

INTERBORO SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: BOARD POLICY/ PROCEDURE/
ADMINISTRATIVE
REGULATIONS

ADOPTED: 10/16/2013

REVISED:

SC 407, 510	<p>000. BOARD POLICY/PROCEDURE/ADMINISTRATIVE REGULATIONS</p> <p>Section 1. <u>Authority</u></p> <p>The policies and procedures adopted by the Board establish the general parameters within which the daily operations of the school district are to be governed. Administrative regulations for carrying out and implementing Board policies are developed and implemented by the administration, under the direction of the Superintendent. As applicable, all members of the school community are expected to comply with both Board policy and administrative regulations, subject to stated limitations and exceptions. However, failure of the Board or the administration to comply with policy or procedure shall not invalidate any lawful action taken.</p> <p>Section 2. <u>Contents</u></p> <p>Policies of the Board shall consist of the following separate documents:</p> <ol style="list-style-type: none"> Procedures and policies contained in the adopted Policy Manual. Pennsylvania Department of Education required plan Courses of study in district schools. List of authorized textbooks. Code of Student Conduct. Job descriptions adopted by the Board. Administrative Compensation Plan. Any other documents the Board determines to be policy.
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Administrative regulations are not part of Board policy and may be altered by the administration without Board action. Administrative regulations may not conflict with Board policy or with applicable law.

Section 3. Limitations

Board policies and procedures and administrative regulations are not intended and shall not be construed to supersede or preempt any applicable law. All Board policies and administrative regulations shall be interpreted and administered in a lawful manner. The Board shall make the final interpretation of its policies, and the administration shall make the final interpretation of its regulations.

Board policies and procedures and administrative regulations are limited by legal constraints, as are the rights of those to whom Board policies and administrative regulations apply, and are not intended to give an individual a cause of action not independently established in law.

Board policies and procedures and administrative regulations shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, residents or others within the school community beyond those established in law.

Section 4. Rules Of Construction

In ascertaining the intent of the Board in adopting a policy or procedure, or of the administration in establishing a regulation, the following presumptions, among other legally applicable presumptions, may be used:

- a. That neither the Board nor the administration intends a result that is absurd, impossible of execution, or unreasonable.
- b. That neither the Board nor the administration intends to violate federal or state Constitutions or any other applicable law.

If any policy or procedure or administrative regulation can be given multiple interpretations, the Board and the administration intend that only constitutional and lawful interpretations shall be valid, and that neither an unconstitutional nor an unlawful interpretation was intended.

References:

School Code – 24 P.S. Sec. 407, 510

INTERBORO SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: NAME AND CLASSIFICATION

ADOPTED: 10/16/2013

REVISED:

	001. NAME AND CLASSIFICATION
SC 201	<p>Section 1. <u>Name</u></p> <p>The Board of School Directors shall be known officially as the Board of School Directors of the Interboro School District, hereinafter sometimes referred to as the "Board".</p> <p>Section 2. <u>Composition</u></p> <p>Interboro School District is comprised of all lands that lie within the municipal boundaries of Glenolden, Norwood, Prospect Park, and Tinicum Townships.</p> <p>Section 3. <u>Purpose</u></p> <p>Interboro School District is organized for the purpose of providing a program of public education to serve the needs of the students of the Commonwealth.</p> <p>Section 4. <u>Intermediate Unit</u></p> <p>Interboro School District is assigned to Delaware County Intermediate Unit No. 25.</p> <p>Section 5. <u>Classification</u></p> <p>Interboro School District is classified as a school district of the third class.</p> <p>Section 6. <u>Address</u></p> <p>The official address of the Board of School Directors of Interboro School District shall be 900 Washington Avenue, Prospect Park, PA 19076.</p>
PA Const. Art. III Sec. 14 SC 501, 502, 503	
SC 951, 952	
SC 202	

	<p>References:</p> <p>Pennsylvania Constitution – PA Const. Art. III Sec. 14</p> <p>School Code – 24 P.S. Sec. 201, 202, 501, 502, 503, 951, 952</p>
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INTERBORO SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: AUTHORITY AND POWERS

ADOPTED: 10/16/2013

REVISED:

002. AUTHORITY AND POWERS	
<p>PA Const. Art. III Sec. 14 SC 211, 301, 501, 502, 503, 507, 510</p> <p>SC 211, 407, 501, 502, 503, 507, 510, 511, 801, 803, 1411</p> <p>SC 301 Title 22 Sec. 4.13 Pol. 100, 102</p> <p>SC 407 Pol. 000</p>	<p>Section 1. <u>Authority</u></p> <p>The authority to establish, equip, furnish, operate and maintain the public schools of Interboro School District is vested in the Board of School Directors, which is a body corporate and is constituted and governed by Title 24 of the Pennsylvania Statutes, the Public School Code of 1949 as amended, Article III of the Pennsylvania Constitution and applicable federal and state laws and regulations.</p>
	<p>Section 2. <u>Powers</u></p> <p>The Board shall establish such schools as are required for the education of every student residing in Interboro School District between the ages of six (6) and twenty-one (21) years who may attend school; shall equip, furnish, operate, and maintain the schools; shall adopt and enforce rules and regulations for the management of school affairs and the conduct and deportment of employees and students; and shall levy and collect taxes as may be necessary, in addition to the annual state appropriation, for the exercise of aforesaid powers.</p>
	<p>The Board shall act as the general agent of the residents of the school district in matters of public education. It shall establish educational goals and academic standards for district schools and govern an educational program designed to meet those goals and standards and to support student achievement. The Board shall be responsible for establishing, maintaining and evaluating the educational programs in district schools, and for enforcing mandatory laws and regulations.</p>
	<p>The Board, in accordance with its statutory mandate, shall adopt Board procedures for its own operation, and policies for the guidance of the Superintendent in the operation of the school district. Board procedures and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.</p>

002. AUTHORITY AND POWERS - Pg. 2

SC 301	<p>The powers of the Board of School Directors are not vested in the individual Board member. No such individual is authorized to act on behalf of the Board to carry out any of the Board's authorized powers, except for those acts stated in law.</p> <p>References:</p> <p>Pennsylvania Constitution – PA Const. Art. III Sec. 14</p> <p>School Code – 24 P.S. Sec. 211, 301, 407, 501, 502, 503, 507, 510, 511, 801, 803, 1411</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13</p> <p>Board Policy – 000, 100, 102</p>
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INTERBORO SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: 10/16/2013

REVISED:

003. FUNCTIONS	
	Section 1. <u>Legislative</u>
SC 301, 407, 510, 511 Pol. 000	The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes, or regulations of the State Board, or ordered by a court of competent authority may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal has been proposed at a previous Board meeting and has remained on the agenda of each succeeding Board meeting until approved or rejected.
SC 407	Changes in a proposed Board procedure or policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.
SC 407	The Board may, upon a majority vote, cause to suspend at any time the operation of a Board procedure or policy, provided the suspension does not conflict with legal requirements. Such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.
Pol. 006	Board procedures and policies shall be adopted, amended or repealed by a majority vote of the full Board.
Pol. 007	The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board meeting. All current procedures and policies shall be maintained in the Board Policy Manual and disseminated appropriately.

<p>SC 508, 1001, 1081</p> <p>SC 510 Pol. 000</p> <p>65 Pa. C.S.A. Sec. 1101 et seq</p> <p>SC 510</p> <p>2 Pa. C.S.A. Sec. 551 et seq</p>	<p>Section 2. <u>Executive</u></p> <p>The Board shall exercise its executive power by the appointment of a district Superintendent, who shall enforce the statutes of the Commonwealth, the regulations of the State Board of Education, the policies of the Board, and all other applicable laws and regulations.</p> <p>The Superintendent shall be responsible for implementing Board policies and establishing administrative regulations for the operation of the school district that are not inconsistent with state and federal statutes or regulations; are dictated by the policies of this Board; are binding on district employees and students when issued; and shall be submitted to the Board for review. The Board reserves the right to alter or rescind any such administrative regulation.</p> <p>The Board reserves the right to review and to direct revisions of administrative regulations when it considers the regulations to be inconsistent with Board policy or district practices. However, the Board shall not adopt administrative regulations unless required by law or requested by the Superintendent. Such adoption and/or amendment of administrative regulations shall adhere to the policy for adoption and amendment of Board procedures and policies.</p> <p>The Board delegates authority to the Superintendent to take necessary action in circumstances not provided for in Board policy. The Superintendent shall promptly inform the Board of such action. The Superintendent's decision may be subject to review by the Board.</p> <p>The Superintendent shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law.</p> <p>Whenever responsibility is delegated to the Superintendent or other administrator, it is understood that such individual may designate a representative to act on his/her behalf.</p> <p>Section 3. <u>Review</u></p> <p>The Board may assume jurisdiction over controversies or disputes arising within this school district concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.</p> <p>In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.</p>
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<p>2 Pa. C.S.A. Sec. 551 et seq</p>	<p>Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences that may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the school district.</p> <p>Section 4. <u>Evaluation Of Board Procedures</u></p> <p>The Board shall plan an annual evaluation of its functions as a Board. The Board may evaluate Board procedures, relationships, or activities, or focus on a particular area or issue.</p> <p>The Board President, working with the Superintendent, shall develop an annual plan.</p> <p>Section 5. <u>Visits To District Offices, Schools, Classrooms</u></p> <p>Individual Board members interested in visiting the district offices, schools or classrooms shall inform and make arrangements through the Superintendent's office. Such visits shall be regarded as informal expressions of interest in school affairs and not as inspections or visits for supervisory or administrative purposes. Official visits by Board members shall be carried on only under Board authorization and with the full knowledge of the Superintendent, principals, and other supervisors.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 301, 407, 508, 510, 511, 1001, 1081</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.</p> <p>Board Policy – 000, 006, 007</p>
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INTERBORO SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: 10/16/2013

REVISED:

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 303	The Board shall consist of nine (9) members.
SC 1081	The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.
	Section 2. <u>Qualifications</u>
	Each member of the Board shall meet the following qualifications:
SC 322	a. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of his/her election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.
SC 323	b. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.
SC 324 65 Pa. C.S.A. Sec. 1101 et seq	c. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.
SC 321	d. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.
65 Pa. C.S.A. Sec. 1102, 1104, 1105 Title 51 Sec. 15.2, 15.3	e. Shall file a statement of financial interests with the Board Secretary at the following times: <ol style="list-style-type: none"> 1. Before taking the oath of office or entering upon his/her duties. 2. Annually by May 1 while serving on the Board.

