

# Education & Programs/Policy, Personnel, & Legal Committee Meeting

## Hempfield School District

Tuesday, October 13, 2026 Immediately following the Regular Board Meeting at 6:00 pm  
District Administration Building, 200 Church Street, Landisville, PA 17538

### Education and Programs Committee

Purpose: The Education and Programs Committee provides the School Board with a high-level overview of the educational and extra-curricular programming of the district; acts as a sounding board for various potential changes in programming, while providing a conduit of communication and recommendations back to the full School Board.

School Board Representatives: Megan Eshleman (Chair)/Kait Linton/Patrick Wagner/Mekhai Williams

District Leadership Representative: Dr. Doug Dandridge, Assistant Superintendent

### Policy, Personnel, and Legal Committee

Purpose: The Policy, Personnel, and Legal Committee provides the School Board with a venue to fully vet policies and address legal matters of concern.

School Board Representatives: Erin Small (Chair)/Grant Keener/Kait Linton/Mekhai Williams

District Leadership Representative: Dr. Tab Musser, Assistant Superintendent

This meeting is being recorded by the District solely for the purpose of compiling minutes. The recordings will be destroyed after the meeting minutes are approved. All participants attending a public meeting should presume that the meeting is being recorded.

The School Board may take official action on any matter of agency business advertised as an action item on the agenda published at least 24-hours prior to the meeting. Additionally, in accordance with exceptions permitted by the Sunshine Act, the Board may take official action on other matters of agency business so long as the agenda is amended, and the public is given the opportunity to comment.

Note: Presentations will be posted within 24 hours following the meeting.

#### 1. Meeting Opening

1.A. Call to Order

#### 2. Residents' Request to Address the Board (3-minute limit)

The Board provides a time of public comment at committee meetings for residents and taxpayers to bring their thoughts on specific agenda items to the Board, but it is not a time for exchange between the Board, administration, and speaker. We ask that speakers refrain from identifying specific students, staff, or community members by name. **Each resident is provided up to three (3) minutes to speak at a committee meeting on a topic identified on the meeting agenda.**

Residents and taxpayers who are interested in making public comments must complete the electronic registration form prior to 3:00 PM on the day of the meeting.

#### 3. Education & Programs

3.A. Secondary Curriculum Proposals (reference attachments)

Kathy Deisley will present Secondary Curriculum Proposals.

Note: Presentations will be posted within 24-hours following the meeting.

*Secondary Curriculum Updates 10.13.26*

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#### 4. Policies for First Reading Consideration

4.A. Policy 209 Health Examinations/Screenings (reference attachments)

*Policy 209 Health Examinations/Screenings*

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4.B. Policy 229 Student Fundraising (reference attachments)

|                                                                                                                                              |    |
|----------------------------------------------------------------------------------------------------------------------------------------------|----|
| <i>Policy 229 Student Fundraising</i>                                                                                                        | 16 |
| 4.C. Policy 236 Student Assistance Program (reference attachments)<br>This is a new policy.                                                  |    |
| 4.D. Policy 249 Bullying/Cyberbullying (reference attachments)<br><i>Policy 249 Bullying/Cyberbullying</i>                                   | 19 |
| 4.E. Policy 918 Title I Family Engagement (reference attachments)<br><i>Policy 918 Title I Family Engagement</i>                             | 24 |
| <b>5. Policies for Discussion</b>                                                                                                            |    |
| 5.A. Policy 126 Class Size (reference attachments)<br><i>Policy 126 Class Size</i>                                                           | 33 |
| <b>6. Schedule of Upcoming Meetings</b>                                                                                                      |    |
| October 27, 2026 - 6:00 pm<br>Regular Meeting<br>Buildings & Grounds/Finance Committee Meeting                                               |    |
| November 10, 2026 - 6:00 pm<br>Regular Meeting<br>Education & Programs/Policy, Personnel, & Legal Committee Meeting                          |    |
| November 24, 2026 - 6:00 pm<br>Regular Meeting<br>Buildings & Grounds/Finance Committee Meeting                                              |    |
| December 1, 2026 - 6:00 pm<br>Reorganization Meeting<br>Regular Meeting<br>Education & Programs/Policy, Personnel, & Legal Committee Meeting |    |
| All meetings are held in the Public Board Room at the Administration Building unless otherwise announced.                                    |    |
| Committee Meetings will be held immediately following the adjournment of the Regular Meeting.                                                |    |
| <b>7. Adjournment</b>                                                                                                                        |    |



