

# OCTORARA AREA SCHOOL DISTRICT

## WORK SESSION

August 8, 2022– 7:00 p.m.  
Sr. High School Auditorium

### DISCUSSION GUIDE

1. Moment of Silence
2. Pledge of Allegiance
3. Roll Call
4. Presentations
5. Visitors' Comments - Agenda Items Only
6. Information Items
  - A. Ms. Stefanie Nuse will transfer from a sixth grade teacher to a Math Interventionist Teacher on Assignment using ESSER funds at the Octorara Intermediate School for the 2022-2023 school year.
  - B. Ms. Heather Kramer will transfer from a learning support teacher at the Octorara Intermediate School to a life skills teacher at the Octorara Jr./Sr. High School effective the 2022-2023 school year.
7. Recommended Action Items:
  - A. That the Octorara Board of School Directors approve Ms. Andrea Bisignani as accounts receivable/tax collector effective August 10, 2022 pending completion of employee related documents required by law and the District. Ms. Bisignani's salary will be \$41,400 pro-rated. (Replacing Nicole Morrow who resigned.)
  - B. That the Octorara Board of School Directors approve Ms. Monica Barlow as payroll/accounts payable effective August 24, 2022 pending completion of employee related documents required by law and the District. Ms. Barlow's salary will be \$41,400 pro-rated. (Replacing Rachel Maddox who resigned.)
  - C. That the Octorara Board of School Directors accept the resignation of Ms. Dorothy Lomboy as an instructional assistant at the Octorara Intermediate School effective July 31, 2022. (Ms. Lomboy is transferring to building secretary.)
  - D. That the Octorara Board of School Directors approve Ms. Dorothy Lomboy as building secretary at the Octorara Intermediate School effective August 1, 2022. Ms. Lomboy's salary will be \$34,960 pro-rated. (Replacing Connie Good who transferred.)
  - E. That the Octorara Board of School Directors approve Ms. Lisa Carlson as a long term substitute sixth grade teacher effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Carlson's salary will

be \$58,772 which is Step 18 to MAX of the Master's scale. (Replacing Stefanie Nuse who transferred.)

- F. That the Octorara Board of School Directors accept the resignation of Ms. Concetta Gilligan as a long term substitute sixth grade teacher at the Octorara Intermediate School effective August 3, 2022. (Hired July 18, 2022)
- G. That the Octorara Board of School Directors approve Ms. Adrienne Blackerby/Cochran as a long term substitute sixth grade teacher at the Octorara Intermediate School effective August 16, 2022 pending completion of employee related documents required by law and the District. Ms. Blackerby/Cochran's rate will be \$53,267 which is Step 18 to MAX of the Bachelor's scale. (Replacing Concetta Gilligan who resigned.)

8. Presentation of Agenda Items for the August 15, 2022 Regular Monthly Public Meeting:

- A. That the Octorara Board of School Directors approve the Agreement for Professional Services with the County of Chester for \$32,000 in grant funding for cafeteria tables at the Octorara Primary Learning Center.
- B. That the Octorara Board of School Directors accept the Tanner Costars quote for the following capital projects:
  - IT office workstations - \$38,805.33
  - Business Technology classroom furniture - \$8,560.77
- C. That the Octorara Board of School Directors accept the Turn-Key Technologies PEPPM and Costars quote for the extension of the wireless network for \$17,992.06
- D. That the Octorara Board of School Directors approve the Bristol Environmental Change Order for the MPR asbestos project for \$1,665.00
- E. That the Octorara Board of School Directors approve the following policy, first reading:
  - 226.1 *Video Surveillance*
- F. That the Octorara Board of School Directors approve the following policies, second reading:
  - 907 *Campus Visitors*
  - 918 *Title I Parent and Family Engagement Policy*
- G. That the Octorara Board of School Directors approve the following lunch prices for the 2022-2023 school year: (This is an increase of \$0.15 for lunch. Breakfast will remain free to all students for the 2022-2023 school year.)
  - Grades K-6           \$3.15 Lunch
  - Grades 7-12         \$3.35 Lunch
- H. That the Octorara Board of School Directors approve the Waiver Agreement and Release for student "A".
- I. That the Octorara Board of School Directors approve the Agreement for student "B".
- J. That the Octorara Board of School Directors approve the 2022-2023 changes to the Octorara K-6 Elementary Parent Student Handbook.
- K. That the Octorara Board of School Directors approve the 2022-2023 changes to the Octorara Jr./Sr. Handbook.

Resignation Approvals:

- L. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Doreen Steinmacher as a choral/general music teacher at the Octorara Jr./Sr. High School effective TBD. (Hired August 11, 2014)
- M. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Denise Balch as an instructional assistant at the Octorara Primary Learning Center effective July 18, 2022. (Hired September 2, 2003)
- N. That the Octorara Board of School Directors accept the resignation of Ms. Wendie Miller as a cafeteria employee effective August 2, 2022. (Hired November 15, 2021)
- O. That the Octorara Board of School Directors accept, with regret, the resignation of Ms. Dawn Baldt as a school counselor at the Octorara Primary Learning Center effective October 31, 2022. (Hired December 18, 1986)

Hiring Approvals:

- P. That the Octorara Board of School Directors approve Ms. Stephanie King as a cafeteria employee effective August 15, 2022 pending completion of employee related documents required by law and the District. Ms. King's rate will be \$15 per hour for four hours per day. (This is a new position.)

9. Policy Committee Report

10. Facility Committee Report

11. Other Items/Concerns

12. Visitors' Comments – General

13. Administrator Comments/Announcements

14. Board Comments

15. Adjournment

Policy Committee Meeting – Monday, August 8, 2022 – 5:30 p.m. in the Sr. High School Auditorium

Facility Committee Meeting – Monday, August 8, 2022 – 6:00 p.m. in the Sr. High School Auditorium

Executive Session for Personnel – Monday, August 8, 2022 – following the Work Session in the Sr. High School Auditorium

Finance Committee Meeting – Monday, August 15, 2022 – 6:00 p.m. in the Sr. High School Auditorium

Next regularly scheduled Board Meeting – Monday, August 15, 2022 – 7:00 p.m. in the Sr. High School Auditorium

Education Committee Meeting – Monday, August 22, 2022 – 6:00 p.m. in the Jr. High School Multi-Purpose Room

# COUNTY OF CHESTER

## AGREEMENT FOR PROFESSIONAL SERVICES

AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the County of Chester (hereinafter called "County") and Octorara Area School District, 288 Highland Road, Suite 1, Atglen PA 19310 (hereinafter called "Consultant").

### WITNESS

COUNTY proposes to use the services of Consultant and Consultant agrees to provide such services under and subject to the following terms and conditions:

**1. Scope of Services:**

Consultant shall provide procurement and installation services as an independent contractor and not as a County employee for any purpose. Consultant will diligently and conscientiously devote his/her time and attention and best efforts to render services as indicated.