<p>SC 301 et seq</p>	<p>3. By May 1 of the year after leaving the Board.</p> <p>Section 3. <u>Election</u></p> <p>Election of members of the Board shall be in accordance with law.</p>
<p>SC 315, 316, 317, 318, 319 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 4. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the 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. The Board member so appointed shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Delaware County.</p>
<p>SC 303, 315</p>	<p>Section 5. <u>Term</u></p> <p>The term of office of each Board member shall be four (4) years and shall expire on the first Monday of December, except that the term of a Board member appointed to fill a vacancy shall expire on the first Monday of December after the municipal election occurring more than sixty (60) days after his/her appointment. The term of a Board member elected to an unexpired term shall expire at the termination of that term.</p>
<p>SC 315 65 P.S. Sec. 91 SC 319 Pol. 006</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a Board member is no longer a resident of Interboro School District or the region s/he represents, his/her eligibility to serve on the Board shall cease.</p> <p>If a Board member 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 s/he shall neglect or refuse to act in his/her 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.</p>
<p>SC 319 Pol. 006</p>	<p>If a person elected or appointed as a Board member, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p>

<p>SC 516.1</p>	<p>Section 7. <u>Expenses</u></p> <p>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. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting.</p> <p>No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.</p> <p>Expenses shall be reimbursed only upon presentation of an itemized, verified statement.</p> <p>Section 8. <u>Orientation</u></p> <p>The Board believes that the preparation of each Board member for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.</p> <p>Accordingly, the Board shall give to each new Board member, no later than his/her first regular meeting, for use during his/her term on the Board the following items:</p> <p>SC 519</p> <ul style="list-style-type: none"> a. A copy of the School Code. b. A copy of the Board Policy Manual. c. The current budget statement, audit report and related fiscal materials. d. Pennsylvania Department of Education required plan. e. A copy of the Board's adopted Code of Conduct and Standards for Effective School Governance. f. Employee contracts.
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Pol. 901	<p>Each new Board member shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.</p> <p>Section 9. <u>Board Member Education/Training</u></p> <p>The Board places a high priority on the importance of a planned and continuing program of in-service education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership.</p> <p>The Board, in conjunction with the Superintendent, shall plan specific in-service education programs and activities designed to assist Board members 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.</p> <p>The school community shall be kept informed about the Board's continuing in-service education and training and the anticipated short and long-term benefits to the district and its schools.</p> <p>The Board shall annually budget funds to support its planned program of in-service education and training.</p> <p>The Board establishes the following activities as the basis for its planned program of in-service education and training:</p> <ul style="list-style-type: none">a. Participation in School Board conferences, workshops and conventions.b. District-sponsored in-service education and training programs designed to meet Board needs.c. Subscriptions to publications addressed to Board member concerns.d. Maintenance of resources and reference materials accessible to Board members.
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<p>SC 516, 516.1</p> <p>Pol. 004</p> <p>SC 321</p>	<p>Section 10. <u>Conference Attendance</u></p> <p>In keeping with its stated priority on the importance of continuing in-service education and training for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. 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:</p> <ul style="list-style-type: none"> a. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the district. b. Each Board member shall receive Board approval prior to attending a conference, workshop or convention at Board expense. c. Funds for conference attendance shall be budgeted on an annual basis. d. 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. e. Reimbursement to Board members for their travel expenses shall be in accordance with Board procedures and policy. f. 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 Director of Finance or designee. g. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members. <p>Section 11. <u>Student Representation</u></p> <p>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.</p>
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References:

School Code – 24 P.S. Sec. 301, 303, 315, 316, 317, 318, 319, 321, 322, 323, 324, 516, 516.1, 519, 1081

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.

Removal of Residence; Forfeiture of Office – 65 P.S. Sec. 91

State Ethics Commission Regulations – 51 PA Code Sec. 15.2, 15.3

Board Policy – 004, 006, 331, 901

INTERBORO SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: 10/16/2013

REVISED:

	005. ORGANIZATION
SC 401, 402, 404, 421	<p>Section 1. <u>Organization Meeting</u></p> <p>The Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail or by e-mail at least three (3) days before the meeting by the Board Secretary. The organization meeting shall be a regular meeting.</p>
SC 402, 426	<p>Section 2. <u>Order</u></p> <p>The organization meeting shall be called to order by the current President or Vice-President of the outgoing Board, or any hold-over member of the Board. A temporary President shall be elected from among the hold-over members of the Board. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.</p>
SC 321, 402	<p>At the organization meeting, the temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.</p>
SC 404	<p>Section 3. <u>Officers</u></p> <p>Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.</p> <p>a. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.</p>

SC 404	b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and may be a member of the Board.
SC 436, 438 Pol. 811	The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.
SC 404	c. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and may be a member of the Board.
SC 431, 432 Pol. 811	The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.
	Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.
SC 324, 404	The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.
PA Const. Art. VI Sec. 7 Pol. 006	Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of those present and voting. Section 4. <u>Appointments</u> The Board shall have the authority to appoint:
SC 508, 683	a. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.
SC 324, 406	b. Solicitor.
SC 2401	c. Independent auditor.
SC 516	d. Delegates to a state convention or association of school directors.
	e. Other appointments the Board deems necessary.

PA Const. Art. VI Sec. 7 Pol. 006	<p>Appointees serve at the pleasure of the Board and may be removed from such appointment in accordance with the provisions of law.</p> <p>Section 5. <u>Resolutions</u></p> <p>The Board may at the organization meeting, but shall prior to July 1 next following, designate:</p>
SC 621	a. Depositories for school funds.
SC 106	b. Newspaper(s) of general circulation as defined in law.
SC 421	c. Normal day, place and time for regular meetings.
	d. Normal day, place and time for open committee meetings.
	Section 6. <u>Board Committees</u>
65 Pa. C.S.A. Sec. 701 et seq Pol. 006	<p>The Board has the authority to approve Board committees. Board committees authorized to take official action or render advice on district business shall operate in accordance with the provisions of the Sunshine Act.</p> <p>Committees shall not include a majority of the membership of the Board.</p> <p>Members shall be appointed by the President who shall serve as an ex-officio member on all committees.</p> <p>A member may request or refuse appointment to a committee.</p> <p>Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.</p> <p>Each Board committee shall be convened by a chairperson, who shall report for the committee and be chosen by the committee from among its members.</p> <p>No Board member shall serve as chairperson of more than two (2) committees.</p> <p>The President may appoint at the organization meeting or as soon after the organization meeting as practicable members of the Board to standing committees.</p> <p>Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.</p>

	<p>Members of committees shall serve until the committee is discharged.</p> <p>The Board shall develop Board Operation Guidelines that describe the duties and establish procedures for the operation of standing committees.</p> <p>Section 7. <u>Consultants</u></p> <p>The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.</p> <p>The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.</p> <p>A consultant has no administrative authority over any facet of district schools, but shall act solely as advisor to the Board, officers and employees.</p> <p>The use of consultants from outside the district who promote a particular commercial product is discouraged.</p> <p>References:</p> <p>Pennsylvania Constitution – PA Const. Art. VI Sec. 7</p> <p>School Code – 24 P.S. Sec. 106, 321, 324, 401, 402, 404, 406, 421, 426, 431, 432, 434, 436, 438, 508, 516, 621, 683, 1410, 2401</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Board Policy – 006, 811</p>
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SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: 10/16/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	006. MEETINGS
SC 407 65 Pa. C.S.A. Sec. 701 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p>
SC 405, 426, 427, 428	<p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>Section 4. <u>Notice</u></p> <p>Notice of all public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board, the district administration building, all district school buildings, and the district web site.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting.</p>

65 Pa. C.S.A. Sec. 703, 709	b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
65 Pa. C.S.A. Sec. 703, 709	c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.
65 Pa. C.S.A. Sec. 703	d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.
65 Pa. C.S.A. Sec. 709	e. Notice of all public meetings shall be given to any newspaper(s) circulating in Delaware County and any radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.
SC 423 65 Pa. C.S.A. Sec. 709	Notice of all rescheduled meetings and special meetings shall be given to Board members no later than twenty-four (24) hours prior to the time of the meeting.
SC 421 65 Pa. C.S.A. Sec. 701 et seq	<p>Section 5. <u>Regular Meetings</u></p> <p>Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.</p> <p>At the request of three (3) Board members at a work session preceding a regular monthly public meeting, items shall be included on the public meeting agenda.</p> <p>The agenda, together with all relevant reports, shall be provided each Board member at least five (5) days before the meeting.</p>
SC 423, 426 65 Pa. C.S.A. Sec. 701 et seq	<p>Section 6. <u>Special Meetings</u></p> <p>Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by the Sunshine Act.</p>
SC 426	The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Board members. Upon the

