

**Avonworth School District**  
**258 Josephs Lane**  
**Pittsburgh, PA 15237**  
**Avonworth Board of School Directors**  
**Minutes – Regular Meeting – February 11, 2019**  
**Avonworth School District – LGI Room**  
**7:30 P.M.**

**MEMBERS PRESENT:**

**Mr. Beau Blaser** (*via Google Hangout*), **Ms. Sandra Bolain**, **Mr. John Brandt**, **Ms. Vicki Carlson**, **Mr. Jeff Carraway**, **Ms. Kathryn Monti**, **Mr. David Oberdick**, **Mr. Patrick Stewart**, **Ms. Kristin Thompson**

**OTHERS PRESENT**

<b>Dr. Thomas Ralston</b> , Superintendent	<b>Ms. Nancy Purcell</b> , Parent
<b>Dr. Jeff Hadley</b> , Asst. Superintendent	<b>Ms. Ravenna Kelley</b> , Student
<b>Mr. Brad Waters</b> , Director of Fiscal Management	<b>Mr. Jim Loutzenhiser</b> , Parent
<b>Ms. Katie Straley</b> , Teacher	<b>Ms. Macey Schriefer</b> , Student
<b>Ms. Julie Raitano</b> , Teacher	<b>Ms. Tia Paredes</b> , Student
<b>Ms. Jill Shumaker</b> , Teacher	<b>Ms. Jessica Paredes</b> , Parent
<b>Mr. Will Guess</b> , Teacher	<b>Ms. Maureen O'Dell</b> , Parent
<b>Dr. Shelby Stewman</b> , Stewman Demographics, LLC	<b>Mr. Jack O'Dell</b> , Student
<b>Ms. Nancy White</b> , <i>The Citizen</i>	<b>Mr. Scott Purcell</b> , Parent
<b>Ms. Angela Giglio</b> , Esq., Andrews & Price LLC	<b>Ms. Elise Loutzenhiser</b> , Parent
<b>Mr. William Andrews</b> , Esq., Andrews & Price LLC ( <i>arrived 7:55 PM</i> )	<b>Ms. Gretchen Etter</b> , Parent
<b>Ms. Laurel Purcell</b> , Student	<b>Ms. Sophia Kelley</b> , Student
<b>Mr. Matthew Purcell</b> , Student	<b>Ms. Dawn Weigand</b> , Parent
<b>Mr. Jack Blaser</b> , Student	<b>Ms. Mia Burnett</b> , Student
<b>Ms. Anne Blaser</b> , Parent	<b>Ms. Cindy Donovan</b> , Board Secretary

**Call to Order**

*Board Vice President, Ms. Vicki Carlson, called the Regular Meeting to order at 7:30 P.M.*

**Visitors' Comments**

*No visitor comments*

*Eighth grade students, Laurel Purcell, Mia Burnett, Ravenna Kelley, Elise Loutzenhiser, Matthew Purcell, Jack O'Dell, and Jack Blaser talked about Avonworth's Night at the Museum at the Heinz History Center. They gave Board members invitations to the event being held on February 22 from 6-7:30 PM. This is the first time the Heinz History Center is open after hours and offering free admission.*

*Mrs. Jill Shumaker and students from her Computer Science Intro to Programming presented some of the work they have created. They explained and showed examples of coding they have learned so far this year.*

Minutes – Regular Meeting February 11, 2019

*Dr. Shelby Stewman presented the demographic/enrollment study he prepared for the District. His study was based on birth rate, migration, and housing in the municipalities that make up our school district. Of the five scenarios, Scenario I and IV were the most likely to occur, according to his findings. Mr. Stewart suggested meeting with the boroughs and townships to share his report.*

Report of Student Representative – Ms. Isabella Salerno/Ms. Mara Bett - absent

Report of Administration – Dr. Thomas Ralston, Superintendent

*Dr. Ralston reported we are into the second semester and things are going well.*

Report of the Assistant Superintendent – Dr. Jeff Hadley

*Dr. Hadley said he petitioned PDE to allow our district to change the date of PSSA testing due to spring break. PDE gave a one-time exception to allow the ELA portion of the PSSA test to be given one week prior to PDE's ELA assessment window. Dr. Hadley discussed an article about HundrED which is a global, non-profit organization that identifies innovations going on in schools around the world. Pittsburgh is the second city they have spotlighted. Dr. Hadley and Mrs. Frew are applying to be one of the Pittsburgh schools to be highlighted by HundrED.*

Report of the Solicitor – Mr. William Andrews, Esq. and Ms. Angela Giglio, Esq.

