

UPPER PERKIOMEN SCHOOL DISTRICT
Education Center, 2229 E. Buck Road, Pennsburg PA 18073

Policy Committee Meeting

February 18, 2025

Chair: Peg Pennepacker

Ex-Officio: Melanie Cunningham, President

Members:

Keith McCarrick

Emily McCormick

Elizabeth Fluckey

Assistant Superintendent-Dr. Andrea Farina

Business Manager-Drew Bishop

Human Resources Director-Georgiann Fisher

Approval of January 21, 2025 Committee Minutes.

Policy 802- School Organization: This policy states that the Board directs that District schools be organized as follows: Elementary-grades K-5, Middle-grades 6-8, High-grades 9-12. The Superintendent shall continually monitor the effectiveness of the District's organizational plan and recommend to the Board modifications that benefit the instructional program, effectively utilize District resources, and implement the Board's educational goals. This policy was reviewed and recommended for first read.

Policy 803-School Calendar: This policy states that the Board shall determine annually the days and hours when the schools will be in session for instructional purposes, in accordance with state law and regulations. The school calendar shall consist of a minimum of 180 student days. The Board reserves the right to alter the school calendar when it is in the best interest of the District. The new 803 AR states that the school calendar will state the starting and ending dates of a school year, the days of the week school will be in session, the starting and ending times of the school day for each level, the dates when school will not be in session, and the dates of scheduled half-day sessions and early dismissals. The annual school calendar that is developed for Board consideration, is developed by the Superintendent and administrators and shall meet the minimum number of days or hours as required by law and Board policy. The following shall be considered in the development of the proposed school calendar: collective bargaining agreements, administrative compensation plans and individual staff contracts; contract provisions of services; Career and Technical Center program participation; state assessment schedules and other testing schedules; scheduling and competitions of school-sponsored activities; and building maintenance, repair, and construction work. Schools will be in session during the school year with the following minimums: Kindergarten-450 hours for half time; 900 hours for full time, Elementary-900 hours, Secondary-900 hours. Days that school is not in session include: Saturdays (for ordinary instruction), Sundays, Memorial Day, July 4th, Thanksgiving, Christmas, January 1st, times of teacher in-service training. The Superintendent may decide which holidays will be observed by special exercises in the schools but will require that each school observe Veterans' Day by special exercises. In accordance with guidance from the PA Department

of Education, activities under the direction of certified school employees, which may be counted as student instructional time include, but are not limited to: remote or alternative methods of instruction provided under the direction of certified school employees; student services, such as guidance and counseling services, psychological services, speech pathology and audiology services, and student health services conducted during school hours and in accordance with law, regulations and Board policy; opening exercises, including circle time, homeroom, supervised study halls, breakfast time during scheduled homeroom periods or classroom instruction; assemblies, clubs, student councils and similar activities conducted during school hours; school, group or class educational trips, to which admission is not charged to students or parents/guardians, if accompanied by a certified school employee, and in accordance with Board policy; fire, school security, emergency preparedness and other similar drills; Pre-K and Kindergarten orientation activities, snack time and play time, if they are an integral part of the Pre-K and kindergarten curriculum; up to 3 days for graduation preparation within 60 days of the commencement ceremony and may be held on Saturdays or scheduled instructional days; early dismissal and delayed opening due to inclement weather. Flexible Instructional Days-the Superintendent or designee will apply to the PA Department of Education for use of Flexible Instructional Days in accordance with law and guidelines issued by the PA Department of Education. Act 80 exceptions-the Superintendent or designee may apply for an Act 80 exception to the PA Department of Education only if the school calendar is based on instructional days and not on number of instructional hours, or if required by an applicable collective bargaining agreement. The proposed request must be approved by the Board and include the date and reason of each requested exception. If approved, the school calendar must include the minimum number of instructional hours in accordance with law, regulations and Board policy. The Superintendent or designee will report the number of instructional days or hours in the school calendar annually to the PA Department of Education as part of the end-of-year child accounting data collection. 803 AR will be recommended for first read.