<p>SC 423</p>	<p>President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.</p> <p>No business shall be transacted at any special meeting except that named in the call sent to members for such special meeting.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p>	<p>Section 7. <u>Public Participation</u></p> <p>District residents present at a Board meeting may address the Board in accordance with law and Board procedures and policy.</p> <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p> <p>a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p>
<p>SC 609, 687</p>	<p>1. Transfer of budgeted funds during the first three (3) months of the fiscal year.</p>
<p>SC 687</p>	<p>2. Incur a temporary debt to meet an emergency or catastrophe.</p>
<p>SC 324</p>	<p>3. Elect to a teaching position a person who has served as a Board member and who has resigned.</p>
<p>SC 707</p>	<p>4. Convey land or buildings to the municipality co-terminus with the school district in accordance with law.</p>
<p>SC 803</p>	<p>5. Adopt or change textbooks without the recommendation of the Superintendent.</p>
<p>SC 1129</p>	<p>6. Dismiss, after a hearing, a tenured professional employee.</p>

	b. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
SC 508	1. Fixing the length of school term.
SC 508 Pol. 108	2. Adopting textbooks recommended by the Superintendent.
SC 508, 1071, 1076	3. Appointing the district Superintendent and Assistant Superintendent(s).
SC 508	4. Appointing teachers and principals.
SC 508 Pol. 604	5. Adopting the annual budget.
SC 508 Pol. 005, 606	6. Appointing tax collectors and other appointees.
SC 508 Pol. 605	7. Levying and assessing taxes.
SC 508	8. Purchasing, selling, or condemning land.
SC 508	9. Locating new buildings or changing the location of old ones.
SC 508 Pol. 107	10. Adopting planned instruction.
SC 508	11. Establishing additional schools or departments.
SC 508, 621	12. Designating depositories for school funds.
	13. Expending district funds.
SC 687 Pol. 612	14. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.

SC 508 Pol. 610	15. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).
SC 508	16. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 224	17. Combining or reorganizing into a larger school district.
SC 508	18. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.
SC 508, 514, 1080	19. Dismissing, after a hearing, a nontenured employee.
SC 212	20. Adopting a corporate seal for the district.
SC 702	21. Determining the location and amount of any real estate required by the school district for school purposes.
SC 708	22. Vacating and abandoning property to which the Board has title.
SC 1503	23. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.
Pol. 004	24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 003	25. Adopting, amending or repealing Board procedures and policy.
	Section 9. <u>Minutes</u>
SC 518 65 Pa. C.S.A. Sec. 706	<p>The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ul style="list-style-type: none"> a. Date, place, and time of the meeting. b. Names of Board members and administrators present.

<p>65 Pa. C.S.A. Sec. 705</p>	<p>c. Presiding officer.</p> <p>d. Substance of all official actions.</p> <p>e. Actions taken.</p> <p>f. Recorded votes and a record by individual members of all roll call votes taken.</p> <p>g. Names of all residents who appeared officially and the subject of their testimony.</p>
<p>SC 407</p>	<p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.</p>
<p>SC 433</p>	<p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.</p>
<p>SC 407 Pol. 800, 801</p>	<p>Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 10. <u>Recess/Reconvene</u></p> <p>The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.</p>
<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 11. <u>Executive Session</u></p> <p>The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of a public meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.</p>

<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p>	<p>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none"> a. Employment issues. b. Labor relations. c. Purchase or lease of real estate. d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation. e. Matters that must be conducted in private to protect a lawful privilege or confidentiality. <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p>Section 12. <u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in a public meeting to discuss issues to be acted upon at a subsequent Board meeting. Public notice of such meetings shall be made in accordance with Board procedures.</p> <p>A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by three (3) Board members. Public notice of the meeting shall be made in accordance with Board procedures.</p> <p>65 Pa. C.S.A. Sec. 703, 709</p> <p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.</p> <p>Section 13. <u>Committee Meetings</u></p> <p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p> <p>Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by two (2) members of the committee.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p> <p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>Unless held as an executive session, standing committee meetings shall be open to the public, other Board members, and the Superintendent.</p> <p>Board members who are not committee members but are permitted to attend committee meetings may not vote on committee matters.</p>
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A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.

References:

School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 800, 801, 903

INTERBORO SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ATTENDANCE AT MEETINGS
VIA ELECTRONIC
COMMUNICATIONS

ADOPTED: 10/16/2013

REVISED:

SC 407	<p style="text-align: center;">006.1. ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATIONS</p> <p>Section 1. <u>Authority</u></p> <p>The Board recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make impossible the physical presence of a Board member at a Board meeting, and that electronic communications can enable a Board member to participate in a meeting from a remote location.</p> <p>A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances.</p> <p>The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.</p> <p>Section 2. <u>Guidelines</u></p> <p>A Board member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the Board President determines either condition is not occurring, s/he shall terminate the Board member's attendance through electronic communications.</p> <p>A majority of Board members shall be physically present at a Board meeting when a Board member attends through electronic communications.</p> <p>To attend a Board meeting through electronic communications, a Board member shall comply with the following:</p> <ol style="list-style-type: none"> a. Submit such request to the Board President at least three (3) days prior to the meeting.
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| | <ul style="list-style-type: none">b. Ensure that the remote location is quiet and free from background noise and interruptions.c. Participate in the entire Board meeting. |
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References:

School Code – 24 P.S. Sec. 407

INTERBORO SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: POLICY MANUAL ACCESS

ADOPTED: 10/16/2013

REVISED:

	007. POLICY MANUAL ACCESS
SC 407, 510 Pol. 003	<p>Section 1. <u>Authority</u></p> <p>The Board adopts the procedures and policies contained in the Policy Manual as a governance tool for the Board and as a resource for district administrators and employees, students, parents/guardians, residents and community members.</p> <p>The Board Policy Manual shall be published and maintained on the district's web site.</p>
65 P.S. Sec. 67.701 Pol. 801	<p>The Board Policy Manual shall be considered a public record. A copy of the policy manual shall be maintained in the administration office and shall be available for inspection and access by citizens during regular office hours.</p> <p>The Superintendent or designee shall maintain an orderly plan for the promulgation of policies to students, parents/guardians and staff who are affected by them and shall provide easy accessibility to an up-to-date Policy Manual.</p>
Pol. 003	<p>The Superintendent or designee shall be responsible to review existing policy in light of Board actions and revisions to state and federal statutes and regulations, and to recommend to the Board the changes necessary to maintain the Board Policy Manual in a current status.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 407, 510</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Board Policy – 003, 801</p>

INTERBORO SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: CONDUCT OF INDIVIDUAL
BOARD MEMBERS

ADOPTED: 11/20/2013

REVISED:

011.1. CONDUCT OF INDIVIDUAL BOARD MEMBERS

Section 1. Purpose

The purpose of this policy is to articulate the parameters and limitations established by the Board of School Directors regarding the authority of individual Board Members to act independent of the Board.

Section 2. Authority

As a Board, the Public School Code, as amended, provides the nine (9) elected Board Members (hereinafter “collective Board” or “Board”) with the authority to govern the operations of the Interboro School District. Much of the Board’s authority to oversee the day-to-day operation of the school district has been delegated by the Board to the school district’s administrators. These administrators, as well as other school district employees, are ultimately accountable to the collective Board. Individual Board Members do not have the authority to direct the duties or activities of the administrators, or other school district employees, without a prior delegation of authority from the collective Board.

Section 3. Operational Philosophy

The collective Board should work with and through the school district’s administration to address all matters of concern regarding the educational, financial, operational and other affairs of the school district. In order to accomplish this objective, individual Board Members must refrain from using their positions as Board Members to independently pursue or address matters which are reserved unto the collective Board or the administration. The school district cannot be run in an effective and efficient manner if individual Board Members violate the policies and procedures established by the Board.

