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## WCASD EDUCATION COMMITTEE

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TO: Board of School Directors  
FROM: Tammi L. Florio, Ed.D.  
Sara M. Missett, Ed.D.  
Leigh Ann Ranieri, Ed.D.  
Kalia Reynolds, EdD  
Michael Wagman  
SUBJECT: Education Committee Agenda for Monday, October 11, 2021  
DATE: October 7, 2021

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At the October Education Committee Meeting, we will review:

1. **Revisions to Policy 103 Discrimination/Title IX Sexual Harassment affecting Students & Policy 104 Discrimination/Title IX Sexual Harassment affecting Staff –**  
We are updating these policies to list the Director of Equity & Assessment as the district's Title IX Coordinator.
2. **Structured Literacy Presentation:** D. Whitmire, Lead Teacher for Elementary Language Arts, will provide an update to the board about our K-3 reading program. She will explain how we are addressing students' needs using a structured literacy approach.
3. **Library Presentation:** Our middle and high school librarians will share some of the innovative practices and points of pride in our secondary library media program. They will explain why our modern library facilities are not your parents' school library and how they foster a welcoming, collaborative environment while supporting and enriching the academic mission of the schools.

Please do not hesitate to contact us with any questions.



**WEST CHESTER AREA SCHOOL DISTRICT**

**Education Committee**

October 11, 2021

6:30 p.m.

Fugett MS Auditorium

**AGENDA**

- Public Comment on Agenda Items
  - ★ Approval of the Education Committee Meeting Minutes – September 13, 2021 (see attached) S. Tiernan
  - ★ Approval of revisions to Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students (see attached) K. Reynolds
  - ★ Approval of revisions to Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff (see attached) K. Reynolds
  - Structured Literacy Presentation (see attached) D. Whitmire
  - Secondary Library Media Program Presentation (see attached) M. Wagman
- ★ Committee Voting Item

**Public Comment Protocol**

In-Person Committee Meeting

- Residents wishing to make public comment on agenda items must register on the sign-in sheet prior to the start of the meeting.
- Public comments on agenda items will be taken at the beginning of the meeting prior to voting.
- Policy 903: Public Participation in Board Meetings governs public comment.
- The committee chair or designee will call residents in the order in which they signed in.
- A two-minute timer will begin after the speaker gives their name and address.



**WEST CHESTER AREA SCHOOL DISTRICT  
Education Committee**

**September 13, 2021  
Fugett MS Auditorium  
Start: 6:32 – Finish: 7:20**

**Attending Committee Members:**

Sue Tiernan (Chair),  Joyce Chester,  Daryl Durnell,  Kate Shaw

**Other Board Members:**

Gary Bevilacqua,  Brian Gallen,  Karen Herrmann,  Chris McCune,  Randell Spackman

**Administration:**

Robert Sokolowski  Kalia Reynolds  Tammi Florio  Dawn Mader  Sara Missett  
 Leigh Ann Ranieri  Michael Wagman  Ashley Melanson  Samantha Zang

The following residents made public comment on agenda items:

<b>Name</b>	<b>Agenda Item</b>
Judy DiFonzo	Threat Assessment
Stacey Whomsley	Health and Safety – Not an agenda item

**Items on Agenda:**

- Approval of the Education Committee Meeting Minutes – August 16, 2021
- Review and Approval of changes to Threat Assessment AG: 236.1AG1
- Review and Approval of changes to Social Media Policy 815.1
- Discussion of candidates for PSBA President:
  - Sabrina Backer
  - David Schaap
- Approval of the Election of Sabrina Backer, PSBA President
- Approval of the Election of David Schaap, PSBA President
- Summer Program – Part II
- Equity Update

**Education Committee Actions/Outcomes to be placed on September 27, 2021 Board Agenda for Approval:**

<b>Agenda Item</b>	<b>Vote</b>
Approval of the Education Committee Meeting Minutes – August 16, 2021	4-0

<b>Agenda Item</b>	<b>Vote</b>
<b>Review and Approval of changes to Threat Assessment AG: 236.1AG1</b>	<b>4-0</b>
<b>Review and Approval of changes to Social Media Policy 815.1</b>	<b>4-0</b>
<b>Approval of the Election of Sabrina Backer, PSBA President</b>	<b>0-4</b>
<b>Approval of the Election of David Schaap, PSBA President</b>	<b>4-0</b>

**Board Consent Agenda Items:**

**Approval to Establish the following Account(s):**

- East High School Store Account
- Henderson High School Class of 2025 Account
- Rustin High School Class of 2025 Account

**Approval to Terminate the following Account(s):**

- Henderson High School Class of 2021 Account
- Henderson High School Kathy Clark Flamm Memorial Scholarship

**Approval of the following PSBA Officer Candidates:**

(all are running unopposed so no action is necessary at the committee level)

- Allison Mathis-North Hills School District, PSBA Vice President
- Edward Brown-Upper Darby School District, PSBA East Zone Representative
- Richard Freirchs, PSBA Insurance Trust Trustee (3 year term)
- William LaCoff, PSBA Insurance Trust Trustee (3 year term)
- Nathan Mains, PSBA Insurance Trust Trustee (3 year term)

**Approval of the second reading of the following Board Policies/Administrative Guidelines:**

Approval of New Policy 236.1 – Threat Assessment

Approval of Revised Policy 218.1 Weapons

Approval of Revised Policy 218.2 – Terrorist Threats

Approval of Revised Policy 247 – Hazing

Approval of Revised Policy 249 – Bullying/Cyberbullying

Approval of New Administrative Guideline 252AG4 – Home Access to the Internet

Approval of Revised Policy 352 – Staff Acceptable Use of the Internet, Computers, and Network Resources

Approval of Revised Policy 717 – Employee Wireless Communication Devices

Approval of Revised Policy 916 – School Volunteers

Approval to retire Administrative Guideline, 916AG2

**Items to be discussed at a later date:** None



Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Students
Code	103
Status	Review
Adopted	August 1, 2015
Last Revised	April 26, 2021
Prior Revised Dates	3/25/2019; 9/29/2020

### **Authority**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited on school property, and at or, in the course of, district-sponsored programs or activities, including on any conveyance providing transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related administrative guidelines be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

[Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation](#)

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form (103AG1) for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant administrative guidelines followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Administrative Guideline 103AG2, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Administrative Guideline 103AG3, or other Board policies.

#### Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in 103AG3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in 103AG3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][20][23][24]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

#### Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.[25][26]

## Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, administrative guidelines, and the district's legal and investigative obligations.[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)

## Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[\[30\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

## Definitions

**Complainant** shall mean an individual who is alleged to be the victim.

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory or harassing conduct.

## Discrimination

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on protected classification listed in this policy, consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

## Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[\[29\]](#)[\[32\]](#)

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[\[32\]](#)

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[\[32\]](#)

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Increased security.
7. Monitoring of certain areas of the campus.
8. Assistance from domestic violence or rape crisis programs.
9. Assistance from community health resources including counseling resources.

**Supportive measures** may also include, when in accordance with applicable law, regulation or Board policy, assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior.[\[17\]\[18\]\[23\]\[24\]\[33\]](#)

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:[\[32\]](#)

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[\[34\]](#)

- i. Length of relationship.
- ii. Type of relationship.
- iii. Frequency of interaction between the persons involved in the relationship.

b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal



funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[\[34\]](#)

- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[\[35\]](#)
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[\[34\]](#)
  - i. Fear for their safety or the safety of others.
  - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[\[28\]](#)[\[29\]](#)[\[32\]](#)

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources or designee as the district's Compliance Officer and **the Director of Equity and Assessment or designee as the district's** Title IX Coordinator.[\[36\]](#)

The Compliance Officer/~~Title IX Coordinator~~ can be contacted at:

Address: 782 Springdale Drive, Exton PA 19341  
email: **complianceofficer**julmer@wcasd.net  
Phone: 484-266-1006

### **The Title IX Coordinator can be contacted at:**

**Address: 782 Springdale Drive, Exton PA 19341**  
**email: titleIXcoordinator@wcasd.net**  
**Phone: 484-266-1201**

The Compliance Officer/Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[37]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

## **Guidelines**

### Title IX Sexual Harassment Training Requirements

The Compliance Officer/Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive training, as required or appropriate to their specific role.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

### Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to: [18][19][20]

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21]

### Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Administrative Guideline 103AG2.

### Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Administrative Guideline 103AG3.

### Other Reports

Any reports reviewed by the Title IX Coordinator which do not meet the definition of Title IX sexual harassment or discrimination of a protected class will be processed under the relevant Board policy.

### Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

- Legal
1. [22 PA Code 12.1](#)
  2. [22 PA Code 12.4](#)
  3. [22 PA Code 15.1 et seq](#)
  4. [22 PA Code 4.4](#)
  5. [24 P.S. 1301](#)
  6. [24 P.S. 1310](#)
  7. [24 P.S. 1601-C et seq](#)
  8. [24 P.S. 5004](#)
  9. [43 P.S. 951 et seq](#)
  10. [20 U.S.C. 1681 et seq](#)
  11. [34 CFR Part 106](#)
  12. [29 U.S.C. 794](#)
  13. [42 U.S.C. 12101 et seq](#)
  14. [42 U.S.C. 1981 et seq](#)
  15. [42 U.S.C. 2000d et seq](#)
  16. [U.S. Const. Amend. XIV, Equal Protection Clause](#)
  17. [Pol. 103.1](#)
  18. [Pol. 113.1](#)
  19. [Pol. 218](#)
  20. [Pol. 233](#)
  21. [Pol. 317](#)
  22. [Pol. 806](#)
  23. [Pol. 113.2](#)
  24. [Pol. 113.3](#)
  25. [Pol. 218.4](#)
  26. [24 P.S. 1318.1](#)
  27. [20 U.S.C. 1232g](#)
  28. [34 CFR 106.44](#)
  29. [34 CFR 106.45](#)
  30. [34 CFR 106.71](#)
  31. [34 CFR Part 99](#)
  32. [34 CFR 106.30](#)
  33. [Pol. 113](#)
  34. [34 U.S.C. 12291](#)

[31. 37 C.F.R. 122.1](#)

[35. 20 U.S.C. 1092](#)

[36. 34 CFR 106.8](#)

[37. Pol. 150](#)

[18 Pa. C.S.A. 2709](#)

[20 U.S.C. 1400 et seq](#)

[28 CFR Part 35](#)

[28 CFR Part 41](#)

[34 CFR Part 100](#)

[34 CFR Part 104](#)

[34 CFR Part 110](#)

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

[Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 \(2020\)](#)

[Davis v. Monroe County Board of Education, 526 U.S. 629 \(1999\)](#)

[Franklin v. Gwinnett County Public Schools, 503 U.S. 60 \(1992\)](#)

[Gebser v. Lago Vista Independent School District, 524 U.S. 274 \(1998\)](#)

[Office for Civil Rights - Resources for Addressing Racial Harassment](#)

[Pol. 122](#)

[Pol. 123](#)

[Pol. 138](#)

[Pol. 216](#)

[Pol. 220](#)

[Pol. 247](#)

[Pol. 249](#)

[Pol. 251](#)

[Pol. 252](#)

[Pol. 320](#)

[Pol. 352](#)

[Pol. 701](#)



Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Staff
Code	104
Status	Review
Adopted	August 1, 2015
Last Revised	September 29, 2020
Prior Revised Dates	3/25/2019

### **Authority**

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related administrative guidelines be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Board encourages employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If the building principal or building administrator is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form (104AG1) for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant administrative guidelines followed.