Consultant will perform such contracted services as described in Attachment A to this agreement consisting of procurement and installation of cafeteria equipment, including any addenda thereto.

**2. Discrimination:**

Consultant shall not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, or handicap.

**3. Term of Agreement:**

The term of this Agreement shall begin September 15, 2022 and continue through December 31, 2022. The County reserves the sole right to extend this Agreement based upon the availability of funds and as deemed proper and/or necessary in the best interest of the County. Extension of this Agreement shall be transmitted by written Amendment to this Agreement with signature of an authorized official of the Consultant and signature of County.

**4. Termination:**

This Agreement shall terminate upon the satisfactory completion of the work by Consultant and acceptance by County, or upon 10 days' written notice by either party at any time; or upon incapacity of Consultant. In the event of termination, County shall pay Consultant for work performed to the satisfaction of County up to the effective date of the termination.

**5. Remedies:**

The County reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by Consultant.

**6. Method of Payment:**

County agrees to pay Consultant a total not to exceed amount of \$32,000.00 for services performed as per the attached Work Statement, Attachment A. Payment shall be made promptly following receipt of correct invoice submitted and subject to County approval of

satisfactory performance of the work required under this Agreement. Consultant shall not perform additional work unless discussed and agreed to in advance by the parties.

Consultant acknowledges that Internal Revenue Service (IRS) regulations may require that County withhold Social Security, Medicare or other taxes from payments due Consultant. Such withholding shall not constitute a default under this Agreement. Consultant shall not be entitled to receive any "employee" benefits from County including, for example, pension or health insurance.

**7. Record Maintenance:**

Consultant agrees to maintain records relating to the performance of the services hereunder as required by County. Such records shall be open for inspection to County and to such agents of County as are designated during reasonable business hours.

**8. Federal and State Audit Requirements:**

Consultant must comply with all federal and state audit requirements including: the Single Audit Act, as amended, 31 U.S.C. 7501 et seq; 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards", as amended; and any other applicable law or regulation and any amendment to such other applicable law or regulation which may be enacted or promulgated by the state or federal government.

- (A) If the Consultant is a local government or non-profit organization and expends total federal awards of \$750,000 or more during its fiscal year, received either directly from the federal government or indirectly from a recipient of federal funds, Consultant is required to have an audit made in accordance with the provisions of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards".
- (B) If the Consultant is a for-profit organization and expends total federal awards of \$750,000 or more during its fiscal year, received either directly from the federal government or indirectly from a recipient of federal funds, Consultant is required to have a program-specific audit made in accordance with the provisions of 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" and in accordance with the laws and regulations governing the programs in which it participates.
- (C) If the Consultant expends total federal awards of less than \$750,000 during its fiscal year, it is exempt from these audit requirements but is required to maintain auditable records of federal and any state funds which supplement such awards and to provide access to such records by federal and state agencies or their designees.
- (D) In the event an audit is required, the Consultant is responsible for obtaining the required audit and securing the services of a certified public accountant or other independent governmental auditor. The audit shall be completed, and the report submitted to the County no later than 90 days after the close of the agreement period.
- (E) In the event that an audit is performed that is not mandated by applicable federal laws or regulations, Consultant shall not charge its costs of the audit to federal funding streams.
- (F) Consultant shall maintain adequate and sufficiently detailed records of all the services provided pursuant to this Agreement to permit an evaluation of finances and performance, which records shall be open at all reasonable times for inspection by the County, federal, state and county agencies or their authorized representatives. The County and any competent federal, state or county agency or their authorized representatives shall have the right to inspect, audit and copy Consultant's records

during normal business hours. The County shall provide fourteen (14) days' notice to Consultant in the event of such an audit.

(G) The County shall advise Consultant of any discrepancies in adherence to this Agreement. Consultant upon receipt of such notification hereby agrees to promptly correct any discrepancies to the satisfaction of the County.

(H) Consultant shall maintain and make available such books, records and documents related to this Agreement for four (4) years from the termination of this Agreement, or until all disputes have been resolved to the satisfaction of the County or by final decision or judgment, or as otherwise required by applicable federal or state laws and regulations, whichever is greater.

**9. Prohibition Against Assignment:**

Consultant shall not assign, subcontract, or other transfer any portion of services covered by this Agreement without prior written consent of the County. In the event prior written notification is received and approved by the County for the subcontracting of services by someone other than the Consultant, the Consultant agrees to accept full responsibility for the performance of all terms of this Agreement regardless of any other approved subcontracting agreements.

**10. Default/Resolution:**

If the Consultant or County defaults in its performance under the Terms and Conditions of the Agreement, the defaulting party shall be notified promptly in writing. If the defaulting party fails to resolve a default within thirty (30) days after notification or if the default requires more than thirty (30) days to resolve and the defaulting party fails to begin resolution of the default within thirty (30) days after notification, this Agreement will be terminated.

Consultant agrees, if found to be unacceptable by the County, to replace any individual on their project team upon reasonable request of County Project Manager. The County has the sole right to accept or reject any individual assigned to this project by Consultant.

**11. Workers' Compensation Immunity/Act:**

Consultant hereby expressly waives any immunity under the Workers' Compensation Act, either as an employer or statutory employer, for any claim brought by the County. This waiver is intended to comply with the provisions of Section 303(b) [77 P.S. @481(b)] of said act.

Consultant accepts, in so far as the work covered by any such contract is concerned, the provisions of the Workers' Compensation Act and any reenactments, supplements or amendments thereto.

**12. Insurance:**

Consultant agrees, if it is a corporation or employer, to carry Workers' Compensation and Unemployment Compensation per statutory requirements. If motor vehicle travel is associated with performance, Consultant agrees that it carries and will continue to carry Automobile Liability insurance. An original certificate of insurance, showing Automobile Liability, Workers' Compensation, General Liability and Professional Liability insurance coverage (if applicable to the work) made out to the County of Chester, will be submitted by Consultant to County along with this signed Agreement.

**Insurance requirements are as follows:**

Commercial General Liability: Occurrence form (ISO 10/01 or equivalent)

Each policy and Certificate of Insurance shall contain an endorsement naming the County of Chester as an Additional Insured. **If Additional Insured language is not shown, contract will not be processed.**

\$2,000,000	General Aggregate
\$1,000,000	Products/Completed Operations Aggregate
\$1,000,000	Personal/Advertising Injury
\$1,000,000	Each Occurrence

(Any restrictive endorsements must be included)

Workers' Compensation & Employer's Liability:

PA Statutory Coverage  
Employers Liability - Statutory Limits

Automobile Liability (Business): (only if contract involves transportation of persons or goods)

Covering "Any" Automobile used in connection with contract.  
\$1,000,000 Combined Single Limit

Professional Errors and Omissions Liability: (only if contract involves performance of a recognized professional service)

\$1,000,000	Each Occurrence
\$1,000,000	Aggregate

Medical Malpractice Insurance: (only if contract involves performance of a member of the medical profession. Those in the medical professions must also provide evidence of participation in the Cat. Fund in the amounts shown below)

\$ 300,000	Each Occurrence
\$ 900,000	Aggregate

Policy shall contain no retroactive date.