	<p>Section 4. <u>Procedures</u></p> <p>a. <u>Requests For Information</u>. Board Members may have questions and/or need additional information in order to make an informed decision regarding a matter before the Board. There may also be a matter an individual Board Member intends to bring before the Board. In these situations, in order to provide for timely distribution of information to Board members, and to allow the Board to accomplish its objectives with the least interruption of the administrative staff, the Board-approved procedure is as follows:</p> <ol style="list-style-type: none">1. Information requested by Board Members on behalf of a committee shall be made by the respective committee chairperson or, in the chairperson's absence, by the Board President or his/her designee. Requests shall be communicated by email wherever possible so as to cause the least disruption of the functioning of the administrative staff.2. Information requests by Board Members, pertaining to Board issues but not on behalf of committee tasks shall be conveyed through the Board President to facilitate such requests.3. Information requested by Board Members which is not directly related to the current functioning of the Board shall be directed through the appropriate Chain of Responsibility. Rather than directing the Board's information requests through the chain of responsibility, the requests should go to the Superintendent who should then be sure the appropriate administrator addresses the request.4. If the answers and/or requested information are in the possession of a school district vendor or a contracted service provider, the Superintendent or designee shall forward the request so that the vendor or contracted service provider can prepare written answers to the Board member's questions and/or submit the requested information to the Superintendent or designee.5. Upon receipt of the answers and/or information, the Superintendent shall forward the same to all nine (9) Board members.6. At the end of the Board's (WORK SESSION) monthly agenda, the Superintendent shall generally identify the questions and/or information requested by the Board member during the preceding month so that the collective Board has an opportunity to discuss the information provided in response to the request.
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	<p>7. The Board has the right to limit the scope and/or frequency of an individual Board Member's request if the Board majority determines that the request is in violation of an employee's rights under an applicable federal or state statute or regulation; is in violation of a student's rights under an applicable federal or state statute or regulation; is likely to result in the disclosure of confidential information; or is overly burdensome for the administrative staff.</p> <p>b. <u>Requests To Inspect Or Tour Buildings Or Facilities.</u> From time-to-time, individual Board Members may want to inspect or tour a building or facility in order to have a better understanding of an issue before the Board or an issue the individual Board Member intends to bring before the Board. In these situations, the Board approved procedure is as follows.</p> <p>Board Members' visits to school shall be regarded as informal expressions of interest in school affairs and not as inspections or visits for supervisory or administrative purposes. Official visits by Board Members will be carried on only under Board authorization and with the full knowledge of staff, including advance notice to the Facilities Committee Chairperson, Superintendent, principals and other supervisors.</p> <p>Board Members who visit schools of their own volition or by invitation have no more authority than any other citizen. Board Members have authority only in regularly called meetings of the Board or when delegated specific tasks by Board action. Such visits should be made in accordance with the following guidelines:</p> <ol style="list-style-type: none">1. Board Members will sign in at the office and obtain the appropriate visitor's pass.2. Board Members may exert no authority while on such visits; they will function solely as observers.3. Such visits will be for the purpose of becoming acquainted with school programs, personnel, operation, and facilities.4. A Board Member will not give directions to personnel during the visit. If a school visit leaves a Board Member with a concern, this concern should be addressed through appropriate channels, (OUT i.e., discussed with the Facilities Committee Chairperson.)
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	<p>5. A Board Member may also visit a school as a parent/guardian, and in such instances shall follow the policy as noted above. In those instances, the Board Member should make it clear that he/she is visiting as a parent/guardian and not as a member of the Board.</p> <p>c. <u>Request for Information and Investigation of Complaints</u></p> <p>Individual Board Members may obtain information related to an employee or community member of the school district and based upon that information the Board Member may have concerns regarding the employee or community member. Many times, this information is obtained by the Board Members from third parties, such as parents/guardians, students, and/or members of the community. Also, through their own experiences, Board Members may develop concerns regarding an employee. In these situations, the Board approved procedure is to follow the Chain of Responsibility.</p> <p>Members of the Interboro School Board recognize that they are representatives of the community and elected to be an important link between the community and the school system. The Board welcomes inquiries from the citizens of the district and encourages such communication.</p> <p>Individual Board Members have no authority to resolve complaints, and the Board will not consider, investigate or act upon any such complaint until after an investigation has been completed through the appropriate chain of responsibility. The Board believes that complaints and grievances are best dealt with and resolved as close to the origin as possible and that the professional staff should be given every opportunity to consider the issues and render decisions prior to the involvement of the Board. This policy does not supersede any employee's or citizen's right to contact Board Members directly. However, whenever a complaint is made directly to the Board, Board Members shall refer the complainant to the appropriate individual responsible for resolving the issue.</p>
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The Board advises the public that the appropriate chain of responsibility for complaints involving instruction, discipline, transportation, or learning materials is as follows:

CHAIN-OF-RESPONSIBILITY

Curriculum/Instruction	Discipline	Facilities/Transportation
Teacher	Teacher	Appropriate Assistant Principal or Principal
Appropriate Assistant Principal or Principal	Appropriate Assistant Principal or Principal	Appropriate District Administrator
Appropriate District Administrator/Superintendent	Superintendent	Superintendent Transportation Committee
School Board	School Board	School Board
State Department of Education	State Department of Education	State Department of Education

ANY ISSUES OUTSIDE OF THIS CHART SHOULD BE DIRECTED FIRST TO THE APPROPRIATE ASSISTANT PRINCIPAL OR PRINCIPAL

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it will be the policy of this Board that anonymous complaints shall not be pursued. Anonymous complaints will not be read or acted upon at any meeting of the Board and will not be brought to the Board by any individual Board Member, administrator, or other employee. Further, the Board will not direct the district to investigate anonymous complaints.

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint.

If disciplinary action is warranted, the Superintendent will work with the solicitor and/or other legal counsel to impose the discipline in conformity with the law.

If disciplinary action is not warranted, the Superintendent will report the findings of the investigation to the Board in executive session

If the concerns relate to the Superintendent, the Board Member needs to ask the Board President for an executive session at which the Board Member needs to notify the Board and solicitor in writing of his/her concerns and the specific reasons for the concerns.

	<p>Board Members will refrain from making public comments regarding confidential personnel matters.</p> <p>Board Members will refrain from discussing confidential personnel matters with individuals who are not legally permitted to have access to the information.</p> <p>Section 5. <u>Personal Opinions</u></p> <p>The Board recognizes and acknowledges that as elected officials, individual Board Members have the right to express their opinions regarding the educational, financial, operational and other affairs of the school district. However, without a prior delegation of authority from the collective Board, individual Board Members do not have the right to speak or act on behalf of the Board and/or the administration. Officers elected by the Board such as the Board President and Vice President have the right to speak on behalf of the Board as long as they represent the will of the entire Board. A Board Member who has been appointed to serve as a Committee Chairperson has the right as the Committee's Chairperson to speak on behalf of the Committee.</p> <p>The Board does not authorize, endorse or condone the use of social media sites, networks or forums by Board Members. The Board does not have the authority to prohibit Board Members from utilizing social media sites, networks or forums. However, if a Board Member chooses to communicate information that the Board Member has obtained in his/her capacity as a Board Member via social media sites, networks and/or forums, such as Facebook, Twitter, MySpace, etc., the Board Member's actions are individual in nature and are undertaken in contradiction to the collective Board's policy regarding the use of social media sites, networks and/or forums. Individual Board Members are strictly prohibited from posting nonpublic, confidential and/or privileged documents on social media sites, networks or forums.</p> <p>Board members who use social media are strictly prohibited from posting nonpublic, confidential and/or privileged documents of social media sites, networks, or forums. Individual Board members do not speak for the Board on these personal social media avenues.</p>
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<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 6. <u>Electronic Communications</u></p> <p>The Board is obligated to conduct its business in compliance with applicable laws and regulations, including Pennsylvania’s Sunshine Act. The Board and the administration may utilize emails and other forms of electronic communication to coordinate and schedule Board meetings, executive sessions and committee meetings; to timely inform the Board of events at the school district; to provide the Board with information, meeting agendas, legal opinions and copies of documents; and to communicate regarding matters that are exempt from the Sunshine Act, such as, personnel and legal matters. The collective Board should not use emails or other forms of electronic communication to discuss matters that are before the Board or matters that may come before the Board for action because such discussions may be in violation of the Sunshine Act.</p> <p>Section 8. <u>Communication With Media</u></p> <p>The Board recognizes and acknowledges that as elected officials, individual Board Members have the right to communicate with various media outlets (newspapers, web-based news outlets, television stations, etc.). However, without a prior delegation of authority from the collective Board, individual Board Members do not have the right to communicate with media outlets on behalf of the Board and/or the administration. Officers elected by the Board, such as the Board President or designee, have the right to contact and/or communicate with media outlets on behalf of the Board as a Whole. A Board Member who has been appointed to serve as a Committee Chairperson has the right as the Committee’s Chairperson to communicate with media outlets on behalf of the Committee. Individual Board Members are strictly prohibited from releasing or disclosing nonpublic, confidential and/or privileged documents to media outlets without a prior delegation of authority from the collective Board.</p> <p>Section 9. <u>Undue Influence</u></p> <p>Each individual Board Member has contact at varying degrees with the school district’s employees, coaches, volunteers, and other individuals associated with the school district. In addition, each individual Board Member participates in varying degrees in events and activities sponsored, hosted or participated in by the school district. Without a prior delegation of authority from the collective Board, individual Board Members are prohibited from using or attempting to use their position as a Board Member to gain information without regard to the chain of command or to gain preferential treatment related to any such events or activities, including event and activities that occur off of school district property.</p>
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Individual Board Members are expected to follow the security and established building procedures applicable to members of the public when they are on school district property for non-Board related events and activities.

Section 10. Self-Governance

As individual members of the board of education, we will each strive toward ideal conditions for the most effective school board service to our community in a spirit of teamwork and devotion to the continual improvement of our local public schools. Each member shall devote time, thought and study so that we may provide effective and creditable service, exhibiting honest and good faith and using care, skill, common sense and informed judgment.

Whenever any member believes that another has violated this Code of Conduct, it is his or her responsibility to bring the issue to that member first and attempt to resolve the matter. In the event that the matter is not resolved, the issue should then be brought to the attention of the Board President or his/her designee who shall immediately investigate the allegation and, if substantiated resolve the matter. If the matter continues to be unresolved with the individual Board Member, the President or his/her designee shall bring the issue to the full board for discussion at the next public meeting.