The building principal or building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in 104AG2, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in 104AG3, or other Board policies.

#### Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in 104AG3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

#### *Administrative Leave –*

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent district employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the administrative guidelines and the district's legal and investigative obligations.[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

#### Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[\[16\]](#)

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred.

#### **Definitions**

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**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory or harassing conduct.

### Discrimination

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance including when: [\[9\]](#).

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent, or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

### Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. [\[15\]](#)[\[18\]](#)

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. [\[18\]](#)

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to: [\[18\]](#)

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.
3. Mutual restrictions on contact between the parties.
4. Changes in work locations.
5. Leaves of absence.
6. Increased security.

7. Monitoring of certain areas of the campus.
8. Assistance from domestic violence or rape crisis programs.
9. Assistance from community health resources including counseling resources.
10. Modifications of work or class schedules.
11. Campus escort services.

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following: [\[18\]](#).

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

- a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [\[19\]](#)
  - i. Length of relationship.
  - ii. Type of relationship.
  - iii. Frequency of interaction between the persons involved in the relationship.
- b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [\[19\]](#)
- c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. [\[20\]](#)
- d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either: [\[19\]](#)
  - i. Fear for their safety or the safety of others.
  - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus. [\[14\]](#)[\[15\]](#)[\[18\]](#)



## **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources or designee as the district's Compliance Officer and **the Director of Equity and Assessment or designee as the** Title IX Coordinator.[\[21\]](#)

The Compliance Officer/~~Title IX Coordinator~~ can be contacted at:

Address: 782 Springdale Drive, Exton PA 19341  
Email: **complianceofficer**julmer@wcasd.net  
Phone: 484-266-1006

## **The Title IX Coordinator can be contacted at:**

**Address: 782 Springdale Drive, Exton PA 19341**  
**Email: titleIXcoordinator@wcasd.net**  
**Phone: 484-266-1201**

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures, and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions, and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
2. Training - Provide training for supervisors and staff to prevent, identify, and alleviate problems of employment discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

## **Guidelines**

### Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

### Disciplinary Consequences

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22][23]

### Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, genetic information, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Administrative Guideline 104AG2.

### Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Administrative Guideline 104AG3.

### Other Reports

Any reports reviewed by the Title IX Coordinator which do not meet the definition of Title IX sexual harassment or discrimination of a protected class, will be processed under the relevant Board policy.

### Right to an Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

## Legal

1. 43 P.S. 336.3
2. 43 P.S. 951 et seq
3. 34 CFR Part 106
4. 20 U.S.C. 1681 et seq
5. 29 U.S.C. 206
6. 29 U.S.C. 621 et seq
7. 29 U.S.C. 794
8. 42 U.S.C. 1981 et seq
9. 42 U.S.C. 2000e et seq
10. 42 U.S.C. 2000ff et seq
11. 42 U.S.C. 12101 et seq
12. U.S. Const. Amend. XIV, Equal Protection Clause
13. 20 U.S.C. 1232g
14. 34 CFR 106.44
15. 34 CFR 106.45
16. 34 CFR 106.71
17. 34 CFR Part 99
18. 34 CFR 106.30
19. 34 U.S.C. 12291
20. 20 U.S.C. 1092
21. 34 CFR 106.8
22. Pol. 317
23. Pol. 806
- 16 PA Code 44.1 et seq
- 18 Pa. C.S.A. 2709
- 28 CFR 35.140
- 28 CFR Part 41
- 29 CFR Parts 1600-1691
- EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993
- EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999
- EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990
- Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)
- Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
- Pol. 252
- Pol. 320
- Pol. 352

