



NEW HOPE-SOLEBURY SCHOOL DISTRICT
*Engaging, Enriching, and Empowering All Students
through a World-Class Education*

Policy Advisory Committee
Thursday, September 12, 2019
6:30PM – District Office Conference Room

*Per BOG 006.2, all public meetings of the Board of Directors,
including committees, are audio recorded.*

Call to Order

Approve Minutes from the August 8, 2019 meeting

Old Business

- + Third Reading of BOGs
 - + BOG 005.1
 - + BOG 005.2

New Business

- + First Readings of Policies
 - + 004 – Membership
 - + 201 – Admission of Students
 - + 204 – Attendance
 - + 208 – Withdrawal From School
 - + 209 – Health Examinations/Screenings
 - + 707 – Use of School Facilities
 - + 808 – Food Services
- + Non-substantive changes to be presented to the Board by Policy Subcommittee
 - + 800 – Records Management
 - + 801 – Public Records
 - + 802 – School Organization
 - + 803 – School Calendar
 - + 804 – School Day
 - + 805 – Emergency Preparedness
 - + 806 – Child Abuse
 - + 807 – Opening Exercises/Flag Displays
 - + 810 – Transportation

Public Comment

Adjournment



Policy Committee Meeting Minutes – August 8, 2019

Board Chair- Mr. Doug McDonough

Administrative Liaison – Mrs. Megan Candido

Attendance – Please see accompanying committee attendance sheet.

Board Committee Members Absent: None

Committee Members Absent: Emma Fitzsimmons, Drew Giorgi, Rich Hepp, Emma Ives, Sean Christopher Kielty, Margaret Thompson, Chance Trammell

Mr. McDonough called the meeting to order at 7:20pm.

The meeting minutes from July 16, 2019 meeting were approved.

Old Business

- ✚ Third Reading of BOG 005.1 and BOG 005.2 will be discussed at the September Policy Advisory Committee Meeting.
- ✚ Second Readings of Policies:
 - ✚ 103 – Nondiscrimination in School and Classroom Practices
 - ✚ 103.1 Nondiscrimination – Qualified Students with Disabilities
 - ✚ 104 – Nondiscrimination in Employment/Contract Practices
 - ✚ 148 – Harassment
 - ✚ There was a question about whether a student has a right to have a parent present.
 - ✚ The committee discussed student rights and responsibilities.
 - ✚ Review of Policy 218 Student Discipline Attachment, Code of Student Conduct.

New Business

- ✚ Non-substantive changes to be presented to the Board by Policy Subcommittee
 - ✚ 701 – Facilities Planning
 - ✚ 701.1 – Naming Rights
 - ✚ 701.2 – Sponsorships, Partnerships, and Advertising
 - ✚ 702 – Gifts, Grants, Donations
 - ✚ 703 – Sanitary Management
 - ✚ 704 – Maintenance
 - ✚ 705 – Safety
 - ✚ 706 – Asset Records
 - ✚ 706.1 – Disposal of Equipment/Supplies/Textbooks
 - ✚ 707 – Use of School Facilities
 - ✚ The committee discussed the use of mechanical self-propelled vehicles. Polict 707 will be brought fot first reading in September.
 - ✚ 708 – Lending of School Owned Equipment and Books
 - ✚ 709 – Key Control
 - ✚ 711 – Employee Off-Site Use of Computer Equipment
 - ✚ 712 – Cellular Phones
 - ✚ 713 – Protection of Property
 - ✚ 716 – Integrated Pest Management
 - ✚ 718 – Service Animals in Schools

Public Comment

Mr. Band asked for maximum class size guidelines and referenced Policy 126 – Class Size. The committee discussed class sizes.

Mr. Band asked about competitive pricing in the field trip policy, Policy 231 – Social Events and Class Trips.

Mr. McDonough discussed bringing more standardization to the Policies as follows:

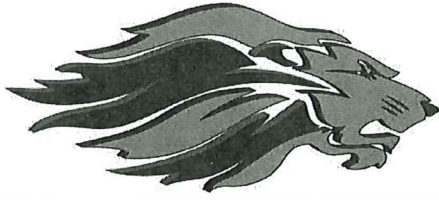
- I. Authority
- II. Definitions
- III. Delegation of Authority
- IV. Requirements/Directives

Adjournment

Mr. McDonough adjourned the meeting at 8:27pm.

Respectfully submitted,

Megan Candido
Director of Human Resources



NEW HOPE-SOLEBURY SCHOOL DISTRICT
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Committee Meeting Sign-In and Attendance – August 8, 2019

Name (Please Print)	Committee (C) or Public (P)
Megan Candido	<input checked="" type="radio"/> C <input type="radio"/> P
Melvin Band	<input type="radio"/> C <input checked="" type="radio"/> P
Charles Lentz	<input checked="" type="radio"/> C <input type="radio"/> P
ANDREW ORDOVER	<input checked="" type="radio"/> C <input type="radio"/> P
Douglas McDonough	<input checked="" type="radio"/> C <input type="radio"/> P
STAN MARCUS	<input checked="" type="radio"/> C <input type="radio"/> P
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Please note: This sign-in sheet will be included in the meeting minutes and posted to the District's website.



Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Standing Committees
Code	005.1
Status	Policy Committee Review
Adopted	February 28, 2019

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Authority

- A. Board Standing Committees are established to perform a continuing function and to facilitate the Board's decision-making.
- B. Standing Committees operate at the will and direction of the full Board.
- C. The Board President may appoint or remove any Committee Chairperson at the Board's annual organization meeting.
- D. The Board may appoint or remove members of a Standing Committee, as recommended by the Committee Chair, at any Board meeting based on a majority vote of the Board.
- E. Each Standing Committee, during the first quarter of the New Year, will review the function statement from 005-BOG-2 that it is responsible to perform.
- F. Any suggested change to the Committee function statement will be suggested at the next Board meeting.
- G. Standing Committees may seek input and participation from administrators, District staff, members of the community, and consultants.

II. Operating Procedures For Committee Meetings

- A. Each Standing Committee will meet at the call of the Chairperson and at the designated time and place.
 - 1. Additional meetings may be scheduled as needed.

- B. Public notice of the date, time and place of a Standing Committee meeting will be provided at least three (3) days in advance, and advertised on District listserv, or other District-wide electronic media. [\[1\]](#)[\[2\]](#)[\[3\]](#)
- C. The Chairperson, in collaboration with the Committee, Superintendent, and Board, will establish the agenda for each meeting.
 - 1. Chairpersons should strive to provide the meeting agenda and minutes of the previous meeting to the Committee at least five (5) business days prior to the scheduled committee meeting date, in order to give sufficient time to have these communications placed on listserv or other District-wide electronic media.
- D. The current meeting agenda and the minutes of the previous meeting shall be distributed and reviewed by the Committee, prior to distribution on listserv.
- E. The meeting agenda along with the minutes of the previous meeting will be distributed via listserv or other electronic communication at least three (3) business days in advance of the meeting.
- F. The Board President and the Superintendent should be copied on all communications from the Committee Chairperson to the Committee members.
- G. If the Chairperson of a Standing Committee is unavailable for a scheduled Committee meeting, the members of the Committee may elect one (1) of the Committee members in attendance to serve as Chairperson for that meeting.
- H. The Superintendent may recommend administrators or District staff to serve in a liaison or advisory capacity and/or to provide information and resources.
- I. Any Board member, District employee, or member of the public may attend a meeting of the Standing Committee and comment on matters being discussed. [\[3\]](#)[\[4\]](#)
- J. For any issue on its agenda, a Standing Committee may agree to make recommendations to the full Board, by a majority vote or consensus of its Committee members present.
- K. Recommendations of the Standing Committee may be presented to the Board as a proposed motion or report, or referred to the full Board for discussion with no recommendation.
- L. Committee Chairs shall advise the Board President and the Superintendent, in advance, of any Committee recommendations for consideration by the full Board.
- M. Reports from the Chairpersons of Standing Committees will be included as an agenda item for all regular Board meetings. [\[3\]](#)
- N. Any issue referred by the Board to a Standing Committee will be reported on at the next regular Board meeting, indicating work completed; progress to date; or recommendation for continued study by the Committee.

O. Minutes of Standing Committee meetings are public information, subject to law and Board policy.[3]

1. The minutes are the responsibility of the Committee Chair and should contain:
[3][\[5\]](#)

- a. The date, place and time of the Committee meeting;
- b. The names of Committee and staff members present, and other individuals who attend the meeting;
- c. A list of topics discussed;
- d. Committee recommendations or actions taken on those topics;
- e. Recorded votes and a record by individual members if a roll call vote is taken; and
- f. The names of all citizens who appeared officially and the subject of their comments.

Legal

[1. 65 Pa. C.S.A. 703](#)

[2. 65 Pa. C.S.A. 709](#)

3. Pol. 006

4. Pol. 903

[5. 65 Pa. C.S.A. 706](#)

Pol. 005



Book	Policy Manual
Section	000 Local Board Procedures
Title	Functions of Standing Committees
Code	005.2
Status	Policy Committee Review
Adopted	April 25, 2019

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Authority

A. New Hope-Solebury School District has six (6) standing committees: Curriculum Advisory, Facilities Advisory, Finance Advisory, Policy Advisory, Human Resources Advisory and Special Education Advisory.

B. The functions of these committees are:

1. Curriculum Advisory Committee

- a. The Curriculum Advisory Committee will support the School Board in establishing educational goals for the children of the New Hope-Solebury District and governing a program of education, or curriculum, designed to meet those goals.
- b. The committee works in collaboration with all NHSD stakeholders to build consensus around curriculum goals and activities.
- c. The committee will recommend decisions and actions to the School Board that are based on current research, best practices, and innovative new ideas to further the District curriculum program within the context of federal, state, and District guidelines.

2. Facilities Advisory Committee

- a. The mission of the Facilities Advisory Committee is to oversee the school District's physical assets; its land, building, equipment, and technology infrastructure.
- b. The Facilities Advisory Committee will develop strategies:
 - i. To maintain the adequacy and condition of capital assets,

- ii. To develop and periodically review policies,
 - iii. To advocate for new structures and rehabilitate or remove older structures, and
 - iv. To ascertain that adequate levels of funding exist for campus maintenance and operations, and technology infrastructure.
- c. The Facilities Advisory Committee understands that welcoming, well-maintained and safe schools are vital to helping ensure that all students have a positive learning environment in which they can succeed and thrive.
- d. In addition to studying the District's facilities, the members of the Facilities Advisory Committee will also monitor individual building maintenance concerns articulated by the Superintendent as well as the principal and the Director of Operations.
- e. The Facilities Advisory Committee may request information about facility concerns in each building, may tour and inspect each building on a periodic basis and will monitor the completion of any projects targeted to address any concerns.
- f. The recommendations of the Facilities Advisory Committee assist the Board of School Directors of New Hope-Solebury School District in developing an updated comprehensive plan which guides facility initiatives throughout the District based upon a study of current and future needs.
- g. These recommendations are formed by a review of the following information:
- i. School District enrollment history and projections,
 - ii. Present and future educational program needs,
 - iii. City/county population data and growth projections,
 - iv. Community development information,
 - v. Existing school capacity information,
 - vi. Review of school District property available for development,
 - vii. Existing school facility needs assessment data,
 - viii. Capital funding options and information,
 - ix. Input from students, parents/guardians, citizens and staff, and
 - x. Available survey/polling information.
- h. The Facilities Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable improvement related to facilities.

i. The Facilities Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide policies and making decisions that are needed and are aligned with the school District's mission, goals, and priorities.

j. The Facilities Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of the New Hope-Solebury School District to endure compliance with federal, state, and local laws while adhering to the principles outlined in this mission statement.

k. These recommendations will be based on current research, best practices, and innovative new ideas.

l. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Facilities Advisory Committee members, after thorough discussion and deliberation.

m. The group consensus or voting of the Facilities Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

3. Finance Advisory Committee

a. Mission: it shall be the mission of the Finance Advisory Committee to assist the Board of School Directors of New Hope-Solebury School District with planning and making decisions on all matters relating to finance by reviewing financial accounts of the District and making recommendations thereon.

b. Principles: the Finance Advisory Committee shall review and make recommendation to the Board of School Directors of New Hope-Solebury School District on all areas of financial policy, including but not limited to:

i. Annual budgeting process and forecasting,

ii. Financial activities for capital projects and operating activities,

iii. Cash management,

iv. Negotiation of large vendor contracts,

v. The financial impacts of all contracts,

vi. The reports of the School District Secretary and the School District Treasurer concerning the financial status of the school District.

vii. The transfer of any school District funds, and

viii. Recommend the proposed annual budget prepared by the school administration prior to its presentation to the Board.

c. The Finance Advisory Committee shall provide financial review, analysis, and opinion, and shall propose frameworks or roadmaps for completing any and all financial or budget related projects.

d. Role: The Finance Advisory Committee shall recommend to the Board of School Directors of New Hope-Solebury School District any actions to be taken in the best interest of the financial stability and growth of the District.

e. The Finance Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for policy changes to enable financial improvement.

f. The Finance Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District-wide policies and making decisions that are needed and are aligned with the school District's mission, goals, and priorities.

g. The Finance Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this mission statement.

h. These recommendations will be based on current research best practices, and innovative new ideas.

i. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Finance Committee members, after thorough discussion and deliberation.

j. The group consensus or voting of the Finance Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

4. Policy Advisory Committee

a. It is the mission of the Policy Advisory Committee to serve as the Board of School Directors of New Hope-Solebury School District's vehicle for policy review, change, monitoring current policies and periodically updating the New Hope-Solebury School Board Policy Manual.

b. The mission of the Policy Advisory Committee is to review all School District-wide policies that require the Board of School Directors of New Hope-Solebury School District's approval.

c. The Policy Advisory Committee reviews policy drafts to ensure that they are concise, consistent in format and scope, and accessible.

d. The critical issues with which school Districts often struggle are matters shaped by public policy, legislation, litigation, and formal resolutions of commissions, organizations, and other bodies.

e. The Policy Advisory Committee not only gathers and shares information concerning those issues, but also brings concerns and calls for action to the attention of the Board.

f. Major Policy Advisory Committee functions include:

i. review and update existing policy for the Board,

ii. respond to the need for policy review and writing of any new policy that might arise from administrative recommendations, citizen's requests, statutory requirements, or specific board member concerns,

iii. assess existing policies for coverage, including consistency or conflict with other policies, evaluate current practice of compliance with the policies, and distinguish between policies and procedures,

iv. develop a process and governance framework through which District policies are formulated, vetted, approved, reviewed, maintained, communicated, and enforced,

v. review and present recommendations to the Board for any policy about which there is a question of interpretation, and

vi. review Board Operating Guidelines and Administrative Regulations which accompany policies to ascertain conformance with Board policy.

g. The Policy Advisory Committee informs the Board of School Directors of New Hope-Solebury School District about key public policy issues.

h. The Policy Advisory Committee searches for news and events that rise to the level of an issue that is important enough to the Policy Committee.

i. When an issue becomes critical to the administration of the school District, Policy Advisory Committee members discuss and decide what action might be taken.

j. The Policy Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for changes to enable improvement related to policy.

k. The Policy Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District wide policies and making decisions that are needed and are aligned with the school District's mission, goals, and priorities.

l. The Policy Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this mission statement.

