

WEST CHESTER AREA SCHOOL DISTRICT  
Education Committee Meeting  
November 13, 2017  
7:00 p.m. Spellman Education Center  
Conference Room A126

**REGULAR SESSION**

**AGENDA**

- Approval of the Education Committee Meeting Minutes of October 9, 2017 (see attached) S. Tiernan
- Update of District's 6<sup>th</sup> and 7<sup>th</sup> Grade 1:1 Laptop Initiative M. Wagman
- Approval of New Board Policy 150 Title I Comparability of Services (see attached) T. Florio
- Approval of Revised Board Policy 103 Nondiscrimination in School and Classroom Practices (see attached) R. Sokolowski
- Approval of Revised Board Policy 103AG1 Report Form for Complaints of Discrimination in School and Classroom Practices (see attached) R. Sokolowski
- Approval to Retire Board Policy 248 Unlawful Harassment – Students (see attached) R. Sokolowski
- Approval to Retire Board Policy 248AG1 Unlawful Harassment Report Form – Students (see attached) R. Sokolowski
- Proposal of New Courses P. Joyce
  - 1. Astronomy & Geology K. Barnello
  - 2. Oceanography & Meteorology I. Kerr
  - 3. AP Capstone
  - 4. AP Human Geography
  - 5. Statistics & Sports Analytics Honors

**Committee Protocol for Responding to Comments from the Public-**

1. A community member will be called upon by the Committee Chair.
2. If the comment can be answered quickly, or can be answered in order to clarify information, someone will respond.
3. If a community member has a more detailed question about a topic, the committee chair may refer the person to the superintendent or appropriate administrator to make an appointment so the question can be answered in more detail.

## **Education Committee Meeting Minutes-Draft**

**October 9, 2017**

**7:15pm – 8:45pm**

**Attending Committee Members:** Sue Tiernan (chair), Kate Shaw, M. Christopher Tabakin, Joyce Chester

**Other Board Members:** Karen Herrmann, Robin Kaliner, Chris McCune, Rick Swalm

**Administration:** Jim Scanlon, Sara Missett, Robert Sokolowski, Tammi Florio, Michael Wagman

### **Items listed on the Education Committee Regular Agenda of October 9, 2017:**

1. Approval of the Education Committee Meeting Minutes of September 11, 2017
2. Approval of 2018-2019 School Calendar, Second Reading
3. 2017 Bright Bytes Survey Results
4. Approval of revised Policy 200 Enrollment of Students, First Reading
5. Chester County Family Academy Charter School Update
6. Cancellation of Stetson Middle School 2018 PEEC Trip
7. Senior Class Accounts Closures
8. Activity Fee Update

#### **A. Committee Actions and Outcomes:**

1. Approval of the Education Committee Meeting Minutes of September 11, 2017 **4 - 0**
2. Approval of 2018-2019 School Calendar, Second Reading **4 - 0**
3. Approval of revised Policy 200 Enrollment of Students, 1<sup>st</sup> Reading **4 – 0**
4. Approval of Chester County Family Academy Charter School **4 - 0**

#### **B. Items to be placed on upcoming Board Agenda:**

- Approval of the Education Committee Meeting Minutes of September 11, 2017
- Approval of 2018-2019 School Calendar, Second Reading
- Approval of revised Policy 200 Enrollment of Students
- Approval of the renewal of Chester County Family Academy Charter

#### **C. Items to be placed on the upcoming Board Consent Agenda:**

Approval of the following Study/Excursion trips:

- Henderson HS: DECA; Philadelphia PA; Fri.-Sat. 11/10 to 11/11/2017
- Rustin HS: Science Olympiad; Boyceville WI; Fri.-Sun. 12/1 to 12/3/2017
- Rustin HS: Science Olympiad; Cambridge MA; Fri.-Sat. 1/19 to 1/20/2018
- Henderson HS: Ski Club; Burlington VT; Fri.-Mon. 2/16 to 2/19/2018
- Henderson HS: DECA; Hershey PA; Wed.-Fri. 2/21 to 2/23/2018
- Rustin HS: Science Olympiad; Ithaca NY; Fri.-Sat. 2/23 to 2/24/2018
- Rustin HS: Grade 10-12; Ecuador; Thurs.-Wed. 6/20 to 7/3/2019

Approval of the following Activity Account(s):

- Rustin HS Architecture, Construction & Engineering Club Account
- Henderson HS Warriors Helping Warriors Account
- Henderson HS Class of 2021 Account
- Rustin HS Class of 2021 Account
- Peirce MS Football Activity Account

Approval to terminate the following Activity Account(s):

-East HS Class of 2017

-Henderson HS Class of 2017

-Rustin HS Class of 2017

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



Book	Policy Manual
Section	100 Programs
Title	Title I - Comparability of Services
Number	150
Status	Review

### **Purpose**

The equivalent distribution of district resources is one means the district shall use to ensure all students receive a quality education. This policy demonstrates the district's commitment to ensure that no discrimination occurs in the distribution of resources funded by state and local sources, regardless of the receipt of federal funds.

### **Authority**

The Board directs that each district school receiving Title I funds must use state and local funds to provide services that, taken as a whole, are at least comparable to services in those schools in the district that do not receive Title I funds.[\[1\]](#)

If all schools in the district receive Title I funds, the Board directs that state and local funds shall be used to provide services that, taken as a whole, are substantially comparable in each school.[\[1\]](#)

The Board acknowledges that comparability may be measured on a grade-span by grade-span basis or a school-by-school basis.

### **Delegation of Responsibility**

If the district has more than one (1) building per grade span, the Superintendent or his/her designee shall complete a Detailed School Data Sheet.

Regardless of buildings per grade span, the Superintendent or his/her designee shall annually complete a Comparability Assurance Form to provide written assurance of equivalence among schools, including the provision of curriculum materials; instructional supplies; and teachers, administrators and other staff.

### **Guidelines**

For the purposes of determining comparability, the district may exclude:

1. State and local funds expended for language instruction education programs.[\[2\]](#)
2. Excess costs associated with providing services to students with disabilities.[\[3\]](#)[\[4\]](#)[\[5\]](#)
3. Unexpected changes in enrollment or personnel assignments occurring after the beginning of the school year.
4. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.[6]

Legal

[1. 20 U.S.C. 6321](#)

2. Pol. 138

3. Pol. 103.1

4. Pol. 113

5. Pol. 114

6. Pol. 906

Last Modified by Linda Cherashore on October 19, 2017



Book	Policy Manual
Section	100 Programs
Title	COPY - Nondiscrimination in School and Classroom Practices
Number	103
Status	Review

### **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 offered in the schools regardless **without discrimination on the basis** of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability..[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

**The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.**

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, **services**, employment, athletics and extracurricular activities. ~~The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education.~~ The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who **believe they or others** have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that **verbal and written** complaints of discrimination shall be investigated promptly, and **appropriate** corrective or **preventative** action be taken when allegations are substantiated. **The Board directs that when a complaint of discrimination brought pursuant to this policy not proven to be discriminatory under this policy, it should be reviewed for possible action under other Board policies.**

### **Confidentiality**

Confidentiality of all parties, **witnesses, the allegations, the filing of a complaint and the investigation** shall be ~~maintained~~, consistent **handled in accordance** with the district's legal and investigative obligations.

### **Retaliation**

~~No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.~~ **The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.**

## Definitions

### Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)

For purposes of this policy, harassment shall consist 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 which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability 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.

### Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. 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 in school or school-related programs, or otherwise

**creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.**

**Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.**

### **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. **All nondiscrimination statements notices or information shall include the position, office address and telephone number, and email address of the Compliance Officer.**

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public **to notify them of where and how to initiate complaints under this policy.** ~~Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.~~

The Compliance Officer is responsible **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:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
- 3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.**
- 4. -3.** 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. 4.** District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
- 6. 5.** Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
- 7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.**

The building principal or designee shall be responsible to **promptly** complete the following duties **upon receipt of a report** ~~when receiving a complaint of discrimination~~ **or retaliation from a**



**student, employee or third party:**

**1. If the building principal is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities.**

**2. ~~1.~~ Inform the student or third party ~~of the right to file a complaint and the complaint procedure~~ about this policy including the right to an investigation of both oral and written complaints of discrimination.**

**~~2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.~~**

**~~3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.~~**

**~~4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.~~**

**3. Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.**

**4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.**

**5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.**

**6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.**

### **Guidelines**

#### **Complaint Procedure – Student/Third Party**

##### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct **by any student, employee, or third party** that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. **Any 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.**[26]

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee ~~is~~ **may be** encouraged to use the **district's** report form, available from the building principal, **or Compliance Officer, or to otherwise put the complaint in writing; however, but** oral complaints shall be accepted ~~edable~~, **documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.**

## Step 2 – Investigation

~~Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation, in which case the Compliance Officer shall conduct the investigation and prepare the investigative report.~~

**The investigator shall assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.**

**The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation.**

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the **incident allegations**. The investigator may also evaluate any other information and materials relevant to the investigation. **The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.**

If the investigation ~~results in a determination reveals~~ that the conduct being investigated may involve a violation of criminal law, the ~~building principal investigator~~ shall **promptly** inform law enforcement authorities about the **incident allegations in accordance with existing procedures**. [26][27][28]

The obligation to conduct this investigation shall not be negated by the fact that a criminal **or child protective services** investigation of the incident is pending or has been concluded. **The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.**

## Step 3 – Investigative Report

The ~~building principal investigator~~ shall prepare and submit a written report to the Compliance

Officer within ~~fifteen (15)~~ **twenty (20)** days, ~~unless additional time to complete the investigation is required.~~ **of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.**

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, **the information and evaluation that formed the basis for this determination, and whether the conduct violated it is a violation of this policy and of any other violations of law or Board policy which may warrant further district action,** and a recommended disposition of the complaint. **An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.**

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition **within a reasonable time of the submission of the written report.**

#### **Step 4 – District Action**

If the investigation results in a finding that **some or all of the allegations of** the complaint ~~is are proven and therefore factual and~~ constitutes a violation of this policy, the district shall take prompt, corrective action **designed** to ensure that such conduct ceases and ~~will not recur that no retaliation occurs.~~ **The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment.** District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. **The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.**

**If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.**

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

#### Appeal Procedure

1. If the complainant **or the accused** is not satisfied with a finding ~~of no violation of made pursuant to~~ the policy or with ~~the~~ recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. ~~In the event If the Compliance Officer conducted the investigation and issued the report complaint,~~ **the such** appeal ~~should shall~~ be **submitted made** to the Superintendent. ~~and the Superintendent shall follow the appeal procedure.~~

2. The ~~Compliance Officer~~ **individual receiving the appeal** shall review the investigation and the investigative report and may also conduct **or designate another person to conduct** a reasonable **supplemental** investigation **to assess the sufficiency and propriety of the prior investigation.**
3. The ~~Compliance Officer~~ **person handling the appeal** shall prepare a written response to the appeal within ~~fifteen (15)~~ **twenty (20)** days. Copies of the response shall be provided to the complainant, the accused and the ~~building principal~~ **investigator** who conducted the initial investigation.

### Miscellaneous

#### *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.**

#### *False Charges –*

**Students who knowingly make false charges of harassment or retaliation shall be subject to disciplinary action, up to and including expulsion.**

### Equivalence Between Schools

~~The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds. [9]~~

~~Curriculum materials, instructional supplies and percentages of highly qualified personnel shall be equivalent between all district schools when compared on a grade-span by grade-span basis or a school-by-school basis. Records documenting such compliance shall be updated biannually.~~

~~The Board understands that equivalence between programs and schools shall not be measured by:~~

- ~~1. Changes in enrollment after the start of the school year.~~
- ~~2. Varying costs associated with providing services to students with disabilities.~~
- ~~3. Unexpected changes in personnel assignments occurring after the beginning of the school year.~~
- ~~4. Expenditures on language instruction education programs.~~
- ~~5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.~~

~~Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy. [15]~~

## 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-A](#)
- [6. 24 P.S. 1310](#)
- [7. 24 P.S. 1601-C et seq](#)
- [8. 24 P.S. 5004](#)
- [9. 20 U.S.C. 1681 et seq](#)
- [10. 29 U.S.C. 794](#)
- [11. 42 U.S.C. 12101 et seq](#)
- [12. 42 U.S.C. 1981 et seq](#)
- [13. 42 U.S.C. 2000d et seq](#)
- [14. 43 P.S. 951 et seq](#)
15. Pol. 103.1
16. Pol. 218
17. Pol. 247
18. Pol. 249
- [19. U.S. Const. Amend. XIV, Equal Protection Clause](#)
- [20. 29 CFR 1604.11](#)
- [21. 29 CFR 1606.8](#)
22. Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
23. Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
- [24. Office for Civil Rights – Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties \(January 2001\)](#)
- [25. Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability \(Oct. 26, 2010\)](#)
26. Pol. 806
- [27. 18 Pa. C.S.A. 2709](#)
28. Pol. 815
- [28 CFR Part 35](#)
- [28 CFR Part 41](#)
- [34 CFR Part 100](#)
- [34 CFR Part 104](#)
- [34 CFR Part 106](#)
- [34 CFR Part 110](#)
- Pol. 122
- Pol. 123
- Pol. 701

Last Modified by Linda Cherashore on October 20, 2017



Book	Policy Manual
Section	100 Programs
Title	Report Form Nondiscrimination in School and Classroom Practices PSBA
Number	103AG1
Status	Review

Please download and complete the attached form.

[103-Attach PSBA.pdf \(104 KB\)](#)

Last Modified by Linda Cherashore on November 8, 2017

# WEST CHESTER AREA SCHOOL DISTRICT

No. 103AG1

ADMINISTRATIVE GUIDELINE  
APPROVED: August 1, 2015  
REVISED:

## 103AG1 REPORT FORM FOR COMPLAINTS OF DISCRIMINATION/**DISCRIMINATORY HARASSMENT** ~~IN SCHOOL AND~~ ~~CLASSROOM PRACTICES~~

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Alleged discrimination was based on: \_\_\_\_\_

Name of person you believe violated the district's nondiscrimination policy:

\_\_\_\_\_  
If the alleged discrimination was directed against another person, identify the other person:

\_\_\_\_\_  
Describe the incident(s) as clearly as possible, including any **graphic, written, electronic**, verbal or **nonverbal acts statements** (i.e. **offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults, offensive objects or pictures, physical assaults**, threats, ~~derogatory remarks, demands, etc.~~ **intimidation, or other conduct**). ~~and any actions or activities~~ Attach additional pages if necessary:

When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

\_\_\_\_\_  
This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date





Book	Policy Manual
Section	200 Pupils
Title	Copy of Unlawful Harassment
Number	248
Status	Review
Adopted	August 1, 2015
Last Reviewed	June 22, 2015

### **Purpose**

The Board is committed to maintaining a learning environment free from sexual harassment and harassment based on race, color, religion, national origin/ethnicity, disability, medical condition, marital status, age, sex or sexual orientation, hereinafter referred to as protected characteristics. Therefore, the purpose of this policy is to prohibit sexual harassment and harassment based on any of the protected characteristics at school or any school-sponsored event/activity.