# Secondary Curriculum Proposals

Katherine  
Deisley

*October 13, 2026*



# High School Computer Science

Mr. Jeremy Gwyn, math/computer science teacher

## **New Course Proposals: AP Cybersecurity and AP Networking**

- new courses with framework provided by College Board
  - provide both college credit and industry credentialing
- modernize our course offerings to keep up with trends
- offer alternating years based on staffing availability
  - AP Cybersecurity beginning in 2027-28
  - AP Networking beginning in 2028-29
- Courses can be taught by teachers with the following certifications: Computer Science; Technology and Engineering; Business, Computer, and Information Technology



# High School Computer Science

## Course Offerings

| Course No. | Course Name                                                     |
|------------|-----------------------------------------------------------------|
| H3733      | Introduction to Programming                                     |
| H3893      | AP Computer Science Principles                                  |
| H3793      | AP Computer Science A                                           |
| H3623      | Computer Science Independent Study (overlay with other courses) |
|            | AP Cybersecurity                                                |
|            | AP Networking                                                   |



# High School Computer Science

## New Course Proposals: Estimated Expense Summary

|                         | New Staff | Curriculum Prep. | Texts/ Materials | Equipment | Other (training) | TOTALS (est.) |
|-------------------------|-----------|------------------|------------------|-----------|------------------|---------------|
| <b>AP Cybersecurity</b> | 0         | \$1185.30        | 0                | \$2000    | \$250            | \$ 3435.30    |
| <b>AP Networking</b>    | 0         | \$ 1185.30       | 0                | \$3000    | \$250            | \$4335.30     |



# Art and Music: Unified Classes

Liz Burns (art) and Jess Kling (music)

K-12 department coordinators

## **New Course Proposals: Unified Art and Unified Music**

- new courses similar to our Unified Physical Education
  - enrollment equally balanced between general education students and students in Life Skills classes
- solve a scheduling need with an intentionally-designed curriculum
- offer alternating years based on staffing availability
  - Unified Art beginning in 2027-28
  - Unified Music beginning in 2028-29
- General education students gain skills related to many careers such as teaching/education; speech, physical, and occupational therapy; art and music therapy; behavioral analyst; psychology; vocational/transition training; nonprofit and community agency leadership and advocacy



# Unified Course Offerings

## Course Offerings

| Course No. | Course Name                |
|------------|----------------------------|
| H7021      | Unified Physical Education |
|            | Unified Art                |
|            | Unified Music              |



# Art and Music Unified Classes

## New Course Proposals: Estimated Expense Summary

|                      | New Staff | Curriculum Prep. | Texts/ Materials | Equipment | Other (training) | TOTALS (est.) |
|----------------------|-----------|------------------|------------------|-----------|------------------|---------------|
| <b>Unified Art</b>   | 0         | \$1185.30        | 0                | \$1000    |                  | \$ 2185.30    |
| <b>Unified Music</b> | 0         | \$ 1185.30       | 0                | \$3000    |                  | \$ 4185.30    |



# Family and Consumer Science

Lauren Stauffer, FCS coordinator

## Name Change Proposal

| Old Name      | New Name                           |
|---------------|------------------------------------|
| FCS B: Sewing | FCS B: Hand Sewing and Fabric Care |

# Family and Consumer Science

Lauren Stauffer, FCS coordinator

## Estimated Expense Summary:

|                                           | New Staff | Curriculum Prep. | Texts/ Materials | Equipment | Other | TOTALS (est.) |
|-------------------------------------------|-----------|------------------|------------------|-----------|-------|---------------|
| <b>FCS B: Hand Sewing and Fabric Care</b> | 0         | 0                | 0                | 0         | 0     | 0             |



# THANK YOU!

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## ANY QUESTIONS?



Katherine Deisley  
Supervisor of Secondary Curriculum  
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BOARD POLICY

## 209 Health Examinations/Screenings

|                 |           |          |         |
|-----------------|-----------|----------|---------|
| POLICY NUMBER   | ADOPTED   | REVISED  | VERSION |
| 209             | 2/14/2006 | 6/8/2021 | v1      |
| DOCUMENT STATUS | PRINTED   |          |         |
| ACTIVE          | 10/1/2026 |          |         |

### **Authority**

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to:[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

1. Protect the school community from the spread of communicable disease.
2. Ensure that the student's participation in health, safety and physical education meets his/her individual needs.
3. Ensure that the learning potential of each student is not lessened by a remediable physical disability.