References:

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Board Policy – 006

INTERBORO SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: COMPREHENSIVE PLAN

ADOPTED: 03/19/2014

REVISED:

	100. COMPREHENSIVE PLAN
1. Purpose	The Board recognizes the importance of establishing a comprehensive plan for achieving the district's vision, goals and beliefs for its schools and to guide the educational program and operation of the district. Participation by all segments of the school community is a critical element of such planning.
2. Authority Title 22 Sec. 4.4, 4.13, 12.1 et seq, 16.4	The Board shall develop and approve a Comprehensive Plan for the school district based upon an analysis of internal and external needs that results in specifications of priorities for actions and action plans. The plan shall be formulated in accordance with state regulations.
Title 22 Sec. 4.13	The Board shall provide guidance in creating and formalizing the Comprehensive Plan and shall ensure active participation by Board members, administrators, teachers, other district personnel, students, parents/guardians and representatives from local businesses and the community.
Title 22 Sec. 4.13	The Board directs that the Comprehensive Plan shall be continuously monitored and shall be reviewed and revised, as needed.
Title 22 Sec. 4.13	Prior to approval by the Board, the Comprehensive Plan, and any revisions, shall be made available for public inspection in the district's administrative offices, on the district's web site and the public library until the next regular Board meeting or a minimum of twenty-eight (28) days.
3. Delegation of Responsibility Title 22 Sec. 4.13	<p>The Superintendent shall be responsible for recommending the Comprehensive Plan to the Board and for submitting the plan to the Department of Education.</p> <p>The Superintendent or designee shall be responsible for implementing the Comprehensive Plan and providing yearly progress reports to the Board.</p>

	<p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.13, 12.1 et seq., 16.4</p> <p>Board Policy – 002, 101, 102, 105, 107, 109, 113, 114, 115, 127, 138, 146, 215, 217, 246, 333, 701</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: DISTRICT MISSION /VISION

ADOPTED: 9/17/2014

REVISED:

<p>1. Authority Pol. 100</p>	<p style="text-align: center;">101. DISTRICT MISSION /VISION</p> <p><u>District Mission</u></p> <p>Interboro School District provides a challenging and supportive learning environment for all students to succeed academically, socially, and emotionally while becoming college and career ready citizens within a global community.</p> <p><u>District Vision</u></p> <p>Curriculum:</p> <ul style="list-style-type: none"> • All students will receive high quality, standards-based curriculum that promotes critical thinking skills and high expectations. • All students will have an understanding of what they are learning and why they are learning it. <p>Instruction:</p> <ul style="list-style-type: none"> • All educators will deliver high quality and engaging instruction tailored to students' specific learning needs. • All educators will utilize research-based instructional practices to ensure maximum success for all students. <p>Assessment:</p> <ul style="list-style-type: none"> • Student progress and growth will be measured through multiple and varied assessments that are aligned with standards. • Student performance will guide instructional practice, curriculum design, and classroom procedures. • As confident learners, all students will demonstrate creativity, think critically, and problem solve. <p>Environment:</p> <ul style="list-style-type: none"> • All students and staff will thrive in a safe and caring environment that fosters confidence and promotes academic, social, and emotional growth. • The learning environment will be characterized by positive, respectful interactions with expectations established for all.
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101. DISTRICT MISSION /VISION - Pg. 2

	<p>References:</p> <p>Board Policy – 100</p> <p>PSBA Revision 6/14</p>
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SECTION: PROGRAMS

TITLE: CURRICULUM DEVELOPMENT

ADOPTED: 03/19/2014

REVISÉD:

INTERBORO
SCHOOL DISTRICT

	105. CURRICULUM DEVELOPMENT
1. Purpose Title 22 Sec. 4.4, 4.13 Pol. 100	The Board recognizes its responsibility for the development, assessment and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, developed and modified on a continuing basis and in accordance with a plan for curriculum improvement.
2. Definition Title 22 Sec. 4.3	For purposes of this policy, curriculum shall be defined as a series of planned instruction that is coordinated, articulated and implemented to result in achievement of specific knowledge and skills, and application of such knowledge, by all students.
3. Authority Title 22 Sec. 4.4, 4.12 Pol. 102	The Board is responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the Board.
SC 1512 Title 22 Sec. 4.4, 4.13 Pol. 100, 107	In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and a remediation plan for students not achieving proficiency.
4. Guidelines	The district's curriculum shall provide the following:
Pol. 109	1. Continuous learning through effective articulation among the schools of this district.
Pol. 112	2. Continuous access for all students to sufficient programs and services of a library/media facility and classroom collection to support the educational program.
	3. Guidance and counseling services for all students to assist in career and academic planning.

Pol. 113	4. A continuum of educational programs and services for all students with disabilities, pursuant to law and regulation.
Title 22 Sec. 4.26 Pol. 138	5. Limited English Proficiency programs for students whose dominant language is not English, pursuant to law and regulation.
	6. Compensatory education programs for students, pursuant to law and regulation.
Pol. 103, 103.1	7. Equal educational opportunity for all students, pursuant to law and regulation.
Pol. 115	8. Career awareness and vocational education, pursuant to law and regulation.
Pol. 114	9. Educational opportunities for identified gifted students.
Pol. 805	10. Regular and continuous instruction in required safety procedures.
5. Delegation of Responsibility Title 22 Sec. 4.4, 4.13 Pol. 100	As the educational leader of the district, the Superintendent shall be responsible to the Board for the development of curriculum. S/He shall establish procedures for curriculum development, which ensure the utilization of available resources, and effective participation of administrators and teaching staff members.
Title 22 Sec. 4.4	A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and Board members through the Office of Curriculum & Instruction.
Title 22 Sec. 4.4, 4.82	<p>The Superintendent or designee may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program. The Superintendent shall report periodically to the Board on the status of each pilot program, along with its objectives, evaluative criteria, and costs.</p> <p>The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research.</p> <p>The Board directs the Superintendent to pursue actively state and federal aid in support of research activities.</p>

References:

School Code – 24 P.S. Sec. 1512

State Board of Education Regulations – 22 PA Code Sec. 4.3, 4.4, 4.12, 4.13, 4.21, 4.22, 4.23, 4.25, 4.26, 4.27, 4.29, 4.82

Board Policy – 100, 102, 103, 103.1, 106, 107, 109, 112, 113, 114, 115, 138, 805

INTERBORO SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CURRICULUM REVIEW BY
PARENTS/GUARDIANS AND
STUDENTS

ADOPTED: 03/19/2014

REVISED:

	<p style="text-align: center;">105.1. CURRICULUM REVIEW BY PARENTS/GUARDIANS AND STUDENTS</p>
<p>1. Authority Title 22 Sec. 4.4 20 U.S.C. Sec. 1232h</p>	<p>The Board adopts this policy to ensure that parents/guardians have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.</p>
<p>2. Guidelines 20 U.S.C. Sec. 1232h</p> <p>Pol. 102, 127</p>	<p>The rights granted by this policy are granted to parents/guardians of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.</p> <p>Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.</p> <p>The following conditions shall apply to any request:</p> <ol style="list-style-type: none"> 1. No more than one (1) request per semester may be made by any parent/guardian or student for each enrolled child. 2. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review. 3. The written request will be sent to the building principal. 4. The district will respond to the parent/guardian or student within ten (10) school days by designating the time and location for the review. 5. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.

<p>3. Delegation of Responsibility</p>	<p>6. No parent/guardian or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents/guardians and students is permitted.</p> <p>The Superintendent or designee shall annually notify parents/guardians and students regarding the contents of this policy and their rights.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 403.1</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 1232h</p> <p>Board Policy – 102, 127</p>
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Number 107

Section PROGRAMS

Title Adoption of Courses of Study

Adopted May 28, 1986

107. ADOPTION OF COURSES OF STUDY

The Board shall provide a comprehensive instructional program to serve the educational needs of the children of the Interboro School District.

For the purpose of this policy, a planned course of study shall be defined as an educational plan which includes all of the following:

- ♦ A list of objectives for the planned course toward which all teaching is directed and which provide the basis for all activities planned and directed by the teacher
- ♦ The content to be used to reach the stated objectives within this section are to be included in the learning activities and resources to be utilized
- ♦ Instructional time to be devoted to each objective or to a cluster of objectives
- ♦ Expected levels of student achievement for each objective
- ♦ Evaluation procedures for each objective

No course of study shall be taught in the Interboro schools unless it has been adopted by the Board. The Board reserves the right to determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.

The Board reserves the right to establish the objectives which shall be listed in each planned course, and the right to require that such Board-established objectives be taught by the teachers employed in the Interboro School District. Planned course objectives shall be established by the Board as a result of the Board's adoption of each planned course upon the recommendation of the Superintendent.

The Superintendent is responsible for the continuous evaluation of the efficacy of courses of study and shall recommend to the Board such new courses of study as the Superintendent deems to be in the best interests of the students of the Interboro School District.

The Superintendent shall invite the participation of appropriate professional staff members in developing all planned courses to be recommended for adoption by the Board.

All planned courses recommended by the Superintendent for adoption by the Board shall:

- ♦ Specify the students, by grade, who will be affected by the planned course.
- ♦ Be clearly related to the Twelve Goals of Quality Education adopted by the Interboro School Board.