Medical Professional Liability Catastrophe Loss Fund

\$ 900,000	Each Occurrence
\$2,700,000	Aggregate

Claims-made basis acceptable for *Professional Errors and Omissions*, and *Medical*.

If coverage on insurance policy is due to expire before the end of the contract period, it is the responsibility of the vendor to provide an updated Certificate of Insurance to the County prior to the expiration date. If coverage should expire prior to completion date shown on contract, the County reserves the right to withhold payment(s) until updated Certificate is provided.

**13. HIPAA Compliance:**

Consultant warrants and represents that it will comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) with respect to the processing, privacy and security of medical and/or health information and related documentation/records in connection with the Consultant's provision of services as set forth under this Agreement, whether as a "covered entity" or as "business associate" of the County. Consultant understands that it assumes all responsibility for its own compliance with HIPAA. Consultant agrees to indemnify, defend, reimburse, and hold harmless the County, its officers, agents, and employees with respect to any liability, including costs or penalties assessed to, or borne by, the County, whether civil or otherwise arising from Consultant's compliance or non-compliance with respect to HIPAA.

**14. Independent Consultant:**

Consultant certifies that he is totally independent of any company or contractor that may perform work for the County regarding this contract and that Consultant will not receive any remuneration or commission of any kind from any such vendor as a result of Consultant's performance under this Agreement.

**15. Conflict of Interest:**

Consultant will inform the County in writing immediately if any potential conflict of interest arises during the performance of this Agreement. Conflict of interest may constitute grounds for termination of this Agreement following notification by County to Consultant, (allowing Consultant a reasonable opportunity to respond) where same is not corrected by Consultant within a reasonable time period after notice.

**16. Ownership of Documents:**

County shall be the owners of and shall be entitled to possession of any software, computations, plans, correspondence or other pertinent data and information gathered by, developed, or computed by Consultant under this Agreement.

**17. Public Official and Employees Ethics Act:**

Consultant certifies that to the best of its knowledge, no County official or employee has a vested interest, financial or otherwise, in this Agreement. Consultant agrees to comply in all respects with the Public Official and Employees Ethics Act (65 P.S. Section 1101 et seq.)

**18. Notice:**

Notices under this Agreement shall be directed to:

For Consultant:

\_\_\_\_\_ (Point of Contact Name)  
\_\_\_\_\_ (Organization)  
\_\_\_\_\_ (Organization Full Address)  
\_\_\_\_\_ (Point of Contact Email)

For County:

Mary Johnson  
Chester County Health Department  
601 Westtown Road, Suite 290, West Chester PA 19380  
mjohnson@chesco.org

**19. Solicitation:**

Consultant and County both agree not to solicit, hire, contract with or engage the employment or services of any employee or former employee of Consultant or County during the period of and for one year after the termination of the Agreement without written approval. Consultant and County agree that such approval will not be unreasonably withheld.

**20. Changes/Modifications:**

This Agreement contains the full understanding of the parties. Any modifications to be effected are to be in writing signed by the parties.

**21. Laws of the Commonwealth:**

This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania. Jurisdiction and venue shall lie in Chester County and the Commonwealth of Pennsylvania. The parties agree that jurisdiction and venue shall lie in Chester County and the Commonwealth of Pennsylvania.

**22. Right-To-Know Law:**

A). The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, applies to this Contract. B). Unless the Consultant provides the County, in writing, with the name and contact information of another person, the agency shall notify the Consultant using the Consultant information provided by the Consultant herein if the agency needs the Consultant's assistance in any matter arising out of the Right to Know Law ("RTKL"). The Consultant shall notify the agency in writing of any change in the name or the contact information within a reasonable time prior to the change. C). Upon notification from the County or the Right to Know Requestor that the County requires the Consultant's assistance in responding to a RTKL request for records in the Consultant's possession, the Consultant shall provide the County, within ten (10) calendar days after receipt of such notification, access to, and copies of, any document or information in the Consultant's possession which arises out of the Contract that the County requests ("Requested Information") in order to comply with the RTKL. If the Consultant fails to provide the Requested Information within ten (10) calendar days after receipt of such request, the Consultant shall indemnify and hold the County harmless for any damages, penalties,

detriment or harm that the County may incur as a result of the Consultant's failure, including any statutory damages assessed against the County. D). The County's determination as to whether the Requested Information is a public record is dispositive of the question as between the parties. Consultant agrees not to challenge the County's decision to deem the Requested Information a Public Record. If the Consultant considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, the Consultant will immediately notify the County, and will provide a written statement signed by a representative of the Consultant explaining why the requested material is exempt from public disclosure under the RTKL within seven (7) calendar days of receiving the request. If, upon review of the Consultant's written statement, the County still decides to provide the Requested Information, Consultant will not challenge or in any way hold the County liable for such a decision. E). The County will not reimburse the Consultant for any costs associated with complying with this provision. F). Consultant agrees to abide by any decision to release a record to the public made by the Office of Open Records, or by the Pennsylvania Courts. The Consultant agrees to waive all rights or remedies that may be available to it as a result of the County's disclosure of Requested Information pursuant to the RTKL. Consultant's duties relating to the RTKL are continuing duties that survive the expiration of this Contract and shall continue as long as the Consultant has Requested Information in its possession.

**23. Compliance with Law:**

This is an acknowledgement that Federal financial assistance will be used to fund all or a portion of the contract. The Consultant shall comply with all applicable federal and state laws and regulations and local ordinances in the performance of the Agreement. It shall be Consultant's duty to be knowledgeable about all relevant and prevailing laws.

**24. Program Fraud and False or Fraudulent Statements or Related Acts:**

The Consultant acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Consultant's actions pertaining to this contract.

**25. No Obligation by Federal Government:**

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

**26. Suspension and Debarment:**

- (A) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Consultant is required to verify that none of the Consultant's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (B) The Consultant must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (C) This certification is a material representation of fact relied upon by the County. If it is later determined that the Consultant did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

- (D) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
- (E) The Consultant must sign the certification included with this Agreement.

**27. Byrd Anti-Lobbying Amendment:**

During the term of this Agreement and any extensions thereof, the Consultant shall at all times comply with all applicable provisions of the Byrd Anti-Lobbying Amendment (42 U.S.C. § 1352, et seq.).