### **Authority**

It shall be a violation of this policy for any student while on district property, or during a district event/activity, to sexually harass a student, school personnel or other person, or harass a student, school personnel or other person, based on any of the protected characteristics. Further, it shall be a violation of this policy for any student while on district property, or during a district event/activity, to assist or encourage sexual harassment or harassment based on a protected characteristic of a student, school personnel, or other person. The Board encourages students and other persons who have been harassed to promptly report such incidents to the designated employees.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Definitions**

**Harassment** based on any of the protected characteristics consists of verbal, written/graphic, or physical conduct relating to an individual's race, color, religion, national origin/ethnicity, disability, medical condition, marital status, age, sex or sexual orientation when the conduct: [\[2\]](#)

1. Creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from the educational program or activity.
4. Otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute **harassment** based on a protected characteristic, if it meets the immediately preceding definition, include:

1. Graffiti containing racially offensive language.

2. Name calling, jokes or rumors.
3. Physical acts of aggression or hostile acts against a person or his/her property because of that person's race, color, religion, national origin/ethnicity, disability, medical condition, marital status, age, sex or sexual orientation.
4. Written or graphic material which is posted or circulated, and which intimidates or threatens, or which is intended to intimidate or threaten, a person based on that person's race, color, religion, national origin/ethnicity, medical condition, disability, marital status, age, sex or sexual orientation.

**Sexual harassment** consists of an unwelcome sexual advance, request for sexual favor, and other inappropriate verbal, written, graphic or physical conduct or communication of a sexual nature when: [\[4\]](#)

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of a student's academic status.
2. Submission to or rejection of the conduct or communication by an individual is used as a factor in academic or work decisions affecting that individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. That conduct or communication is sufficiently severe, persistent or pervasive that it substantially or unreasonably interferes with an individual's school performance or creates an intimidating, hostile or offensive educational environment (i.e. the conduct is sufficiently serious to limit a student's ability to participate in or benefit from the educational program).

Examples of conduct which may constitute **sexual harassment**, if it meets the immediately preceding definition, include:

1. Unwelcome sexual physical contact of an individual's body or clothes.
2. Unwelcome ongoing or repeated sexual flirtation or propositions, or remarks.
3. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
4. Graphic comments about an individual's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual rumors.
7. Displaying sexual objects, pictures, cartoons or posters.

For purposes of this policy, **school personnel** shall include any School Board member, school employee, agent, volunteer, contractor or other person subject to the supervision and control of the district.

## **Guidelines**

### **Complaint Procedure**

#### *Formal Procedure –*

1. **File Report** – Any student or other person who believes that s/he has been the victim of sexual harassment or harassment based on a protected characteristic by a student or school personnel should report the alleged harassment as soon as possible. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report any such conduct to one of the Compliance Officers designated in this policy or to any school personnel.

Any school personnel who has knowledge of conduct which may constitute prohibited harassment shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy.

The reported complaint of harassment should be made orally or in writing (248-AG-1 Complaints Of Unlawful Harassment Report Form – Pupils) with one of the Compliance Officers designated in this policy. Any complaint that involves the Compliance Officer shall be reported to the Superintendent.

The complaint, the identity of the complainant, and the identity of the person accused of harassment will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is permitted by law.

Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the district's ability to fully respond to the complaint.

2. Investigation – Upon receipt of a report of alleged harassment, the Compliance Officer shall promptly authorize or undertake an investigation. The investigation may be conducted by school personnel, or a third party designated by the district to perform that function. The investigation shall be completed as soon as practicable, which generally should be not later than fourteen (14) calendar days after receipt of the report to the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice to the complainant that the complaint has been received. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, taking measures to reduce or eliminate contact between the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the Compliance Officer determines that more than fourteen (14) days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any documents or other information deemed relevant by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the Compliance Officer, and any investigator appointed by the Compliance Officer, shall consider, at a minimum: (i) the surrounding circumstances; (ii) the nature of the behavior; (iii) incidents of past or continuing patterns of behavior; (iv) how often the conduct occurred; (v) the relationship of the alleged perpetrator to the alleged victim (e.g., whether the alleged perpetrator was in a position of authority over the alleged victim); (vi) the location of the alleged harassment; (vii) the ages of the parties and (viii) the context in which any alleged incident(s) occurred. Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the appropriate Supervisory Compliance Officer upon completion of the investigation. If the complaint involves the Supervisory Compliance Officer, then the report shall be sent to the Superintendent. The report shall include the Compliance Officer's determination of whether and how this policy was violated and recommendations for disciplinary and/or corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by any investigating local, state or federal agency.

3. Action by Supervisory Compliance Officer or Superintendent – Within five (5) calendar days of receiving the Compliance Officer's report, the Supervisory Compliance Officer (or Superintendent

if the complaint involves the Supervisory Compliance Officer) shall issue a decision regarding whether and how this policy was violated. This decision must be provided in writing to the complainant and the person accused of harassment. If the Supervisory Compliance Officer (or Superintendent if the complaint involves the Supervisory Compliance Officer) determines that prohibited harassment occurred, prompt, appropriate action shall be taken to address and remedy the violation as well as to prevent any recurrence. Such action may include discipline, which in the case of students may involve exclusions from school. Whether or not the Supervisory Compliance Officer (or Superintendent if the event that the Supervisory Compliance Officer is involved in the complaint) determines that prohibited harassment occurred, school-wide, group or individual training may be conducted or the complainant may be invited to receive counseling.

4. Appeal – If the Supervisory Compliance Officer (or Superintendent in the event that the Supervisory Compliance Officer is involved in the complaint) determines that no prohibited harassment occurred, the complainant may appeal this finding to the Board within five (5) calendar days of receiving the decision. Any appeal from a Supervisory Compliance Officer's decision must be in writing and filed with the Superintendent. A good faith effort to make a decision within thirty (30) calendar days of receiving the record shall be made. Oral or written argument from the complainant, the person accused of harassment, or any other person may be requested by the Board depending upon the circumstances.

If the Superintendent or the Supervisory Compliance Officer determines that the prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary action. In the case of student, the appeal shall be in accordance with Policy 233. In the case of an employee, an appeal shall be taken as provided by law.[6]

5. Compliance Officers and Supervisory Compliance Officers – The Board has designated every building principal to be a Compliance Officer. The Director of Secondary Education shall be the Supervisory Compliance Officer for the Secondary School principals and the Directory of Elementary Education shall be the Supervisory Compliance Officer for Elementary School principals.[5]

The responsibilities of the Compliance Officer shall include the following:

- a. Receive reports or complaints of harassment.
- b. Oversee the investigation of any alleged harassment.
- c. Assesses the training needs of the district in connection with this policy.
- d. Arrange necessary training to achieve compliance with this policy.
- e. Ensure that any harassment investigation is conducted by an impartial and appropriately trained investigator.
- f. Take all reasonable measures to protect the alleged victim and others during the investigation.
- g. If appropriate, initiate disciplinary procedures.

#### *Informal Procedure –*

If the complainant and the person accused of harassment agree, they may arrange with the Compliance Officer to attempt to resolve the complaint informally with the help of a counselor, teacher, or administrator. In that event they shall each be informed by the Compliance Officer that they have the right to abandon the informal procedure at any time in favor of the initiation or continuation of the formal complaint procedure set forth in this policy. If the complainant and the person accused of harassment are successful in resolving the complaint informally, the Compliance Officer shall keep a written record of the agreement between the parties.

## Miscellaneous

### *Retaliation –*

Retaliation against students, school personnel or other persons who report harassment pursuant to this policy or who participate in any related proceeding is prohibited. The Board deems retaliatory acts as harmful as harassing acts and shall take appropriate action against students or school personnel who retaliate against any student, school personnel or other person who reports alleged harassment or participates in related proceedings. Such action may include discipline, up to and including expulsion.

### *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.

### *Dissemination of Policy –*

All employees shall receive a copy of this policy when they are hired and annually thereafter. In addition, this policy shall be posted in every district building housing student classrooms or school personnel offices and disseminated to students, parents/guardians, independent contractors, vendors and the public on an annual basis.