- m. These recommendations will be based on current research, best practices, and innovative new ideas.
- n. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Policy Advisory Committee members, after thorough discussion and deliberation.
- o. The group consensus or voting of the Policy Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

6. Human Resources Advisory Committee

- a. It is the mission of the Human Resources Advisory Committee to serve the Board of School Directors of New Hope-Solebury School District by focusing efforts on the District's most valuable asset: its employees and to help the District achieve excellence by examining human resources issues and recommending improvements.
- b. The Human Resources Advisory Committee achieves its mission through recruitment, hiring, and retention of a diverse, qualified workforce.
- c. The Human Resources Advisory Committee provides human resource direction, technical assistance, training, equal employment opportunity, and labor relations services to the Board.
- d. The Human Resources Advisory Committee oversees the development and implementation of compensation and benefit policies, plans, and programs.
- e. The Human Resources Advisory Committee develops and retains a high performing and diverse workforce and fosters a healthy, safe, and productive work environment for employees, their families, departments, and the public in order to maximize individual and organizational potential.
- f. The goals of the Human Resources Advisory Committee are:
 - i. Valuing, encouraging, and supporting a diverse workforce,
 - ii. Continually improving individual and organizational effectiveness,
 - iii. Anticipating and meeting the changing needs of the workforce/family,
 - iv. Championing career and professional growth,
 - v. Creating and enhancing strategic partnerships, and
 - vi. Enhancing services through technology.
- g. The Human Resources Advisory Committee strives to attract, develop, motivate and retain a diverse workforce within a supportive work environment. The HR Committee's core services and competencies include:
 - i. Recruitment and staffing,

- ii. Employee relations,
- iii. Organizational and employee development,
- iv. Risk management,
- v. Compensation and benefits,
- vi. Payroll,
- vii. HR information management, and
- viii. Regulatory compliance.

h. The Human Resources Advisory Committee will gain an understanding of issues and provide meaningful recommendations to the Board of School Directors of New Hope-Solebury School District for changes to enable improvement related to human resources.

i. The Human Resources Advisory Committee works in partnership with individuals from both campuses and community stakeholders in developing District wide policies and making decisions that are needed and are aligned with the school District's mission, goals, and priorities.

j. The Human Resources Advisory Committee will debate any issues and recommend decisions, actions, and policies to the Board of School Directors of New Hope-Solebury School District to ensure compliance with federal, state, and local laws while adhering to the principles outlined in this mission statement.

k. These recommendations will be based on current research, best practices, and innovative new ideas.

l. All recommendations shall be reached by consensus, or a vote of a simple majority of the total Human Resources Advisory Committee members, after thorough discussion and deliberation.

m. The group consensus or voting of the Policy and Human Resources Advisory Committee will be summarized and presented to the Board of School Directors of New Hope-Solebury School District for review and vote.

6. Special Education Advisory Committee

a. The Special Education Advisory Committee will support the District with respect to issues related to special education, including:

- i. Helping to identify and develop priorities, options, and strategies to more effectively deliver services to ALL students with physical, emotional, and/or learning differences,
- ii. Developing long range plans and goals for consideration by the Board and school personnel relative to special education services; and

- iii. Advising school personnel, the Board of School Directors, and the community about challenges related to special education.



Book	Policy Manual
Section	000 Local Board Procedures
Title	Membership
Code	004
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	February 28, 2019
Prior Revised Dates	2/22/2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Number

- A. The Board shall consist of nine (9) members, known as Directors.[\[1\]](#)
- B. The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[\[2\]](#)

II. Qualifications

- A. Each school Director shall meet the following qualifications:
 - 1. Be of good moral character,[\[3\]](#)
 - 2. Be at least eighteen (18) years of age,[\[3\]](#)
 - 3. Have been a resident of the District for at least one (1) year prior to the date of an election or appointment;[\[3\]](#)
 - 4. Not be a holder of any office or position as specified in Section 322 of the School Code;[\[3\]](#)
 - 5. Shall not be a member of the municipal council.[\[3\]](#)
 - 6. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[\[4\]](#)

7. Shall not be engaged in a business transaction with the School District,[\[5\]\[6\]](#)
8. Shall not be employed by the School District, or receive pay for services from the School District, except as provided by law.[\[5\]\[6\]](#)
9. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office,[\[7\]](#)
10. Shall file a statement of financial interests with the Board Secretary or the Board Secretary's designee at the following times:[\[8\]\[9\]\[10\]\[11\]\[12\]](#)
 - a. Before taking the oath of office or entering upon the Director's duties.
 - b. Annually by May 1 while serving on the Board.
 - c. By May 1 of the year after leaving the Board.

III. Election

- A. Election of members of the Board shall be in accordance with law.[\[13\]](#)

IV. Vacancies

- A. A vacancy shall occur by reason of death, resignation, removal from a District or region, or otherwise.[\[14\]\[18\]](#)
- B. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy.[\[14\]\[18\]\[19\]](#)

1. If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term.

2. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.[14]

- C. The school Director so appointed shall serve for the remainder of the unexpired term or, if earlier, until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment.[\[14\]](#)

1. The Board will advertise for a person to fill the vacancy within five (5) days of approving the vacancy.
2. The advertisement shall be in the paper of general circulation approved by the Board as well as on the District web page and on list serve, as well as other means that may be available at the time.
3. Candidates shall be required to submit a letter of interest including a statement about why they want to be on the Board as well as a resume to the Board.

4. The Board may also require written answers to preliminary questions.
5. The Board shall schedule public meetings at which, all eligible candidates who choose to attend the meeting will be interviewed.[22]
6. The Board shall decide on the new Director by seeking nominations from sitting members of the Board.
7. Following nominations the Board will take a roll call vote in which each Director will indicate which candidate they endorse for the open seat.
8. To become a seated member of the Board, a candidate must earn at least five (5) votes.
9. Voting must continue until a candidate receives at least five (5) votes, or the President declares a deadlock.
10. If the Board becomes deadlocked and no candidate receives at least five (5) votes, the vacancy shall be filled by the Court of Common Pleas of Bucks County.
11. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Bucks County.[15][16][17]
12. Temporary Vacancy – Active Military Service
 1. A temporary vacancy shall be declared when a school Director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days.[14]
 2. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy in accordance with the procedure outlined in Section IV. C., above.[14][19][20]
 3. The school Director so appointed shall serve either until the school Director returns from active duty or until expiration of the term for which the active military Director was elected, whichever occurs first.[14]

V. Term

- A. **In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December.** The term of office of each school Director shall be four (4) years ~~and shall expire~~ **expiring** on the first Monday of December **of the fourth year of service**, except for a school Director appointed or elected to fill a vacancy.[1][14]
- B. A school Director appointed to fill a vacancy shall serve pursuant to Section IV. C., above.
- C. The term **of office** ~~of~~ **for and individual** ~~a school Director~~ **appointed or** ~~elected~~ to **fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill as stated**

~~**above under Vacancies.** an unexpired term shall expire at the termination of that term.~~[\[1\]](#)[\[14\]](#)

VI. Removal

- A. Whenever a school Director is no longer a resident of the District or the region the Director represents, the Director's eligibility to serve on the Board shall cease.[\[14\]](#)[\[21\]](#)
- B. If a school Director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meeting the Director shall neglect or refuse to act in an official capacity as a school Director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[22\]](#)
- C. If a person elected or appointed as a school Director, having been notified, shall refuse or neglect to qualify as such Director, the remaining members may, within ten (10) days following the beginning of the Director's term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[\[18\]](#)[\[22\]](#)

VII. Expenses

- A. Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for necessary expenses incurred in attendance authorized by the Board at any other meeting held within the state or at an educational convention out-of-state.[\[23\]](#)
- B. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting.[\[23\]](#)
- C. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.[\[23\]](#)
- D. Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the District of such funds remaining, or an additional payment shall be made by the District to meet the verified expenses actually incurred.[\[23\]](#)
- E. No school Director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

VIII. Orientation

- A. The Board believes that the preparation of each school Director for the performance of duties is essential to the effectiveness of the Board's functioning.
- B. The Board shall encourage each new school Director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

C. Accordingly, the Board shall give to each new school Director access to the following items, no later than the Director's first regular meeting, for use during the Director's term on the Board:

1. A copy of the School Code.[\[24\]](#)
2. A copy of the Board Policy Manual.
3. A copy of the District Administrative Regulations Manual.
4. The current budget statement, audit report and related fiscal materials.
5. Access to District information on comprehensive planning, curriculum, assessments, facilities planning and District programs.
6. A copy of the Board's adopted Principles for Governance and Leadership.[\[27\]](#)
7. Each new school Director shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.

IX. School Director Education/Training

A. The Board places a high priority on the importance of a planned and continuing program of inservice education and training for its members.

1. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership **by providing both inservice educational opportunities and required school director training by an approved provider.**

B. The Board, in conjunction with the Superintendent or the Superintendent's designee, shall plan specific inservice education programs and activities designed to assist ~~Board members~~ **school directors** in their efforts to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the District's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

C. The school community shall be kept informed about the Board's continuing inservice education and training and the anticipated short and long-term benefits to the District and its schools.

D. The Board shall annually budget funds to support its planned program of inservice education and training.

F. The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions.

2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications ~~addressed to Board members'~~ **addressing School Directors'** concerns.
4. Maintenance of **current** resources and reference materials accessible to ~~Board members~~ **School Directors.**

X. Required Training Program:

A. Newly Elected or Appointed School Directors - [26]

1. Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at minimum, information regarding:

- a. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.**
- b. Personnel.**
- c. Fiscal management.**
- d. Operations.**
- e. Governance.**
- f. Ethics and open meetings, to include accountability requirements.**

B. Required Training Program: Re-elected or Re-appointed School Directors [26]

1. Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:

- a. Information on relevant changes to federal and state public school law and regulations**
- b. Fiscal management.**
- c. Trauma-informed approaches.**
- d. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.**

X. Conference Attendance

- A. In keeping with its stated priority of the importance of continuing inservice education and training for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions.
- B. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Board establishes the following guidelines: [\[23\]](#)
[\[25\]](#)
1. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by ~~Board members~~ **School Directors** in conferences, workshops and conventions.
 2. The Superintendent or the Superintendent's designee shall inform ~~Board members~~ **School Directors**, in a timely manner, of upcoming conferences, workshops and conventions.
 3. Funds for **school director education and training** ~~conference attendance~~ shall be budgeted on an annual basis.
 4. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the School District.
 5. Reimbursement to Board members for their travel expenses shall be in accordance with Board procedures and policy. [\[26\]](#)
 6. The requirements regarding reimbursement for Board members for travel expenses shall be strictly enforced, and no payment shall be made until receipts for reimbursable expenses are submitted to the Business Manager or the Business Manager's designee.
 7. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.
[\[7\]](#)

XI. Student Representation

- A. The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance. [\[28\]](#)

Revision History:-

~~February 22, 2018~~

Legal

1. 24 P.S. 303
2. 24 P.S. 1081
3. 24 P.S. 322
4. 24 P.S. 323
5. 24 P.S. 324
6. 65 Pa. C.S.A. 1101 et seq
7. 24 P.S. 321
8. 65 Pa. C.S.A. 1102
9. 65 Pa. C.S.A. 1104
10. 65 Pa. C.S.A. 1105
11. 51 PA Code 15.2
12. 51 PA Code 15.3
13. 24 P.S. 301 et seq
14. 24 P.S. 315
15. 24 P.S. 316
16. 24 P.S. 317
17. 24 P.S. 318
18. 24 P.S. 319
19. 65 Pa. C.S.A. 701 et seq
20. 24 P.S. 407
21. 65 P.S. 91
22. Pol. 006
23. 24 P.S. 516.1
24. 24 P.S. 519
25. 24 P.S. 516
26. Pol. 004
27. Pol. 009
28. Pol. 004.2



Book	Policy Manual
Section	200 Pupils
Title	Admission of Students
Code	201
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	April 25, 2019
Prior Revised Dates	3/14/2016, 4/25/2019

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Authority

A. The Board shall establish age requirements for the admission of beginning students which are consistent with law and regulations.[\[1\]\[2\]\[3\]](#)

II. Guidelines

A. First Grade

1. **Beginners** are students entering the lowest grade of the primary school above the kindergarten level.
2. A beginner is eligible for admission to the lowest grade of the primary school above the kindergarten level if the child has attained the age of six (6) years before the 1st day of September of that calendar year **in accordance with state law and regulations.**[\[4\]\[5\]](#)
3. The Board may admit as a beginner a child who is five (5) years old and demonstrates readiness for entry by September 1st, upon the written request of the parent/guardian, recommendation of the school psychologist, and approval of the Superintendent.[\[6\]](#)
4. The Board is not required to admit as a beginner any child whose age is less than the District's established admission age for beginners.[\[6\]](#)

B. Kindergarten

1. For the 2016-2017 school year and beyond, a child is eligible for admission to kindergarten if the child is not less than five (5) years old before September 1st **in accordance with state law and regulations.** [\[7\]](#)

III. Delegation of Responsibility

A. The Superintendent or the Superintendent's designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.[8][9]

Legal

1. [22 PA Code 11.12](#)
2. [22 PA Code 11.41](#)
3. [24 P.S. 1301](#)
4. [24 P.S. 1304](#)
5. [24 P.S. 1326](#)
6. [22 PA Code 11.16](#)
7. [22 PA Code 11.14](#)
8. [Pol. 200](#)
9. [Pol. 203](#)
- [22 PA Code 11.15](#)
- [22 PA Code 4.41](#)
- [24 P.S. 503](#)



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	April 25, 2019
Prior Revised Dates	2/22/2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

A. The Board requires **that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.** ~~[1]that school age students enrolled in District schools attend school in accordance with state laws.~~

~~B. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.~~ ~~[1]~~
~~[2][3][4]~~

II. Definitions

A. For the purposes of this policy, the following definitions shall apply:

1. "Compulsory school age" shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than (8) years of age, until the student reaches seventeen years of age. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school. ~~[8][9]~~

2. "Habitually truant" shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. [9]

3. "Truant" shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance. [9]

4. "Person in parental relation" shall mean a: [9]

a. Custodial biological or adoptive parent

b. Noncustodial biological or adoptive parent.

c. Guardian of the person of a student.

d. Person with whom a student lives and who is acting in a parental role of a student.

e. This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law. [10]

5. "School-based or community-based attendance improvement program" shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code. [9]

III. Authority

A. The Board requires the attendance of all students shall be required of all students enrolled in District schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary **student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.** when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. ~~[2][3][5][6][7][8][9]~~