Consultants who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

**28. Procurement of Recovered Materials: Solid Waste Disposal Act:**

During the term of this Agreement and any extensions thereof, the Consultant shall at all times comply with all applicable provisions of The Solid Waste Disposal Act of 1965, as amended (42 USCA § 6901, et seq.).

- (A) In the performance of this contract, the Consultant shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
  - (1) Competitively within a timeframe providing for compliance with the contract performance schedule;
  - (2) Meeting contract performance requirements; or
  - (3) At a reasonable price.
- (B) Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- (C) The Consultant also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

IN WITNESS WHEREOF, the parties have entered their duly authorized signatures below on the date first set forth above.

CONSULTANT:

COUNTY OF CHESTER:

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Chair, County Commissioners

\_\_\_\_\_  
Name of Authorized Official

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Commissioner

Witness for Consultant:

Witness for County:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chief Clerk

*REV 10/06/2021*

## SUSPENSION AND DEBARMENT CERTIFICATION FORM

The Consultant certifies that, neither the Consultant firm nor any owner, partner, director, officer, or principal of the Consultant, nor any person in a position with management responsibility or responsibility for the administration of federal funds:

1. Is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state department/agency;
2. Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) above; or
4. Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.
5. The Consultant is "Actively" registered with SAMS (Service for Award Management) and has been assigned the following DUNS Number: \_\_\_\_\_.

The Consultant further certifies that it shall not knowingly enter into any transaction with any subConsultant, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

\_\_\_\_\_  
Signature of Consultant's Authorized Official

\_\_\_\_\_  
Name Consultant's Authorized Official

\_\_\_\_\_  
Title of Consultant's Authorized Official

\_\_\_\_\_  
Date

**ATTACHMENT A**

**Work Statement**

Consultant will partner with the Chester County Health Department (hereafter called “County”) to implement measures that improve and protect the health and safety of staff and students, particularly in response to a disease outbreak and/or pandemic.

All work must be completed by December 31, 2022 for a cost not to exceed \$32,000.00 which includes procurement, design, installation, labor, and material costs.

Consultant will:

- Procure and install the following items school district facilities:

<b>Quantity</b>	<b>Item</b>
16	Cafeteria tables

- Submit an invoice that includes organization name, invoice date, invoice number, contract number, point of contact name, address to submit payment, enumeration of detailed charges, copies of vendor invoices. Invoices must be submitted within ten (10) business days of completion of deliverables. County shall have the right to disapprove payment of any invoice not received within ten (10) days of completion deliverables. County shall have the right to disapprove any expenditure made by the Consultant that is not in accordance with the terms of this contract. Final invoices must be received to the County no later than January 10, 2022.

County will:

- Provide technical assistance as needed, monitor Consultant’s progress toward meeting the scope of work.
- Provide invoicing assistance as needed including supporting documentation.

County and Consultant are independent agencies; neither affects the decisions of the other.

Book	Policy Manual
Section	200 Pupils
Title	Video Surveillance
Code	226.1
Status	First Reading
Adopted	TBD

### **Purpose**

The purpose of this policy shall be to discourage student misconduct, maintain order on district property and in district vehicles, and to protect the security, safety, and property of students and others.

### **Definition**

**Video monitoring and recording devices:** the use of district owned fixed or portable cameras that record video images and/or sound.

**Public areas:** all areas of the district buildings and grounds other than restrooms, locker rooms, nurses' offices, counseling rooms, and areas designated primarily for staff use.

### **Authority**

Balancing the right of privacy of students and staff against the district's duty to maintain order and discipline, the Board deems it appropriate to provide for the use of video monitoring and recording devices on district grounds. [\[2\]](#)

Video surveillance systems shall be under the direction of the Superintendent and his/her designee. [\[2\]](#)

### **Guidelines**

Signs or placards will be posted in various locations to inform students, staff, and the public that video surveillance cameras are in use. The district shall include a notice regarding video surveillance cameras in the student handbook and post this policy on its publicly accessible website. [\[2\]](#)[\[3\]](#)

Only those individuals authorized by the building administration and/or Superintendent shall be permitted to view and control video monitors and tape recordings.

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of the student's educational record shall be maintained in

accordance with established student record procedures governing access, review, and disclosure of student records. [4][5]

The Superintendent or designee shall take the following precautions with respect to the review, copying, or distribution of video recordings:

- (1) The digital recordings should not be reviewed by or distributed except as reasonably necessary to implement the district safety and discipline program.
- (2) The digital recordings shall be reviewed by or distributed to only the following persons:
  - (a) District staff and administrators participating in the investigation or evaluation of an incident to the extent deemed appropriate by the Superintendent or designee;
  - (b) Those providing professional guidance or legal advice to the district or to the subject of an investigation or evaluation to the extent deemed appropriate by the Superintendent or designee;
  - (c) Those involved in a hearing or legal proceeding relating to matters recorded, consistent with applicable law and disclosure of information shall be consistent with federal and state laws such as the Family Educational Rights and Privacy Act (FERPA).
- (3) Anyone who reviews or is provided a digital recording must keep the contents confidential, except as required in connection with district or law enforcement action relating to matters recorded. [4]

Any activities detected through the use of video surveillance cameras that present a breach of security or possible criminal activity will be reported immediately to the building principal. The building principal shall promptly report such activity to the Superintendent and an investigation shall be commenced.

Images recorded by video monitoring equipment may be used as evidence in disciplinary proceedings conducted by the district. Such information may also be shared with law enforcement officials, if district officials reasonably believe that it constitutes evidence of a crime. [4][5]

The use of video surveillance cameras and equipment by the district shall in no way place any duty on the district to regularly monitor live images and/or videotapes and it shall not place on the district any additional duty in regard to providing a safe facility.

Legal

1. 75 Pa. C.S.A. 102
2. 18 Pa. C.S.A. 5704

3. 24 P.S. 510.2
4. Pol. 113.4
5. Pol. 216; Pol. 218



Book	Policy Manual
Section	900 Community
Title	Campus Visitors
Code	907
Status	Second Reading

### Authority

The Board welcomes and encourages **interest in district educational programs and other school district-related activities. The Board recognizes that such interest may result in visits to school the district by parents/guardians, **adult residents**, educators and other officials. To ensure order in the schools buildings and to protect students and employees, it is necessary for the Board to establish policy governing school campus 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 building, 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 building 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 district buildings and school district classrooms.**

### Guidelines

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

**Upon arrival at the school building, 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-district community, as well as sign in and sign out, receive a badge, receive instructions, and be informed of the school district's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school district property.[2]**

**Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school building. 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 badge and has registered at the school building office and received authorization to be present for the purpose of conducting business.**

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

Should an emergency require that a student be called to the **school** building 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** building as determined by the building principal, consistent with Board policies, administrative regulations, **school** district rules and federal and state law and regulations.