*No report at this time.*

Beattie Key Notes/AIU News – Mr. Jeff Carraway/Ms. Kate Monti

*Mr. Carraway reported the Cosmetology students gave a presentation at the last AWBCC meeting and he was impressed with the salary and opportunities for Cosmetology students. Enrollment at AWBCC continues to decline while our AWBCC enrollment is increasing. The Robotics program received a \$21,000 grant from Caterpillar. AWBCC is facilitating a "signing" day for students who sign on with an employer. There is no AWBCC meeting in February.*

**Motion:** P. Stewart; **Second:** D. Oberdick; **Motion Carried:** Unanimous voice vote to approve the Minutes of the January 7, 2019 Work Session/General Purpose Meeting and the January 14, 2019 Meeting. (Voice Vote)

**FINANCE – J. Carraway/P. Stewart, Co-Chairs**

**Motion:** J. Carraway; **Second:** P. Stewart; **Motion Carried:** Unanimous voice vote to approve items 1.1-1.5 and items 2-9:

- |            |   |                         |
|------------|---|-------------------------|
| <b>1.1</b> | Ratify payment of General Fund bills for January, 2019, beginning with Check #45808 and ending with Check #46028 in the total amount of \$442,091.19.     | <i>General Fund</i>     |
| <b>1.2</b> | Ratify the January, 2018 payroll in the amount of \$1,118,780.09.   | <i>Payroll</i>          |
| <b>1.3</b> | Treasurer's Report for December, 2018.  | <i>Treasurer's Rpt.</i> |
| <b>1.4</b> | Ratify payment of Athletic Fund checks for December, 2018, beginning with Check #8710 and ending with Check #8745 in the total amount of \$3,170.         | <i>Athletic Fund</i>    |
| <b>1.5</b> | Ratify payment of Food Service Fund checks for December, 2018, beginning with Check #2608 and ending with Check #2614 in the total amount of \$17,838.44. | <i>Fd. Svc. Fund</i>    |

**Finance, continued**

2. To approve **Ms. Jennifer Gould** and **Ms. Sara Osborn** to attend the PA School Librarians Association Conference March 28-30, 2019, in Hershey, PA, at a cost not to exceed \$700 plus mileage (paid by Title IV funds). *Conference*
3. To approve **Ms. Mara Alterio** and **Ms. Colleen Barcaskey**, Certified School Nurses, to attend an overnight Pennsylvania Assn. of School Nurses and Practitioners’ Annual Education Conference March 29-31, 2019 in State College, PA. *Conference*
4. To approve an Agreement in the amount of \$4,800 with Attack Theater to provide Artist-in-Residency workshops during P.E. classes at the Middle School and with Fifth Grade, retroactive to January 15, 2019. *Attack Theater*
5. To retroactively approve **Mr. Bill White** to write a Project Lead The Way (Corp.) Grant in the amount of \$10,000.00 and to approve **Mr. White** receive stipends in the amount of \$85 for writing the grant and \$85 for monitoring the grant. *Grant*
6. To approve an overnight trip February 25-26, 2019, for up to ten staff members to visit Mad River Local School District for the purpose of observing and reviewing the Wit & Wisdom ELA program at a cost not to exceed \$1,200.00. *Staff Trip*

**ADDEENDUM ITEMS (3)**

7. To approve **Dr. Scott Miller** to attend the OCDEL Strengthening Partnership Through Shared Leadership Conference April 3-4, 2019 in Pocono Manor, PA at a cost not to exceed \$300 plus mileage. (Registration, meals, and materials provided by OCDEL). *Conference*
8. To approve **Mr. Dave Como** to attend the PA Association of Student Assistance Professionals Conference February 24-26, 2019 at the Penn State Conference Center Hotel in State College, PA at an estimated cost not to exceed \$800. *Conference*
9. To approve the EITC Letter of Support to accompany the application for inclusion for educational improvement organizations to the Dept. of Community and Economic Development for the La Roche College Scholar Program. *EITC*