B. Urgent reasons shall be strictly construed and do not permit irregular attendance. ~~[6][9]~~

C. The District considers the following non-exclusive list as conditions to constitute reasonable cause for absence from school:

1. Illness. ~~[6][9]~~

2. Quarantine.

3. ~~Recovery from accident.~~
4. ~~Required court attendance.~~
5. ~~Death in family.~~
6. ~~Family educational trips.~~
7. ~~Educational tours and trips.~~ [\[6\]](#)[\[10\]](#)

~~D. Absences shall be treated as unlawful until the District receives a written excuse explaining the absence, which should be submitted within three (3) days of returning from the absence.~~

~~E. A maximum of ten (10) days of cumulative lawful absences verified by parent/guardian notification may be permitted during a school year.~~

1. ~~All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.~~

~~F. The District may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17).~~

1. ~~The District shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions may be prosecuted according to law.~~ [\[3\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

~~G. Attendance need not always be within school facilities.~~

1. ~~A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work study or career education program; the student is receiving approved homebound instruction.~~ [\[5\]](#)[\[8\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

~~H. All absences occasioned by observance of the student's religion on a day approved by the District as a religious holiday shall be excused.~~ [\[20\]](#)

1. ~~A penalty shall not be attached to an unexcused absence for a religious holiday.~~

~~I. The District shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board.~~ [\[20\]](#)[\[21\]](#)

1. ~~Such instruction shall not require the child's absence from school for more than thirty six (36) hours per school year, and its organizers must inform the District of the child's attendance record.~~
2. ~~The Board shall not provide transportation to religious instruction.~~
3. ~~A penalty shall not be attached to an unexcused absence for religious instruction.~~

~~J. The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event. [\[6\]](#)[\[22\]](#)~~

~~1. Such written request must be presented to the building principal.~~

~~K. The District shall recognize other justifiable absences for part of the school day.~~

~~1. These shall include medical or dental appointments, court appearances, family emergencies, and other urgent reasons. [\[8\]](#)[\[9\]](#)~~

~~L. The District shall excuse the following students from the requirements of attendance at the schools of this District:~~

~~1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance. [\[6\]](#)[\[7\]](#)[\[23\]](#)~~

~~2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part time in the District schools shall be counted as being in part time attendance in this District. [\[5\]](#)[\[24\]](#)~~

~~3. Students fifteen (15) years of age or sixteen (16) years of age whose enrollment in private trade or business schools has been approved. [\[5\]](#)~~

~~4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits. [\[7\]](#)~~

~~5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate. [\[7\]](#)[\[15\]](#)~~

~~M. The District may excuse the following students from the requirements of attendance at District schools:~~

~~1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent or the Superintendent's designee, when the excusal does not interfere with the student's regular program of studies. [\[5\]](#)[\[14\]](#)[\[17\]](#)~~

~~2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education. [\[23\]](#)~~

~~3. Students enrolled in special schools conducted by the Bucks County Intermediate Unit or the Department of Education. [\[5\]](#)~~

~~N. Educational Tours and Trips~~

1. ~~The District may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met: [6][10]~~
 - a. ~~The parent/guardian submits a written request for excusal prior to the absence.~~
 - b. ~~The student's participation has been approved by the Superintendent or the Superintendent's designee.~~
 - c. ~~The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.~~
2. ~~The District may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.~~

~~III.~~ **IV. Delegation of Responsibility**

A. The Superintendent or the Superintendent's designee shall be responsible for implementing this policy **an annually notify students, persons in parental relation, and staff about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods. [1][11]**

B. This policy shall be constructed to:

1. Ensure a school session that conforms with requirements of state regulations. [25][26][27]
2. Govern the keeping of attendance records in accordance with state statutes. [11][28]
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals. [22]
4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences. [12][29]
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute.
 - a. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of

his/her liability under law for the absence of the student, and that further violation during the school term may be prosecuted without notice. [\[13\]](#)[\[14\]](#)[\[29\]](#)[\[30\]](#)

8. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.

C. Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program. [\[31\]](#)[\[32\]](#)

V. Guidelines

1. Compulsory School Attendance Requirements

a. All students of compulsory school age who reside in the district shall be subject to the compulsory school age requirements. [5]

b. A students shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home. [2][5][14][15][16][17][18][19][20]

c. The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance. [\[6\]](#)[\[7\]](#)[\[23\]](#)[\[1\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the District schools shall be counted as being in part-time attendance in this District. [\[5\]](#)[\[24\]](#)
3. Students fifteen (15) years of age or sixteen (16) years of age whose enrollment in private trade or business schools has been approved. [\[5\]](#)
4. Students fifteen (15) years of age, **as well as students** ~~and~~ fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits. [\[7\]](#)
5. Students sixteen (16) years of age regularly **engaged in useful and lawful employment** ~~employed~~ during the school session and holding a **valid** ~~lawfully issued~~ employment certificate. **Regularly engaged**

means thirty-five (35) or more hours per week of employment. [7][15]

6. Students attending a home education program or private tutoring in accordance with law. [5][18][24][25][26][27]

2. Excused/Lawful Absence

~~C.~~a. For purposes of this policy, the following conditions or situations

~~The District considers the following non-exclusive list as conditions to constitute reasonable cause for absence from school:~~

1. **Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons. [6][9]**
2. Quarantine.
3. Recovery from accident.
4. Required court attendance.
5. Death in family.
6. Family educational trips.
7. **Nonschool-sponsored Educational tours and trips, if the following conditions are met [6][10]**

a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.

b. The student's participation has been approved by the Superintendent or designee.

8. Family emergency

9. The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event. **[6][22]**

10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the parent in parental relation. [28]

11. College or postsecondary institution visit, with prior approval.

3. Temporary Excusals

a. The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the District's curricula from a properly qualified tutor approved by the Superintendent or the Superintendent's designee, when the excusal does not interfere with the student's regular program of studies.[\[5\]](#)[\[14\]](#)[\[17\]](#)
 2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist **or both** and **with the** approval of the Secretary of Education.[\[23\]](#)
 3. Students enrolled in special schools conducted by the Bucks County Intermediate Unit or the Department of Education.[\[5\]](#)
- ~~1.~~**4.** The District shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board, **if the following conditions are met: [28][32]**

a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

b. 1. Such instruction shall not require the **student to miss** more than thirty-six (36) hours per school year **in order to attend classes for religious instruction** and its organizers must inform the District of the child's attendance record.

c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

~~2.~~ **d.** The Board shall not provide transportation to religious instruction.

~~3.~~ **e.** A penalty shall not be attached to an unexcused absence for religious instruction.

4. Parental Notice of Absence

~~D.~~ **a.** Absences shall be treated as ~~unlawful~~ **unexcused** until the District receives a written excuse explaining the absence, which should be submitted within three (3) days of returning from the absence.

~~E.~~ **b.** A maximum of ten (10) days of cumulative lawful absences verified by parent/guardian notification may be permitted during a school year.

~~1.~~ **c.** All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

5. Unexcused/Unlawful Absence

1. For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

2. An out-of-school suspension may not be considered an unexcused absence [9]

3. Parental Notification

a. District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

4. Enforcement of Compulsory Attendance Requirements

a. When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence. [33]

b. The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation;

2. Include a description of the consequences if the student becomes habitually truant; and

3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

4. The notice may include the offer of a School Attendance Improvement Conference. [33]

c. School Attendance Improvement Conference (SAIC)

1. District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC. [33]

2. The purpose of the SAIC is to examine the student's absences and reason for the absences in an effort to improve attendance with or without additional services. [9]

3. The following individuals shall be invited to the SAIC: [9]

a. The student

b. The student's person in parental relation

c. Other individuals identified by the person in parental relation who may be a resource.

d. Appropriate school personnel.

e. Recommended service providers.

4. Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference. [33]

5. The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation. the student and appropriate district staff. [33]

6. The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences. [33]

d. Habitually Truant Students

1. When a student under fifteen (15) years of age is habitually truant, district staff: [34]

a. Shall refer the student to:

1. A school-based or community-based attendance improvement program; or

2. The local children and youth agency.

b. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student. [34]

2. When a student fifteen (15) years of age or older is habitually truant, district staff shall: [34]

a. Refer the student to a school-based or community-based attendance improvement program; or

b. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

3. District staff may refer a student who is fifteen (15) years or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school based or community-based attendance improvement program, or if the student refuses to participate in such program [34]

4. Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.

e. Filing a Citation

1. A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student. [35]

2. Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law. [35]

f. Special Needs and Accommodations

1. If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy. [16]p36][37][38]

2. For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy. [16][36][38]

g. Discipline

1. The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior. [33]

Revision History:

~~February 22, 2018~~

Legal

1. 24 P.S. 1301
2. 22 PA Code 11.12
3. 22 PA Code 12.1
4. Pol. 200
5. 24 P.S. 1327
6. 24 P.S. 1329
7. 24 P.S. 1330
8. 22 PA Code 11.23
9. 22 PA Code 11.25
10. 22 PA Code 11.26
11. 24 P.S. 1332
12. 24 P.S. 1333
13. 24 P.S. 1354
14. 22 PA Code 11.22
15. 22 PA Code 11.28
16. Pol. 115
17. Pol. 116
18. Pol. 117
19. Pol. 118
20. 22 PA Code 11.21
21. 24 P.S. 1546
22. 22 PA Code 11.41
23. 22 PA Code 11.34
24. 22 PA Code 11.32
25. 22 PA Code 11.1
26. 22 PA Code 11.2
27. 22 PA Code 11.3
28. 24 P.S. 1339
29. 24 P.S. 1338
30. 22 PA Code 11.24
31. 24 P.S. 510
32. 24 P.S. 1318
- 24 P.S. 510.2
- 24 P.S. 1326
- 24 P.S. 1327.1
- 24 P.S. 1333.1
- 24 P.S. 1333.2
- 22 PA Code 11.5

[22 PA Code 11.8](#)
[22 PA Code 11.13](#)
[22 PA Code 11.31](#)
[22 PA Code 11.31a](#)
[42 Pa. C.S.A. 6302](#)
Pol. 103.1
Pol. 113
Pol. 113.3
Pol. 114
Pol. 137



Book	Policy Manual
Section	200 Pupils
Title	Withdrawal From School
Code	208
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	April 25, 2019

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

A. The Board affirms that ~~while statute~~ **even though the law** requires attendance of each student only **students of compulsory school age, between the ages of eight (8) and seventeen (17)**, it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools. [\[1\]](#)[\[2\]](#)[\[3\]](#)
[\[4\]](#)

II. Authority

A. The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in reaching the student's career goals.

B. No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and other justification.

III. Delegation of Responsibility

A. The Superintendent shall develop procedures for withdrawal from school which:

1. Make counseling services available to any student who wishes to withdraw;
2. Make every effort to satisfy the student's future educational needs;
3. Approve the withdrawal of students attending college full-time; [\[5\]](#)

4. Help the student define the student's own educational life goals and help plan the realization of those goals;
5. Inform the student of the tests for General Educational Development and the Certificate of Preliminary Education; and
6. Assure the timely return of all District-owned supplies and equipment in the possession of the student.

Legal

1. [24 P.S. 1326](#)
2. [22 PA Code 11.13](#)
3. [22 PA Code 12.1](#)
4. [24 P.S. 1327](#)
5. [22 PA Code 11.4](#)



Book	Policy Manual
Section	200 Pupils
Title	Health Examinations/Screenings
Code	209
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	April 25, 2019
Prior Revised Dates	6/28/2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underline and bold**

I. Authority

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

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

II. Guidelines

A. Each student shall be required to have a comprehensive health examination upon original entry, while in sixth grade and while in eleventh grade. [\[2\]](#)[\[4\]](#)[\[5\]](#)

1. Parents/Guardians are requested to have examinations conducted by the family physician.
2. The school physician will conduct the examination if one is not done by the family physician.

B. Each student shall be required to have a comprehensive dental examination upon original entry, while in third grade and while in seventh grade. [\[3\]](#)[\[4\]](#)[\[5\]](#)

1. Parents/Guardians are requested to have examinations conducted by the family dentist.

2. The school dentist will conduct the examination if one is not done by the family dentist.

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

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

E. Each student shall receive, from the school nurse or medical technician, vision tests, hearing tests, height and weight measurements, tuberculosis tests, and other tests deemed advisable at intervals established by the District.[\[2\]](#)[\[4\]](#)[\[6\]](#)

F. A student who presents a statement signed by the parent/guardian that a medical examination is contrary to the student's religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.[\[7\]](#)[\[8\]](#)

G. Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist.[\[2\]](#)[\[4\]](#)[\[9\]](#)

1. The parent/guardian shall be required to report to the school the action taken subsequent to such notification.

2. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise the parent/guardian of the availability of public assistance.

3. Where no action is taken, the school physician may conduct further examinations.

H. Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified.[\[10\]](#)[\[11\]](#)[\[12\]](#)

1. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense **to promote continuity of care.**

2. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs. **A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that the student would**

present a substantial menace to the health of others in contact with the student if the student is not examined. [10][11]

3. Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student's private physician or dentist. The parent/guardian shall report to the school whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special medical examination for the student. [1][3][12]

4. In the event that the parent/guardian objects to or refuses to obtain a regular or special medical or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health conditions such that under the circumstances the refusal should be reported to the Pennsylvania Department of Health or other appropriate authorities.

5. Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy. [13][14]

I. Students without the necessary physical and dental examinations on record, except for those exempt for religious reasons, will be ineligible to participate in co-curricular and extra-curricular activities, as well as field trips and class trips.

J. The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations. [3]

1. All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the parent/guardian, in accordance with law and Board policy. [15][16][17]

2. The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy. [15][16][17][18][19][20]

3. Designated district staff shall request from the transferring school the health records of students transferring into district schools. Staff shall respond to such requests for the health records of students transferring from district schools to other schools. [15]

4. The district shall destroy student health records only after the student has not been enrolled in district schools for at least two (2) years. [15][21]

III. Delegation of Responsibility

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

B. The Superintendent or the Superintendent's designee shall request an adequate health record from the transferring school for each student transferring into the District.[\[13\]](#)

C. The Superintendent or the Superintendent's designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).[\[9\]](#)

Revision History:

~~June 28, 2018~~

Legal

1. 24 P.S. 1401
2. 24 P.S. 1402
3. 24 P.S. 1403
4. 22 PA Code 12.41
5. 24 P.S. 1407
6. 28 PA Code 23.1 et seq
7. 24 P.S. 1419
8. 28 PA Code 23.45
9. 24 P.S. 1406
10. 24 P.S. 1405
11. 28 PA Code 23.2
12. 20 U.S.C. 1232h
13. 24 P.S. 1409
- 24 P.S. 1401-1419
- 22 PA Code 403.1
- Pol. 216
- Pol. 800



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	October 15, 2003

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

A. School facilities of this ~~district~~ **District** should be made available for community purposes, provided that such use does not interfere with the educational and extracurricular programs of the schools.