### Campus Visitors

The Superintendent or building principal has the authority to prohibit any campus visitor from being present on district grounds during student hours in accordance with the following procedures:

1. Building principals shall establish and maintain parent pick-up procedures and communicate these procedures to parents/guardians.
2. To ensure a secure campus environment during normal school hours and to minimize the number of unknown vehicles or individuals on campus to be investigated, all district property is closed to residents during the normal school day including fields, parking lots, playgrounds, tennis courts, track, and buildings, unless otherwise addressed in this policy.
3. Any campus visitor who has not registered with the building control point and who is not wearing the visitor badge is illegally on district property and is to be asked to identify him/herself properly and report to the office immediately. If the visitor refuses to report to the office, leave the district grounds, or creates any disturbance, the Campus Security Officer and/or a law enforcement agency shall be contacted immediately.
4. Residents may access the campus grounds but not the buildings after 5:00 p.m. on school days. Exception to entering the buildings include visitors that are part of any group that has a signed contract to rent a building or those people attending a district-sponsored event such as games and concerts. Outside facilities are only available between dawn and dusk on all non-school days.

### 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** building 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	Title I Parent/Guardian and Family Engagement
Code	918
Status	Second Reading

### Purpose

The Board recognizes that meaningful parent/guardian 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 district**, parents/guardians and family members, and community.[\[1\]](#)[\[2\]](#)

### Definition

**Parent/Guardian 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/guardians and family members.
2. Include parents/guardians and family members in development of the district's overall Title I Plan and process for school review and improvement.[\[3\]](#)
3. Include parents/guardians and family members in the development of the Title I Parent/Guardian and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:
  - a. Distributed in writing to all parents/guardians 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/guardian and family member involvement.
4. Provide opportunities and conduct meaningful collaborations with parents/guardians 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 district** reports to parents/guardians 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/Guardian 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/guardians and family members by providing resources, information and **school district** 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/guardians and family members on the district's website.
3. Including a telephone number for parents/guardians 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.

The building principal and/or Title I staff shall notify parents/guardians 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/Guardian and Family Compact.[\[1\]](#)

Parents/Guardians and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent/Guardian and Family Compact. At a minimum, parents/guardians and family members shall be encouraged 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/guardians 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/Guardians and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents/Guardians 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/guardian and family member attendance at meetings through payment of transportation, child care costs or home visits.[\[1\]](#)

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

At these meetings, parents/guardians 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/guardians 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/guardians and family members.
2. Communicate with parents/guardians and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent/guardian and teacher conferences, and home visits if needed.
3. Train personnel on how to collaborate effectively with parents/guardians 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/Guardian and Family Survey.
5. Post **school district** performance data on the district's website.
6. Distribute and discuss the School-Parent/Guardian and Family Compact.
7. Host various parent/guardian and family nights at each school building with a Title I program.
8. Invite participation of parents/guardians 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/guardians and family members, the district shall submit any parent/guardian or family member comments with the plan when the **school district** makes the plan available to the Board.[\[1\]](#)[\[3\]](#)

#### Building Capacity for Parent/Guardian 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/guardian and family involvement activities to improve academic achievement and school performance through:[\[1\]](#)

1. Providing assistance to parents/guardians and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent/guardian 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/guardians and family members work with their children to improve academic achievement and to foster parent/guardian 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/guardian or family member, other reasonable support for parent/guardian and family engagement activities.
3. Educating teachers, specialized instructional support personnel, principals and other **school district** leaders and staff, with the assistance of parents/guardians and family members, on the value and usefulness of contributions of parents/guardians and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent/guardian and family programs, and build ties between parents/guardians and family members and the **school district**.<sup>[9]</sup>
  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/guardian resource centers, that encourage and support parents/guardians and family members in more fully participating in the education of their children.<sup>[1][5][10][11][12][13][14][15]</sup>
  5. Engage the PTA/PTO to actively seek out and involve parents/guardians and family members through regular updates, information sessions and assistance with the identification of effective communication strategies.

#### Coordinating Parent/Guardian and Family Engagement Strategies

The district shall coordinate and integrate Title I parent/guardian and family engagement strategies with other parent/guardian and family engagement strategies required by federal, state, and local laws by:  
<sup>[1][5][10][11][12][13][14][15]</sup>

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

#### Annual Parent/Guardian and Family Engagement Policy Evaluation

The district shall conduct, with meaningful participation of parents/guardians 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.<sup>[1]</sup>

The evaluation shall identify:<sup>[1]</sup>

1. Barriers to parent/guardian 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/guardians and family members to assist with the learning of their children, including engaging with **school district** personnel and teachers.
3. Strategies to support successful **school district** and parent/guardian and family interactions.

The evaluation shall be conducted through:

1. Establishment of a schedule and process for the policy review and revision by parents/guardians and family members.
2. A parent/guardian and family member and teacher survey designed to collect data on school level and district-wide parent/guardian and family engagement outcomes.
3. Documentation of parent/guardian and family member input regarding Title I programs and activities from throughout the year.

**The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent/guardian and family engagement, and to revise, if necessary, the district's Title I Parent/Guardian and Family Engagement Policy.**<sup>[1]</sup>

### School-Parent/Guardian and Family Compact

Each school in the district receiving Title I funds shall jointly develop with parents/guardians and family members a School-Parent/Guardian and Family Compact outlining the manner in which parents/guardians and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians 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/guardians 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/guardians and family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents/guardians 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/guardian and family engagement activities. Parents/Guardians and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent/guardian 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/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other **school district** leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members.[9]
2. Supporting programs that reach parents/guardians and family members at home, in the community, and at school.
3. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

### Documentation of Parent/Guardian 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)

## **TITLE I PARENT AND FAMILY ENGAGEMENT POLICY**

### **Octorara Area School District**

#### **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. This policy, developed by the Octorara Area School District in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.

#### **Components**

The school complies with federal law related to the engagement of parents and family members by detailing how the school will:

1. Involve parents and family members in the planning, review and improvement of the school's Parent and Family Engagement Policy:
2. Convene an annual meeting, at a convenient time:
  - To which all parents and family members of participating children shall be invited, and encouraged to attend;
  - To inform parents and family members of their school's participation as a Title I school; and
  - To explain the requirements and the rights of parents and family members to be involved.
3. Offer a flexible number of meetings in the morning and/or the evening, and may provide Title I funds, if sufficient, to facilitate parent and family member attendance at meetings through payment of transportation, child care costs and/or refreshments.
4. Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program.
5. Provide parents and family members of participating children with timely information about the Title I program.
6. Provide parents and family members of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the state academic standards.
7. Provide, if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions.