### *False Charges –*

Students who knowingly make false charges of harassment or retaliation shall be subject to disciplinary action, up to and including expulsion.

#### Legal

[1. 20 U.S.C. 1681 et seq](#)

[2. 29 CFR 1606.8](#)

[3. 43 P.S. 951 et seq](#)

[4. 29 CFR 1604.11](#)

5. Pol. 103

6. Pol. 233

Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties

Pol. 103.1

Pol. 806

Last Modified by Linda Cherashore on November 8, 2017



Book	Policy Manual
Section	200 Pupils
Title	Copy of Unlawful Harassment Report Form
Number	248AG1
Status	Review

To open and complete this form, you must right click on the link, select 'Save Link As,' and then save the file to your desktop. You can then complete the form electronically and print/submit it.

[248AG1 Complaints.Unlawful Harassment Form.pdf \(31 KB\)](#)

Last Modified by Linda Cherashore on November 8, 2017

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE  
APPROVED: August 1, 2015  
REVISED:

## 248AG1 COMPLAINTS OF UNLAWFUL HARASSMENT REPORT FORM-PUPILS

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
School Building: \_\_\_\_\_  
Date of Alleged Incident(s): \_\_\_\_\_

Alleged harassment was based on: \_\_\_\_\_

Name of person you believe violated the district's unlawful harassment policy (No. 248):  
\_\_\_\_\_

If the alleged discrimination was directed against another person, identify the other person:  
\_\_\_\_\_

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

When and where incident occurred \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_  
has harassed me or another person. I certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

## ***2018-2019 Course Proposal***

### **Course Names:**

Advanced Geoscience: Astronomy and Geology

Advanced Geoscience: Oceanography and Meteorology

### **Course Type:**

Full-year, 1.6 AP credit, blended (4/1) core course for grades 11 and 12

### **Course Descriptions:**

#### ***Astronomy and Geology***

This is a dual enrollment course offered in conjunction with West Chester University. The course will be taught on site by WCASD teaching staff. Students successfully completing this full-year college level course will receive six college credits from West Chester University. During the first semester, the students will examine the formation and composition of the universe. In the second semester, students will study the Earth's history, composition, and processes.

#### ***Oceanography and Meteorology***

This is a dual enrollment course offered in conjunction with West Chester University. The course will be taught on site by WCASD teaching staff. Students successfully completing this full-year college level course will receive six college credits from West Chester University. During the first semester, students will explore the physical and biological processes in the oceans. In the second semester, students will investigate the fundamental processes that determine the weather and climate on Earth.

### **Rationale:**

As we strive to expand educational opportunities and to prepare students with science process and 21<sup>st</sup> century skills to flourish in an increasingly STEM-oriented world, our science offerings need to reflect the options present in academia. While the WCASD offers College Board AP courses in Biology, Chemistry, and Physics [2], there are no offerings in the area of Geoscience courses. The adoption of the new WCASD Geoscience courses is based on planning that started with teachers during the 2016-2017 school year with multiple opportunities for input from all science teachers.

### **Process:**

Teachers began the curricular review process last year with open-ended discussions about the future of science elective courses in WCASD. All options were open to discussion, with a variety of plans for future curricular structure being considered. This proposal of adoption is also based on conversations among the Supervisor of Science, Technology Education, Family Consumer Science, Health and Physical Education; the Director of Secondary Education; the Assistant Superintendent for Curriculum and Instruction; and high school science chairs. The Supervisor has also discussed this on multiple levels with administration, department chairs, and professors from West Chester University along with administrators from several other school districts. The request is as follows:

1. Advanced Geoscience: Astronomy and Geology and Advanced Geoscience: Oceanography and Meteorology will be adopted and named as such in the course selection guide. The location will be after the existing Earth/Space classes.
2. The pre-requisite will read as follows: *Successful completion of Biology and Chemistry.*
3. The course will be blended and meet 4/1 times per week.



4. Upon completion of one of these courses, it is expected that students will be able to transition into the second offering, or any other science course elective.
5. The majority of students entering this course will be rising juniors who have successfully completed biology and chemistry. Additionally, rising seniors who have successfully completed biology and chemistry will be eligible for the course. It is possible that some of our accelerated sophomores will meet the first stated pre-requisite, and they will be eligible for the course.

**Blended:**

The blended model is requested for multiple reasons, including the current practice that it is common for juniors to enroll concurrently in a core science along with AP Chemistry or AP Biology which meet for 8 periods each week. If these courses were offered following the traditional WCASD AP Science model of 8 periods each week, it would prevent this concurrent enrollment and impede possibilities for student acceleration in science. Additional rationale for the blended model:

1. Students will benefit by making appropriate use of the district's ambitious 1:1 initiative.
2. Teachers will more effectively use the Schoology Learning Management System for the benefit of students.
3. The blended structure will allow for additional opportunities for remediation and enrichment for students.
4. Students will have an opportunity to experience a "Collegiate Schedule" while in a safe environment.
5. Students will have an opportunity to practice self-directed learning in science while in a safe environment.
6. Students will engage in the process of scientific inquiry with the appropriate use of technology.
7. The structure will allow for a better use of physical space while enhancing opportunities for teacher collaboration.
8. Students will develop 21<sup>st</sup> century skills by utilizing tools that do not fit into the traditional classroom.

**Proposed Resources:**

The process of identifying resources was started during the 2016-2017 school year and will continue through the 2017-2018 school year. The budget request for this proposal is approximately \$70,000 which will include funding for teacher training, textbook resources, along with some laboratory equipment. These costs will be included in the WCASD curriculum proposals budget for the 2018-2019 academic year and will not increase the overall curricular budget for the district.

**Curriculum Overview:***Astronomy and Geology*

This is a college level introductory course in astronomy and geology. Topics will focus on the observable changes in the night sky, the properties of light, the laws of motion, the formation and composition of the solar system, extra-solar planets, and the properties of stars, stellar evolution and stellar death. Students will study the Earth, the processes that shape it today, and those that are recorded in the geologic past. The Earth will be studied from a human perspective by focusing on geologic topics that influence mankind directly including geologic hazards, environmental issues, and resources. The overall goal is to demonstrate that geology is important to humans and to help students develop skills of inquiry within a geologic framework.

### *Oceanography and Meteorology*

This is a college level introductory course in oceanography and meteorology. The course begins with an overview of earth and ocean. It will cover four areas of oceanographic research area – physical, chemical, biological, and geological oceanography. Oceanography is a quantitative field. There will be some quantitative reasoning employed in the course, mostly through hands on, in-class activities that are practical and enhance collaboration among students. The course then transitions to an overview of weather data and a study of temperature, pressure, air flow, precipitation, and storms. There is a detailed look at how thunderstorms and tornadoes are created, which requires application of the skills and knowledge acquired in the course. The summary topics focus on weather forecasting and climate change.

Course Proposal  
2018-2019

**Course Name:**

Advanced Placement Capstone Program (AP Seminar & AP Research)

**Course Type:**

Two full year courses = 2.0 AP credit for grades 10-12

**Course Descriptions:**

AP Capstone is a two year course program that allows students to dive into rigorous and personalized learning through research. In year one, students in grades 10 or 11 are able to enroll in AP Seminar, a course that will build independent research skills as well as our students' abilities to collaborate and communicate effectively. In year two, students in grades 11 & 12 who have completed AP Seminar can enroll in AP Research. In this course, students will immerse themselves in a yearlong self-selected area of research.

**Rationale:** Students enrolled in AP Capstone will receive an experience unlike any other AP Course. AP Capstone goes beyond memorization of facts and formulas and requires students to think critically about modern problems. Students will work both collaboratively and individually throughout the program, displaying their knowledge in written papers as well as oral presentations. Students will ultimately be asked to develop their own research question and conduct their own study of the problem. Students who complete the Capstone Program will be better equipped to tackle post-secondary experiences – both collegiate and professional. Additionally, students who successfully complete the program will earn an AP Capstone Certificate. Students who successfully complete the Capstone program and score a 3 or higher on four additional AP Exams will be awarded an AP Capstone Diploma.