**PERSONNEL – K. Thompson/B. Blaser, Co-Chairs**

**Motion:** K. Thompson; **Second:** J. Carraway; **Motion Carried:** Unanimous voice vote to approve items 1-5:

1. To approve **Ms. Julie Raitano** as mentor for the 8<sup>th</sup> Grade Civics Long Term Substitute for the Second Semester of the 2018-2019 School Year, with a stipend prorated according to the current AEA contract. *Mentor*

**Personnel, continued**

- 2. To approve the request of **Ms. Alisha Fahlgren** for FMLA from August 16, 2019 through October 22, 2019. *FMLA*
- 3. To accept the verbal resignation of **Ms. Ethel Stanley**, Food Service Worker, retroactive to February 7, 2019. *Resignation*

**ADDENDUM ITEMS (2)**

- 4. To approve an increase in the Substitute Food Service Worker rate from \$8.50/hour to \$9.25/hour, retroactive to February 1, 2019. *Sub Fd. Svc. Rate Increase*
- 5. To approve **Ms. Morgan Bassaly** as a tutor at the Elementary School with an hourly rate per the AEA contract for the 2018-2019 school Year. *Tutor*

**BUILDINGS & GROUNDS – P. Stewart/S. Bolain – Co-Chairs**

**Motion:** P. Stewart; **Second:** D. Oberdick; **Motion Carried:** Unanimous voice vote to approve item 1:

- 1. Approval of the extension of the UGI Energy Services Agreement for natural gas supply and transportation for the period of September 1, 2019 through August 31, 2022 as negotiated on the District’s behalf by the Western Pennsylvania Natural Gas Consortium *Energy Agreement*

**ATHLETICS & ACTIVITIES – D. Oberdick/J. Brandt, Co-Chairs**

**Motion:** D. Oberdick; **Second:** J. Carraway; **Motion Carried:** Unanimous voice vote to approve items 1-5: **Motion amended to remove Ms. Terry Benson as she is a Northgate Coach:** D. Oberdick; **Second:** J. Carraway; **Motion Carried:** Unanimous voice vote to approve Items 1-4 and Item 5 as amended:

- 1. To create a Lopes Lounge Coordinator supplemental position at the High School beginning with the 2018-2019 School Year, at a stipend of \$3,000. *Supplemental Pos.*
- 2. To approve the Supplemental Lopes Lounge Coordinator Job Description. *Supp. Job Descr.*
- 3. To accept the resignation of **Mr. Craig Lawhead** as Assistant Varsity Track Coach, retroactive to January 23, 2019. *Coach Resignation*
- 4. To accept the resignation of **Mr. Sean Buzzard** as Assistant Varsity Track Coach, retroactive to January 31, 2019. *Coach Resignation*

**Athletics & Activities, continued**

5. To approve the following coaches for the 2018-2019 Spring sports:

*Spring Coaches*

Baseball Varsity – Head	Mr. Dan Pomposelli
Baseball – Assistant Varsity	Mr. Andy Maddix
Baseball – Head JV	Mr. Scott Gustic
Baseball – JV Assistant	Mr. Jake Filipowski
Baseball – Volunteer	Mr. Blake Hoskins
MS Baseball – Head	Mr. Bryan Miller
7/8 Baseball – Volunteer	Mr. Ryan Gracey
Softball Varsity – Head	Ms. Jenna Muncie
7/8 Softball – Head	Mr. Bill Kuban
7/8 Softball – Half Time Assistant	Ms. Alexandra Kleer
7/8 Softball – Half Time Assistant	Ms. Stefanie Wiegand
<del>Swimming – Head</del>	<del>Ms. Terry Benson</del>
Track & Field – Head	Mr. Brian Hoffman
Track & Field – Assistant	Mr. Brian Veshio
Track & Field – Assistant	Mr. Frank Nesko
Track & Field – Volunteer	Ms. Carolyn Binnig
Middle School Track – Head	Mr. Steve Tinker
Middle School Track - Assistant	Ms. Julie Raitano
Middle School – Volunteer Assistant	Mr. John Geisler
Middle School – Volleyball Head	Mr. Doug Vandervort
Middle School – Volleyball Assistant	Ms. Melissa Costantino
Track & Field – Volunteer High School	Ms. Shannon Zangas
Track & Field – Volunteer Middle School	Mr. Joe Witek