B. Facility use is subject to the following rules, regulations and general policies.

II. Authority Requirements

A. Facilities Use

~~1. A.~~ The ~~New Hope Solebury School~~ Board permits the use of facilities by resident students and community groups, ~~within the guidelines.~~

B. School sponsored activities take precedence over other activities.[\[1\]](#)

~~2. C.~~ Fee schedules have been established to cover operating expenses and normal "wear and tear" when facilities are used. ~~Facility use is subject to the following rules, regulations and general policies.~~

~~III. Guidelines~~

A. Rules, Regulations and General Policies

~~1.~~ **D.** The availability of school facilities for use is dependent upon the needs of the school, as determined by the principal and the Director of Operations, and is subject to the priority use established by school officials.

1. This applies even for any school activity that needs to be rescheduled.

~~2.~~ **E.** Community groups shall be required to share larger facilities, i.e., gymnasiums and cafeterias, when their numbers cannot justify the exclusive use of the entire facility.

~~3.~~ **F.** Saturday and Sunday rental of school facilities shall be limited by the availability of necessary school ~~district~~ **District** personnel and subject to the priority assignments determined by the administration.

~~B.~~ Restrictions

~~1.~~ **G.** There shall be no installation of equipment or alterations to existing facilities by the user.

~~2.~~ **H.** Smoking or use of any tobacco product is not permitted in school buildings or on school grounds. [\[2\]](#)[\[3\]](#)

~~3.~~ **I.** Intoxicants or controlled substances of any kind whatsoever are not permitted on ~~school~~ **District** property at any time.

~~4.~~ **J.** Fireworks of any kind are prohibited on ~~school~~ **District** property.

~~5.~~ **K.** Weapons of any type are forbidden on ~~school~~ **District** property. [\[4\]](#)

~~6.~~ **L.** Any and all decorations to be used must be fireproof or fire retardant rated and subject to the approval of school officials.

M. No open flame decoration shall be used anywhere in the building.

N. The use of smoke producing equipment is strictly prohibited.

~~7.~~ **O.** Skate boarding and in-line roller-skating are not permitted on school property unless it is part of a previously approved activity.

~~8.~~ **P.** Pets are not permitted on school grounds without prior approval.

1. Owners or handlers of animals on school grounds, with permission, are required to have them leashed and under control and clean up the animal's excrement.

2. Violators of this policy will be subject to charges for a minimum of one (1) hour at overtime rate for custodial time for clean-up.

~~9.~~ **Q.** Use of mechanized self-propelled vehicles designed primarily for recreational or sporting purposes such as motor scooters, powered cycles, snowmobiles, and other vehicles of similar nature are not permitted.

~~R.~~ Also, ~~vehicles~~ **Vehicles** transporting people to approved school functions are restricted to paved roadways and parking lots or other areas approved by the school district. ~~[4][1]~~

~~10. S.~~ No motor vehicles are permitted on unpaved areas without the expressed written authorization of the administration.

~~11. T.~~ The Board does not permit mechanical amusement rides, animal rides, e.g. pony rides, helicopter rides, hot air balloons rides, moonwalks or any rides or uses not recommended by the ~~district~~ **District** insurance carrier.

~~C.~~ Responsibilities of Users Of School Facilities

~~1. U.~~ All groups using facilities must leave them in the same or better condition than they found them.

~~2. V.~~ Any and all decorations, furnishings, and equipment shall be installed and removed by the user under the direction and supervision of the school staff. All such decorations, furnishing, equipment, and debris shall be removed by an agreed upon time.

~~3. W.~~ The user agrees to assume all responsibility for theft, damage or liability of any kind whatsoever related to its use of school facilities, and further agrees to hold harmless the ~~School Board~~ **District** from any expense or cost in connection with the use of school facilities.

~~4. X.~~ Proper supervision of activities must be provided at all times.

~~5. Y.~~ Organizations using school facilities shall provide police protection at their own expense if deemed necessary by school officials to maintain order and protect school property.

~~6. Z.~~ When an admission is charged, the group using the facilities is responsible for the payment of any required admission tax directly to the appropriate taxing agency.

1. Evidence of such payment, together with an itemized attendance report, must be furnished to the school ~~district~~ **District** upon request.

~~7. AA.~~ Start and stop times must be observed so as not to interfere with any other group or event.

~~8. BB.~~ The ~~district~~ **District** reserves the right to request refundable security deposit in advance.

~~D.~~ District Rights

~~1. CC.~~ A periodic check may be conducted on community groups to determine whether they are fully utilizing a school facility.

1. The purpose of this check is to determine that sufficient participants are involved in the activity to justify use of the facility.

~~2.~~ **2.** In the event that there are not sufficient participants, the ~~district~~ **District** reserves the right to terminate the activity use.

~~2.~~ **DD.** All apparatus, equipment, and devices owned by the ~~school~~ **District** shall be operated by ~~school~~ **District** employees or specifically trained student personnel unless special arrangements are made otherwise.

~~3.~~ **EE.** The Board reserves the right for the student council or other appropriate school organizations to operate the coat check room, refreshment stand, parking lot, etc, for the organization's own profit.

~~4.~~ **FF.** The parking lot is operated as a revenue source for the school ~~district~~ **District** on weekends and holidays.

GG. Any group wishing to use the parking lot must reimburse the school district for lost revenue as determined by the ~~Director of Business and Finance~~ **Chief Operations Officer**.

~~5.~~ **HH.** The school employee in charge during the facility use may call the police if, in the employee's judgment, it becomes necessary.

~~6.~~ **II.** Based upon the considerations of this policy, the Board reserves the right to refuse the use of the building to any group at any time.

~~E.~~ Application for Facility Use

~~1.~~ **JJ.** All applications for use of the facilities of the New Hope-Solebury School District shall be made to the principal of the building where the requested facilities are desired.

1. Applications shall be on forms prepared for this purpose. (see attachment "B" application).

~~2.~~ **KK.** The building principal shall notify the Director of Operations of all use of school buildings by forwarding a copy of the Application for Use of Facilities which shall set the appropriate charges in accordance with this policy.

~~3.~~ **LL.** All applications must be signed by a responsible officer of the group making the application.

~~4.~~ **MM.** All applications are subject to approval of school officials with regard to general conditions, special facilities, or services desired.

~~5.~~ **NN.** Organizations using a school facility may not sublet or transfer their rights and privileges to any other individual, group, or organization.

~~6.~~ **OO.** All organizations and groups using school facilities must have certificate of liability insurance for at least \$1,000,000/\$3,000,000 on file in the Business Office before final approval will be given for an activity.

1. Questions concerning insurance can be referred to the New Hope-Solebury School District Business Office by calling (215) 862-5372.

- 2.** New Hope-Solebury School District must be named as an additional insured on the certificate of liability insurance.

~~F. Facility Use Scheduling~~

- ~~1. PP.~~ For the period September 1 to January 31 - No request for Non-District use of facilities will be acted on before the preceding June 1.
- ~~2. QQ.~~ For the period February 1 to August 31 - No request for Non-District use of facilities will be acted on before the preceding December

~~G. Facility Use Fee Schedule~~

- ~~1. RR.~~ See Attachment "A" for Facilities Use Fee Schedule.
- ~~2. TT.~~ All fee schedules shall be reviewed by administration on an annual basis.
 - 1.** Fee schedules, if updated, will be submitted to the Board for approval prior to July 1.

~~H. Facility Use Fee Payment~~

- ~~1. UU.~~ All rental charges for the use of school facilities must be paid at least two (2) weeks prior to the event by presenting remittance payable to the New Hope-Solebury School District, 180 West Bridge Street, New Hope, PA 18938.
- ~~2. VV.~~ Payment provisions other than those listed on the fee schedule may be arranged at the discretion of the administration, provided that there is a net benefit to the ~~school district~~ **District** and that **the** Board approval is attained.

~~I. Exceptions~~

- ~~1. WW.~~ Situations not covered in the above statements must be referred to the Superintendent or **the Superintendent's** designee with the initial application.
 - 1.** The Superintendent will notify the Board of all exceptions requested.

~~J. District Passenger Elevators~~

- ~~1. XX.~~ The New Hope-Solebury School Board limits the use of the elevators to disabled persons.
 - 1.** Pupils requesting use of the elevator shall present written parental requests to the school principal.
 - 2.** A log shall be kept by the principal's office of all elevator users stating the permissible dates of use and the condition necessitating the need.
 - 3.** A key to operate the elevators shall be assigned eligible users.
 - i.** Such keys shall be secured from the school principal.

- ii.** A log of key issues shall be maintained by the principal.
4. Only disabled persons issued a key, and if needed, possibly one (1) person assigned by the principal to assist the handicapped persons, are permitted in the elevator **at any given time.**
5. Students temporarily handicapped will be permitted to use the elevator if the request is initiated by a licensed physician including dates for use and endorsed by the student's parents.
6. The elevator is not to be used during a building disaster such as fire, explosion, severe weather condition, etc.
- 7.** Emergency procedures for evacuating the handicapped during a disaster are to be formulated and published by the building principal.
- 8.** The elevator emergency alarm systems are to be tested monthly and logged by the Director of Operations.
- 9.** Emergency procedures shall be posted in each elevator.
- ~~7.~~ **10.** All elevators are to be maintained to pass license inspections.

Legal

1. [24 P.S. 775](#)
2. [20 U.S.C. 7181 et seq](#)
3. [35 P.S. 1223.5](#)
4. [24 P.S. 511](#)
5. [20 U.S.C. 7905](#)

[707-Attach B.doc \(145 KB\)](#)[707 - Attachment Facilities Use Fee Schedule.pdf \(288 KB\)](#)



Book	Policy Manual
Section	800 Operations
Title	Food Services
Code	808
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	January 24, 2019
Prior Revised Dates	5/25/2017

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

A. The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health.

B. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

II. Definitions for the Purpose of this Policy

~~1. A.~~ **A nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account.

2. 1. Nonprogram foods include but are not limited to adult meals and a-la-carte items.

~~2. For purposes of this policy, B.~~ **Professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs.

III. Delegation of Responsibility

A. Operation and supervision of the food service program shall be the responsibility of the Food Services Director.

~~E. B.~~ A periodic review of the cafeteria accounts shall be made by the Chief Operations Officer.[\[3\]\[4\]](#)

~~E. C.~~ The Superintendent or the Superintendent's designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[\[15\]\[16\]\[17\]\[18\]](#)

~~II. Authority~~ IV. Requirements

- A. The Board shall provide a food service program that shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture ("USDA").[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)
- B. The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[\[4\]](#)
- C. The District shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, **creed, religion, sexual orientation, ancestry, marital status, pregnancy,** national origin, age, sex or **handicap**/disability.[\[11\]\[12\]](#)
- D. Food sold by the District may be purchased by students and District employees but only for consumption on school premises.
- E. The price charged to students for food shall be established annually by the District in compliance with state and federal laws.[\[4\]\[13\]](#)
- F. Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items.[\[13\]\[14\]](#)
- ~~3. G.~~ All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[\[13\]\[14\]](#)
- ~~B. H.~~ Cafeterias shall be operated on a nonprofit basis.[\[3\]\[4\]](#)
- ~~D. I.~~ The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, and the National School Lunch Program.[\[2\]\[3\]\[4\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)
- ~~F. J.~~ The Superintendent or the Superintendent's designee shall annually notify students, parents/guardians and employees concerning the contents of this policy.

1. Notification shall include information related to nondiscrimination.[\[11\]](#)

~~IV. Guidelines~~

~~A. K.~~ To reinforce the District's commitment to nutrition and student wellness, foods served in school cafeterias shall:[\[19\]](#)

1. Be carefully selected to contribute to students' nutritional well-being and health.

2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

~~B. L.~~ The District shall use food commodities for school menus available under the Federal Food Commodity Program. [\[2\]\[6\]\[7\]\[11\]\[13\]\[20\]\[28\]\[29\]](#)

~~C. M.~~ Surplus accounts shall be used only for the improvement and maintenance of the cafeteria. [\[4\]](#)

~~D. N.~~ All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other District funds. [\[4\]](#)

1. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that District advances to the food service program may be returned to the District's general fund from any surplus resulting from its operation. [\[4\]](#)

~~E. O.~~ The District shall participate in the National School Breakfast Program and the National School Lunch Program. [\[6\]\[8\]\[20\]\[21\]](#)

~~F. P.~~ The District shall offer meals to all students without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. [\[11\]\[12\]](#)

~~G. Free/Reduced-Price School Meals~~

~~1. Q.~~ The District shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program and the School Breakfast Program. [\[20\]\[21\]](#)

~~2. 1.~~ The District shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. [\[20\]\[21\]](#)

~~3. 2.~~ Direct certification shall be conducted: [\[20\]\[21\]](#)

- a. At or around the beginning of the school year.
- b. Three (3) months after the initial effort.
- c. Six (6) months after the initial effort.
- d. The District may also conduct direct certification on a weekly or monthly basis.

~~4.~~ **3.** The District shall inform parents/guardians of the eligibility standards for free and reduced-price meals.

~~5.~~ **4.** Reasonable efforts shall be made to provide equal treatment for and protect the identity of students receiving free or reduced-price meals.

~~6.~~ **5.** A parent/guardian shall have the right to appeal a decision regarding the parent's/guardian's application for free or reduced-price food services to the Superintendent or the Superintendent's designee.

~~H. Accommodating Students With Special Dietary Needs~~

R. The District shall make food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy. [\[22\]](#)[\[23\]](#)[\[24\]](#)

~~I. School Food Safety Inspections~~

~~1.~~ **S.** The District shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations. [\[16\]](#)[\[17\]](#)[\[29\]](#)

~~2.~~ **1.** The District shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

~~J. School Food Safety Program~~

~~1.~~ **T.** The District shall comply with federal requirements in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of food borne illness among students. [\[8\]](#)[\[10\]](#)[\[16\]](#)

~~2.~~ **1.** The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements. [\[17\]](#)[\[29\]](#)[\[30\]](#)

~~K. School Meal Service and Accounts~~

~~1.~~ **U.** To ensure the effective operation of the District's food service program and delivery of school food program meals to students, the District shall:

~~a.~~ **1.** Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.

~~b.~~ **2.** Notify parents/guardians when the student's school meal account reaches a negative balance.

~~c.~~ **3.** The notice shall include information on payment options.

~~d.~~ **4.** Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in the student's school meal account, ~~unless the~~ **except as provided below or when the** student's parent/guardian has specifically provided written notice to the District to withhold a school food program meal. [\[3\]](#)

- a. **If a student is not eligible for free or reduced-price school meals under federal school meal programs and the student's school meal account reaches a negative balance of more than fifty dollars (\$50) in a school year, the district may provide the student with alternative meals instead of school food program meals until the unpaid balance in the student's school meal account is paid or a payment plan has been established within the district to reduce the unpaid balance. [3]**

~~2.b.~~ When a student owes money for five (5) or more school food program meals, the District shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs.