8. Involve parents and family members in the joint development of the Schoolwide Program Plan in accordance with federal law.
9. Create a school-parent and family compact developed jointly with parents and family members outlining how parents and family members, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:
  - Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children in Title I programs to meet the state academic standards, and the ways in which each parent and family member will be responsible for supporting their children's learning; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time and
  - Address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum:
    - Teacher conferences with parents and family members in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
    - Frequent reports to parents and family members on their children's progress;
    - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
    - Ensuring regular two-way, meaningful communication between parents and family members and school staff, in a language that parents and family members can understand.
10. Provide assistance to parents and family members in understanding the state academic standards, state and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children.
11. Provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate, to foster parent and family involvement.
12. Educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school.

13. To the extent feasible and appropriate, coordinate, and integrate parent and family member involvement programs and activities with other federal, state, and local programs including public preschool programs, and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children.
14. Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents and family members of participating children in a format and in a language the parents and family members can understand.
15. Provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children).
16. Ensure distribution of the policy to all parents and family members with a child participating in a Title I program.

### **Delegation of Responsibility**

The Superintendent or designee shall ensure that the Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.

The building principal and/or Title I staff shall notify parents and family members of the existence of 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 objectives 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.

Each school with a Title I program shall provide communications, information and school reports to parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, in a language and format they can understand.

## Handbook Changes for K-6 Elementary Parent Student Handbook 2022-2023

Page 4- removed Harassment statement connected to Policy 248. 248 no longer exists

Page 5- under What is district's attendance policy, removed sentence "If a student misses three (3) consecutive days of school, a doctor's note is required to excuse those absences" Not in alignment with school board attendance policy

Page 8- Under early dismissal removed, "You may need to wear a mask when you are in the building (dependent on our Health & Safety Plan at the time of your visit)."

Page 9- removed "Screaming and shouting is subject to disciplinary action." from 3rd bullet and added summary statement after bus rules "Failure to comply with bus rules may result in disciplinary action."

Page 10- under question, How is my child being instructed in English Language Arts (ELA)? For OES and OIS added, "guided reading"

Page 11- Changed PSSA testing windows

Page 13- removed **H. EXTRA-CURRICULAR ACTIVITIES**

**Does the OPLC, OES, or OIS offer any extracurricular programs?**

During the 2020-2021 school year, extracurricular activities and programs may not be available due to health and safety protocols associated with COVID-19.

Page 13- removed **Field Trip Medication Policy because a nurse will attend all field trips**

The school nurse is NOT routinely available to attend field trips or legally permitted to delegate medication dispensed from the health office to non-nursing personnel. If your child has severe allergies or other serious medical issues, a parent may be asked to accompany the student on any educational trip.

Teaching staff may administer a student's medication during the field trip providing:

1. The medication is an inhaler and has documentation on file with the school nurse.
2. The medication is an epi-pen and the school personnel has had approved training to administer.

Page 13-Removed Teachers monitor student behavior using Class Dojo. Class Dojo is an app that will give parents and students feedback on the positive behavior choices they are making in school

Page 13- Under heading Support PBIS, added "Teachers at the OPLC & OES will be using the resource Positive Action to promote Social and Emotional learning. Teachers at the OIS will be using the resource Discovery Education."

- Added definition of Discovery Education

Page 14- removed (Information taken from

<https://www.violencepreventionworks.org/public/bullying.page>

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

This definition includes three important components:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Replaced with definition from school board policy 249

Page 15 under Electronic Devices, removed "Students are prohibited from bringing lasers, cell phones, beepers, electronic games, and other electronic devices to school without written permission from the building principal. If a student requires an electronic device for before/after school use, please contact the principal for permission."  
Added School Board Policy 237 and penalties for violations

Page 16- Added toys and games, and personal items to

"V. Restrictions of Trading Cards, Toys, Personal Items

Students are prohibited from bringing trading card paraphernalia, toys and games to school without written permission from a teacher or administrator." Also added "If any item is brought to school, it is not the school's responsibility if the item is lost or stolen."

Page 19 under Student Attire, #3, removed "pants" (shorts are acceptable)

Page 19 Under N. added the word Video to Audio and Video Recording and Picture deleted  
"Winter/Spring Pictures:

- Individual photographs are taken with a scenic background. This is an a-la-carte package, which is not pre-ordered. Picture packages are sent home via the honor system. Once again, there is no obligation to purchase these photographs. Unwanted pictures must be returned to the school office and payment for kept pictures must be returned within 24 hours. Please submit a note to the teacher if you do not want your child to have his/her spring picture taken.

Page 20 Under N. added question

**May my child be video recorded on school property?**

Each of the three elementary schools have video surveillance systems that are recording at all times. Students may be recorded by these cameras when on school property. Videos may be used by administration to assist in investigations.

Page 21-24 Under Health Services, updated link for Opt out form

Page 25-26 **S. BREAKFAST and LUNCH PROGRAM updated lunch price**

Page 26 & 27- Under **T Parent Involvement**, removed “However, at this time we are not allowing volunteers into the school building due to COVID-19. When volunteers are allowed back into our school buildings they will be asked to complete all necessary documents. “

Removed “**May younger siblings attend events when parent(s)/guardian(s) are volunteering?**

Parent volunteers are always needed and welcome however, we must maintain guidelines and consistency for safety reasons. The following procedures be followed:

- Parent volunteers **MUST** let the classroom teacher know if they are intending to bring younger siblings to classroom events.
- During this time, younger siblings and/or infants must be monitored at all times by the parent and are not permitted to go unattended in learning labs or hallways.
- Younger siblings and/or infants are **NOT** permitted to accompany parent(s)/guardian(s) when providing instructional support within the classrooms and/or learning lab areas.
- Younger siblings and/or infants are **NOT** permitted to accompany parent(s)/guardian(s) during any party activities involving cooking in learning lab areas.

If the following guidelines are not followed, parent(s)/guardian(s) will be asked to take the younger sibling home. The safety and academic focus of your children here at school is our number one priority.

“

Removed **U. VISITATION PROCEDURE**

**When may I visit the school?**

Visits must be prearranged with school staff and pre-approved by administration.

Added “If a parent/guardian would like to visit the school, it must be pre-arranged with school staff and pre-approved by administration.”

Combined information from T and U

Page 27-Under **V. Recess**

Changed “lunch/recess supervisors” to “staff”

# 2022-23 Octorara Junior Senior Handbook Changes and Additions

## **Pg. 2 - Removed old counselors and added newly hired counselors.**

From

### **Guidance Counselors**

*Mr. John Atlee – Grades 7-9 (Students A-L)*  
*Mrs. Katherine Dill – Grades 7-9 (Students M-Z)*  
*Mrs. Karen Letts – Grades 10-12 (Students A-L)*  
*Ms. Jennifer German – Grades 10-12 (Students M-Z)*

To

### **Guidance Counselors**

*Mrs. Amber Lowe – Grades 9-12 (Students A-H)*  
*Mrs. Katherine Dill – Grades 7-8*  
*Mrs. Jacqueline Smith – Grades 9-12 (Students I-R)*  
*Ms. Jennifer German – Grades 9-12 (Students S-Z)*

## **Pg. 3 Acknowledgement Page**

From

We understand that it is our responsibility to read this handbook and to become familiar with its contents. We have read the section on Academic Dishonesty

To

*We understand* that it is our responsibility to read this handbook and to become familiar with its contents, giving special attention to Academic Dishonesty and Cell Phone and Electronic Device sections of this handbook located in the Table of Contents under Discipline Code.