**Process:** As a collaborative effort the Supervisor of Fine Arts & Social Studies, Curriculum Specialist for English Language Arts (Secondary), the Director of Technology, and the Assistant Superintendent the four high school Social Studies Dept. Chairs began the curricular review process during the summer to see if the introduction of the AP Capstone programming would be appropriate for the WCASD. During the summer 2017, an application for consideration was submitted to the College Board in anticipation of this request. As part of this process, different staff visited buildings offering AP Capstone and discussed the implementation methods of different districts within our region (Brandywine SD, Quakertown HS, and Downingtown SD) to explore the different ways the program is implemented. As part of this discussion, we explored where the course may best fit within our current scope and sequence. Discussions were also had by the Director of Technology and the Curriculum Specialist for English Language Arts (Secondary) with the high school librarians and the high school ELA departments to see which teachers might be interested in teaching these courses.

The request is as follows:

1. Advanced Placement Capstone: Seminar and Advanced Placement Capstone: Research will be adopted and named as such in the course selection guide. The location will be within the current Social Studies Electives.
2. Pre-Requisite: To participate in the program, students will need to make a two-year commitment to the program, starting in either 10<sup>th</sup> or 11<sup>th</sup> grade.  
Seminar: No prerequisite  
Research: Score of 3+ in the AP Seminar course

3. Course Scheduling:  
Advanced Placement Capstone: Seminar will meet five times per week.  
Advanced Placement Capstone: Research scheduling will be determined throughout the 2018-19 school year.
4. The course will be open to all students, beginning in tenth grade and will serve as two elective credits.

**Proposed Resources:**

This course will require the following resources to implement the program:

- Advanced Placement Summer Institute (APSI) for 9 teachers (3/HS): All AP teachers must participate in an approved summer institute prior to teaching an AP course.  
Estimated cost: \$15,000
- Summer Curriculum Work: Upon the return from APSI, teachers will engage in one full day or curriculum writing. Estimated cost: \$3,200
- Substitute Coverage: Teachers will need two days of coverage for additional training throughout the year. Estimated cost: \$3,000
- Teacher Resource Library: We are requesting \$500 per high school for teachers to purchase reference materials to include style guides and research manuals. Estimated cost: \$1,500
- Additionally, we are requesting \$1,000 per high school for additional after school time which will allow students to conduct their oral defense and other presentations as needed throughout the course.

**Total estimated cost: \$25,700**

**Curriculum Overview:***Advanced Placement Capstone: Seminar*

AP Seminar is a year-long course that has students investigate real-world issues from multiple perspectives. Students learn to synthesize information from different sources, develop their own lines of reasoning in research-based written essays, and design and deliver oral and visual presentations, both individually and as part of a team. Students will be assessed on a group presentation, individual paper, and written exam.

*Advanced Placement Capstone: Research*

AP Research allows students to deeply explore an academic topic, problem, or issue of individual interest. Through this exploration, students design, plan, and conduct a year-long research-based investigation to address a research question.

In the AP Research course, students further their skills acquired in the AP Seminar course by understanding research methodology; employing ethical research practices; and accessing, analyzing, and synthesizing information as they address a research question. Students explore their skill development, document their processes, and curate the artifacts of the development of their scholarly work in a portfolio. The course culminates in an academic paper of 4000-5000 words (accompanied by a performance or exhibition of product where applicable) and a presentation with an oral defense.

Course Proposal  
2018-2019

**Course Name:**

Advanced Placement Human Geography

**Course Type:**

Full year 1.0 AP credit for grades 9-12

**Course Descriptions:**

The purpose of the AP course in Human Geography is to introduce students to the systematic study of patterns and processes that have shaped human understanding, use, and alteration of Earth's surface. Students will study concepts such as migration, religions, cultural landscapes, urban and rural land use, suburban sprawl, economic development, and many other topics pertinent to today's global world.

**Rationale:** Our students are immersed in a global world and as such need exposure to topics of critical import in the 21<sup>st</sup> Century. Students cannot become leaders in society without understanding how today's world developed into an interdependent system.

**Process:** In collaboration with the Supervisor of Fine Arts & Social Studies, the four high school Social Studies Dept. Chairs began the curricular review process this fall with a discussion about introducing the AP Human Geography as an elective within the department. As part of this discussion, we explored where the course may best fit within our current scope and sequence. We also began identifying the instructors for this course, should it be approved. This proposal of adoption is also based on conversations among the Supervisor of Fine Arts & Social Studies, the Director of Secondary Education, the Assistant Superintendent for Curriculum and Instruction, and high school principals. The request is as follows:

1. Advanced Placement Human Geography will be adopted and named as such in the course selection guide. The location will be within the current Social Studies Electives.
2. There will be no pre-requisite for this course.
3. The course will meet 5 times per week.
4. The course will be open to all high school students, grades 9-12 and will serve as an elective Social Studies Credit.

**Proposed Resources:** The process of identifying resources was started in October 2017 and will continue through the 2017-18 school year. The budget request for this proposal is approximately \$20,000 which will include funding for teacher training, textbook resources, and curriculum development. These costs will be included in the WCASD curriculum proposals budget for the 2017-2018 academic year and will not increase the overall curricular budget for the district.

**Curriculum Overview:**

Advanced Placement Human Geography

This is a college level introductory course in Human Geography. Topics will focus on population, demographics, and migration; cultural patterns and process such as religion and cultural identity; the political organization of space, including the challenges to inherited political-territorial arrangements; land use issues, such as urbanization, settlement patterns, and modern agriculture; and industrial and economic development. Students will study the patterns and processes that have

shaped human understanding, use, and alteration of Earth's surface. Students employ spatial concepts and landscape analysis to examine human social organization and its environmental consequences. They also learn about the methods and tools geographers use in their science and practice. The overall goal is to demonstrate that geography is important to understanding our world today and to help students develop skills of inquiry within a geographic framework.

## Course Proposal

2017-2018

### **Course Name:**

Statistics & Sports Analytics Honors

### **Course Type:**

Full year 1.0 credit for grades 11 – 12

### **Course Descriptions:**

The purpose of the Statistics & Sports Analytics Honors course is to explore the use of data and quantitative methods to measure performance and decision-making processes in the world of sports. Students will collect and analyze data from a men's and women's sports and identify relationships between variables and discuss randomness, probability and sampling distributions. This course is designed to include critical thinking, mathematical modeling, statistical analysis, predictive analysis, optimization and simulation. These skills will be applied to various elements of the sports world, but are equally useful in many other areas and careers.

**Rationale:** The current market calls for citizens who have a deep understanding of data collection, analysis and its implications. With Sports Analytics experiencing a major growth in the professional field, this course is intended to provide students with an avenue through which students can study math with a lens that matches a specific interest. With a strong population of students who are equally passionate about sports and mathematics, the merging of the two concepts aims to further student understanding of both fields as well as prepare them for continued study at the collegiate level.

**Process:** In collaboration with the Supervisor of Mathematics, Computer Science & Business, high school teachers and department chairs began exploration of a Sports Analytics course this fall and referenced curricular resources from MIT, Penn and Columbia to begin formulating a curriculum proposal that tied to PA State Standards. The proposal is based on the following:

1. Statistics & Sports Analytics Honors will be adopted and named as such in the course selection guide.
2. The course will be instructed by a secondary certified mathematics teacher.
3. The prerequisite for the course would be a successful completion of Algebra 2.
4. The course will meet 5 times per week.
5. The course will be offered to students in grades 11-12.