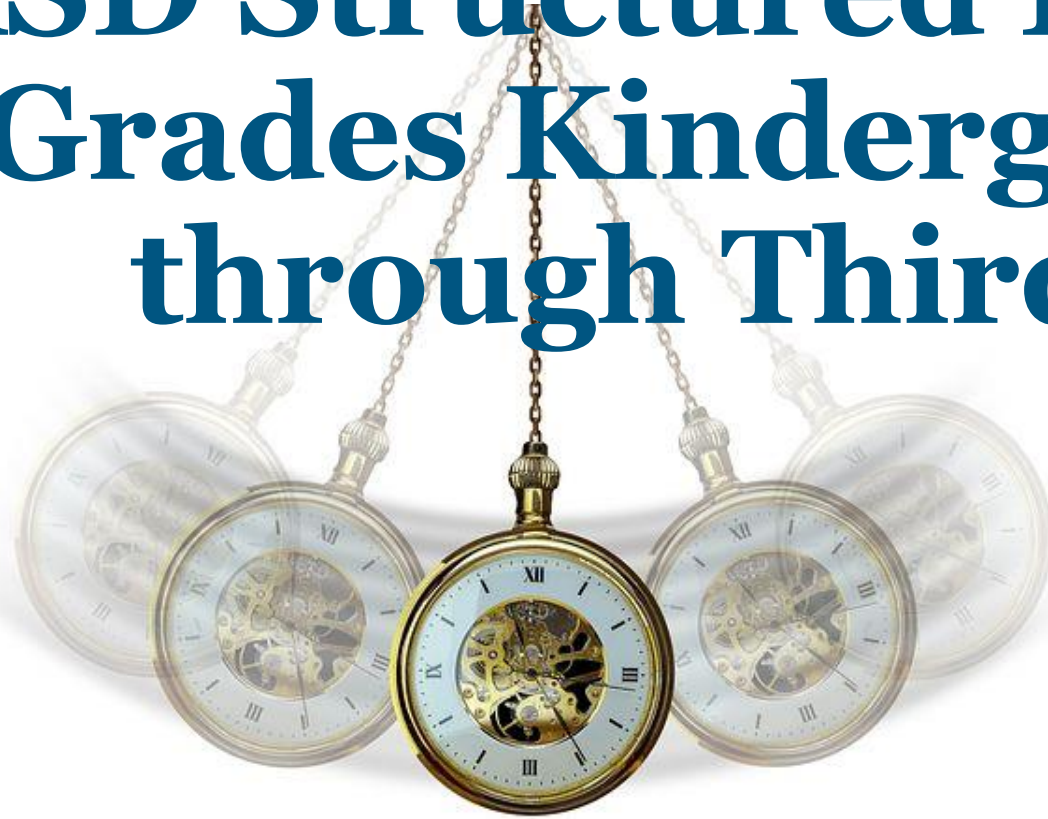


# West Chester Area School District

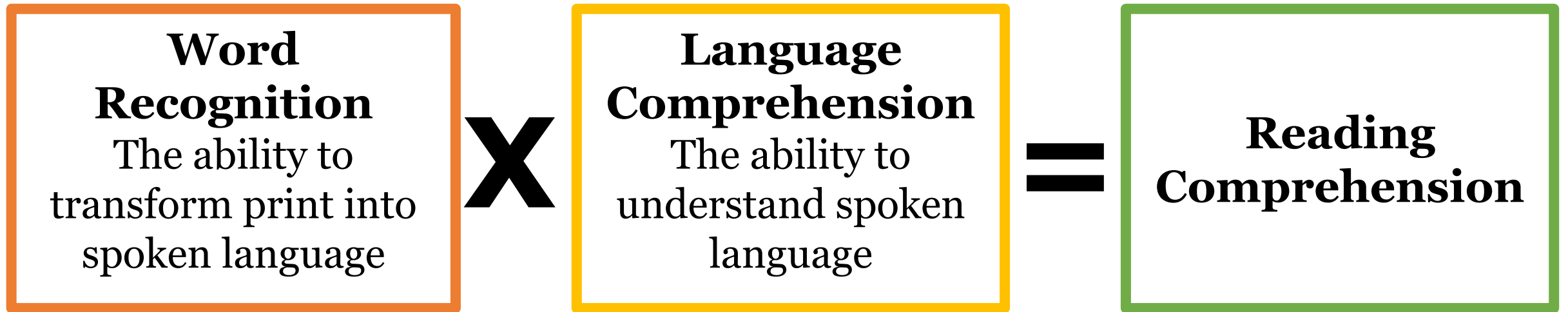
OUR MISSION IS TO EDUCATE AND INSPIRE OUR STUDENTS  
TO ACHIEVE THEIR PERSONAL BEST



# **WCASD Structured Literacy in Grades Kindergarten through Third**



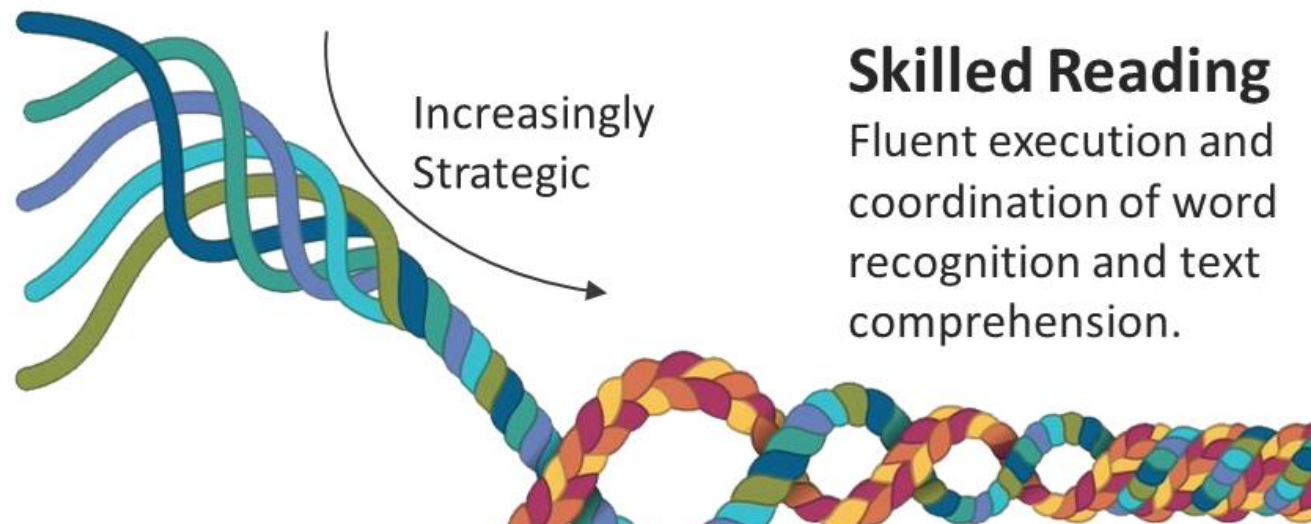
# The Simple View of Reading



# Scarborough's Reading Rope

## Language Comprehension

- Background Knowledge
- Vocabulary Knowledge
- Language Structures
- Verbal Reasoning
- Literacy Knowledge



## Skilled Reading

Fluent execution and coordination of word recognition and text comprehension.