## **Pg. 3 Acknowledgement Page**

From

We also understand all students will receive a Chromebook with a case and charger the first week of school. There is no usage fee to receive a Chromebook this year; however, fees will be collected as necessary for intentional breakage or breakage due to negligence. A fee of \$50.00 will be charged for each incident. If a Chromebook is lost, the student will be charged \$200.

To

*We also understand* all students will receive a Chromebook with a case and charger the first week of school. There is no usage fee to receive a Chromebook this year; however, fees will be collected as necessary for intentional breakage or breakage due to negligence. A fee of \$50.00 will be charged for each incident due to breakage due to negligence. If a Chromebook is lost or intentionally damaged, the student will be charged \$200.

## **Pg. 3 Acknowledgement Page**

Date change to reflect the new school year: Please return this form with proper signatures to your first period teacher by **September 16th, 2022.**

## **Pg. 9 - Table of Contents**

Addition of Bookmarks for Mtss and PBIS descriptions

## **Pg. 10 - Athletics**

Addition of Girls Wrestling to junior and senior sports offerings for winter athletics.

## **Pg. 11 - Athletic Performance/ Eligibility (Athletics)**

From

Academic performance is monitored on a weekly basis (Monday through Sunday) through the office of the athletic director. An academic eligibility report is distributed to the coaching staff every Monday during the season. Each coach is responsible for notifying the ineligible athlete and applying intervention measures. While a student is ineligible, he/she may not accompany the team on away trips or be part of the team at home events. Once an athlete has been identified as being academically ineligible, his/her status will not change during that week unless a teacher reports to the athletic director that a grade has been miscalculated. In this situation, the athletic director will approve the change and notify the coach that the athlete is eligible.

To

Academic performance is monitored on a weekly basis through the office of the athletic director. An academic eligibility report is distributed to the coaching staff every Friday during the season. Each coach is responsible for notifying the ineligible athlete and applying intervention measures. This notification must happen prior to 12PM on Friday of each week. If a student is academically ineligible as of Friday, they will not be able to participate beginning the following Monday until the following Saturday.

## **Pg. 12 - Training Room (Athletics)**

Addition of Athletic to title of this section

## **Pg. 13 - Transportation (Athletics)**

From

Transportation will be provided by the school district to all athletic events. Students are expected to utilize school provided transportation to and from all athletic events. Students may be excused from using the school transportation if a "Request for Alternate Transportation" form is completed, submitted and approved by the principal or athletic director prior to the event. This note must specify who will be driving and must be signed by a parent/guardian.

To

Transportation will be provided by the school district to all athletic events. Students are expected to utilize school provided transportation to and from all athletic events. Students may be excused from using the school transportation if permission is granted from the coaching staff. A signed note from a parent/guardian should be given to the coaching staff prior to the event.

## **Pg. 27 - Cell Phone and Electronic Devices**

From

### **ELECTRONIC DEVICES**

Examples of Device but not limited to:

- Audio devices and recordings may not be played during the educational school day and may be confiscated. Because these items are easily lost/stolen, it is strongly recommended that they be left at home.
- Laser Pointers are strictly prohibited on all school property. Pointers will be confiscated, and students will be disciplined. Any student who points these lights at other individuals may be charged with assault.
- Cell Phones use is permitted prior to homeroom, between classes, during study halls and lunch. They may NOT be used for verbal phone conversations. Students who need to make or receive calls during the school day should ask to do so in the main office. Students who use their phones at times other than when approved will have them confiscated.

Consequences:

- 1st offense-Possession or use-phone will be confiscated and returned only to a parent after 2:30 PM of the day it is confiscated.
- 1st offense-Failure to surrender phone (or electronic device) upon request by teacher. Will result in a one (1) day in-school suspension and a referral to a building administrator. The building administrator will again make a request to the student for the device. Refusal to comply will result in a three (3) day out-of-school suspension.
- 2nd offense-Possession or use-phone will be confiscated and returned only to a parent after 2:30 PM of the day confiscated. Students will receive a two (2) day in-school-suspension.
- 2nd offense-Failure to surrender phone upon request by teacher. Will result in a one (1) day in-school-suspension and a referral to a building administrator. The building administrator will again make a request to the student for the device. Refusal to comply will result in a five (5) day out-of-school suspension.
- Additional offenses will result in elevated consequences.
- Devices that are confiscated will only be returned to parents. They may be retrieved in the main office after 2:30 PM of the day it is confiscated.
- Students should be aware that the practice of video/audio taping during the school day (w/o administrative permission) may result in out-of-school suspension (up to 10 days and possibly expulsion).

★ Students should be aware that any reported or discovered occurrences which are unlawful will be dealt with accordingly, including (but not limited to) the school's discipline code and referral to law enforcement. Such practices (including but not limited to) texting, video recording, audio recording, or sexting (the practice of electronically sending nude or seminude images of themselves or forwarding such images to others) could be felony crimes.

To

### **CELL PHONES and ELECTRONIC DEVICES**

#### **Cell Phones and Electronic Devices**

Octorara Jr/Sr High School recognizes parental concerns of safety and well-being while students attend our school for instructional purposes or after school activities. Octorara Jr/Sr High School also recognizes that inappropriate and untimely usage of cell phones during the school day may:

- Compromise the learning environment.
- Disrupt instruction.
- Distract other students from learning.
- Undermine the integrity of student testing.
- Increase disciplinary referrals and consequences.
- Increase the opportunity for police involvement.

Due to these concerns, the following restrictions will be followed. Students may possess cell phones during the instructional day but must adhere to the following restrictions: 1) students must not display, use, activate, or permit devices to be activated during the instructional day; (2) student cell phones may be turned off and kept out of sight storing cell phones in book bags, purses, lockers, or on one's person. The instructional day begins when the student enters the building to when the student leaves the building at the end of the day...this includes lunch, recess (for Jr High Students), study halls, hallways and any other non-instructional times during the school day.