Policy 804-School Day: This policy states that the Board shall establish the times for the daily sessions of District schools. The Superintendent may close, delay the opening, or dismiss schools early for emergency reasons and to protect the health and safety of students and staff. The Superintendent or designee shall prepare procedures for proper and timely notification of all concerned, in the event of an emergency closing. In all cases, the Superintendent shall inform the Board President as soon as possible. The Superintendent or designee shall develop rules that allow students to enter and leave schools under exceptional conditions so that variances with the normal school schedule may be accommodated. This policy was reviewed and recommended for first read.

Policy 805-Emergency Preparedness and Response: This policy states that the district, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan. The Board shall utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education and law enforcement agencies. Drills will be conducted at intervals required by state law. The Superintendent or designee shall collaborate with relevant stakeholders, community agencies, law enforcement agencies and first responders during the

development and implementation of the emergency preparedness plan; and shall implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire school community when necessary. Annually, on or before April 10, the Superintendent shall certify that emergency evacuation drills and school security drills have been conducted and a memorandum of understanding with each law enforcement agency shall be executed. The Board directs the School Safety and Security Coordinator to periodically complete a School Safety and Security Assessment. The Emergency Preparedness Plan shall be accessible in each building, reviewed at least annually, and a copy shall be provided to the county, law enforcement agencies and fire departments that have jurisdiction over school property. Appropriate information regarding the plan shall be communicated to parents, students, staff and relevant stakeholders. Annually, by September 30, the district shall assemble information to assist law enforcement agencies and fire departments in responding to an emergency. Schools and school buses or transportation vehicles owned or leased by the district shall be made available. In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize district owned buses or vehicles. The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended to safeguard health and safety. State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies. The district shall make provisions to plan for the continuity of student learning during school closings or excessive absences, which may include web-based learning and/or hard copy lessons and assignments. Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations. Mandatory staff training on situational awareness, trauma informed approaches, behavioral health awareness, suicide and bullying awareness, and substance use awareness will be completed each year. One hour of required training shall be completed each year on: emergency training (fire, natural disaster, active shooter, hostage situation and bomb threats); and the identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, staff, community, etc. Drills are conducted as follows: emergency preparedness drills at least annually, fire drills at least once a month during the school year, school security drills within 90 days of the beginning of the school year, bus evacuation drills conducted twice a year. Notification of security drills will be given to local law enforcement, emergency management, and parents/guardians. The Safe2Say Something program is an anonymous reporting program and the district shall establish a framework with which administration and staff will respond to reports, coordinate with county emergency services, law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities. The 805 AR establishes that each building principal is responsible for having an emergency plan for their assigned building. Each plan shall contain, at a minimum: building evacuation drill procedures; lockdown drill procedures; bus evacuation drills; a plan for sequestering students in the school buildings or other safe places; a communication system to notify parents/guardians of the evacuation of students; instruction in emergency preparedness and survival techniques as part of the regular curriculum; immediate notification of appropriate administrative personnel whenever an emergency or impending emergency arises; cooperation with local agencies; and instruction of staff members in techniques of handling emergencies. The police, fire, and emergency services agencies in the school building's municipality shall be notified of the plan and the Director of Facilities will review the plan. The Emergency Plan shall be posted in the administration

office of each building, provided to staff, discussed in student assemblies and posted on the District website. This policy and AR are recommended for first read.

Policy 805.1-Relations with Law Enforcement Agencies: This policy states that the Board will establish and maintain a cooperative relationship between the school district and law enforcement agencies with jurisdiction over school property of the district in maintaining school safety and security; responding to school safety and security reports; and reporting and resolution of incidents that occur on school property, at any school-sponsored activity or on any conveyance providing transportation to or from a school sponsored activity. The Superintendent shall execute and update, on a biennial basis, a memorandum of understanding with each law enforcement agency that has jurisdiction over school property. The Superintendent, along with an advisory committee, shall develop a memorandum of understanding with law enforcement. This shall be updated every two years and signed by the Superintendent and chief of police and filed with the PA Department of Education. The memorandum of understanding shall: set forth a procedure for law enforcement agency review of the district's annual incident report, a procedure for the resolution of incident data discrepancies in the report, and additional matters pertaining to crime prevention. The district may provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each law enforcement agency. The district may also invite representatives of each law enforcement agency to participate in training on the use of positive behavior supports, de-escalation techniques, and appropriate responses to student behavior, as included in the Special Education Plan. They may also be invited to participate in training related to trauma-informed approaches, restorative practices, suicide awareness and prevention, child abuse recognition and reporting, maintaining confidentiality of students' personally identifiable information and maintaining professional adult/student boundaries. The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property or conveyance providing transportation. Annually, by July 31, the Superintendent shall report all new incidents to the PA Department of Education. Prior to submission, the report shall be presented to the law enforcement agencies that have jurisdiction over the relevant school property.