~~c.~~ The District may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits. [\[3\]](#)[\[20\]](#)[\[21\]](#)

~~3. 5.~~ The District shall be prohibited from: [\[3\]](#)

- a. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.
 - i. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.
- b. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
- c. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

~~4. V.~~ This policy and any applicable procedures regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

~~5.W.~~ The District shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

~~L.~~ Collection of Unpaid Meal Charges

~~1.~~ **X.** Reasonable efforts shall be made by the District to collect unpaid meal charges from parents/guardians.

~~2.~~ **1.** Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

~~M.~~ Procurement

~~1.~~ **Y.** Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[25][26][27]

~~N.~~ Code of Conduct for School Food Authorities

~~1.~~ **Z.** The District seeks to conduct all procurement procedures in compliance with state regulations and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

~~2.~~ **1.** No employee, officer or agent may participate in the selection, award or administration of a contract supported by a federal, state or local award if he/she **the employee, officer or agent** has a real or apparent conflict of interest.

a. Such a conflict of interest would arise when the employee, officer or agent; any member of the employee's, officer's or agent's immediate family; the employee's, officer's or agent's partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

~~3.~~ **2.** The officers, employees and agents of the nonfederal entity may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts.

a. However, nonfederal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

~~4.~~ **3.** The standards of conduct may provide for disciplinary actions to be applied for violations of such standards by officers, employees or agents of the nonfederal entity.

a. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay or termination.

~~5.~~ **4.** Questions and concerns regarding procurement solicitations, contract evaluations and awards should be directed to the Superintendent or the Superintendent's designee, namely the administrator directly in charge of food services.

~~6. Professional Standards for Food Service Personnel~~

~~1.~~ **AA.** The District shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs.

~~3.~~ **BB.** Such professional standards shall apply to both District-operated food service programs and contracted food service programs. [\[6\]](#)[\[7\]](#)[\[18\]](#)[\[28\]](#)

~~Revision History:~~

~~May 25, 2017~~

Legal

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. FNS Instruction 113-1 (USDA)
12. 7 CFR 210.23
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 7 CFR 15b.40
23. Pol. 103.1
24. Pol. 113
25. Pol. 610
26. Pol. 626
27. Pol. 827
28. 7 CFR 210.15
29. 7 CFR 220.7
30. 7 CFR 210.9
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103



Book	Policy Manual
Section	800 Operations
Title	Records Management
Code	800
Status	Policy Committee Review
Adopted	January 23, 2008
Last Revised	November 17, 2008

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

A. The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines ~~ed~~**D**istrict staff responsibilities and complies with federal and state laws and regulations.

B. This policy outlines the guidelines for the development of a Records Management Plan to be included as or within administrative regulations governing the retention, management and destruction of ~~ed~~**D**istrict records. ~~The Superintendent or the Superintendent's designee shall work with appropriate administrative staff and the district's solicitor to develop such Records Management Plan and administrative regulations which are necessary and appropriate to ensure compliance with applicable federal and state laws and regulations.~~

II. Definitions for Purposes of this Policy

- A. **Electronically stored information is defined as information contained in electronic systems and** includes but is not limited to e-mails, voicemails, draft documents, metadata, pictures, video footage, audio clips, and Auto C.A.D.D. drawings. ~~The possible sources/locations of electronically stored information are individual hard drives, local and remote servers, telephones, laptops, and PDAs.~~
- B. **Electronic Mail (E-mail) System is defined as** a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. ~~This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets,~~

~~and other electronic documents.~~

- C. **Litigation Hold** - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.
- D. **Records** - includes recorded information, regardless of form, that is created or received or retained in accordance with the ~~e~~**D**istrict's official business. ~~E-mail messages do not constitute "records" unless the function and content of the message warrants retention under applicable law, policies or regulations.~~
- E. **Records Management Plan** - the system implemented by the ~~e~~**D**istrict for the retention, retrieval, and disposition of all records generated by ~~e~~**D**istrict operations.
- F. **Records Retention Schedule** - a comprehensive listing stating retention periods and proper disposition of records.
- G. "Reasonably Accessible" shall mean that the information is available to authorized ~~D~~**d**istrict personnel in a manner and format that is generally indexed or cataloged or is readily searchable for ease of reference and available for the entire retention period listed on the Records Retention Schedule.

III. Delegation of Responsibility~~Authority~~

A. The Superintendent or the Superintendent's designee shall work with appropriate administrative staff and the ~~e~~District's solicitor to develop such Records Management Plan and administrative regulations which are necessary and appropriate to ensure compliance with applicable federal and state laws and regulations.

IV. Requirements

A. Particular Records

1. The Board shall retain, as a permanent record of the ~~e~~**D**istrict, Board minutes, annual auditor's reports and annual financial reports.
- ~~2.~~ All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the ~~e~~**D**istrict for a period of not less than six (6) years or as required by law.[\[1\]](#)
- ~~2-3.~~ All other ~~e~~**D**istrict records shall be retained in accordance with state and federal law and regulations and the ~~e~~**D**istrict Records Management Plan approved by the Board and periodically reviewed by the **Superintendent or Superintendent's designee** ~~or designees.~~
- ~~3-4.~~ The ~~e~~**D**istrict shall make a good faith effort to comply with all proper requests for record productions.~~s.~~
- 5.** Selective destruction of records in anticipation of litigation is forbidden.[\[2\]](#)

B. Records Management Plan

1. The ~~e~~District's Records Management Plan shall be the principal means for the retention, retrieval, and disposition of manual and electronic records, including e-mails.

2. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.

~~2.~~ **3.** The Records Management Plan shall include:

- a. Comprehensive listing of records and data of the ~~e~~District. [\[3\]](#)[\[4\]](#)
- b. Criteria to distinguish records of the ~~e~~District from the supplemental personal records of individual employees.
- c. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.
- d. Preservation measures to protect the integrity of records and data.
- e. Data map or flow chart detailing the sources, routes, and destinations of electronic records.
- f. Procedures and **appointing the** employee designated for determining whether an item is a record.
- g. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
- h. Records Retention Schedule.
- i. Provisions for the storage and retrieval of records in the event of an emergency or disaster.
- j. Staff positions authorized to access ~~e~~District records.
- k. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim.

L. Such procedures shall specify:

- i. Who can initiate a litigation hold.
- ii. How and to whom a litigation hold is communicated.
- iii. Who will determine which records are subject to the litigation hold.
- iv. Who will be responsible for collecting and preserving such records and data.
- v. Who will be responsible for monitoring and ensuring the ~~e~~District's compliance with the litigation hold.

- vi. In what format the records will be collected.
- 3. When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.
- 4. For any record not covered by the Records Retention Schedule, the Superintendent or **the Superintendent's** designee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.
- 5. The ~~e~~District shall maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

6. In order to effectively implement this Records Management Plan, building administrators, department heads, and/or designated employees will be responsible for identifying and routing the various types of records and data that each department creates, gathers, uses or disseminates.

7. Requests to add, revise or delete records will be approved and initialed by the Records Coordinator.

8. The District may convert records that it is required to maintain to electric form and retain them electronically if:

a. The recording process accurate reproduces the original

b. The recording process forms a durable medium for recording, storing and reproducing the original and

c. The recording process is in accordance with standards, policies and procedures promulgated by the Local Government Records Committee.

IV. Guidelines

A.C. General Requirements

- 1. The Records Management Plan regarding record retention shall address the manner in which records are to be maintained and purged and must differentiate between those records that are maintained in manual form and those records maintained in electronic form.

B.D. Manual Records

- 1. Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.
- 2. Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.
- 3. The ~~e~~District shall develop and maintain adequate and up-to-date documentation about each manual record system.

a. Documentation may:

- ~~a.~~ i. List system title and responsible employee(s) or office.
- ~~b.~~ ii. Define the contents of the system, including record formats.
- ~~c.~~ iii. Identify vital records and information.
- ~~d.~~ iv. Determine restrictions on access and use.

C. E. Electronic Records

1. Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.
2. Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.
3. The Records Management Plan must set forth the purpose and guidelines for any "back up" or "archiving" system used.
4. In general, appropriate hardware and software shall be used to ensure that records that are retained in electronic form are reasonably accessible; however, to the extent that information is "backed up" or "archived" for the sole purpose of restoring the system in the case of an emergency, such information is not being "retained" by the ~~eD~~District and need not be reasonably accessible.
5. Electronic information that has been deleted in accordance with this policy and the Records Management Plan promulgated hereunder shall be deemed not reasonably accessible.
- ~~5-6.~~ The Records Management Plan shall set forth periodic security measures to ensure the enforcement of this policy uniformly across the ~~eD~~District.
- ~~6-7.~~ Reasonable safeguards will be instituted to protect the privacy of student, employee and other confidential information.
8. The ~~eD~~District shall develop and maintain adequate and up-to-date documentation about each electronic record system.
- 9. Deleted electronically stored information will be automatically purged from the system at least once annually, unless a litigation hold prompts retention of certain information.**
- 10. Information contained on the archive/back up system is not intended to be indexed or cataloged and is not intended to be accessible for reasons other than emergency system failure.**
- 11. Any requests to access information on the archive/back up system must be submitted to the Superintendent or the Superintendent's designees for approval.**

12. The specific requirements for selecting storage media for electronic records include the following:

~~1.~~ a. Permits retrieval in a timely fashion.

~~2.~~ b. Facilitates the distinction between records and nonrecords as well as the distinction between employee records and ~~d~~District records.

~~3.~~ c. Retains the records in a usable format for the length of their required retention period.

13. The following factors will be considered before selecting storage media or when converting records from one medium to another:

~~1.~~ a. Required retention period for the records.

~~2.~~ b. Maintenance necessary to retain the records in that format.

~~3.~~ c. Ability to index and search records.

~~4.~~ d. Costs of storing and retrieving the records stored in that format.

~~5.~~ e. Density of the record.

~~6.~~ f. Access time necessary to retrieve stored records.

~~7.~~ g. Ability of the medium to run on equipment produced by multiple manufacturers.

~~8.~~ h. Ability to transfer information from one medium to another.

~~9.~~ i. Flexibility of the software to be used.

~~10.~~ j. Compliance of the storage medium with current industry and/or government standards.

14. Before a document is created and maintained on an electronic records system, documents will be identified sufficiently to enable authorized personnel to retrieve, protect and carry out the disposition of documents in the system.

15. Appropriate identifying information for each document maintained on electronic media may include: office of origin; file code; key words for retrieval; addressee, if any; signature; author; date; authorized disposition, coded or otherwise; and security classification, if applicable.

16. The ~~d~~District will ensure that records maintained in such systems can be correlated with related records on paper, microform, or other media.

17. The dDistrict must provide for the usability of image and index data for records stored on an electronic recordkeeping system over time by establishing:

1 a. Methods for all authorized users of the system to retrieve desired records.

2 b. Appropriate levels of security to ensure integrity of the records.

3 c. A standard interchange format when necessary to permit the exchange of records on electronic media using different software/operating systems nad allow for the conversion or migration of records from one system to another.

4-d. Procedures for the disposition of records in accordance with the Records Retention Schedule.

5- e. Procedures for regular copying, reformatting, and other necessary maintenance to ensure the retention and usability of electronic records throughout their required retention period.

6- f. Similar security precautions required of paper records to be used when destroying or reusing electronic media that contain privacy-protected or confidential information.

18. Electronic storage media contain such information must be electronically wiped clean or physically destroyed in such a manner that the information cannot be reconstructed.

D- F. E-mail Records

1. E-mail messages, in and of themselves, do not constitute records. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents. E-mail messages do not constitute "records" unless the function and content of the message warrants retention under applicable law, policies or regulations.

2. Retention and disposition of e-mail messages depend on the function and content of the individual message.

2- 3. Records on an e-mail system, including messages and attachments, shall be retained and disposed of in accordance with the dDistrict's Records Management Plan.

3-4. E-mail messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

4-5. E-mail records may be maintained as an electronic record or be printed and maintained as a manual record.

~~5.~~**6.** For each e-mail considered to be a record, the following information shall be retained:

- a. Message content.
- b. Name of sender.
- c. Name of recipient.
- d. Date and time of transmission and/or receipt.

E.G. Contractors

1. Records created or maintained by contractors employed by the Board shall be retained and disposed of in accordance with the Records Management Plan. [\[5\]](#)

H. Litigation Hold

1. When the District receives notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, an investigation concerning the District has commenced or may commence, or the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the District will immediately take steps to ensure that any records and data that could be related to the ongoing litigation/investigation or potential litigation/investigation are preserved from deletion or destruction.

2. Actions to preserve records and data will include, but not be limited to, postponing or cancelling any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notifying employees of a litigation hold to prevent the deletion and destruction of records and data that might be related to the litigation/investigation or potential litigation/investigation, and identifying records and data that are subject to preservation.

3. A litigation hold triggers the duty to preserve records and data that could otherwise be deleted or destroyed under the District's Record Management Plan.

4. The District solicitor(s) will be responsible for issuing a litigation hold that specifically describes the types of records and data that must be preserved and describes how those materials are to be maintained and stored.

5. The litigation hold will be sent directly to the Records Coordinator, who will acknowledge receipt of the litigation hold.

6. The litigation hold may be communicated initially by phone but must be followed by a written notice (fax, e-mail or letter).

7. The Records Coordinator, in consultation with the District solicitor (s) will decide which records and data are subject to litigation hold and in which form the records will be retained or produced.

8. The Records Coordinator will be responsible for:

- a. Coordinating the collection and preservation of records and data that are subject to the litigation hold.**
- b. Monitoring and ensuring the District's compliance with the litigation hold.**
- c. Checking periodically on the status of a litigation hold.**
- d. Ensuring that all steps taken by the District to identify and preserve relevant records and data are documented.**

9. The solicitor will inform the Records Coordinator of changes as they occur.

10. When the District believes that a matter is likely to lead to litigation by or against the District, a "legal hold" will be placed on such relevant matters, requiring that documents and data, including electronic data, relating to the matter, incident, person or entity, be retained by the District until such time as the legal hold is lifted.

11. Because of the variety of matters that could lead to litigation by or against the district, the responsibility to identify such matters rests with all District employees.

12. Procedure

a. When a District employee has reason to believe that an incident may give rise to potential litigation, that employee shall:

i. Advise the employee's supervisor, the building supervisor, and/or the specific central administrator of the incident and prepare a written report stating what the individual saw and/or heard, the names of the people and entities involved and the names of any witnesses;

ii. Preserve all documents, notes, data and information regarding the matter including, but not limited to email communications, notes, letters and voicemail messages, pending determination regarding whether a legal hold is necessary.

iii. A written report must then be forwarded to the Superintendent or the Superintendent's designees, who in consultation with the Solicitor, will determine whether to place a legal hold on documents and data relevant to the incident(s).

iv. If a legal hold is implemented, then the Director of Technology shall make all reasonable efforts to retrieve and maintain any archived electronic data before that data is

purged and to prevent further potentially relevant information from being purged or deleted.

v. The Superintendent or the Superintendent's designee will advise all District employees involved with the incident(s) or matter(s) at issue of the legal hold and advise them to retain all documents, notes, data and information regarding the matter including, but not limited to email communications, notes, letters and voice mail messages pending further notice.