The Board recognizes that, while the establishment of planned course objectives lies within the purview of the Board, and that, while content, learning activities, and resources are all subject to approval by the Board at the time of the adoption of a planned course, teaching methodology is a matter of individual teaching style and preference. Therefore, the Board acknowledges that a degree of academic freedom is to be accorded to Interboro classroom teachers as they practice the art of teaching and as they employ various techniques of pedagogy which will best suit their own personalities, serve the needs of the students, and advance the requirements of the planned course. The Board reserves the right to judge teaching methods on the basis of reasonableness, student safety, propriety, adherence to required school procedures, and good taste whenever a question is raised with respect to the appropriateness of individual teaching methods. When such questions arise, the Superintendent shall investigate the question and recommend a course of action to the Board.

Questions arising from the use of resource materials such as textbooks, supplemental reading materials, or other instructional materials, shall be resolved by following the procedures outlined in the Board policy #906 entitled, Criticism of Instructional Materials.

The Superintendent shall maintain a current list of all courses of study taught in the Interboro School District. The Superintendent shall annually, at the beginning of each school year, provide each member of the Board with a current list of all planned courses of study.

INTERBORO SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: 03/19/2014

REVISED:

	108. ADOPTION OF TEXTBOOKS
1. Authority SC 508, 801, 803	The Board is responsible for adopting all textbooks used for instruction in the district's educational program.
2. Definition	Textbooks shall be defined as the books used as the basic source of information in the planned instruction.
3. Delegation of Responsibility SC 508, 803	<p>The Director of Curriculum & Instruction or designee shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbooks shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board.</p> <p>The Superintendent or designee shall establish administrative regulations for reviewing, evaluating and selecting textbooks.</p>
Pol. 105.1	<p>A list of all approved textbooks used in district schools shall be maintained by the Office of Curriculum & Instruction and shall be available to Board members, district staff, students, parents/guardians and community members upon request.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 801, 803</p> <p>Board Policy – 000, 105.1</p>

SECTION: PROGRAMS

TITLE: RESOURCE MATERIALS

ADOPTED: 03/19/2014

REVISED:

INTERBORO SCHOOL DISTRICT

109. RESOURCE MATERIALS	
1. Authority SC 801, 803 Title 22 Sec. 4.13 Pol. 100	The Board shall provide resource materials that implement, support and enrich the educational program of district schools.
2. Definition	Resource materials shall include nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia materials, maps, software and instructional material.
3. Delegation of Responsibility SC 803	The Superintendent or designee (Director of Curriculum & Instruction) shall be responsible for the selection and recommendation of all resource materials. No adoption or change of materials shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board.
Pol. 105.1	The Superintendent or designee shall establish administrative regulations for selecting resource materials. A list of resource materials provided by the district shall be maintained by the Director of Curriculum & Instruction and shall be available to Board members, district staff, students, parents/guardians and community members, upon request.
	References: School Code – 24 P.S. Sec. 801, 803 State Board of Education Regulations – 22 PA Code Sec. 4.13 Board Policy – 000, 100, 105.1, 107

SECTION: PROGRAMS

TITLE: GUIDANCE DEPARTMENT
/SCHOOL COUNSELING

ADOPTED: 4/16/2014

REVISED:

INTERBORO SCHOOL DISTRICT

	112. GUIDANCE COUNSELING
<p>1. Purpose</p> <p>Title 22 Sec. 4.34</p>	<p>A school counseling program is an integral part of the instructional program of district schools. Such a program can:</p> <ol style="list-style-type: none"> 1. Supports student achievement. 2. Enable students to significantly benefit from the offerings of the instructional program. 3. Identify intellectual, emotional, social and physical needs. 4. Aid students in recognizing options and making choices in vocational and academic educational planning. 5. Assist students in identifying career options consistent with their abilities and goals. 6. Help students learn to make their own decisions and to solve problems independently.
<p>2. Authority</p> <p>Title 22 Sec. 4.34, 12.41</p>	<p>The Board directs that students shall be provided a program of guidance and counseling which involves the coordinated efforts of all staff members, under the professional leadership of certified guidance and counseling personnel.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee is directed to implement and maintain a guidance department program that serves the needs of students.</p>
<p>4. Guidelines</p>	<p>The district's program of school counseling shall:</p> <ol style="list-style-type: none"> 1. Be an integral part of the instructional program at all levels of the school district. 2. Involve staff members at every appropriate level. 3. Honor the individuality of each student.

112. GUIDANCE COUNSELING - Pg. 2

Title 22 Sec. 12.16	4. Work in accordance with support services provided by local social and human services agencies.
	5. Work collaboratively with parents/guardians to ensure all academic and emotional concerns are addresses that may impact the development of their child.
Pol. 207	6. Provide information to appropriate staff members to assist with supporting the student academically, while maintaining confidential information as needed.
Pol. 103, 103.1	7. Be available equally to all students.
	8. Utilize the Student Assistance Program (SAP) as a means for referring students for additional resources that may or may not be unavailable through the school district – i.e., psychiatric and drug /alcohol evaluation.
	<p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.34, 12.16, 12.41</p> <p>Board Policy – 103, 103.1, 207</p>

Number 113

Section PROGRAMS

Title Special Education

Adopted October 23, 1985

Revised February 16, 2011

113 **SPECIAL EDUCATION**

The Interboro School District shall offer each student with a disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the district's general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with disabilities.

Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services. School-aged children who have identified disabilities but do not require special education may be entitled to accommodations or services or to enroll in courses of study in the district which serve students with disabilities pursuant to other law or Board policy.

Individualized Education Program (IEP) - the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations.

The Interboro Board of School Directors directs that all students with disabilities shall be identified, evaluated, and provided with appropriate educational programs and services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and parent/guardian notification as part of its Special Education Plan.

The district's Special Education Plan shall include procedures for identifying and educating students with disabilities and shall be aligned with the policies adopted by the Board.

The Board shall determine the facilities, programs, services and staff that shall be provided by the district for the instruction of students with disabilities, based upon the identified needs of the district's special education population.

In order to maintain an effective Special Education Plan, the Board may participate in special education programs of Delaware County Intermediate Unit No. 25.

The Superintendent or designee is directed to annually recommend to the Board the employment and retention of necessary staff and provision of required facilities, programs and services to provide for the needs of students with disabilities.

The Superintendent or designee shall develop procedures for evaluating the effectiveness of the district's Special Education Plan and shall periodically report to the Board the criteria and results of such evaluation.

Each student with a disability shall be educated pursuant to an IEP which shall provide an appropriate education in the least restrictive environment in accordance with federal and state regulations.

The district prohibits discrimination based on disability. Students with disabilities are entitled to receive services and accommodations which will permit them to participate in district programs, services and activities as required by law.

The district's Special Education Plan shall comply with the requirements of state and federal law and regulations. The district shall establish procedures to ensure the plan is updated and implemented as necessary. The Special Education Plan shall address:

1. Educational plans.
2. Child find.
3. Identification of special education programs that operate in the district, those operated in the district by the Intermediate Unit, vocational schools and other agencies.
4. Staff and parent/guardian training.
5. Assessments.
6. Screening.
7. Criteria the district will use to identify specific learning disabilities.

8. Evaluation.
9. Re-evaluation.
10. Individualized Education Programs (IEPs), including examples of supplementary aids and services provided by the district.
11. Extended School Year services (ESY).
12. Behavior support.
13. A full continuum of educational placements and evidence that placements in other than regular education settings are not based on lack of resources, facilities, staff or for administrative convenience.
14. Disciplinary placements.
15. Facilities.
16. Early intervening services, if provided by the district.
17. Procedural safeguards.
18. Confidentiality of information.
19. Highly qualified staff.
20. Maintenance of information concerning students with disabilities, services provided, performance and discipline data, and report information as required by the Secretary of the Department of Education.

If the district is identified with significant disproportionality, the Special Education Plan shall include prevention measures for inappropriate over identification and disproportionate representation by race or ethnicity of children with disabilities.

Child Find/Outreach

The Superintendent or designee shall ensure that the district annually conducts awareness and outreach programs and activities designed to reach district residents including parents/guardians of students with disabilities who are enrolled in the district, preschool-

aged children, students who attend private schools, homeless children and children who are wards of the state.

The district's public awareness activities shall include annual publication of a written notice in newspapers and other media notifying residents about child identification activities; available special education services and programs and how to request them; and procedures used to ensure confidentiality of student information. Written information shall be published in district handbooks and on the district web site. Public awareness activities must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.

The Intermediate Unit shall be responsible for conducting child find activities necessary to provide equitable participation services to students with disabilities who are enrolled by their parents/guardians in private schools.

Screening

The district shall establish a system of screening, including hearing and vision screenings. Screenings shall be conducted at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.

Confidentiality

The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing and destroying student records.

District staff shall maintain the confidentiality of student records and personally identifiable information, as required by law and regulations.

The district may release, without parent/guardian consent, educational records that the district has designated as directory information. The district shall obtain written parent/guardian consent prior to releasing a student's educational record when prior consent is required by law, regulations or Board policy.

The district shall notify parents/guardians prior to destroying personally identifiable information in a student's record that is no longer relevant or necessary for providing educational services to the student.

Recording of Meetings

Except as specifically provided for within this policy, the district prohibits audio, video and electronic recording of meetings between parents/guardians and district teachers, paraprofessionals, program specialists, consultants or administrators.

An attempt to record a meeting by a parent/guardian after a verbal prohibition by district staff shall result in immediate termination of the meeting and may result in ejection from district property and possible prosecution.