805.1 AR-Incident Report-Immediate Notification; this AR states that the Superintendent or designee, including the School Safety and Security Coordinator, building principals, administrators, school safety and security personnel or district employees in charge of school field trips, will immediately report incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to the law enforcement agency. Incident is described as an instance involving an act of violence; the possession of a weapon by any person; the possession, use or sale of a controlled substance or drug paraphernalia, the possession, use or sale of alcohol or tobacco products, or conduct that constitutes an offense listed in the school safety and security provisions of School Code. This policy and AR are recommended for first read.

Policy 815.1-Use of Generative Artificial Intelligence in Education: This is a newly proposed policy. This policy states that the Board directs that the use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws, regulations, Board policies, administrative regulations and school rules including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA),

the Americans with Disabilities Act (ADA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), as well as Board policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression. The availability of access to Generative AI tools and resources by students and staff does not imply endorsement by the district of the Generative AI tool or resources, nor does the district guarantee the accuracy of the information received from Generative AI tools or resources. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using Generative AI; nor shall it be responsible for the dissemination or alteration of information or data input by any student or staff into any Generative AI tool or resource. The district shall not be responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources. The district shall make every effort to ensure that Generative AI tools and resources are used responsibly by students and staff. This policy will be posted on the district website and by other methods. Prior informed consent from parents/guardians shall be obtained before allowing a student to use Generative AI tools and resources in school. Generative AI tools and resources used in schools shall be evaluated and authorized on an ongoing basis for age-appropriateness, bias, privacy protections, accessibility standards and data security by: Superintendent, Building Principals, Solicitor, Director of Information Technology; Director of Curriculum and Instruction; School Librarian, and Business Manager. The Board directs that only district-authorized Generative AI tools and resources may be used on district computers and in schools and programs. Staff shall consult the list of authorized Generative AI tools and resources prior to implementation in the educational environment. The Superintendent or designee shall develop procedures to address student safety measures and to determine whether Generative AI tools and resources are being used for purposes prohibited by law, Board policy or for accessing sexually explicit materials. The district solicitor, in coordination with the Director of Information Technology, shall evaluate new and existing vendor contracts, collective bargaining agreements and related agreements for impacts related to district use of Generative AI. AI literacy shall be provided to staff with professional development opportunities that address the effectiveness and safe integration of Generative AI to enhance teaching and learning. Training for students will be provided that may include: establishment of expectations regarding the ethical use of Generative AI, capabilities and limitations, critical analysis of content produced by Generative AI, citing resources, and not disclosing personally identifiable information when using an open-source Generative AI tool or resource. The district shall prioritize the educational value in the use of Generative AI tools and resources and will take measures to mitigate associated risks. Additional training, when needed, will be provided to ensure equitable access to individuals with disabilities and English Learner students. The district prohibits the use of Generative AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion, or dismissal; as well as in making final determinations on student assessments and evaluations. Students will be notified in advance of the parameters for use of Generative AI in assignments and assessments. Teachers shall outline use of Generative AI tools and resources in their lessons, rubrics, and classroom rules and procedures. Individuals using Generative AI tools and resources must comply with federal law and Board policy regarding the duplication or use of copyrighted materials. Administrators and teaching staff shall establish processes for ongoing evaluation and monitoring of Generative AI tools and resources used within the district and on district computers and network resources. Failure to comply

with this policy or rules can result in limiting privileges, and/or disciplinary action. This policy is recommended for first read.

Next meeting scheduled for March 18,2025.