13. Release of Legal Hold

a. If a matter is settled or resolved or the relevant statute of limitations has run or it otherwise becomes apparent that litigation is not likely to arise, then the Superintendent or the Superintendent's designee, in connection with the Solicitor, will release the legal hold and the retained and stored documents may be disposed of in accordance with the ordinary document retention policies of the District.

I. Records Retention Schedule

1. The Records Retention Schedule lists records that are created, received or retained as a result of District operations.

2. The schedule includes a description of the records, format in which the records will be retained, classification of the records, retention period, and disposal code.

3. The following information will assist in interpreting this schedule.

a. Record Formats

i. Media codes are used to identify the format(s) the District may choose to maintain specified records and are assigned as follows:

A. Paper

B. Microform

C. Electronic (machine readable)

D. Audiovisual (tapes, movies, film strips, etc.)

E. Cartographic (maps, drawings, blue prints, plans, etc.)

F. Photographic

b. Record Classifications**i. District records will be classified as follows, based on the information contained therein:**

A. Public - These records will be made available for access and duplication in accordance with law, Board policy and administrative regulations.

B. Exempt - These records are exempt from public access by law.

C. Contains exempt information - These records contain information that is exempt from public access by law.

D. Confidential - These records are also exempt from public access but specifically designated as confidential or privileged by law, regulation or court order.

ii. Records that are exempt from public access or contain information that is exempt from public access will be protected from unauthorized access in accordance with law, Board policy and administrative regulations.

iii. Any exempt information will be separated or redacted from an otherwise public record before being made available to a requester.

iv. Confidential records may only be accessed, released and/or disseminated by authorized personnel in accordance with law, regulation, or court order and will not be released under the District's discretionary authority to release exempt records.

c. Retention Periods

i. Retention periods listed on the schedule are given in years, unless otherwise indicated.

ii. Upon expiration of the retention period, all identified records will be disposed of in accordance with Board policy and this schedule.

d. Disposal Codes

i. Disposal codes are used to direct the final disposition of records.

ii. Records must be disposed of according to the assigned code listed on the schedule.

iii. Assigned disposal codes are as follows:

A. Routine Handling - No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard District procedures.

B. Special Handling - The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.

C. Archival Retention - Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.

D. Delete - For use with electronic records. When electronic records have met their retention period, they will be deleted.

4. For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule.

5. Schedule

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Administrative Records				
Feasibility Studies	A,C	Public	3	1,4
PSSA Results	A,C	Public	Permanent	3
Public Record Requests	A,C	Public	1 from date received	1,4
School District Report Cards	A,C	Public	Permanent	3
Strategic Plan	A,C	Public	One (1) copy permanent	3
Complaints/Challenges				
Investigation Records	A,C,D,E,F	Exempt	6 after final resolution	2,4
Regarding District Employee (s)	A,B,C	Exempt	7 after employment ends	2,4
Regarding Instructional Materials or District Programs	A,B,C	Public	6	1,4
District Organization Records				
	A,C,E	Public	Permanent	3

District Boundaries/Attendance Areas				
Photographs/Movies of Historical Value	C,D,F	Public	Permanent	3
Employment Contracts				
Administrative Compensation Plan	A,B,C	Public	One(1) copy permanent	3
Collective Bargaining Agreements	A,B,C	Public	One (1) copy permanent	3
Individual Employment Contracts/Board Resolutions	A,C	Public	4 after employment ends	1,4
Facility Use Records				
Applications	A,C	Public	6	1,4
Fee Schedule	A,C	Public	Current	1,4
Financial Records				
Accounts Payable	A,B,C	Public	6	1,4
Accounts Receivable	A,B,C	Public	6	1,4
Adopted Annual Budget	A,B,C	Public	10	1,4
Annual Financial Reports	A,B,C	Public	Permanent	3
Annual Audit Reports	A,B,C	Public	Permanent	3
Bank Statements	A,B,C	Public	6	1,4
Check Registers	A,B,C	Public	6	1,4
Deposit Slips	A,B,C	Public	6	1,4
General Ledger	A,B,C	Public	Permanent	3
Grant Records (Successful)	A,C	Public	6 after close of grant	1,4
Investment Records	A,B,C	Public	6 after cancellation	1,4
Purchase Orders	A,B,C	Public	6	1,4
Tax Collection Records	A,B,C	Public	6	1,4
Free and Reduced Lunch Program Records				
Accounts/Audits	A,B,C	Public	5	1,4
Application for Participation	A,C	Exempt	5	2,4
Program Requirements	A,B,C	Public	5	1,4
Grievances/Arbitrations				
Complaint	A,B,C	Exempt	Permanent	3
District Response	A,B,C	Exempt	Permanent	3
Final Ruling/Decision of Arbitrator	A,B,C	Public	Permanent	3
Insurance Records				
Claims	A,B,C	Contains exempt information	6 after settlement	2,4
Policies/Contracts	A,B,C	Public	6 after expiration	1,4
Litigation Files				
Pleadings, Motions, Briefs, other Filings	A,B,C	Public	7 after final conclusion of litigation	1,4
Decision/Ruling	A,B,C	Public	7 after final conclusion of litigation	1,4
Medical Records				
Medical Records (Employee)	A,C	Confidential	3 after employments ends	2,4
	A,C	Confidential		2,4

Medical Records (Employee Exposure to Toxic Substance)			30 after employment ends	
Medical Records (Student)	A,C	Confidential	2 after graduation	2,4
Pre-Employment Medical Examination	A,C	Confidential	3 after employment ends	2,4
Payroll Records				
Deduction Authorizations	A,B,C	Contains exempt information	6	2,4
Direct Deposit Forms	A,B,C	Exempt	6	2,4
Time Cards	A,B,C	Public	6	1,4
Wage and Tax Statements (W-2 Forms)	A,B,C	Contains exempt information	6	2,4
Withholding Allowance Certificates (W-4 Forms)	A,B,C	Contains exempt information	6 after employment ends	2,4
Personnel Records				
Attendance Records (Employees)	A,C	Public	3 after employment ends	1,4
Background Check Documentation	A,B,C	Confidential	4 after employment ends	2,4
Continuing Education/Professional Development	A,C	Contains exempt information	3 after employment ends	2,4
Credentials (Certificates/Licenses)	A,B,C	Public	4 after employment ends	1,4
Discipline Records	A,B,C	Exempt	7 after employment ends	2,4
Employment Application (Hired)	A,B,C	Public	7 after employment ends	1,4
Employment Application (Not Hired)	A,C	Exempt	4 after position filled	2,4
Equal Employment Opportunity Reports	A,C	Public	3	1,4
Evaluation (Employees)	A,C	Exempt	3 after employment ends	2,4
Leave Records (FMLA)	A,C	Confidential	3 after employment ends	2,4
Leave Records (Other)	A,B,C	Contains exempt information	3 after employment ends	2,4
Pre-Employment Reference Checks	A,C	Exempt	3 after employment ends	2,4
Resignations	A,B,C	Public	7 after employment ends	1,4
Retirement Records	A,B,C	Contains exempt information	7 after employment ends	2,4

Property Records				
Building Blueprints	C,E	Exempt	Permanent	3
Construction Contracts	A,B,C	Public	12 After completion	1,4
Deeds and Related Records	A,B,C	Public	Permanent	3
Equipment Inventories	A,B,C	Public	6	1,4
Fixed Asset List	A,B,C	Public	Permanent	3
Inventory Disposal Records	A,C	Public	3 after disposition	1,4
Leases (Real Estate)	A,B,C	Public	Permanent	3
Leases (Equipment/Vehicles)	A,B,C	Public	6 after expiration	1,4
Pesticide Application Record	A,C	Public	3	1,4
Real Property Purchase or Sale	A,B,C	Public	Permanent	3
Purchasing Records (Goods and Services)				
Advertisements	A,B,C	Public	6 after completion	1,4
Bid Documents (Accepted)	A,B,C	Public	6 after completion	1,4
Bid Documents (Declined)	A,C	Public	6 after completion	1,4
Financial Information of Bidders	A,C	Exempt	3 after completion	2,4
Specifications	A,B,C	Public	6 after completion	1,4
Written or Telephonic Price Quotations	A,C	Public	3 after completion	1,4
Safety Records				
Accident Reports	A,B,C	Contains exempt information	6	2,4
Emergency Preparedness Plan	A,C	Public	2 after revised	1,4
Material Safety Data Sheets (MSDS)	A,B	Public	Current	1
Safe School Act Reports	A,B,C	Public	Permanent	3
Visitor Registration	A,C	Public	5	1,4
School Board Records				
Board Meeting Agendas	A,C	Public	1	1,4
Board Minutes (Approved)	A,B,C	Public	Permanent	3
Board Policies and Procedures (Current)	A,B,C	Public	Permanent	3
Board Policies and Procedures (Old)	A,B,C	Public	Permanent	3
Ethics Statement of Financial Interest	A,B,C	Public	5	1,4
Student Records			Refer to Student Records Plan	
Transportation Records (Drug/Alcohol Testing)				
Negative or Below Limit Test Results	A,C	Exempt	1	2,4
Positive or Above Limit Test Results	A,C	Exempt	5	2,4
Records Related to Collection Process	A,C	Exempt	2	2,4
Records Related to Education and Training	A,C	Exempt		2,4

			2 after employment ends	
Refusal to Take Required Test	A,C	Exempt	5	2,4
Workers' Compensation Records	A,B,C	Exempt	7 after claim closed	2,4

J. Record and Data Integrity

1. The District's records security program will:

- a. Ensure that only authorized personnel have access to electronic records.**
- b. Provide for backup and recovery of records to protect against information loss.**
- c. Ensure that District personnel are trained to safeguard sensitive or classified electronic information.**
- d. Minimize the risk of unauthorized alteration or erasure of electronic records.**
- e. Ensure that electronic record security is included in a computer systems security plan.**
- f. Ensure that duplicate copies of permanent records are maintained in separate buildings or systems.**

K. Destruction

1. Records shall be purged in accordance with the Records Retention Schedule ~~800-AR-1~~

L. Responsibility

1. Periodically, the Superintendent shall designate the Business Manager and one other individual to perform audits to ensure that:

- a. Information being retained in manual form is being retained in a reasonably accessible manner.**
- b. Information being retained in electronic form is being retained in a reasonably accessible manner.**
- c. Confidential information is being maintained in a secure manner and**
- d. Electronic and manual records are being retained and purged in accordance with this policy.**

Legal

1. 24 P.S. 518
2. 65 P.S. 67.901
3. 65 P.S. 67.708
4. 20 U.S.C. 1232g
5. 65 P.S. 67.506
24 P.S. 433
65 P.S. 67.101 et seq
Federal Rules of Civil Procedure
Pol. 004
Pol. 006
Pol. 105.2
Pol. 114
Pol. 138
Pol. 203
Pol. 203.1
Pol. 209
Pol. 212
Pol. 216
Pol. 216.1
Pol. 233
Pol. 314
Pol. 324
Pol. 326
Pol. 334
Pol. 601
Pol. 609
Pol. 610
Pol. 618
Pol. 619
Pol. 702
Pol. 706
Pol. 716
Pol. 801
Pol. 810
Pol. 830

[POLNEWH800AR2.pdf \(8 KB\)](#)[POLNEWH800AR1.pdf \(32 KB\)](#)[POLNEWH800AR.pdf \(16 KB\)](#)



Book	Policy Manual
Section	800 Operations
Title	Public Records
Code	801
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	November 17, 2008

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

A. The Board recognizes the importance of public records as the record of the ~~d~~**D**istrict's actions and the repository of information about this ~~d~~**D**istrict.

B. The public has the right under law to inspect and to procure copies of public records, with certain exceptions, subject to Board policy.

C. The Board also recognizes its obligation to maintain the confidentiality of student records and personnel records.

~~B.~~**D.** The purpose of this policy is to establish and provide for the enforcement of reasonable rules governing the examination or the making of extracts, copies, photographs or photocopies of district records that are public records or to which the public may have access as defined below. The ~~d~~**D**istrict shall post at the administration office and on the ~~d~~**D**istrict's web site, information regarding this policy as required by law.

~~C. Procedures regarding this policy are promulgated in the administrative procedure related to this policy.~~

II. Definitions for Purposes of this Policy

A. "Financial record" - any account, voucher or contract dealing with the receipt or disbursement of the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.

B. "Public record" - a record including a financial record that is not protected by a defined privilege or is not exempt from being disclosed less than one of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.

C. "Record" - information, regardless of physical form or characteristics, that documents a District transaction or activity and is created, received or retained pursuant to law or in connection with a District transaction, business or activity, including: a document' paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data processed or image-processed document.

II. III. Delegation of Authority

A. Open Records Officer

~~1.~~ **A.** The Board shall designate an Open Records Officer, who shall be responsible for enforcing ~~d~~**D**istrict policy regarding public access to ~~d~~**D**istrict records.

B. In the absence of an appointment, the Board Secretary shall serve as the Open Records Officer.

III. ~~Guidelines~~ IV. Requirements

A. General

~~1.~~ **A.** The ~~d~~**D**istrict shall not limit the number of records requested.

~~2.~~ **B.** When responding to a request for access, the ~~d~~**D**istrict is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the ~~d~~**D**istrict does not currently use.[\[1\]](#)

~~3.~~ **C.** If a public record is maintained only in an electronic format, the ~~d~~**D**istrict shall duplicate the record on paper, upon request.

B. Records Requests

~~1.~~ **D.** The ~~d~~**D**istrict shall not require an explanation of the reason for the request of records or the intended use of the requested record, unless otherwise required by law.[\[2\]](#)

~~2.~~ **E.** Original ~~d~~**D**istrict records shall not be removed from the ~~d~~**D**istrict building, nor from the control or supervision of the Open Records Officer or his/her designee.