#### **Consequences:**

- **1st offense-Possession or use-**A warning to store devices will be issued. Devices should be stored in a book bag or on one's person and no longer visible for use.
  - **2nd offense-Possession or use-**Student will be requested to store the device in the cell phone pocket for the remainder of the period. Refusal to do so will result in office referral.
  - **3rd offense-Possession or use-**Office referral will be written by a staff or faculty member and submitted to the office.
  - **4th offense-Possession or use-**The cell phone or electronic device will be confiscated by administration and placed in the office for the remainder of the instructional day. Students may collect the phone in the main office at the end of the instructional day.
  - **5th offense-Possession or use-**Devices that are confiscated will only be returned to parents. They may be retrieved in the main office after 2:30 PM of the day it is confiscated.
  - **Additional offenses will result in elevated consequences.**
  - **Students should be aware that the practice of video/audio recording during the school day (w/o administrative permission) may result in out-of-school suspension (up to 10 days and possibly expulsion).**
- ★ Students should be aware that any reported or discovered occurrences which are unlawful will be dealt with accordingly, including (but not limited to) the school's discipline code and referral to law enforcement. Such practices (including but not limited to) texting, video recording, audio recording, or sexting (the practice of electronically sending nude or seminude images of themselves or forwarding such images to others) could be felony crimes.

## Pg. 28 - Chromebooks

**Addition of the following statement to existing paragraph:**

Additionally, purposeful damage to district owned devices, as determined by the district's technology staff, will result in full restitution.

## Pg. 35 - MTSS and PBIS

**Additions have been made for the following descriptions of MTSS and PBIS to pg. 35:**

### MTSS

MTSS is a Multi-tiered System of Supports to provide both academic and behavioral support to students. This model is research-based and uses data to identify target academic and behavioral areas where more support is needed. Using academic data (i.e., assessment results, class grades, history of standardized test data) and behavior data (i.e. office disciplinary referrals, attendance records, teacher/parent recommendations, and other data sources as needed), students are placed into a "Tier" which is based on the level of need. There are three tiers: Tier 1 represents the general level of support that most students require; Tier 2 represents more differentiated instruction in the form of small groups; and Tier 3 represents the highest level of support with a deeper level of academic and/or behavior interventions.

The MTSS Data Team meets regularly to review data and to make recommendations for specific student interventions. The team also monitors progress of the assigned interventions to ensure students are receiving the right level of support. Members of the team include: school counselors, building administrators, and intervention specialists. If you have any concerns about your child, you may contact any of the building administrators or school counselors.

### PBIS

Octorara Junior-Senior High School will begin implementing PBIS (Positive Behavioral Interventions and Supports) during the 22-23 school year. PBIS is one part of the overall MTSS plan to offer students differing levels of support, based on need. Because PBIS is focused on behavior interventions, the PBIS team reviews data related to office discipline referrals, attendance, socio-emotional health, and more. An important part of PBIS is Restorative Practice, which focuses on relationships, promotes positive behavior and positive classroom environments. An important goal is to engage students in successful problem-solving and reflection when challenges occur.

## Appendix

**The following changes have been made to the AM Session Octorara Homeland Security & Protective Services Academy and TCHS Rotation and TCHS In-service Schedule to reflect the new dates for 2022-23:**

TCHS – Bus #39 leaves JSHS at 7:40 a.m. and returns at 10:47 a.m.  
Homeland – Bus #25 leaves JSHS at 7:38 a.m. and returns at 10:47 a.m.

OHSPSA and TCHS Students will attend all half days until 9:15 a.m.

TCHS Not in Session due to TCHS in-service days or school closure on:

- September 26, 2022
- November 8, 2022
- November 23, 2022
- January 20, 2023
- February 17, 2023
- April 6 through April 10, 2023
- May 16, 2023

During TCHS In-service Days students do not attend. During these days, students may come in late to school or report directly to study hall. If students choose to come in late he/she must have parent permission.

Last senior day for OHSPSA students: June 1, 2023  
Last student day for OHSPSA students: June 7, 2023  
Last senior day for TCHS students: June 1, 2023  
Last day for TCHS students: June 7, 2023

The following Behavior Expectations matrix has been added to the Appendix of the handbook:



# Octorara Junior Senior High School Behavior Expectations



	Classroom	Cafeteria	Bathrooms	Hallways	Buses	Cell Phone/ Chromebook Use	Passes
<b>Respect</b>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Raise your hand</li> <li>Use kind words when communicating</li> <li>Use a calm tone</li> <li>Give peers personal space</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Use a regular speaking voice</li> <li>Eat your food and throw away your trash</li> <li>Keep food in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Respect the privacy of others</li> <li>Keep the facilities clean</li> </ul>	<ul style="list-style-type: none"> <li>Give peers personal space</li> <li>Listen to adults in hallway</li> <li>Use considerate language</li> <li>Allow people with special needs to move ahead of you</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions posted on the bus</li> <li>Wait in line</li> <li>Listen to the bus driver</li> <li>Share seats</li> <li>Use kind words when speaking</li> </ul>	<ul style="list-style-type: none"> <li>Your cell phone should be put away and off</li> <li>Follow directions while using chromebooks in the classroom</li> <li>Follow digital citizenship rules for electronics</li> </ul>	<ul style="list-style-type: none"> <li>Ask your teacher for permission before leaving</li> <li>Wait until your teacher is done talking before asking to leave</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Sit up straight</li> <li>Direct eyes and ears toward the speaker</li> <li>Answer questions and work with partners when permitted</li> <li>Voice specific needs to the teacher</li> <li>Be organized</li> </ul>	<ul style="list-style-type: none"> <li>Eat and sit in designated area</li> <li>Look for and throw away trash in your area</li> </ul>	<ul style="list-style-type: none"> <li>Do your business during the allotted class time (per teacher class policy) &amp; return to class promptly</li> <li>Flush the toilet</li> <li>Dispose of trash in trash cans</li> <li>Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>Carry a valid hall pass</li> <li>Go straight to your destination</li> <li>Use your own locker</li> <li>Pick up litter</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated while the bus is moving</li> <li>Keep your body and belongings inside the bus</li> </ul>	<ul style="list-style-type: none"> <li>Turn your cell phone off when you arrive to school</li> <li>Chromebooks are for school use only</li> <li>Access only teacher provided and school approved websites</li> <li>Report bullying using Safe2Say or tell an adult</li> </ul>	<ul style="list-style-type: none"> <li>Walk directly to your destination</li> <li>Return to your classroom within 3-5 min.</li> <li>Use hall passes minimally (1-2x/day MAX)</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>Give peers personal space</li> <li>Remain in assigned location</li> </ul>	<ul style="list-style-type: none"> <li>Wait in line for your turn</li> <li>Stay seated at lunch tables until the bell</li> <li>Give peers personal space</li> </ul>	<ul style="list-style-type: none"> <li>Report problems, vandalism, etc</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right side of the hallway</li> <li>Light switches should remain untouched</li> <li>Do not gather or block areas of the hall</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit the bus safely</li> <li>Stay in your seat</li> <li>Report any incidents to the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>Use your own computer &amp; your log in</li> <li>Engage in positive online conversations with peers</li> <li>Report any incidents that feel unsafe</li> </ul>	<ul style="list-style-type: none"> <li>Go only to the requested destination</li> </ul>