**PUBLIC RELATIONS – K. Monti/K. Thompson, Co-Chairs**

**Motion:** K. Monti; **Second:** J. Carraway; **Motion Carried:** Unanimous voice vote to approve item 1:

1. To approve the amount of \$1,300 to cover the cost of meals for the Senior Citizen dress rehearsal of the Spring Musical, Disney’s **The Little Mermaid**, on Thursday, April 4, 2019. *(First Student has once again generously offered to donate a bus to transport senior citizens from the Emsworth Borough Building to the dress rehearsal and back.)*

*Sr. Cit. Dress*

*Rehearsal*

**POLICY – V. Carlson/K. Monti, Co-Chairs**

**Motion:** K. Monti; **Second:** P. Stewart; **Motion Carried:** Unanimous voice vote to approve item 1:

1. The following change to Policy #204 Attendance:

*Attendance Policy*

Policy, continued

### **Purpose**

~~The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.~~[1][2][3][4][5][6][7] recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues. [1]

### **Authority**

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher authorized district staff may excuse a student for temporary absences when receiving upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.~~[3][8][9][10][11][6]~~

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

### **Definitions**

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approve high school. [8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance [9]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance. [9]

Person in parental relation shall mean a: [9]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency of person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law. [10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address

Policy, continued

the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School code. [9]

~~The Board considers the following conditions to constitute reasonable cause for absence from school:~~

- ~~1. Illness.[11]~~
- ~~2. Quarantine.~~
- ~~3. Recovery from accident.~~
- ~~4. Required court attendance.~~
- ~~5. Death in family.~~
- ~~6. Family educational trips.[12]~~
- ~~7. Educational tours and trips.~~

~~Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.~~

~~A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.~~

~~The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law. [13][14][6]~~

~~Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.[3][15][16][10][17][18][19][20][21]~~

~~All absences occasioned by observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.[22]~~

~~The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.[23][22]~~

## Policy, continued

~~The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event. [8][5]~~

~~The Board will recognize other justifiable absences for part of the school day. These shall include:~~

- ~~1. Medical or dental appointments. [10][11]~~
- ~~2. Court appearances.~~
- ~~3. Family emergency.~~
- ~~4. Urgent reasons.~~

~~The Board shall excuse the following students from the requirements of attendance at the schools of this district:~~

- ~~1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance. [8][9][24]~~
- ~~2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in part-time attendance in this district. [3][25][26]~~
- ~~3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved. [3]~~
- ~~4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits. [9]~~
- ~~5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate. [9][17]~~

~~The Board may excuse the following students from the requirements of attendance at district schools:~~

- ~~1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. [3][16][19]~~
- ~~2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education. [24]~~
- ~~3. Students enrolled in special schools conducted by the Allegheny Intermediate Unit or the Department of Education. [3]~~



## Policy, continued

### Educational Tours and Trips

~~The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met: [12]~~

- ~~1. The parent/guardian submits a written request for excusal prior to the absence.~~
- ~~2. The student's participation has been approved by the Superintendent or designee.~~
- ~~3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.~~

~~The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.~~

~~The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17).~~

~~The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.~~

### **Delegation of Responsibility**

The Superintendent or designee shall ~~develop procedures for the attendance of students which:~~ annually notify students, parents/guardians, staff, local children and youth agency, and local Magisterial District Judges about the District's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods. [1][11]

The Superintendent or designee, in coordination with the Building Principal, Assistant Principal and Director of Student Services shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

- ~~1. Ensure a school session that conforms with requirements of state regulations. [27][28][29][30][38][39]~~ Govern the maintenance of attendance records in accordance with state law. [12][13]

~~Govern the keeping of attendance records in accordance with law. [32][33]~~

2. Detail the process for submission of requests and excuses for student absences.

**Policy, continued**

3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.