C. Fees

~~1.~~ **F.** Fees for duplication, other forms of document production will be charged according to a fee schedule which shall be periodically updated and included in a regulation issued pursuant to this policy.[\[3\]](#)

~~2.~~ **G.** No fee may be imposed for review of a record to determine whether the record is subject to access under law.[\[3\]](#)

~~3.~~**H.** Prior to granting access, the ~~d~~**D**istrict may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.^[3]

I. The District web site shall include:

- 1. Contact information for the Open Records Officer.**
- 2. Contact information for the state's Office of Open Records or other applicable appeals officer.**
- 3. The index to be used to file a request, with a notation that the state Office of Open Records form may also be used if the District decides to create its own form.**
- 4. Board policy, administrative regulations and procedures governing requests for access to the District's public records.**

J. Open Records Officer shall:

- 1. Receive written requests for access to records submitted to the District.**
- 2. Review and respond to written requests in accordance with law, Board policy and administrative regulations.**
- 3. Direct requests to other appropriate individuals in the District.**
- 4. Track the District's progress in responding to requests.**
- 5. Issue interim and final responses to submitted requests.**
- 6. Maintain a log of all record requests and their disposition.**
- 7. Ensure District staff are trained to perform assigned job functions relative to requests for access to records.**
- 8. Upon receiving a request for access to a record, the Open Records Officer shall:**
 - a. Note the date of receipt on the written request.**
 - b. Compute and note on the written request the day on which the five-day period for response will expire.**
 - c. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.**
 - d. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.**

K. Procedure for Requesting Records

1. A written request for access to a public record shall be submitted on the required index and addressed to the Open Records Officer.

2. Written requests may be submitted to the District in person, by mail, to a designated facsimile machine, or to a designated e-mail address.

3. Each request must include the following information:

a. Identification or description of the requested record, in sufficient detail.

b. Medium in which the record is requested.

c. Name and address of the individual to receive the District's response.

L. Response to Request

1. District employees shall be directed to forward requests for access to public records to the Open Records Officer.

2. Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the District has possession, custody or control of that record.

3. The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.

4. The initial response shall grant access to the requested record, deny access to the requested record, partially grant and partially deny access to the requested record, or notify the requester of the need for an extension of time to fully respond.

5. Normally, records are available at the District from 8:30 a.m. to 4:00 p.m. Monday through Friday each week except for certain holidays.

6. The Open Records Officer shall typically respond to the written request within five (5) business days but in no event shall the time for response exceed the time limits to the Right-to-Know Act.

M. Extension of Time

1. If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within (5) business days of receipt of request.

2. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a

reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.

3. Up to a thirty (30) day extension for one (1) of the listed reasons does not require the consent of the requestor.

4. If the response is not given by the specified date, it shall be deemed denied on the day following that date.

5. A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.

N. Granting of Request

1. If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include information on the regular business hours of the administration office, provide electronic access, or state where the requester may go to inspect the records of information electronically at a publicly accessible site.

2. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is may be required in a specified amount if access to records will cost in excess of one hundred dollars (\$100.00), and the medium in which the records will be provided.

3. The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the District shall provide access to inspect the record electronically.

4. If the requester, within thirty (30) days following receipt of the District's notice, submits a written request to have the record converted to paper, the District shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.

O. Denial of Request

1. The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the District.

2. The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record.

3. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.

4. Information that is not subject to access and is redacted from a public record shall be deemed a denial.

5. If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the District's response, the District shall dispose of the copy and retain any fees paid to date.

6. If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.

7. If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) days of receipt of the request.

8. The response denying the request shall include the following:

a. Description of the record requested.

b. Specific reasons for denial, including a citation of supporting legal authority.

c. Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued.

d. Date of the response.

e. Procedure for the requester to appeal a denial of access.

P. Documents Not Qualifying As Public Records:

1. The following are not public records:

a. Internal pre-decisional deliberations of administrators, employees and Board members unless presented to a quorum for deliberation at a public meeting. Includes real estate appraisals until decision made to proceed with lease, sale or acquisition of property.

b. Draft minutes of meetings.

c. Executive Session minutes or record or discussion.

d. Bid proposals

e. Communication with insurance carriers

f. Privileged communications:

i. Communications with district Solicitor or other attorneys

ii. Doctor-patient communications; and

iii. Speech and debate privilege- applicable to legislative functions.

g. Records which, if disclosed, would

i. Result in loss of federal or state funds.

ii. Likely lead to physical harm or personal security of a person;

iii. Jeopardize safety of the public, a building, infrastructure, information storage system, or resource; or

iv. Jeopardize computer security.

h. Records of child (seventeen (17) or under):

i. Name

ii. Address; or

iii. Date of Birth

iv. NOTE: Other confidentiality restrictions may apply to student records under other laws.

i. Records of individuals

i. Confidential personal health information

ii. Applications for social services; and

iii. Confidential personal information such as social security number, driver's license, financial information, email address and personal phone numbers.

j. Records of employees:

i. Reference letters and written criticisms

ii. Employment application (if not hired);

iii. Employee assistance program information

iv. Grievances and complaints of discrimination

v. Discipline, demotion and discharge (except for final action of discharge or discipline)

vi. NOTE: Other confidentiality restrictions may apply to employee records under other laws.

k. Certain records relating to criminal and non-criminal investigations

l. Transcripts and exhibits of arbitration hearings (final decision is public however)

m. Drafts of policies, resolutions or administrative regulations.

n. Results of public opinion surveys.

o. Trade secrets or other confidential proprietary information

p. Personal notes and working papers of an individual, includes message slips.

q. Donor lists and makers of donations (unless donation benefits specific Board member or specific employee).

Q. Third Parties

1. A public record that the District does not possess but is possessed by a third party with whom the District has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the District.

2. When the District contracts with such a third party, the District shall require the contractor to agree in writing to comply with requests for such records and to provide the District with the requested record in a timely manner to allow the District to comply with law.

3. When the District produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the District the person, that is the subject of the record, and the requester.

4. The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative regulations.

R. Fees

1. Fees for duplication, other forms of document production will be charged according to the following fee schedule which shall be periodically updated.

a. Postage - actual cost to the District

b. Certification costs - cost to the District

c. Duplication costs**i. Paper copying charge - \$0.10 per page****ii. Facsimile charge-\$0.10 per page****iii. Electronic records copied to native media****iv. Electronic records copied to paper - \$0.10 per page****v. Enhanced electronic access****vi. E-mail - no cost****vii. Complex and extensive data sets**

Legal

1. 65 P.S. 67.705
2. 65 P.S. 67.703
3. 65 P.S. 67.1307
24 P.S. 408
24 P.S. 518
65 P.S. 67.101 et seq
42 U.S.C. 12101 et seq
28 CFR 35.160
28 CFR 35.164
Pol. 800

[POLNEWH801ARATT2.pdf \(9 KB\)](#)[POLNEWH801ARATT1.pdf \(7 KB\)](#)[POLNEWH801AR.pdf \(27 KB\)](#)



Book	Policy Manual
Section	800 Operations
Title	School Organization
Code	802
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	November 17, 2003

Proposed deletions: ~~strike-through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

- A. The Board recognizes that the organizational structure of the ~~d~~**D**istrict can help achieve a more effective instructional program and a more efficient operation.

II. Authority

- A. Upon the approval of the Department of Education, the schools of this ~~d~~**D**istrict shall be organized effective July 2004, as follows: [\[1\]\[2\]](#)

1. Lower Elementary School: Grades **K**~~indergarten~~ through 2

2. Upper Elementary School: Grades 3 through 5

3. Middle School: Grades 6 through 8

4. High School: Grades 9 through 12

III. Delegation of Responsibility

- A. The Superintendent shall monitor the effectiveness of the schools' organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make the wisest use of ~~d~~**D**istrict resources and serve the educational goals of this ~~Board~~**District**.

Legal

1. 22 PA Code 4.3
2. 24 P.S. 1310



Book	Policy Manual
Section	800 Operations
Title	School Calendar
Code	803
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	January 25, 2018

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

- A. The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the District.

II. Authority

- A. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)
[\[4\]](#)
- B. The school calendar shall normally consist of a minimum of 180 student days. [\[1\]](#)[\[5\]](#)[\[6\]](#)
- C. The Board reserves the right to alter the school calendar when it is in the best interests of the District, upon the recommendation of the Superintendent.

III. Delegation of Responsibility

- A. The Superintendent or ~~his or her~~ **the Superintendent's** designee shall prepare annually a school calendar for **the upcoming school year** Board consideration no later than the public School Board meeting held in March.

IV. **Guidelines Directives**

A. When Labor Day occurs on or before September 4th, school for students will begin after Labor Day.

B. When Labor Day occurs after September 4th, school for students will begin before Labor Day.

~~B.~~ **C. The following will be school holidays:**

1. Labor Day₇
2. ~~1.~~ The first day of Rosh Hashanah₇
3. Yom Kippur₇
4. Thanksgiving₇
5. ~~2.~~ The day after Thanksgiving₇
6. December 24 through January 1st₇
7. Dr. Martin Luther King, Jr. Day₇
8. Presidents' Day₇
9. Good Friday ~~and~~
10. Memorial Day ~~will be school holidays.~~

~~C.~~ **D.** Other school holidays may be added to the calendar.

~~D.~~ **E.** The holiday calendar may be adjusted in any one (1) year when there is a large number of days when schools are closed for inclement weather and must be made up.

Legal

1. 24 P.S. 1501
2. 24 P.S. 1502
3. 24 P.S. 1503
4. 24 P.S. 1504
5. 22 PA Code 4.4
6. 22 PA Code 11.1



Book	Policy Manual
Section	800 Operations
Title	School Day
Code	804
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	January 25, 2018

Proposed deletions: ~~strike-through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

- A. The normal school day for the instruction of District students shall be in accordance with law, regulations and Board policy.

II. Authority

- A. The Board shall establish the times for the daily sessions of District schools, upon the recommendation from the Superintendent. [\[1\]\[2\]\[3\]](#)

III. Delegation of Responsibility

- A. The Superintendent or ~~his/her~~ **the Superintendent's** designee may close, delay the opening, or dismiss schools early for emergency reasons and to protect the health and safety of students and staff.
- B. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall prepare procedures for proper and timely notification of all concerned, in the event of an emergency closing, delayed opening, early dismissal or other alteration to the regular school times.
- C. In all cases, the Superintendent or ~~his/her~~ **the Superintendent's** designee shall inform the Board **of emergency closing, etc.** as soon as possible.

IV. **Guidelines Directives**

- A. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall develop guidelines that allow students to enter and leave schools under exceptional conditions so that variances with the normal school schedule may be accommodated.
- B. Such ~~decisions~~ **variances** shall consider such things as inclement weather, illness, urgent reasons and other circumstances. [\[4\]](#)[5]

Legal

1. 24 P.S. 1504
2. 22 PA Code 11.2
3. 22 PA Code 11.3
4. 22 PA Code 11.25
5. Pol. 204



Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness
Code	805
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	January 25, 2018

Proposed deletions: ~~strike-through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

- A. The Board recognizes its responsibility to safeguard the health and welfare of District students and employees.
- B. The Board shall provide the facilities, equipment and training necessary to minimize the effects of all hazards and emergencies, including but not limited to: natural disasters, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics.
- C. Advance planning and comprehensive implementation are key components in ensuring the protection of the school community.

II. Authority

- A. The District, in cooperation with the local Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by PEMA and other applicable state requirements. [\[1\]](#)[\[12\]](#)
- B. The Board shall also utilize the resources of, and comply with the requirements of, the Pennsylvania Department of Health and the Pennsylvania Department of Education.

- C. The Board shall ensure that emergency and evacuation drills are conducted at intervals required by state law.[\[1\]\[2\]\[3\]](#)

III. **Delegation of Responsibility**

- A. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall collaborate with relevant stakeholders, including staff, community agencies and first responders, during the development and implementation of the emergency preparedness plan.
- B. The Superintendent or ~~his/her~~ **the Superintendent's** designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.

IV. **Guidelines Directives**

- A. The emergency preparedness plan shall be reviewed at least annually and modified as necessary.
- B. A copy of the plan shall be provided to the Emergency Management Agency and each local police department with jurisdiction over the school property.
- C. The emergency preparedness plan shall be communicated to students, parents/guardians, the community and other relevant stakeholders.[\[1\]\[4\]\[12\]](#)
- D. ~~Memorandum of Understanding: 1.~~ As required by state law and regulation and as an essential element of the emergency preparedness plan, the Superintendent or ~~his/her~~ **the Superintendent's** designee shall execute a memorandum of understanding with each local police department that has jurisdiction over District property.[\[5\]\[13\]](#)
- ~~2.~~ **1.** The memorandum of understanding shall be signed by the Superintendent, police chief and each building principal.[\[5\]\[6\]](#)
- ~~3.~~ **2.** The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco.[\[5\]\[7\]\[8\]\[9\]\[10\]\[11\]](#)
- ~~4.~~ **3.** The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department who has jurisdiction over the school property.[\[5\]](#)
- ~~5.~~ **4.** At least every two (2) years, the memorandum of understanding shall be updated by the Superintendent, re-executed with the appropriate police department, and building principal and filed with the Office of Safe Schools.[\[5\]](#)
- E. ~~Continuity of Student Learning/Core Operations 1.~~ In the event of an emergency, local, county or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness.[\[1\]](#)

~~2. F.~~ In the event of an emergency, local, county or state officials may also utilize ~~4. D.~~ District-owned buses and other transportation vehicles. [\[1\]](#)

~~3. G.~~ The District shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences (i.e. absences/closures in excess of 10 day).

1. Such alternatives may include:

- a. Web-based District instruction.
- b. Mailed lessons and assignments.

~~4. H.~~ The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency preparedness plan.

~~F. Education~~

~~1. I.~~ Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.

~~2. J.~~ Effective infection control and prevention procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at District schools. [\[14\]](#)

~~G. Required Drills~~

~~1. K.~~ At least annually, all District schools shall conduct a disaster response or emergency preparedness plan drill. [\[1\]](#)

~~2. L.~~ Fire drills shall be conducted at least once a month during the school year. [\[2\]](#)[\[3\]](#)

~~3. M.~~ Bus evacuation drills shall be conducted at least twice a year, in accordance with law. [\[2\]](#)

Legal

1. [35 Pa. C.S.A. 7701](#)
2. [24 P.S. 1517](#)
3. [24 P.S. 1518](#)
4. [24 P.S. 1302.1-A](#)
5. [24 P.S. 1303-A](#)
6. Pol. 909
7. Pol. 218
8. Pol. 218.1
9. Pol. 218.2
10. Pol. 222
11. Pol. 227
12. [22 PA Code 10.24](#)
13. [22 PA Code 10.11](#)
14. Pol. 203.1
- Pol. 810



Book	Policy Manual
Section	800 Operations
Title	Child Abuse
Code	806
Status	Active
Adopted	March 29, 1993
Last Revised	October 25, 2018

I. Authority

A. The Board requires District employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[\[1\]\[2\]\[3\]\[4\]](#)

Definitions

A. The following words and phrases, for the purposes of this policy, shall be defined as:

1. **Adult** - an individual eighteen (18) years of age or older.[\[5\]](#)
2. **Bodily injury** - impairment of physical condition or substantial pain.[\[5\]](#)
3. **Certifications** - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.[\[6\]\[7\]](#)
4. **Child** - an individual under eighteen (18) years of age.[\[5\]](#)
5. **Child abuse** - intentionally, knowingly or recklessly doing any of the following:[\[5\]](#)
 - a. Causing bodily injury to a child through any recent act or failure to act.
 - b. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.