The district shall permit audio recording of a meeting when a participant submits, at least five (5) days prior to the meeting, documentation that substantiates:

1. Participant has a disability that significantly limits his/her ability to meaningfully understand or participate in the meeting's intended decision-making and recording is the only feasible means of accommodating the limitation.
2. Individual has a legitimate interest in attending the meeting but for good cause is unable to do so, and recording is the only feasible means by which s/he can meaningfully understand and participate in the decision-making.

The district may permit video taping of a meeting when written consent is given by all participants at the meeting.

When an exception to recording a meeting is granted, the district employee responsible for the meeting shall arrange to record the meeting by similar means. Such recording shall be considered part of the student's educational record and be subject to relevant law and regulations.

Number 113.2

Section PROGRAMS

Title Behavior Support

Adopted June 24, 1998

Revised February 16, 2011

113.2 **BEHAVIOR SUPPORT**

Students with disabilities shall be educated in the least restrictive environment and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily. The IEP team for a student with disabilities shall develop a positive behavior support plan if the student requires specific intervention to address behavior that interferes with learning. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal law and regulations.

The Interboro Board of School Directors directs that the district's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional assessment of behavior and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.

The following terms shall have these meanings, unless the context clearly indicates otherwise.

Aversive techniques - deliberate activities designed to establish a negative association with a specific behavior.

Behavior support - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

Behavior Support Plan or Behavior Intervention Plan - plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcements, other positive

113.2. BEHAVIOR SUPPORT - Pg. 2

techniques and related services required to assist a student with a disability to benefit from special education.

Positive techniques - methods that utilize positive reinforcement to shape a student's behavior ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.

Restraints - application of physical force, with or without the use of any device, designed to restrain free movement of a student's body, excluding the following:

1. Briefly holding a student, without force, to calm or comfort him/her.
2. Guiding a student to an appropriate activity.
3. Holding a student's hand to escort him/her safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.
6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.

Seclusion - confinement of a student in a room, with or without staff supervision, in order to provide a safe environment to allow the student to regain self-control

Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.

The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall provide regular training, and retraining as needed, of staff in the use of specific procedures, methods and techniques, including restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs and Board policy.

113.2. BEHAVIOR SUPPORT - Pg. 3

The Superintendent or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports be made to the district by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and vocational schools.

Development of a separate Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.

When an intervention is necessary to address problem behavior, the types of intervention chosen for a student shall be the least intrusive necessary.

Physical Restraints

Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to the student, other students or employees, and only when less restrictive measures and techniques have proven to be or are less effective.

The Director of Special Education or designee shall notify the parent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.

The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment. Restraints may be included in an IEP only if:

1. The restraint is used with specific component elements of a positive Behavior Support Plan.
2. The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors.
3. Staff are authorized to use the restraint and have received appropriate training.
4. Behavior Support Plan includes efforts to eliminate the use of restraints.

113.2. BEHAVIOR SUPPORT - Pg. 4

Mechanical Restraints

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians.

Mechanical restraints shall prevent a student from injuring him/herself or others or promote normative body positioning and physical functioning.

Seclusion

The district permits involuntary seclusion of a student in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative.

The district prohibits the seclusion of students in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.

Aversive Techniques

The following aversive techniques of handling behavior are considered inappropriate and shall not be used in educational programs:

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Suspensions constituting a pattern as defined in state regulations.
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Prone restraints, which are restraints by which a student is held face down on the floor.

113.2. BEHAVIOR SUPPORT - Pg. 5

Referral To Law Enforcement

Subsequent to a referral to law enforcement, an updated functional behavioral assessment and Behavior Support Plan shall be required for students with disabilities who have Behavior Support Plans at the time of such referral.

If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the Director of Special Education or designee shall ensure that the responsible school district or intermediate unit is informed of the need to update the student's functional behavioral assessment and Behavior Support Plan.

Number 113.3

Section PROGRAMS

Title Screening and Evaluations
For Students with Disabilities

Revised February 16, 2011

Adopted March 16, 2011

**# 113.3 SCREENING AND EVALUATIONS FOR STUDENTS
WITH DISABILITIES**

The Interboro Board of School Directors adopts this policy to define the minimum requirements for screening; educational evaluations conducted to determine eligibility for special education services, instructional levels and programming requirements for students with disabilities, including functional behavioral assessments; and requirements for independent educational evaluations.

The Board shall adopt a system of screening that may include early intervening services and must be designed to accomplish identification and initial screening for students prior to district referral for a special education evaluation. The system shall provide support to staff to improve working effectively with students in the general education curriculum, identify students who may require special education services and programs, and must include hearing and vision screening and screening at reasonable intervals to determine whether students are performing at grade appropriate levels in core academic subjects.

Early intervening services shall comply with the requirements of state and federal law and regulations in order to address academic concerns or behaviors that may be impeding success, but which can be resolved through research-based intervention programs in the regular education setting.

The Board authorizes the use of functional behavioral assessments (FBAs) as an evaluation to gather information to understand the purpose of the student's behaviors and to assist with developing a positive Behavior Support Plan. FBAs must be conducted when:

1. A student's behavior interferes with his/her learning or the learning of others and information is necessary to provide appropriate educational programming.
2. A student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability.

3. A student is placed in an interim alternative educational placement for a qualifying reason permitting such placement for up to forty-five (45) school days for certain offenses.
4. The school contacts law enforcement regarding a student who already has a positive Behavior Support Plan.

FBAs may also constitute part of the initial evaluation to determine eligibility for special education.

The district shall comply with requirements of state and federal laws and regulations when conducting evaluations.

An appropriate evaluation of a student, whether conducted by district staff or individuals not employed by the district, shall consist of the administration of all testing and the use of all assessment procedures required to determine the existence of all legally defined disabilities reasonably suspected by district staff, parents/guardians, or the evaluator. An appropriate evaluation shall assist in determining the content of the IEP to enable a student with a disability to be involved in and progress in the general curriculum.

A student shall be assessed in all areas related to the suspected disability including, as appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.

A re-evaluation of a student who currently has an IEP shall be conducted as required by state and federal law and regulations.

Parent/Guardian Requests

Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. If a request is made orally to any professional employee or administrator, that individual shall provide a copy of the permission to evaluate request form to the parents/guardians within ten (10) calendar days of the oral request. The parent request will then be sent to Pupil Services and a permission to evaluate consent form shall be sent to the parent.

The evaluation shall be completed and a copy of the evaluation report presented to parents/guardians no later than sixty (60) calendar days after receipt of written parent/guardian consent for an evaluation, exclusive of the period following the last day of the spring school term to the first day of the subsequent fall term.

Appropriate Evaluations

An appropriate evaluation shall use a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about a student.

An appropriate evaluation shall include:

1. Testing and assessment techniques required in light of information currently available from previous evaluations.
2. Information from parents/guardians and school staff familiar with the performance of the student.
3. The student's education records.

The evaluator shall review all such sources of information prior to conducting testing and assessment. The evaluator shall review assessments conducted by others that indicate how the student is responding to early intervening services and scientific research-based instruction and/or include such assessments as part of his/her evaluation.

To the extent that the results of such instructional assessments are inconsistent with the results of norm or criterion-referenced testing and assessments that the evaluator has administered, the evaluator shall explain the reason for the inconsistency in his/her report, if possible.

When assessing the presence of a specific learning disability, the evaluation shall be consistent with procedures adopted by the district and comply with state and federal law and regulations.

Testing and assessment procedures shall be selected and administered to yield valid measurement or assessment of the construct or quality they purport to measure or assess. The evaluator shall administer any testing or assessment procedures in a manner consistent with the requirements and recommendations of the publisher of the test or procedure and in compliance with applicable and authoritatively recognized professional principles and ethical tenets. S/He shall report any factor that might affect the validity of any results obtained.

All assessments and evaluation materials shall be selected and administered so as not to be discriminatory on a racial or cultural basis. Where feasible, assessments and evaluations shall be administered in a language and form most likely to provide accurate information about the student.

The evaluation shall include an observation of the student in an educational setting, unless the student is not currently in such a setting. The evaluator shall obtain information concerning the performance of the student directly from at least one (1) current teacher of the student, unless s/he does not have a current teacher.

The evaluator shall hold an active certification that qualifies the evaluator to conduct that type of evaluation. If certification is not issued for the particular area of professional practice in which the evaluator is lawfully engaged, the evaluator shall hold such license or other credentials as required for the area of professional practice under state law.

The evaluator shall prepare and sign a full report of the evaluation containing:

1. Clear explanation of the testing and assessment results.
2. Complete summary of all test scores, including, for all standardized testing administered, all applicable full scale or battery scores; domain or composite scores; and subtest scores reported in standard, scaled, or T-score format.
3. Complete summary of all information obtained or reviewed from sources other than testing conducted by the evaluator.
4. Specific recommendations for educational programming and placement, if possible.

Re-Evaluations

Re-evaluations shall be conducted within the timeframes required by state and federal laws and regulations unless the parent/guardian and the district agree in writing that a re-evaluation is unnecessary. The group of qualified professionals that reviews the evaluation materials to determine whether the child is a student with a disability shall include a certified school psychologist when evaluating a student for autism, emotional disturbance, mental retardation, multiple disabilities, other health impairment, specific learning disability and traumatic brain injury.

Copies of the re-evaluation report shall be disseminated to parents/guardians at least ten (10) days prior to the meeting of the IEP team unless this requirement is waived in writing.