- ~~1. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals. [5]~~
- ~~2. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences. [13][34][14][35][36]~~
- ~~3. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.~~
- ~~4. Ensure that students legally absent have an opportunity to make up work.~~
- ~~5. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice. [13][14]~~

~~Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program. [37][35][36]~~

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements. [5]

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction. [2][5][14][15][16][17][18][19]

**Policy, continued**

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons that preclude regular attendance. [6][7][20]
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught. [5][21]
3. Students attending college who are also enrolled part-time in district schools [22]
4. Students attending a home education program or private tutoring in accordance with law. [5][17][23][24][25][26]
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved. [5]
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits. [7]
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate. [7][15]

Excused/Lawful Absence

For purpose of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons. [3][6]
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory. [6]
3. Quarantine
4. Family emergency
5. Recovery from accident
6. Required court attendance
7. Death in family
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group, upon prior written request. [1][6]
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request. [27]
10. Non-school-sponsored educational tours or trips, if the following conditions are met: [6][28]
  - a. The parent/guardian submits a written request for excusal prior to the absence
  - b. The student's participation has been approved by the Superintendent or designee
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent

Policy, continued

11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance. [3][6]

The district may limit the number and duration of non-school-sponsored educational tours or trips, college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals -

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. [5][14][17]
2. Students participating in a religious instruction program, if the following conditions are met: [27][29]
  - a. The parent/guardian submits a written request for excusal. The request shall identify and describe their instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days or cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond then (10) cumulative days shall require an excused from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence. [9]

Parental Notification -

**Policy, continued**

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

*Student is Truant -*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence. [30]

The notice shall: [30]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference. [30]

*School Attendance Improvement Conference -*

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference. [30]

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services. [9]

The following individuals shall be invited to the School Attendance Improvement Conference: {9}

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

**Policy, continued**

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference. [30]

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff. [30]

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed. [30]

*Student is Habitually Truant -*

When a student under fifteen (15) years of age is habitually truant, district staff: [31]

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student. [31]

When a student fifteen (15) years of age or older is habitually truant, district staff shall: [31]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program. [31]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference. [31]

*Filing a Citation -*

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled. [32]

**Policy, continued**

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law. [32]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy. [33][34][35][36]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations, and Board policy. [33][34][35][36]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior. [30]

Legal

1. 22 PA Code 11.41
2. 22 PA Code 11.23
3. 22 PA Code 11.25
4. 22 PA Code 12.1
5. 24 P.S.1327
6. 24 P.S. 1329
7. 24 P.S. 1330
8. 22 PA Code 11.13
9. 24 P.S. 1326
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 510.2
12. 24 P.S. 1332
13. 24 P.S. 1339
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 115
17. Pol. 116
18. Pol. 117
19. Pol. 118
20. 22 PA Code 11.34
21. 22 PA Code 11.32

**Policy, continued**

- [22. 22 PA Code 11.5](#)
- [23. 22 PA Code 11.31](#)
- [24. 22 PA Code 11.31a](#)
- [25. 24 P.S. 1327.1](#)
- [26. Pol. 137](#)
- [27. 22 PA Code 11.21](#)
- [28. 22 PA Code 11.26](#)
- [29. 24 P.S. 1546](#)
- [30. 24 P.S. 1333](#)
- [31. 24 P.S. 1333.1](#)
- [32. 24 P.S. 1333.2](#)
- [33. Pol. 103.1](#)
- [34. Pol. 113](#)
- [35. Pol. 113.3](#)
- [36. Pol. 114](#)
- [22 PA Code 11.24](#)
- [22 PA Code 11.8](#)

2. To approve the application for a Service Club as a Provisional Club in the Primary Center beginning with the 2018-2019 School Year, with a stipend according to Policy 122.4. Sponsor for this club will be Mr. Jeff Dzubinski. *Service Club*

**Old Business**

*No Old Business.*

**New Business**

*The Principals have requested to add new position next year: the Primary Center has requested a Reading Specialist position be added, the High School has requested a Social Studies position be added, and the Computer Science teaching position be changed from a half time position to a full time position due to programming needs.*

**Adjournment**

**Motion:** D. Oberdick; **Second:** K. Thompson; **Motion Carried:** Unanimous Voice Vote to adjourn to an Executive Session at 9:15 P.M. to discuss student and personnel matters.

Respectfully submitted,

Cindy S. F. Donovan,  
Board Secretary