## Word Recognition

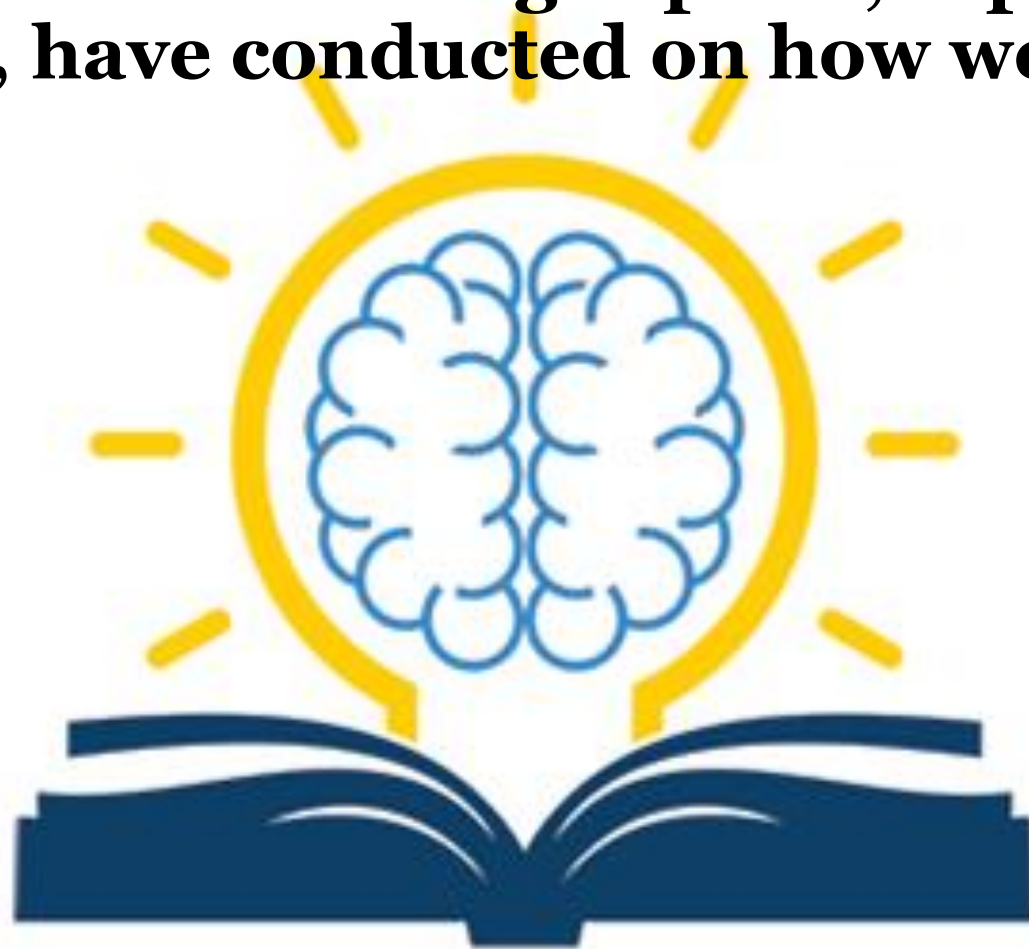
- Phonological Awareness
- Decoding (and Spelling)
- Sight Recognition

Increasingly Automatic



# The Science of Reading

**The research that reading experts, especially cognitive scientists, have conducted on how we learn to read.**







# Structured Literacy Programs

**Phonological  
Awareness**

**Phonics  
Decoding  
Sight Recognition**

**Fluency  
Vocabulary  
Comprehension**



# Resources - Science of Reading

## **Phonemic Awareness:** Heggerty K-2

- Explicit and Systematic Lessons
- Progress Monitoring Resources- three/year

## **Structured Phonics Program:** Wilson Foundations K-3

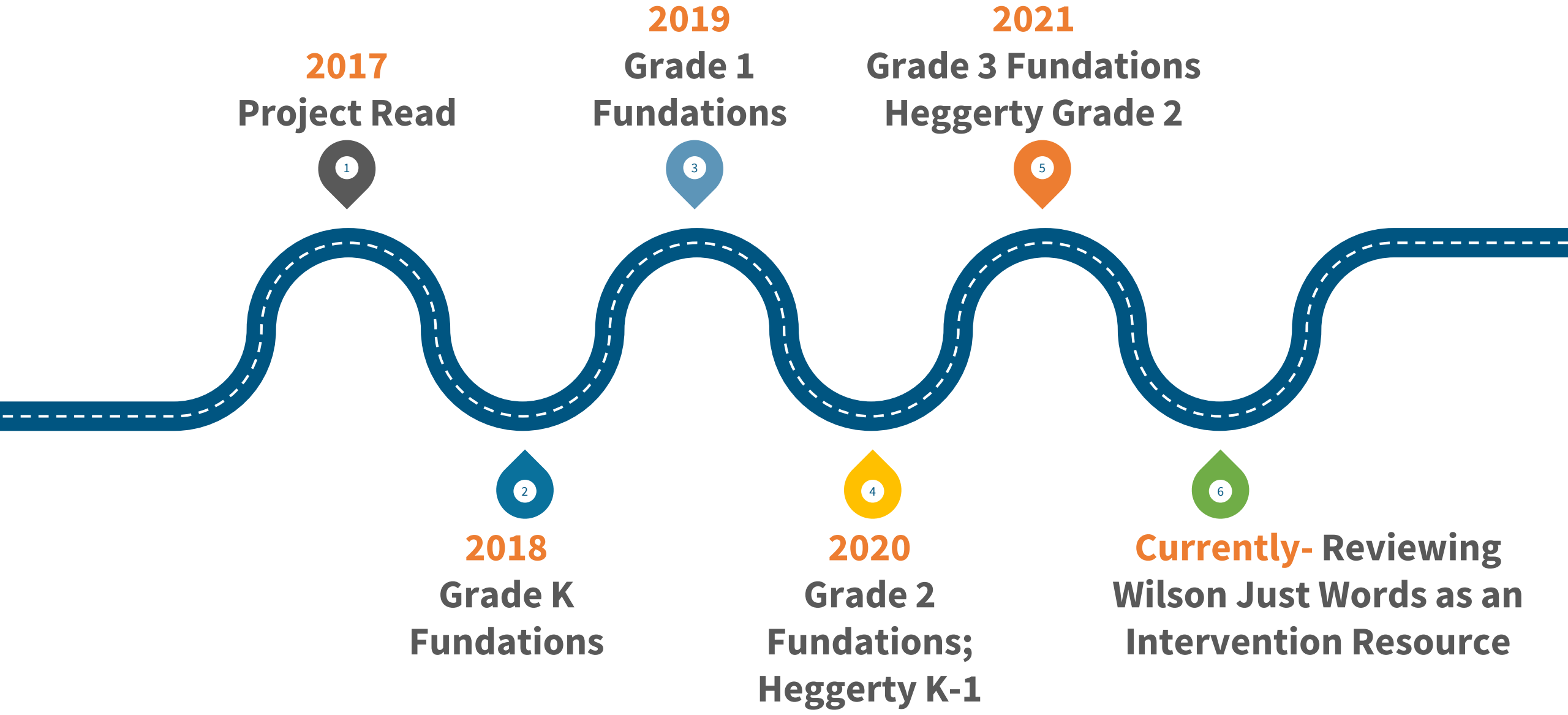
- Geodes Decodable Texts
- Progress Monitoring Resources
- Handwriting Integration- Cursive in Grade 3