**Proposed Resources:** The process of identifying resources began in October 2017 and will continue through the 2017-18 school year. The budget request for this proposal is approximately \$20,000 which will include funding for teacher professional development and curriculum development. These costs will be included in the WCASD curriculum proposals budget for the 2017-2018 academic year and will not increase the overall curricular budget for the district.

### **Curriculum Overview:**

Statistics & Sports Analytics Honors

The course will include the same set of standards as WCASD Statistics Honors course while highlighting three main themes throughout its study of statistical measures: (1) measuring and predicting player and team performance, (2) decision-making and strategy in sports, and (3) using data to prove/disprove the validity of statements.

Topics will focus on the evolution of statistical measures used in various sports, as well as their application to game strategy and player development. Inferential statistics will be utilized to analyze player and team development and make predictions for future performance. Game strategy includes analysis of risk/reward in sports as well as estimating ability with confidence intervals. Examples include identifying if a team should punt or go for it on fourth down in football, or the probabilities associated with stealing on a 3-1 count in baseball. Units will be designed to merge analytical concepts, such as mean reversion, with statistical concepts, such as regression. Students will model with mathematics throughout the course with units that highlight standardized scores and normal distribution as well as infographics as a tool to present data analysis.

The main sports discussed in the course will be baseball, basketball, football, hockey, soccer and softball. Students will be offered the opportunity to pursue other sports in more detail through research-based projects.

The overall goal of Statistics & Sports Analytics Honors is to further enhance student numeracy by studying statistics through a lens that is targeted to specific student interests as well as career opportunities that continue to evolve in an ever-changing world of big data.



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## WCASD EDUCATION COMMITTEE

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To: Board of School Directors  
From: Tammi Florio, Ed. D.  
Sara Missett, Ed. D.  
Robert Sokolowski, Ed. D.  
Date: November 13, 2017

Re: **Education Committee Consent Agenda Items for November Board Approval**

Unless we hear otherwise, the following attached items will appear under the Education Committee as consent items for the November 27, 2017 School Board agenda:

1. Approval of the following Study/Excursion trip(s):
  - East HS Boys Cross Country – Hershey, PA – Fri-Sat 11/3-11/4/2017\*
  - East HS Girls Cross Country – Hershey, PA – Fri-Sat 11/3-11/4/2017\*
  - Henderson HS Boys Cross Country – Hershey, PA – Fri-Sat 11/3-11/4/2017\*
  - Henderson HS Girls Cross Country – Hershey, PA – Fri-Sat 11/3-11/4/2017\*
  - Rustin HS Girls Cross Country – Hershey, PA – Fri-Sat 11/3-11/4/2017\*
  - Rustin HS Ice Hockey Team – Jamestown, NY – Fri-Sun 12/1-12/3/2017\*
2. Approval of the following Activity Account(s):
  - East HS Class of 2021 Account
  - Peirce MS GSA Account
3. Approval to Terminate the following Account(s):
  - East HS Tri-M Music Honors Society

\*Indicates trips that are competitions. As per policy, they have been approved and the board is being notified.

If after reviewing this information you have any questions, please feel free to contact Bob Sokolowski at 484-266-1016.

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE  
APPROVED: September 25, 2017  
REVISED:

## 121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

<b>PROPOSAL</b>			
<input checked="" type="checkbox"/> New Trip Request		<input type="checkbox"/> Trip Revision Request	
<input type="checkbox"/> Trip Cancellation			
School: <u>West Chester East High School</u>		Sport: <u>Boys Cross Country</u>	
Coach(s) in charge: <u>Kareem Lanier</u>		In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/>	
Destination: <u>Cross Country State Championships - Hershey, PA</u>			
Trip Day(s)/Date(s): <u>Friday, 11/3/2017 to Saturday, 11/4/2017</u>			
Number of Students: <u>7</u> Total Passengers: <u>8</u> % of Eligible Students going: <u>100 %</u>			
Adult Chaperone to Student ratio: <u>2</u> <u>1</u> <u>7</u>			
Names of Coach/Staff Chaperones: <u>Kareem Lanier</u>			
~ Other Adult Chaperones: <u>Jeff Levin or Chris Clarke</u>			
Nurse required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Refer to 121AG6)			
<b>ESTIMATED COST</b>			
Substitute(s) needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, how many: _____		Number Cost Budget/Activity Code	
Name of Staff Member Driving Students: <u>Kareem Lanier</u>			
Mileage/Tolls: (if applicable)		\$100.00	1-3200-000-20-30-953-580
Hotel/Food/Airfare: (if applicable)		\$417.00	1-3200-000-20-30-953-580
Meal(s): (allowance \$31.50/Adult, \$20.00/Student)		\$609.00	1-3200-000-20-30-953-580
Registration/Entrance Fee: (if applicable)		\$15.00	1-3200-000-20-30-953-810
<input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation			
<input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>1</u>		\$100.00	1-3200-000-20-30-953-444
~ Rental Company/Carrier: <u>Auto Rent</u>			
~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No Drop at: _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM			
Pick up: _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM			
Students Leaving From: <u>West Chester East High School</u> at 1:00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM			
Students Returning To: <u>West Chester East High School</u> at 4:00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM			
TOTAL Cost of Trip: \$ <u>1241.00</u>		Pupfl Cost: \$ <u>0</u>	TOTAL Cost to the District: \$ <u>1241.00</u>
Requested by: <u>KAREEM LANIER</u>		Signature: <u>Kareem Lanier</u>	Date: <u>10/24/17</u>
<b>APPROVAL</b>			
Principal: <u>[Signature]</u>		Approved: _____	Date: _____
Athletic Director: <u>[Signature]</u>		Approved: _____	Date: <u>10/23/17</u>
Director of Secondary Education		Approved: <u>[Signature]</u>	Date: <u>10/24/17</u>
Transportation:		Approved: _____	Date: _____
Scheduled Date: _____		Contractor: _____	
Krapf Cost: _____		Additional Cost: _____	
Spellman Office Only: Overnight Trip will appear on the <u>NOV</u> Board Consent Agenda.			

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE  
APPROVED: September 25, 2017  
REVISED:

## 121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

<b>PROPOSAL</b>			
<input checked="" type="checkbox"/> New Trip Request		<input type="checkbox"/> Trip Revision Request	
<input type="checkbox"/> Trip Cancellation			
School: <u>West Chester East High School</u>		Sport: <u>Girls Cross Country</u>	
Coach(s) in charge: <u>Anthony Prinzo</u>		In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/>	
Destination: <u>Cross Country State Championships - Hershey, PA</u>			
Trip Day(s)/Date(s): <u>Friday, 11/3/2017 to Saturday, 11/4/2017</u>			
Number of Students: <u>8</u> Total Passengers: <u>9</u> % of Eligible Students going: <u>100 %</u>			
Adult Chaperone to Student ratio: <u>1</u> / <u>8</u>			
Names of Coach/Staff Chaperones: <u>Anthony Prinzo</u>			
~ Other Adult Chaperones: _____			
Nurse required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Refer to 121AG6)			
<b>ESTIMATED COST</b>			
Substitute(s) needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If so, how many: <u>1</u>	
		Cost: <u>\$157.73</u>	Budget/Activity Code: <u>1-1110-000-00-54-954-315</u>
Name of Staff Member Driving Students: <u>Anthony Prinzo</u>			
Mileage/Tolls: (if applicable)		<u>\$100.00</u>	<u>1-3200-000-20-30-953-580</u>
Hotel/Food/Airfare: (if applicable)		<u>\$375.00</u>	<u>1-3200-000-20-30-953-580</u>
Meal(s): (allowance \$31.50/Adult, \$20.00/Student)		<u>\$574.50</u>	<u>1-3200-000-20-30-953-580</u>
Registration/Entrance Fee: (if applicable)			
<input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>1</u>			
		<u>\$100.00</u>	<u>1-3200-000-20-30-953-444</u>
~ Rental Company/Carrier: <u>Auto Rent</u>			
~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Drop at: _____		at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Pick up: _____		at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Students Leaving From: <u>West Chester East High School</u>		at <u>10:00</u>	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
Students Returning To: <u>West Chester East High School</u>		at <u>3:00</u>	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM
TOTAL Cost of Trip: \$ <u>1307.23</u>		Pupil Cost: \$ <u>0</u>	TOTAL Cost to the District: \$ <u>1307.23</u>
Requested by: <u>Anthony Prinzo</u>		Signature: <u>[Signature]</u>	Date: <u>10/23/17</u>
<b>APPROVAL</b>			
Principal: <u>[Signature]</u>		Approved: _____	Date: _____
Athletic Director: <u>[Signature]</u>		Approved: <u>[Signature]</u>	Date: <u>10/23/17</u>
Director of Secondary Education: _____		Approved: <u>[Signature]</u>	Date: <u>10/24/17</u>
Transportation: _____		Date: _____	
Scheduled Date: _____		Contractor: _____	
Krapf Cost: _____		Additional Cost: _____	
Spellman Office Only: Overnight Trip will appear on the <u>NOV</u> Board Consent Agenda.			

