

UPPER PERKIOMEN SCHOOL DISTRICT

Education Center
2229 E. Buck Road
Pennsburg, PA 18073

Policy Committee Meeting

August 17, 2020 (via Zoom)

In attendance :

Raeann Hofkin
Stephen Cunningham
Peg Pennepacker
Assistant Superintendent – Dr. Andrea Farina
Business Manager – Sandra Kassel
Human Resources Director – Georgiann Fisher

The minutes from the Policy Meeting of [June 15, 2020 Meeting Minutes](#) (Attachment A) were approved.

1. Policy 103: [Discrimination/Title IX Sexual Harrassment Affecting Students](#)- reviewed and discussed the new Title IX policy, as a result of revisions to Title IX Regulations, which went into effect on August 14, 2020. The new investigatory process mandated by the Title IX revisions will extend the disciplinary process for students and in particular the expulsion process. Title IX regulations will supersede all other district disciplinary policy. As such, the expulsion policy will need to be updated to reflect the new mandates under Title IX and the timeline. The committee agreed that the District will be using the “preponderance of evidence” standard. It is also important to note that the new regulations require that all employees, contractors and regular volunteers of the District are to be considered “responsible employees” with an obligation to report all Title IX violations to the Title IX Coordinator. UPSD has contracted with Institutional Compliance Solutions (ICS) to develop a Title IX University, containing Title IX training for the District’s Title IX Team. This training meets the official “certification” qualifications, as defined by the U.S. Department of Education. Additionally, the District’s Title IX Team attended training offered by ATIXA and Fox and Rothschild. All employees and contractors of the District are required to complete mandatory Title IX training, via Safe Schools by 9/31/20. The changes to the Title IX regulations require the District to repeal and replace several policies.

The committee reviewed the following forms, which have been introduced into the Title IX investigatory process, effective 8/14/20. There were no recommendations made for revisions.

- Attachment 1: [Report Form](#)
- Attachment 2: [Discrimination Complaint Procedures](#)
- Attachment 3: [Title IX Grievance Process](#)

2. Policy 104: [Discrimination/Sexual Harrassment Affecting Staff](#) - the committee reviewed the new policy to repeal and replace the previous policy. The new policy outlines the new process for investigating and addressing such complaints in light of the Title IX regulations.

The committee reviewed the report form, complaint procedures and grievance process.

- Attachment 1: [Report Form](#)
- Attachment 2: [Discrimination Complaint Procedures](#)
- Attachment 3: [Title IX Grievance Process](#)

3. Policy 247: [Hazing](#)- The committee reviewed the Hazing policy, report form and AR, recently revised as a result of the Title IX regulations.

The committee reviewed the report form, AR and policy notice 247. No recommendations for revisions were made.

- Attachment 1: [Report Form](#)
- Attachment 2: [247 AR](#)
- Attachment 3: [Policy 247: Notice](#)

4. Policy 249: [Bullying/Cyberbullying](#)- The committee reviewed the revisions made to the Bullying/Cyberbullying policy as a result of the Title IX regulations.

The committee reviewed the report form, AR 249 and Notice to Complainant. No recommendations for revisions were made.

- Attachment 1: [Report Form](#)
- Attachment 2: [249 AR](#)
- Attachment 3: [Notice to Complainant](#)

5. Policy 252: [Dating Violence](#)- The committee reviewed the revisions made to the Dating Violence Policy as a result of the Title IX revisions. No recommendations for revisions were made.

The committee reviewed the Dating Violence Report Form. No recommendations for revisions were made.

- Attachment 1: [Report Form](#)

6. Policy 317: [Conduct/Disciplinary Procedures](#)- The committee reviewed the Conduct/Disciplinary Procedures. No recommendations for revisions were made.

7. Policy 317.1: [Educator Misconduct](#)- The committee reviewed the Educator Misconduct Policy. No recommendations for revisions were made.

8. Policy 824: [Maintaining Professional Adult/Student Boundaries](#)- The committee reviewed the policy for Maintaining Professional Adult/Student Boundaries and no recommendations for revisions were made.

The committee reviewed all newly developed Title IX documents that are required and/or recommended as part of the newly revised regulations. The District will be developing a Title IX Manual for all Title IX team members to use as a resource guide when conducting investigations. No recommendations for revisions were made.

Review Title IX Documents

- [Title IX Contacts](#)
- [Title IX Investigation Flowchart](#)
- [Title IX Process Flowchart](#)
- [Mutual No Contact Letter](#)
- [Pre-Interview Guidance](#)
- [Post-Incident Report Checklist](#)
- [Title IX Step-by-Step Checklist](#)
- [Title IX Decision-Maker Checklist](#)
- [Title IX Investigation Timeline](#)
- Title IX Trainings

It was recommended that all policies be moved to the full board for review.