## **Coming Soon: Grade 4-8 Word Study Intervention**

- From Wilson Foundations to Wilson Just Words



# Foundational Skills





*“The responsibility to the child belongs to the teacher and not a ‘program.’”*

**Irene Fountas and Gay Su Pinnell**



# Professional Development

## Summer Workshops

**Science of Reading-**  
CCIU (RS)

**Phonological  
Awareness/Heggerty  
Review** - WCASD Staff;  
Head Start

**Fundations K-2  
Review-** WCASD Staff

## Upcoming FALL Outside of District Trainings

**Hershey, PA-** KSLA  
Conference

**Just Words-** Virtual  
Training

## Ongoing PD

**November 2, 2021**

- Heggerty
- Fundations
- Raz Plus

### Book Clubs:

- 2020- *Equipped for Reading Success* (David Kilpatrick)
- 2021- *Shifting the Balance* (Burkins and Yates)

# **Future Ready Secondary Libraries = Future Ready Students**

Caitlin Boyle, Sascha Lehmann, Adrienne Matjasic, Lois Markiewicz, Connie Rosenberger, Renee Vandergast

## **Future Ready Librarians are building-level innovators who believe in:**

- Empowering learners with diverse skills and literacies
- Collaborating with peers and leaders to promote innovative practices
- Ensuring equitable learning opportunities for all students

## **Empowering learners with diverse skills and literacies**

We are teaching new ways of gathering information and new ways of sharing and presenting information

- Critical thinking
- Digital literacy
- Collaboration skills
- Creativity
- Information literacy
- Digital citizenship
- Research skills

## **Collaborating with peers and leaders to promote innovative practices**

- Flexible scheduling allows us to plan, design projects, collaborate, and team teach based on curricular needs and course schedules
- 6 projects will be highlighted from the 6 secondary schools

## **Ensuring equitable learning opportunities for all students**

- Developing digital collections (ebooks and audiobooks)
- Creating digital spaces (bitmoji libraries, Calendly meetings, and more)
- Bookdash
- Digital book lists emphasizing diverse perspectives

## **The Evolution of the Library...more than just books and research**

- Safe spaces
- De-stress zones
- Dog visits
- Partnerships with local public libraries
- Spaces for creation and project-based learning

## **Spreading Book Love**

- Displays
- Furniture that encourages reading
- Reading and book celebrations
- Collaborating with English teachers for independent reading and helping develop classroom libraries

## **What's next?**

- Furniture and resources that further promote collaboration and creativity
- Student librarians/Library Advisory Board
- More technology integration
- Continued expansion of ebook and audiobook collections
- Community outreach and field trips



**WEST CHESTER AREA SCHOOL DISTRICT  
Education Committee**

To: Board of School Directors  
From: Tammi Florio, Ed.D  
Dawn Mader  
Sara M. Missett, Ed.D  
Kalia Reynolds, Ed.D  
Michael Wagman  
Cc: Robert Sokolowski, Ed.D  
Date: October 7, 2021  
Re: Consent Agenda Item for October 25, 2021 Board Approval

---

Unless we hear otherwise, the following will appear under the Education Committee as consent item(s) for the October 25, 2021 School Board agenda:

**1. Approval to Establish the following Account(s):**

- Henderson High School Board Game Club
- Henderson High School HOSA Club (Future Health Professionals)
- Henderson High School Neuroscience Club
- Henderson High School Warriors Cricket Club

**2. Approval to Terminate the following Account(s):**

- East High School Class of 2021 Account

**3. Approval of the following Study/Excursion trip(s):**

- East High School Cheerleading – Orlando, FL - February 9-14, 2022

If after reviewing this information you have any questions, please feel free to contact Kalia Reynolds: [kreynolds@wcasd.net](mailto:kreynolds@wcasd.net) or 484.266.1016.