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE  
APPROVED: September 25, 2017  
REVISED:

## 121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

<b>PROPOSAL</b>			
<input checked="" type="checkbox"/> New Trip Request		<input type="checkbox"/> Trip Revision Request	
<input type="checkbox"/> Trip Cancellation			
School: <u>Henderson High School</u>		Sport: <u>Boys Cross Country</u>	
Coach(s) in charge: <u>Kevin Kelly</u>		In Season: <input type="checkbox"/>	Post Season: <input checked="" type="checkbox"/>
Destination: <u>PIAA State Championships located in Hershey PA</u>			
Trip Day(s)/Date(s): <u>Friday November 3rd and Saturday November</u>			
Number of Students: <u>3</u> Total Passengers: <u>4</u> % of Eligible Students going: <u>100%</u>			
Adult Chaperone to Student ratio: <u>1</u> / <u>3</u>			
Names of Coach/Staff Chaperones: <u>Kevin Kelly</u>			
~ Other Adult Chaperones: _____			
Nurse required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Refer to 121AG6)			
<b>ESTIMATED COST</b>			
Substitute(s) needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Number	Cost
If so, how many: <u>1</u>			Budget/Activity Code
		\$157.73	<u>1-1110-000-20-40-221-315</u>
Name of Staff Member Driving Students: <u>Bill Lott, Kevin Kelly</u>			
Mileage/Tolls: (if applicable)		<u>70.00</u>	<u>1-3200-000-20-30-953-580</u>
Hotel/Food/Airfare: (if applicable)		<u>530.00</u>	<u>1-3200-000-20-30-953-580</u>
Meal(s): (allowance \$31.50/Adult, \$20.00/Student)		<u>200.00</u>	<u>1-3200-000-20-30-953-580</u>
Registration/Entrance Fee: (if applicable)		<u>0</u>	
<input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches _____			
Share with our girls XC team.			
~ Rental Company/Carrier: <u>Fred Beans Ford</u>			
~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Drop at: _____		at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Pick up: _____		at _____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Students Leaving From: <u>Henderson on 11/3/2017</u>		at <u>8</u>	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
Students Returning To: <u>Henderson on 11/4/2017</u>		at <u>6</u>	<input type="checkbox"/> AM <input type="checkbox"/> PM
TOTAL Cost of Trip: \$ <u>957.73</u>		Pupil Cost: \$ <u>0</u>	TOTAL Cost to the District: \$ <u>957.73</u>
Requested by: <u>[Signature]</u>		Signature: <u>[Signature]</u>	Date: _____
<b>APPROVAL</b>			
Principal: _____		Approved: <u>[Signature]</u>	Date: <u>10/30/17</u>
Athletic Director: _____		Approved: <u>[Signature]</u>	Date: <u>10/30/17</u>
Director of Secondary Education: _____		Approved: <u>[Signature]</u>	Date: <u>10/30/17</u>
Transportation: _____			Date: _____
Scheduled Date: _____		Contractor: _____	
Krapf Cost: _____		Additional Cost: _____	
Spellman Office Only: Overnight Trip will appear on the <u>NOV</u> Board Consent Agenda.			

OCT 30 2017 S/E

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE  
APPROVED: September 25, 2017  
REVISED:

## 121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

<b>PROPOSAL</b>	<input checked="" type="checkbox"/> New Trip Request	<input type="checkbox"/> Trip Revision Request	<input type="checkbox"/> Trip Cancellation
-----------------	------------------------------------------------------	------------------------------------------------	--------------------------------------------

School: Henderson High School Sport: Girls Cross Country  
 In Season: ☐ Post Season: ☒

Coach(s) in charge: Bill Lott

Destination: PIAA State Championships located in Hershey PA

Trip Day(s)/Date(s): Friday November 3rd and Saturday November

Number of Students: 7 Total Passengers: 8 % of Eligible Students going: 100%  
 Adult Chaperone to Student ratio: 1 / 8  
 Names of Coach/Staff Chaperones: Bill Lott  
 ~ Other Adult Chaperones: \_\_\_\_\_

Nurse required on this trip: ☐ Yes ☒ No (Refer to 121AG6)

ESTIMATED COST	Number	Cost	Budget/Activity Code
Substitute(s) needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No if so, how many: <u>1</u>		<u>157.73</u>	<u>1-1110-000-20-40-221-315</u>
Name of Staff Member Driving Students: <u>Bill Lott, Kevin Kelly</u>			
Mileage/Tolls: (if applicable)		<u>75.00</u>	<u>1-3200-000-20-30-953-580</u>
Hotel/Food/Airfare: (if applicable)		<u>750.00</u>	<u>1-3200-000-20-30-953-580</u>
Meal(s): (allowance \$31.50/Adult, \$20.00/Student)		<u>425.00</u>	<u>1-3200-000-20-30-953-580</u>
Registration/Entrance Fee: (if applicable)		<u>0</u>	
<input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>2 vans</u> <u>\$380.00</u>			
~ Rental Company/Carrier: <u>Fred Beans Ford</u>			
~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Drop at: _____		at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Pick up: _____		at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Students Leaving From: <u>Henderson on 11/3/2017</u>		at <u>8</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	
Students Returning To: <u>Henderson on 11/4/2017</u>		at <u>6</u> <input type="checkbox"/> AM <input type="checkbox"/> PM	
TOTAL Cost of Trip: \$ <u>1787.73</u>		Pupil Cost: \$ <u>0</u>	
		TOTAL Cost to the District: \$ <u>1787.73</u>	
Requested by: <u>[Signature]</u>		Signature: <u>[Signature]</u> Date: <u>10/30/17</u>	

**APPROVAL**

Principal: _____	Approved: <u>[Signature]</u> Date: <u>10/30/17</u>
Athletic Director: _____	Approved: <u>[Signature]</u> Date: <u>10/30/17</u>
Director of Secondary Education: _____	Approved: <u>[Signature]</u> Date: <u>10/30/17</u>
Transportation: _____	Date: _____
Scheduled Date: _____	Contractor: _____
Krapf Cost: _____	Additional Cost: _____

Spellman Office Only: Overnight Trip will appear on the NOV Board Consent Agenda.