### **Guidelines**

Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, conducted by a physician.[\[2\]](#)[\[4\]](#)[\[5\]](#)

Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by a dentist.[\[3\]](#)[\[4\]](#)[\[5\]](#)

A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination.[\[5\]](#)

The district will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.

Each student shall receive, from a certified school nurse or health room nurse, vision tests, hearing tests, body mass index measurements, and other tests deemed advisable, at intervals established by the district.[\[2\]](#)[\[4\]](#)[\[6\]](#)

The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.[\[7\]](#) [\[8\]](#)

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial risk to the health of others.[\[9\]](#)[\[10\]](#)

Where it appears to school health officials that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent/guardian informs the school of financial inability to provide an examination, or lack proper health insurance, the school shall advise him/her of the availability of school social work services that will assist in acquiring public assistance for health care services. Where no medical action is taken by the parents/guardians to address the needs of the child, the school will conduct and refer cases of medical neglect as required by state mandate.[\[2\]](#)[\[4\]](#)[\[11\]](#)

Parents/Guardians of students who are eligible to receive a physical and dental examination or screening shall be notified. Parents/Guardians, after permission is obtained, will be informed of the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/ guardian's religious beliefs.[\[12\]](#)[\[13\]](#)[\[14\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.[\[2\]](#)

The Superintendent or designee shall request an adequate health record, to include but not be limited to the required immunizations needed for enrollment, from the sending school for each student transferring into the district.[\[7\]](#)

The Superintendent or designee shall ensure that notice is provided to all parents/ guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP) and other public assistance programs that provide health care services.[\[11\]](#)

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## Legal Footnotes

**[1] 24 P.S. 1401**  
LEGAL REFERENCE

**[2] 24 P.S. 1402**  
LEGAL REFERENCE

**[3] 24 P.S. 1403**  
LEGAL REFERENCE

**[4] 22 PA Code 12.41**  
LEGAL REFERENCE

**[5] 24 P.S. 1407**  
LEGAL REFERENCE

**[6] 28 PA Code 23.1 et seq**  
LEGAL REFERENCE

**[7] 24 P.S. 1409**  
LEGAL REFERENCE

**[8] Pol. 216 — Education Records**  
POLICY REFERENCE

**[9] 24 P.S. 1419**  
LEGAL REFERENCE

**[10] 28 PA Code 23.45**  
LEGAL REFERENCE

**[11] 24 P.S. 1406**  
LEGAL REFERENCE

**[12] 24 P.S. 1405**  
LEGAL REFERENCE

**[13] 28 PA Code 23.2**  
LEGAL REFERENCE

**[14] 20 U.S.C. 1232h**  
LEGAL REFERENCE



BOARD POLICY

## 229 Student Fundraising

| POLICY NUMBER | ADOPTED         | REVISED   | LAST REVIEWED |
|---------------|-----------------|-----------|---------------|
| 229           | 2/14/2006       | 7/8/2014  | 11/14/2023    |
| VERSION       | DOCUMENT STATUS | PRINTED   |               |
| v1            | ACTIVE          | 10/1/2026 |               |

### **Purpose**

The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.

### **Definition**

For purposes of this policy, **student fundraising** shall include solicitation and collection of money by students in exchange for goods or services.

### **Authority**

The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.

### **Guidelines**

#### Student Fundraising Activities

The Board recognizes the educational value and efforts that parent, teacher, and student organizations make in conducting fundraising projects for the direct benefit of district students. Additionally, the Board acknowledges its duty to safeguard its students, their

parents/guardians and district residents from excessive fundraising projects by school affiliated organizations, commercial enterprises and individuals.[\[1\]](#)

All fundraising projects that involve school personnel, students and/or school facilities must receive prior approval from the school principal.

Fundraising projects shall not require direct solicitation of funds from students during school hours.

### Student Solicitations

No solicitations of or by students for any charities may be held during school hours or on school property, except by permission of the building principal.

Personal contact information of students and employees will not be released for fundraising purposes to nonschool groups, unless approved by the Superintendent or designee.

Nonschool organizations may not contact students and employees on school time or on school property.

### **Delegation of Responsibility**

The Superintendent or designee shall establish rules and regulations to implement this policy which:

1. Limit the number of fundraisers in a year for any group.
2. Specify times and places in which funds may be collected.
3. Describe permitted methods of solicitation that do not place undue pressure on students or patrons.
4. Limit the kind and amount of advertising for solicitation.