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 9/30/21 Check appropriate box:  
 Student Activity Account (Fund 50)  
Building: Henderson High School  Trust Account (Fund 51)  
Name of Account: Henderson Board Game Club

State the purpose for which this account is intended:

The Board Game Club students want to plan fundraisers to raise money to purchase more board games for the club to use.

List Source(s) of revenue:

Fundraisers organized by students in Board game club.

List types of expenses to be incurred:

New Board games and card games

How long do you plan to keep this account active: 4+ years

Donovan Wood  
Student Officer's Signature

Donovan Wood  
Student Officer's Name Printed

Mary Sweeney  
Faculty Sponsor's Signature

Mary Sweeney  
Faculty Sponsor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was:  APPROVED  DISAPPROVED

by the Board of Education at their meeting held on : \_\_\_\_\_  
Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board Secretary's Signature Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office





WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 10/11/21

Check appropriate box:

Student Activity Account (Fund 50)

Building: HHS

Trust Account (Fund 51)

Name of Account: HHS - HOSA (Future Health Professionals)

State the purpose for which this account is intended:

To pay affiliation fees and event registration fees

List Source(s) of revenue:

students / possible fund raisers

List types of expenses to be incurred:

registration fees for events

How long do you plan to keep this account active: As long as we have participation in clubs

Hetvi Khamar  
Student Officer's Signature

Hetvi Khamar  
Student Officer's Name Printed

Donna Zingani RN  
Faculty Sponsor's Signature

Donna Zingani RN  
Faculty Sponsor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was:  APPROVED  DISAPPROVED

by the Board of Education at their meeting held on : \_\_\_\_\_  
Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board Secretary's Signature

\_\_\_\_\_  
Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: September 24, 2021

Check appropriate box:

Student Activity Account (Fund 50)

Building: Henderson HS

Trust Account (Fund 51)

Name of Account: Henderson HS Neuroscience

State the purpose for which this account is intended:

To fund labs and activities that promote challenge and inspire young scientists who have an interest in neuroscience.

List Source(s) of revenue:

Fundraisers and dues (\$10) student

List types of expenses to be incurred:

Lab activities and resources outside of our current science curriculum.

How long do you plan to keep this account active: \_\_\_\_\_

[Signature]  
Student Officer's Signature

Ryan Hughes  
Student Officer's Name Printed

[Signature]  
Faculty Sponsor's Signature

KEVIN ORLANDO  
Faculty Sponsor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was:  APPROVED

DISAPPROVED

by the Board of Education at their meeting held on : \_\_\_\_\_  
Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board Secretary's Signature Date



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 9/9/2021

Check appropriate box:

Student Activity Account (Fund 50)

Building: Henderson

Trust Account (Fund 51)

Name of Account: Henderson Warriors Cricket Club

State the purpose for which this account is intended:

-fundraising -misc. expenses.  
-equipment purchase

List Source(s) of revenue:

-charity ; -fundraising ; -misc.

List types of expenses to be incurred:

-equipment ; -field space ; utilities

How long do you plan to keep this account active: 2 years

[Signature]  
Student Officer's Signature

Akanksh Sharma  
Student Officer's Name Printed

[Signature]  
Faculty Sponsor's Signature

Roxana Robe  
Faculty Sponsor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was:  APPROVED

DISAPPROVED

by the Board of Education at their meeting held on : \_\_\_\_\_

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

\_\_\_\_\_  
\_\_\_\_\_

Board Secretary's Signature

Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO TERMINATE ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 9/3/21 Check appropriate box:  
 Student Activity Account (Fund 50)  
Building: East H.S.  Trust Account (Fund 51)  
Account Number: 50.000.222 010.222  
Name of Account: Class of 2021  
Ending Account Balance: \$1,891.00  
Disposition of Remaining Funds: to the class of 2022

[Signature]  
Student Officer's Signature

Lizzie Guan  
Student Officer's Name Printed

[Signature]  
Faculty Advisor's Signature

Heather Brien Lauter  
Faculty Advisor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was  APPROVED  
 DISAPPROVED

by the Board of Education at their meeting held on : \_\_\_\_\_  
Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board Secretary's Signature Date



WEST CHESTER AREA SCHOOL DISTRICT  
DEPLETION OF SENIOR CLASS FUNDS

Submit 3 copies to the Director of Secondary Education with  
Application to Terminate Account for submission to the Board.

Date: 5/10/21

We, the Class of 2021 (year) choose option # [please check your choice below],  
and want the remaining funds in the class treasury depleted in the following manner  
upon graduation. This form will be used as the documentation on file at the building  
noting the class purchase.

                     1.\* The remaining money to be used to purchase a class gift or to make  
a donation. We, the Class of 2021 (year) want the following  
to be purchased/donated:  
donated to the Class of 2022  
\$1,891.00

OR

X 2. With the remaining money, the Principal and/or their committee  
will purchase a gift of their choosing or make an appropriate donation.

[Signature]  
Class Officer's Signature

Lizzie Guan  
Class Officer's Name Printed

[Signature]  
Faculty Advisor's Signature

Heather Brien Lauter  
Faculty Advisor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

\*This method is preferred.

# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015  
REVISED: March 20, 2017

## 121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

<input checked="" type="checkbox"/> <b>Proposal</b> <input checked="" type="checkbox"/> <b>New Trip Request</b> <input type="checkbox"/> <b>Trip Revision Request</b> <input type="checkbox"/> <b>Trip Cancellation Request</b>																						
School: <u>WEST CHESTER EAST HIGH SCHOOL</u> Grade/Subject/Club: <u>CHEERLEADING</u>																						
Teacher(s) In Charge: <u>LESLIE ANN BOCCIO</u>																						
Destination: <u>ORLANDO, FLORIDA</u>																						
Trip Day(s)/Date(s): <u>FEBRUARY 9-14, 2022</u> Competition: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
~ Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In State <input checked="" type="checkbox"/> Out of State <input type="checkbox"/> Out of Country    Name Tour Company: _____																						
Special Instructions (rain date, etc.): <u>IF FLIGHT WERE TO BE CANCELED, WE WOULD USE THE ALTERNATIVE AGAIN AS WE DID YEARS BACK OF A CHARTER BUS TO ORLANDO. SEPARATE QUOTE WOULD BE OBTAINED AND RECEIVED CLOSER TO DATE IF NEEDED.</u>																						
How is it related to curriculum: _____																						
Objectives of the proposed trip: <u>THE TEAM, WOULD TRAVEL TO PERFORM AND COMPETE AT UCA NATIONALS</u>																						
Number of Pupils: <u>15</u> Total Passengers: <u>18</u> Per Pupil Cost: <u>300.00</u>																						
Adult Chaperone to Student Ratio: <u>1 / 5</u> % of Eligible Students Going: <u>100.00%</u>																						
Names of Teacher/Staff Chaperones: <u>JESSICA YOUNG (COACH), MORGAN CLIFFORD (COACH), LESLIE BOCCIO (COACH)</u>																						
~ Other Adult Chaperones: <u>TBD</u>																						
Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    (refer to 121AG6)																						
<b>Estimated Cost</b>																						
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th># Staff</th> <th># Days</th> <th>Cost/Day</th> <th>Total Cost</th> <th>%</th> <th>Budget Code/Account/Project</th> </tr> </thead> <tbody> <tr> <td>Substitute(s) Needed:</td> <td></td> <td></td> <td>157.73</td> <td>0.00</td> <td></td> <td>N/A</td> </tr> <tr> <td>Agency Nurses Needed:</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td></td> <td>N/A</td> </tr> </tbody> </table>		# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project	Substitute(s) Needed:			157.73	0.00		N/A	Agency Nurses Needed:			0.00	0.00		N/A
	# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project																
Substitute(s) Needed:			157.73	0.00		N/A																
Agency Nurses Needed:			0.00	0.00		N/A																
Name of Staff Member Driving Students: _____																						
Mileage/Tolls: (if applicable) _____																						
Hotel/Food/Airfare: (if applicable) _____ <u>21,600.00</u>																						
Registration/Entrance Fee: (if applicable) _____ <u>700.00</u>																						
Other Costs: <u>POSSIBLE BUS TO AIRPORT</u> _____ <u>300.00</u>																						
<input type="checkbox"/> Walking <input checked="" type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation																						
<input checked="" type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input checked="" type="checkbox"/> Coach																						
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th># Vehicles</th> <th># Days</th> <th>Cost/Vehicle</th> <th>Total Cost</th> <th>%</th> <th>Budget Code/Account/Project</th> </tr> </thead> <tbody> <tr> <td>Buses/Rentals/Coaches</td> <td>1</td> <td>2</td> <td>650.00</td> <td>1,300.00</td> <td></td> <td>PAID FOR BY BOOSTERS/TEAMS IF SHARED</td> </tr> </tbody> </table>		# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project	Buses/Rentals/Coaches	1	2	650.00	1,300.00		PAID FOR BY BOOSTERS/TEAMS IF SHARED							
	# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project																
Buses/Rentals/Coaches	1	2	650.00	1,300.00		PAID FOR BY BOOSTERS/TEAMS IF SHARED																
~ Rental Company/Carrier: <u>GOGO CHARTERS FROM TAMPA INTL TO ORLANDO HOTEL AND RETURN TO TAMPA.</u>																						
Students Leaving From: <u>EAST HS</u> at <u>9-Feb</u> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm																						
Students Returning To: <u>PHL INTL AIRPORT</u> at <u>14-Feb</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm																						
~ Request Drop off/Pick up (only if using Krapf): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Drop at: <u>PHL INTL. (TBD)</u> at <u>TBD</u> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm																						
Pick up at: <u>EAST HS (TBD)</u> at <u>TBD</u> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm																						
What are the planned activities to assist students who require financial assistance:																						
<u>FUNDRAISING ACTIVITIES SUCH AS CAR WASHES, HOME CHEER INVITATIONAL, FLOWER SALES, WAWA TICKETS, 5K, DINE DOLLARS</u>																						
Additional Information (bus w/lift, star seat, ski boxes, special instructions)																						
<u>All money is fundraised for, Students are only responsible for the cost of their airfare and the coach bus from Tampa to Orlando. That bus may be shared with another team and/or parents.</u>																						
Total Cost of Trip: \$ <u>23,900.00</u> Pupil Cost: \$ <u>4,500.00</u> Other Funded: <u>13</u> <u>19,400.00</u> Total Cost to the District: \$ <u>0</u> -																						
Requested By: <u>Leslie Ann Boccio</u> Signature: <u>[Signature]</u> Date: <u>Sept. 18, 2021</u>																						
<b>Approval</b>																						
Principal: _____ Approved: <u>[Signature]</u> Date: <u>9-24-21</u>																						
Supervisor: _____ Approved: <u>[Signature]</u> Date: <u>9/22/21</u>																						
Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services    Approved: <u>[Signature]</u> Date: <u>9/29/21</u>																						
Transportation: _____ Approved: _____    Date: _____																						
Schedule Dates: _____ Contractor: _____																						
Krapf Costs: _____ Additional Costs: _____																						
<u>Spellman Office Only:</u> Overnight Trip will appear on the <u>October 25, 2021</u> Board Consent Agenda.																						