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE  
APPROVED: September 25, 2017  
REVISED:

## 121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

<b>PROPOSAL</b>		<input checked="" type="checkbox"/> New Trip Request	<input type="checkbox"/> Trip Revision Request	<input type="checkbox"/> Trip Cancellation
School: <u>Rustin High School</u> Sport: <u>Girls Cross Country</u> In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/>				
Coach(s) in charge: <u>Andrew White</u>				
Destination: <u>Hershey, PA (PIAA XC States)</u>				
Trip Day(s)/Date(s): <u>11/3/17 - 11/4/17</u>				
Number of Students: <u>2</u> Total Passengers: <u>3</u> % of Eligible Students going: <u>100%</u> Adult Chaperone to Student ratio: <u>1</u> / <u>2</u> Names of Coach/Staff Chaperones: _____ ~ Other Adult Chaperones: _____				
Nurse required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Refer to 121AG6)				
<b>ESTIMATED COST</b>				
Substitute(s) needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		if so, how many: <u>0.5</u>	Number	Cost
				<u>78.87</u>
Name of Staff Member Driving Students: <u>Andrew White</u>				
Mileage/Tolls: (if applicable)				<u>78.48</u>
Hotel/Food/Airfare: (if applicable)				<u>226.44</u>
Meal(s): (allowance \$31.50/Adult, \$20.00/Student)				<u>71.50</u>
Registration/Entrance Fee: (if applicable)				
<input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches _____				
~ Rental Company/Carrier: _____				
~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No Drop at: <u>RUSTIN</u> at <u>11:00</u> <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM Pick up: <u>RUSTIN</u> at <u>4:00</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM				
Students Leaving From: _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM				
Students Returning To: _____ at _____ <input type="checkbox"/> AM <input type="checkbox"/> PM				
TOTAL Cost of Trip: \$ <u>455.29</u>		Pupil Cost: \$ <u>0</u>	TOTAL Cost to the District: \$ <u>455.29</u>	
Requested by: <u>Andrew White</u>		Signature: <u>[Signature]</u>		Date: <u>10/31/17</u>
<b>APPROVAL</b>				
Principal: <u>[Signature]</u>		Approved: <u>MICHAEL MARANO</u>		Date: <u>10/31/17</u>
Athletic Director: <u>[Signature]</u>		Approved: <u>CARIS LUNARDI</u>		Date: <u>10/30/17</u>
Director of Secondary Education		Approved: <u>Am</u>		Date: <u>11/2/17</u>
Transportation:				Date:
Scheduled Date:		Contractor:		
Krapf Cost:		Additional Cost:		
Spellman Office Only: Overnight Trip will appear on the <u>NOV</u> Board Consent Agenda.				

APPROVED: August 1, 2015

REVISED: March 20, 2017

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

Proposal	New Trip Request	Trip Revision Request	Trip Cancellation Request
Teacher(s) in Charge: <u>Nicholas Russo &amp; Karen Greenberg (Head Coach and Club President)</u>			
Destination: <u>Jamestown, NY</u>			
Trip Day(s)/Date(s): <u>Fri 12/1, Sat 12/2, Sun 12/3 2017</u>		Competition	Yes      No
Overnight Trip: <u>Yes</u> No	In State   Out of State   Out of Country	Name Tour Company: <u>Perkiomen Tours &amp; Tr</u>	
Special Instructions (rain date, etc.): <u>NA</u>			
How is it related to curriculum: <u>HS Ice Hockey Team - School Board Approved as a Recognized Athletic Group</u>			
Objectives of the proposed trip: <u>Interscholastic Activity</u>			
Number of Pupils: <u>20</u>	Total Passengers: <u>27</u>	Per Pupil Cost: <u>500.00</u>	
Adult Chaperone to Student Ratio: <u>1</u> / <u>3</u>	% of Eligible Students Going: <u>100.00%</u>		
Names of Teacher/Staff Chaperones: <u>Nicholas Russo - Head Coach &amp; Karen Greenberg - Team Manager</u>			
Other Adult Chaperones: <u>Ken Sheriko, Mike Giduck, Jim Rolston, David Aurillo, Jakob Harris (Assistant Coaches &amp; Trainer)</u>			
Nurses required on this trip:      Yes      No      (refer to 121AG6)			
<b>Estimated Cost</b>			
	# Staff	# Days	Cost/Day
Substitute(s) Needed:	<u>0</u>		<u>157.73</u>
Agency Nurses Needed:	<u>0</u>		<u>0.00</u>
Name of Staff Member Driving Students: <u>Perkiomen Tours &amp; Travel</u>			
Mileage/Tolls: (if applicable)			<u>NA</u>
Hotel/Food/Airfare: (if applicable)			<u>NA</u>
Registration/Entrance Fee: (if applicable)			<u>NA</u>
Other Costs: <u>NA</u>			
Walking	Parent Provided Transportation		Public Transportation
Bus	Van/Car Rental	Coach	
	Vehicle	# Days	Cost/Vehicle
Buses/Rentals/Coaches	<u>NA</u>		<u>#VALUE!</u>
Rental Company/Carrier:	<u>Perkiomen Tours &amp; Travel</u>		
Students Leaving From: <u>Rustin High School</u>	at	<u>6:00</u>	am      pm
Students Returning To: <u>Rustin High School</u>	at	<u>5:00</u>	am      pm
Request Drop off/Pick up (only if using Krapf):	Yes	No Drop at:	at      am      pm
		Pick up at:	at      am      pm
What are the planned activities to assist students who require financial assistance: <u>club scholarship is available</u>			
Additional Information (bus w/lift, star seat, ski boxes, Special Instructions) <u>All costs will be covered by Rustin Ice Hockey, Inc.</u>			
Total Cost of Trip: <u>#VALUE!</u>	Pupil Cost: <u>\$ 10,000.00</u>	Other Funded: <u>\$</u>	Total Cost to the District: <u>#VALUE!</u>
Requested By: <u>Karen Greenberg</u>	Signature: <u>Karen Greenberg</u>	Date:	<u>10/16/2017</u>
<b>Approval</b>			
Principal	Approved	Date:	<u>10/31/17</u>
Supervisor	Approved	Date:	
Director of:    Elementary <u>Secondary</u> Pupil Services	Approved	Date:	<u>11/3/17</u>
Transportation:		Date:	
Schedule Dates:	Contractor:		
Krapf Costs:	Additional Costs:		
Spellman Office Only:	Overnight Trip will appear on the <u>NOV</u> Board Consent Agenda.		



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

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

Date: \_\_\_\_\_

Check appropriate box:

☒

Student Activity Account (Fund 50)

Building: East High School

☐

Trust Account (Fund 51)

Name of Account: Class of 2021

State the purpose for which this account is intended:

DEPOSITS FOR DANCES, PROMS, GRADUATION, ETC.

List Source(s) of revenue:

FUNDRAISING

List types of expenses to be incurred:

DANCES, PROM TICKETS, GRADUATION

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

Nij Patel  
Student Officer's Signature

Nij Patel  
Student Officer's Name Printed

Heather Brien  
Faculty Sponsor's Signature

Heather Brien Lauter  
Faculty Sponsor's Name Printed

K. F.  
Principal's Signature

Dana M. Russell  
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 :

11.27.17

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: 10/10/17

Check appropriate box:

☒ Student Activity Account (Fund 50)

Building: PMS

☐ Trust Account (Fund 51)

Name of Account: GSA Activity Fund

State the purpose for which this account is intended:

To create resources for GSA club

List Source(s) of revenue:

Fundraisers - bake sale

List types of expenses to be incurred:

Supplies/organizational docs/educational tools

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

Lauren Steiner  
Student Officer's Signature

Lauren Steiner  
Student Officer's Name Printed

[Signature]  
Faculty Sponsor's Signature

Ashley Rathman  
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 TERMINATE ACCOUNT

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

Check appropriate box:

Date: 10/2/2017

☒

Student Activity Account (Fund 50)

Building: East High School

☐

Trust Account (Fund 51)

Account Number: 50-000-222 075-222

Name of Account: Tri-M Music Honors Society

Ending Account Balance: \$8.50

Disposition of Remaining Funds: Broadway Show 50-000-222 070-222

Student Officer's Signature

Student Officer's Name Printed

[Signature]  
Faculty Advisor's Signature

Kyle Risch  
Faculty Advisor's Name Printed

KF  
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