- c. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- d. Causing sexual abuse or exploitation of a child through any act or failure to act.
- e. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- f. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- g. Causing serious physical neglect of a child.
- h. Engaging in any of the following recent acts:
 - i. Kicking, biting, throwing, burning, stabbing or cutting a child.
 - ii. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - iii. Forcefully shaking a child under one (1) year of age.
 - iv. Forcefully slapping or otherwise striking a child under one (1) year of age.
 - v. Interfering with the breathing of a child.
 - vi. Causing a child to be present during any illegal drug activity.[\[8\]](#)
 - vii. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, has to register for life, or has been determined to be a sexually violent predator or sexually violent delinquent.[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
- i. Causing the death of the child through any act or failure to act.
- j. Engaging a child in a form of trafficking in persons or sex trafficking, as those terms are defined in the law.[\[13\]](#)
- k. The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities.
- l. Also excluded from the meaning of the term **child abuse** is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:
 - i. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
 - ii. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to

persons;

iii. Is necessary for self-defense or defense of another;

iv. Is necessary to prevent the child from self-inflicted physical harm; or

v. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

6. **Direct contact with children** - the possibility of care, supervision, guidance or control of children or routine interaction with children.[\[1\]](#)

7. **Independent contractor** - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract.

a. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[\[5\]](#)[\[14\]](#)

8. **Perpetrator** - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child.[\[5\]](#)[\[13\]](#)

9. **Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[\[5\]](#)

10. **Program, activity or service** - any of the following in which children participate and which is sponsored by a school or a public or private organization:[\[5\]](#)

- a. A youth camp or program.
- b. A recreational camp or program.
- c. A sports or athletic program.

- d. A community or social outreach program.
- e. An enrichment or educational program.
- f. A troop, club or similar organization.

11. **Recent act or failure to act** - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.[\[5\]](#)

12. **Routine interaction** - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.[\[5\]](#)

13. **School employee** - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[\[5\]](#)

14. **Serious mental injury** - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[\[5\]](#)

- a. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
- b. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

15. **Serious physical neglect** - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:[\[5\]](#)

- a. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
- b. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

16. **Sexual abuse or exploitation** - any of the following:[\[5\]](#)

- a. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - i. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - ii. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.

iii. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.

iv. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

b. The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

c. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

17. **Student** - an individual enrolled in a District school under eighteen (18) years of age.[\[5\]](#)

18. **Volunteer** - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.[\[14\]](#)

III. Delegation of Responsibility

A. In accordance with Board policy, the Superintendent or the Superintendent's designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[\[6\]](#)[\[7\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a District employee to another position as a district employee of this District and the applicant's certifications are current.[\[19\]](#)[\[20\]](#)[\[21\]](#)

B. School employees and independent contractors shall obtain and submit new certifications every sixty (60) months.[\[20\]](#)

C. Certification requirements for volunteers are addressed separately in Board Policy 916.[\[22\]](#)

D. The Superintendent or the Superintendent's designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

E. The Superintendent or the Superintendent's designee shall ensure that the poster, developed by the PA Department of Education, displaying the statewide toll-free telephone numbers for reporting suspected child abuse, neglect and school safety issues be posted in a high-traffic, public area of each school. The designated area shall be readily accessible and widely used by students.[\[23\]](#)

F. The Superintendent or the Superintendent's designee shall annually notify District staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

IV. Guidelines

A. Aiding and Abetting Sexual Abuse

1. School employees, acting in an official capacity for this district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.[15][16][17][18][21][24][25][26][27]
2. This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information.
3. This prohibition shall not apply if:[25]
 - a. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.
 - b. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.
 - c. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

B. Training

1. The school District, and independent contractors of the school District, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting.
2. The training shall include, but not be limited to, the following topics:[1][3][4][26]
 - a. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
 - b. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[26][28]
 - c. District policy related to reporting of suspected abuse and sexual misconduct.
 - d. Maintenance of professional and appropriate relationships with students.[27]

3. Employees are required to complete a minimum of three (3) hours of mandatory training on child abuse recognition and reporting every five (5) years.[\[1\]](#)

C. Duty to Report

1. School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:[\[14\]](#)

a. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.

b. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.

c. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.

d. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that the individual has committed child abuse.

2. A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.[\[14\]](#)

3. A report of suspected child abuse does not require the identification of the person responsible for the child abuse.[\[14\]](#)

4. Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.[\[29\]](#)

5. Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.[\[30\]](#)

6. Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.[\[31\]](#)

7. Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.[\[32\]](#)

8. The District shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.[\[33\]](#)

D. Reporting Procedures

1. School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313).
2. A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report.
3. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.[\[14\]\[34\]\[35\]](#)
4. A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal or an administrator and, if the initial report was made electronically, also provide the building principal or an administrator with a copy of the report confirmation.
5. The building principal or an administrator shall then immediately notify the Superintendent or the Superintendent's designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.[\[14\]\[34\]\[35\]](#)
6. When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report.
7. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report.
8. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the building principal or an administrator with a copy of the report confirmation promptly after the written electronic report has been filed.
9. The building principal or an administrator shall in turn provide a copy of the report confirmation to the Superintendent or the Superintendent's designee.[\[14\]\[34\]\[35\]](#)
10. When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The building principal or an administrator shall be notified whenever such photographs are taken.[\[36\]](#)
11. If the Superintendent or the Superintendent's designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or the Superintendent's designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.[\[37\]\[38\]\[39\]\[40\]\[41\]](#)

E. Investigation

1. The building principal or an administrator shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[\[14\]](#)[\[42\]](#)
2. Upon notification that an investigation involves suspected child abuse by a school employee, the building principal or an administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation.
3. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[\[43\]](#)

Legal

1. 24 P.S. 1205.6
2. 23 Pa. C.S.A. 6301 et seq
3. Pol. 333
4. Pol. 818
5. 23 Pa. C.S.A. 6303
6. 24 P.S. 111
7. 23 Pa. C.S.A. 6344
8. 18 Pa. C.S.A. 7508.2
9. 42 Pa. C.S.A. 9799.12
10. 42 Pa. C.S.A. 9799.24
11. 42 Pa. C.S.A. 9799.55
12. 42 Pa. C.S.A. 9799.58
13. 22 U.S.C. 7102
14. 23 Pa. C.S.A. 6311
15. Pol. 302
16. Pol. 304
17. Pol. 305
18. Pol. 306
19. 23 Pa. C.S.A. 6344.3
20. 23 Pa. C.S.A. 6344.4
21. Pol. 309
22. Pol. 916
23. 23 Pa. C.S.A. 6332
24. 24 P.S. 111.1
25. 20 U.S.C. 7926
26. Pol. 317.1
27. Pol. 824
28. 24 P.S. 2070.1a
29. 23 Pa. C.S.A. 6318
30. 23 Pa. C.S.A. 6319
31. 18 Pa. C.S.A. 4906.1
32. 18 Pa. C.S.A. 4958
33. 23 Pa. C.S.A. 6320
34. 23 Pa. C.S.A. 6305
35. 23 Pa. C.S.A. 6313
36. 23 Pa. C.S.A. 6314
37. 24 P.S. 1302.1-A
38. 24 P.S. 1303-A

39. 22 PA Code 10.2
40. 22 PA Code 10.21
41. 22 PA Code 10.22
42. 23 Pa. C.S.A. 6346
43. 23 Pa. C.S.A. 6368
24 P.S. 1301-A et seq
22 PA Code 10.1 et seq
24 P.S. 1527
24 P.S. 2070.1a et seq
18 Pa. C.S.A. 4304
Pol. 317



Book	Policy Manual
Section	800 Operations
Title	Opening Exercises/Flag Displays
Code	807
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	July 21, 2003

Proposed deletions: ~~strike-through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

- A. The Board adopts this policy to ensure that all ~~ed~~ district schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.

II. Authority

- A. A United States flag shall be displayed on or near each school building during school hours, in clement weather and at other times determined by the Board.[\[1\]](#)
- B. A United States flag shall be displayed in every classroom.[\[1\]](#)
- C. Each student shall be required to salute the flag and recite the Pledge of Allegiance or the National Anthem during opening exercises.
 - 1.** A student may refuse to recite the Pledge of Allegiance or salute the flag based on religious conviction or personal belief.[\[1\]](#)[\[2\]](#)
- A. A student who declines to participate in opening exercises shall maintain a respectful attitude throughout the exercises.
- B. Opening exercises may include a period of silent prayer or meditation.[\[3\]](#)

III. Delegation of Responsibility

- A. The building principal shall provide written notice to the parents/guardian of a student who refuses to salute the flag or recite the Pledge of Allegiance.[\[1\]](#)

Legal

1. [24 P.S. 771](#)
2. [22 PA Code 12.10](#)
3. [24 P.S. 1516.1](#)



Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810
Status	Policy Committee Review
Adopted	March 29, 1993
Last Revised	January 24, 2019
Prior Revised Dates	3/22/18

Proposed deletions: ~~strike through~~

Proposed additions/revisions: **underlined and bold**

I. Purpose

- A. Transportation for students shall be provided in accordance with law and Board policy.[\[1\]](#)

~~III.~~ II. Definitions for Purposes of this Policy

- A. **"School bus"** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)
- B. **"School vehicle "** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school District.

1. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

~~IV.~~ III. Delegation of Responsibility

- A. The school bus/vehicle driver shall be responsible to maintain order while students are being transported.
- B. The school bus/vehicle driver shall report all incidents of which the school bus/vehicle driver is aware, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of

Pennsylvania's School Bus Stopping Law to the Superintendent or the Superintendent's designee as soon as practicable.

- C. A student may be suspended from bus transportation by the principal for disciplinary reasons, in which case the parents/guardians are responsible for the student's transportation.[\[7\]](#)
- D. The Director of Operations shall:
 - 1. Establish regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.[\[7\]](#)[\[25\]](#)
 - 2. Prepare a District map or schedule indicating each bus stop and bus route or prepare a schedule of bus stops and an itinerary of bus routes to be used in conjunction with a District map.[\[7\]](#)
- E. The Chief Operations Officer is responsible for:
 - 1. Maintaining such records and making required reports regarding school transportation as are required by the State Board of Education.[\[5\]](#)[\[7\]](#)
- F. Each Building Principal is responsible for:
 - 1. Distributing rules governing student conduct during transport to and from each school; such rules shall be binding on all students transported by the District.[\[7\]](#)

~~II. Authority~~ IV. Directives

- A. The District shall provide transportation for resident students in grades kindergarten through 12 to the District's public schools and charter, regional charter and nonpublic schools located in the District or within the District's transportation boundary or other placements as required by law or agreements.
 - 1.** The District's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school District's border.[\[2\]](#)[\[3\]](#)[\[4\]](#)
- B. The District shall purchase, lease, equip, and maintain school buses/vehicles and/or contract for school bus/vehicle services for the transportation of students to and from school at regularly scheduled hours and for the transportation of students on field trips, athletic trips and extracurricular activities.[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)
- C. The District shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[\[3\]](#)[\[11\]](#)
- D. The District shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's Individualized Education Program (IEP) or Section 504 Service Agreement.[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)
- E. The District shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.[\[2\]](#)[\[4\]](#)[\[17\]](#)

F. The District shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[\[18\]](#)
[\[19\]](#)

G. The District shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[\[20\]](#)[\[21\]](#)

H. A school bus driver shall not be employed until such driver has complied with the mandatory background check requirements for criminal history and child abuse and the District and/or the District's contractor has evaluated the results of that screening process.[\[32\]](#)[\[33\]](#)[\[34\]](#)

I. The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[\[22\]](#)

J. The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on District property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload.[\[23\]](#)[\[24\]](#)

1. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.

K. The District shall develop and maintain safe routes to school.

~~V.~~ Guidelines

~~A. Reports of Employee Crimes/Child Abuse~~

~~1.L.~~ District bus drivers and/or the District's transportation contract carriers shall be responsible to inform the District in writing at the beginning of each school year whether or not they or any of their employees:

~~a.1.~~ Have been charged, subsequent to approval as a District bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.

~~b.2.~~ Were charged with a crime deemed 'serious' under the criteria established by law.[\[34\]](#)

~~c.3.~~ Have been charged with or convicted of crimes that affect their suitability to have direct contact with children.

~~24.~~ This responsibility is in addition to the requirement for clearances that must be presented to the District when an individual is initially hired by the District or the contract carriers.

~~3.M.~~ The District and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse.

~~a.1.~~ The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination.[\[35\]](#)

~~4.N.~~ If any bus driver has been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the bus driver, nature of the offense, and the status of the disposition.

~~a.1.~~ The District will review this information to determine if the bus driver shall continue to transport District students.

~~B. Student Health Information~~

~~1.O.~~ When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[16][26][27]

~~2.P.~~ School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with District policies and procedures and applicable law.[28]

~~C. Evacuation Drills~~

~~1.Q.~~ Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[\[29\]](#)
[\[30\]](#)[31]

~~Revision History:-~~

~~March 22, 2018~~

Legal

1. [75 Pa. C.S.A. 102](#)
2. [24 P.S. 1361](#)
3. [24 P.S. 1362](#)
4. [24 P.S. 1726-A](#)
5. [22 PA Code 23.1](#)
6. [22 PA Code 23.2](#)
7. [22 PA Code 23.4](#)
8. [Pol. 610](#)
9. [Pol. 611](#)
10. [Pol. 818](#)
11. [67 PA Code 447.1 et seq](#)
12. [22 PA Code 23.3](#)
13. [24 P.S. 1374](#)
14. [Pol. 103](#)
15. [Pol. 103.1](#)
16. [Pol. 113](#)
17. [Pol. 140](#)
18. [20 U.S.C. 6312](#)
19. [Pol. 255](#)
20. [42 U.S.C. 11432](#)
21. [Pol. 251](#)
22. [35 P.S. 4601 et seq](#)
23. [35 P.S. 4608](#)
24. [67 PA Code 212.101](#)
25. [Pol. 121](#)
26. [Pol. 210](#)
27. [Pol. 210.1](#)
28. [Pol. 216](#)
29. [24 P.S. 1517](#)
30. [75 Pa. C.S.A. 4552](#)
31. [Pol. 805](#)
32. [22 PA Code 8.1 et seq](#)
33. [23 Pa. C.S.A. 6301 et seq](#)
34. [24 P.S. 111](#)
35. [Pol. 317](#)
- [24 P.S. 1331](#)
- [24 P.S. 1365](#)
- [24 P.S. 1366](#)

24 P.S. 2541
24 P.S. 2542
22 PA Code 15.1 et seq
22 PA Code 23.6
75 Pa. C.S.A. 4551-4553
20 U.S.C. 6301 et seq
42 U.S.C. 11431 et seq
49 CFR Part 37
49 CFR Part 38