The building principal shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.

Funds solicited shall be controlled by Policy 618. [\[2\]](#)

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## Legal Footnotes

**[1] 24 P.S. 511**  
LEGAL REFERENCE

**[2] Pol. 618 — Student Activity Funds**  
POLICY REFERENCE



BOARD POLICY

## 249 Bullying/Cyberbullying

| POLICY NUMBER   | ADOPTED   | REVISED    | VERSION |
|-----------------|-----------|------------|---------|
| 249             | 1/1/2009  | 11/11/2025 | V1      |
| DOCUMENT STATUS | PRINTED   |            |         |
| ACTIVE          | 10/1/2026 |            |         |

### **Purpose**

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

### **Definitions**

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

1. Substantially interferes with a student's education.
2. Creates a threatening environment.
3. Substantially disrupts the orderly operation of the school.

**Bullying**, as defined in this policy, includes **cyberbullying**, which refers to an intentional act or acts committed via the use of email, text messaging, chat rooms, smartphones, smart watches, laptops and tablet computers, social media platforms, or other forms of information technology and which produce the results defined above.

**School setting** shall mean in the school, on school grounds, in school vehicles, at designated school bus stops, or at any activity sponsored, supervised or sanctioned by the school.<sup>[1]</sup>

### **Authority**

The Board prohibits all forms of bullying by district students.<sup>[1]</sup>

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. Further, the Board encourages bystanders to report incidents of bullying to the building principal or designee to ensure a safe learning environment for all.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Corrective action may include mandated intervention/counseling, discipline of detention, suspension, up to and/or including expulsion for pervasive acts. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

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

### **Discrimination/Harassment**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all reasonable allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying. <sup>[4]</sup> <sup>[5]</sup>

### **Confidentiality**

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

No reprisals or retaliation shall occur as a result of good faith reports of bullying. Any reprisals or retaliation associated with a report of bullying or cyberbullying will be defined as bullying.

### **Delegation of Responsibility**

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

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

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students and appear in student handbooks where they exist.[\[1\]](#)

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

District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

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

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students in either print or virtual form.[\[1\]](#)[\[6\]](#)[\[7\]](#)

This policy shall be reinforced in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.[\[1\]](#)

### Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[8\]](#)[\[9\]](#)

### Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include, but is not limited to:[\[1\]](#)[\[6\]](#)[\[10\]](#)

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

False Reporting

A student who is determined to have knowingly filed a false report accusing another student of bullying behavior shall be subject to disciplinary consequences.

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**Legal Footnotes**

**[1]** 24 P.S. 1303.1-A  
LEGAL REFERENCE

**[2]** 24 P.S. 1302-E  
LEGAL REFERENCE

**[3]** Pol. 236.1 — Threat Assessment  
POLICY REFERENCE

**[4]** Pol. 103 — Discrimination/Title IX Sexual Harassment Affecting Students  
POLICY REFERENCE

**[5]** Pol. 103.1 — Nondiscrimination — Qualified Students With Disabilities  
POLICY REFERENCE

**[6]** Pol. 218 — Student Discipline  
POLICY REFERENCE

**[7]** 22 PA Code 12.3  
LEGAL REFERENCE

**[8]** 20 U.S.C. 7118  
LEGAL REFERENCE

**[9]** 24 P.S. 1302-A  
LEGAL REFERENCE

**[10]** Pol. 233 — Suspension and Expulsion  
POLICY REFERENCE



BOARD POLICY

# 918 Title I Family Engagement

| POLICY NUMBER | ADOPTED         | REVISED   | LAST REVIEWED |
|---------------|-----------------|-----------|---------------|
| 918           | 8/8/2006        | 9/10/2024 | 3/10/2026     |
| VERSION       | DOCUMENT STATUS | PRINTED   |               |
| v1            | ACTIVE          | 10/1/2026 |               |

## **Purpose**

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

## **Definition**

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

## **Authority**

The Board directs the district and each of its schools with a Title I program to:<sup>[1]</sup>

1. Conduct outreach to all parents and family members.
2. Include parents and family members in development of the district's overall Title I Plan and process for school review and improvement.<sup>[3]</sup>

3. Include parents and family members in the development of the Title I Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:
  - a. Incorporated into the district's Title I Plan.[3]
  - b. Posted to the district's publicly accessible website.[4]
  - c. Evaluated annually with parent and family involvement.
4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.

