710
Status	Review

Authority

The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.

Guidelines

District facilities and equipment **shall be** available for staff use only if **such use is in accordance with provisions of an applicable collective bargaining agreement or** such use is clearly within the authorization granted in Board policy.[1][2]

Legal	1. Pol. 707
	2. Pol. 708
	24 P.S. 510