### Accessibility

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.[1] [5]

### **Delegation of Responsibility**

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

The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts may include, but are not limited to:

1. Providing communications in clear and simple language.
2. Posting information for parents and family members on the district's website.
3. Including a telephone number for parents and family members to call with questions.
4. Partnering with community agencies to assist in sharing information.

5. Providing language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate. [\[5\]](#)

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

1. Explanation of the reasons supporting their child's selection for the program.
2. A set of goals and expectations to be addressed.
3. Description of the services to be provided.
4. Making this policy available on the website and providing a copy of the School-Parent and Family Compact. [\[1\]](#)

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

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

## **Guidelines**

Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. [\[1\]](#)

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

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Family Engagement Policy and the joint development of the Title I Plan.<sup>[1]</sup><sup>[3]</sup>

At these meetings, parents and family members shall be provided:<sup>[1]</sup>

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

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

1. Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.
2. Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.
3. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.
4. Analyze the results of the Title I Parent/Family Survey.
5. Post school performance data on the district's website.

6. Distribute and discuss the School-Parent and Family Compact.
7. Host various parent and family nights at each school building with a Title I program.
8. Actively recruit parents and family members to participate in school review and improvement planning.
9. Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.

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

#### Building Capacity for Parent and Family Engagement

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

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children. [\[2\]](#) [\[7\]](#)

2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
  - a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.
  - b. Using technology, including education about the harms of copyright piracy, as appropriate. [\[8\]](#)
  - c. Providing information, resources and materials in a user friendly format.
  - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
  - e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.
3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, implement and coordinate parent and family programs, and build ties between parents and family members and the school. [\[9\]](#)
4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children, including but not limited to, engaging the PTO to actively seek out and involve parents and family members through regular updates, information sessions and assistance with the identification of effective communication strategies. [\[1\]](#) [\[5\]](#) [\[10\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#) [\[14\]](#) [\[15\]](#)

#### Coordinating Parent and Family Engagement Strategies

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

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

### Annual Parent and Family Engagement Policy Evaluation

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

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

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

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

### School-Parent and Family Compact

Each school in the district receiving Title I funds shall jointly develop with parents and family members a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students share responsibility for improved student achievement. 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 the Title I program to meet the district's academic standards.
2. Describe the ways in which parents and family members will be responsible for supporting their children's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time. [\[6\]](#)
3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. [\[6\]](#)

### Title I Funds

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

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including providing professional development for district personnel. [\[1\]](#) [\[9\]](#)

### Documentation of Parent and Family Engagement Practices

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

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## Legal Footnotes

**[1]** 20 U.S.C. 6318  
LEGAL REFERENCE

**[2]** Pol. 102 — Academic Standards  
POLICY REFERENCE

**[3] 20 U.S.C. 6312**  
LEGAL REFERENCE

**[4] 24 P.S. 510.2**  
LEGAL REFERENCE

**[5] Pol. 138 — English as a Second Language  
Education Program**  
POLICY REFERENCE

**[6] Pol. 916 — Volunteers**  
POLICY REFERENCE

**[7] Pol. 127 — Assessments**  
POLICY REFERENCE

**[8] Pol. 814 — Copyright Material**  
POLICY REFERENCE

**[9] Pol. 333 — Professional Development**  
POLICY REFERENCE

**[10] 20 U.S.C. 7845**  
LEGAL REFERENCE

**[11] 29 U.S.C. 701 et seq**  
LEGAL REFERENCE

**[12] 29 U.S.C. 3271 et seq**  
LEGAL REFERENCE

**[13] 42 U.S.C. 11301 et seq**  
LEGAL REFERENCE

**[14] 42 U.S.C. 9831 et seq**  
LEGAL REFERENCE

**[15] Pol. 212 — Reporting Student Progress**  
POLICY REFERENCE



BOARD POLICY

# 126 Class Size

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|                 |            |          |         |
|-----------------|------------|----------|---------|
| POLICY NUMBER   | ADOPTED    | REVISED  | VERSION |
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## Authority

Class size shall be determined by the Board after consultation with the Superintendent and designated administrators.

## Delegation of Responsibility

The Superintendent or designee shall prepare guidelines for class size, which shall take into account:

1. Subject matter.
2. Type of instruction.
3. Ability of students.
4. Age group of students.
5. Use of aides.

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## Legal References

No additional references listed.