Independent Educational Evaluations

A parent/guardian who disagrees with the results or content of an evaluation performed or obtained by the district may request an independent educational evaluation at district expense. A parent/guardian is entitled to only one (1) independent educational evaluation at public expense each time the district conducts an evaluation with which the parent/guardian disagrees. The independent educational evaluation must arise from parents'/guardians' disagreement with the district's most recent evaluations or re-evaluations of the student. The district shall be entitled to a copy of all results of independent educational evaluations conducted at public expense. If an oral request for an independent educational evaluation is made to a professional employee or administrator, that person shall inform the parent/guardian that the request must be in writing. If the native language of the parent/guardian is other than English, the requirement that the parent/guardian make his/her request in writing shall be conveyed by whatever means practicable and, where feasible, in the native language of the parent/guardian.

A written request for an independent educational evaluation at district expense shall be immediately forwarded to the Director of Special Education, who may, upon receipt of the written parent/guardian request, ask that the parent/guardian state his/her reasons for

disagreement with the evaluation conducted or proposed by the district. The district cannot require the parent/guardian to do so, and the refusal of the parent/guardian shall not delay the process required by this policy.

The criteria under which the independent educational evaluation at public expense is obtained must be the same as the criteria used by the district in conducting an appropriate evaluation, including the location of the evaluation and the qualifications of the examiner, to the extent those criteria are consistent with the parent's/guardian's right to an independent educational evaluation at public expense. The qualified examiners who conduct the independent educational evaluation may not be employed by the public agency responsible for the education of the student.

Within ten (10) school days of receipt of a request for an independent educational evaluation in writing from a parent/guardian, the Director of Special Education shall either initiate a due process hearing to show that the district's evaluation is appropriate and notify the parent/guardian in writing that s/he has done so or issue to the parent/guardian correspondence containing:

1. Assurance that the district will pay for an independent educational evaluation as long as the evaluation meets all of the requirements of an appropriate evaluation and is in compliance with this policy.
2. Statement that the district will not pay for the evaluation until it receives directly from the evaluator a complete copy of a report of that evaluation and determines that the evaluation is in compliance with this policy.
3. Request that the parents/guardians consider accessing reimbursement for all or part of the evaluation from public or private sources of insurance or reimbursement, together with a clear assurance that the parent/guardian is not required to do so and that the district will pay any cost not covered by such sources.
4. Directions that the parent/guardian is responsible for arranging for the evaluation and ensuring that the evaluator contacts the Director of Special Education to arrange for payment of the evaluation.

Upon request, the district shall provide to parents/guardians information about where an independent educational evaluation may be obtained.

If the evaluation has already been conducted and paid for, the district shall issue correspondence advising the parent/guardian that the district will not reimburse the parent/guardian for the evaluation until it receives a complete and unredacted copy of the report of the evaluation and determines that the evaluation is in compliance with this policy. The district shall require documentation substantiating that the parents/guardians paid for or incurred the obligation to pay for the evaluation without reimbursement from a public or private source of insurance or reimbursement.

The Director of Special Education shall send the correspondence to the parent/guardian by certified mail or by other independently verifiable means of conveyance and enclose a copy of this policy.

The Director of Special Education shall maintain a list of qualified independent evaluators in each of the various disciplines commonly relied upon to provide education-related evaluations and assessments and shall promptly make that list available to any parent/guardian who requests it.

INTERBORO SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CONFIDENTIALITY OF
RECORDS FOR SPECIAL
EDUCATION STUDENTS

ADOPTED:

REVISED: October 19, 2011

	113.4. CONFIDENTIALITY OF RECORDS FOR SPECIAL EDUCATION STUDENTS
<p>1. Authority Pol. 113</p> <p>34 CFR Sec. 300.611- 300.627</p>	<p>The Board recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.</p> <p>The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations.</p>
<p>2. Definitions 34 CFR Sec. 300.611</p> <p>34 CFR Sec. 99.3</p>	<p>Destruction shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.</p> <p>Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.</p>
<p>20 U.S.C. Sec. 1232g 34 CFR Sec. 99.3 Pol. 216</p>	<p>Education Records, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.</p>
<p>34 CFR Sec. 99.3, 300.32</p>	<p>Personally identifiable information includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. The name of a student, the student's parents/guardians or other family members. 2. The address of the student or student's family.

<p>34 CFR Sec. 99.3</p> <p>4. Guidelines</p> <p>34 CFR Sec. 99.10, 300.613</p>	<ol style="list-style-type: none"> 3. A personal identifier, such as the student's social security number, student number, or biometric record. 4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name. 5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. 6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates. <p>Student - includes any individual who is or has been in attendance in district schools and regarding whom the district maintains education records.</p> <p><u>Parental Access Rights</u></p> <p>The district shall permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the district in connection with providing special education services to the student.</p> <p>The district shall comply with a parental request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of FAPE to a student; a hearing related to the discipline of the student; and a resolution meeting.</p> <p>The district shall comply with a parental request for review within forty-five (45) days following receipt of the request.</p> <p>A parent's/guardian's right to inspect and review education records includes the right to:</p> <ol style="list-style-type: none"> 1. A response from the district to reasonable requests for explanations and interpretations of the records; 2. Request that the district provide copies of the records if failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records or make other arrangements for the inspection and review of the records; and
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<p>34 CFR Sec. 99.12, 300.615</p>	<p>3. Have a representative inspect and review the records.</p> <p>If an education record includes information on more than one (1) student, the parents/guardians shall have access only to the information relating to their child or shall be informed of the information in the record.</p>
<p>34 CFR Sec. 300.616</p>	<p>The district shall provide parents/guardians, upon request, a list of the types and locations of education records collected, maintained, or used by the district.</p>
<p>34 CFR Sec. 99.11, 300.617</p>	<p><u>Fees</u></p> <p>The district may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records.</p> <p>The district shall not charge a fee to search for or to retrieve information in response to a parental request.</p>
<p>34 CFR Sec. 300.614</p>	<p><u>Record Of Access</u></p> <p>The district shall keep a record of parties obtaining access to education records collected, maintained, or used in providing special education services to district students, except access by parents/guardians and authorized district employees.</p> <p>The district's record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.</p> <p>The parent/guardian shall have the right to inspect the access record kept for the education records of his/her child.</p>
<p>34 CFR Sec. 99.20, 300.618</p>	<p><u>Amendment Of Records Upon Parental Request</u></p> <p>If a parent/guardian believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the parent/guardian may request that the district amend the information.</p> <p>The parent/guardian shall submit, in writing to the school principal, a request for amendment, which shall include a brief statement, which specifies the record(s) to be amended and the reason that an amendment is requested.</p> <p>The district shall decide whether to amend the information within a reasonable period of time, not to exceed forty-five (45) days, from receipt of the request.</p>

<p>34 CFR Sec. 99.21, 300.619</p>	<p>If the district declines to amend the information in accordance with a parental request, the district shall inform the parent/guardian of the refusal and advise the parent/guardian of the right to a hearing.</p> <p><u>Records Hearing</u></p> <p>The district shall, on request, provide parents/guardians with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.</p>
<p>34 CFR Sec. 99.22, 300.621</p>	<p><u>Hearing Procedures</u></p> <p>A hearing to challenge information in education records must meet the following requirements:</p> <ol style="list-style-type: none"> 1. The district shall hold the hearing within a reasonable time after receiving the request for a hearing. 2. The district shall give the parent/guardian reasonable advanced notice of the date, time, and place of the hearing. 3. The hearing may be conducted by any individual, including a district official, who does not have a direct interest in the outcome of the hearing. 4. The district shall give the parent/guardian a full and fair opportunity to present relevant evidence. The parent/guardian may, at his/her own expense, be assisted or represented by one (1) or more individuals of his/her choice, including an attorney. 5. The district shall inform parents/guardians of its decision in writing within a reasonable period of time after the hearing. 6. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.
<p>34 CFR Sec. 99.21, 300.620</p>	<p><u>Result Of Hearing</u></p> <p>If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall amend the information accordingly and inform the parent/guardian in writing.</p>

	<p>If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall inform the parent/guardian of the parent's/guardian's right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the district's decision.</p> <p>An explanation placed in the student's records shall be:</p> <ol style="list-style-type: none"> 1. Maintained by the district as part of the student's records as long as the record or contested portion is maintained by the district; and 2. Included with the record or contested portion if the record or contested portion are disclosed to any party. <p><u>Storage, Retention And Destruction Of Information</u></p>
34 CFR Sec. 300.623	The district shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention.
34 CFR Sec. 300.623	The district shall maintain, for public inspection, a current listing of the names and positions of those district employees who have access to personally identifiable information.
Pol. 216	In order to comply with state compliance monitoring requirements, the district shall maintain education records for students receiving special education services for at least six (6) years.
34 CFR Sec. 300.624	<p>The district shall inform parents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. The information shall be destroyed upon parental request.</p> <p>If the district proposes to destroy personally identifiable information in the records of a student, it shall send written notification to the parents/guardians which shall inform the parents/guardians of their right to receive a copy of the material to be destroyed, prior to the destruction of the information.</p>
34 CFR Sec. 99.10	No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists.

113.4. CONFIDENTIALITY OF RECORDS FOR SPECIAL EDUCATION STUDENTS - Pg. 6

34 CFR Sec. 300.624	The district shall maintain a permanent record of the student's name, address, and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.
34 CFR Sec. 300.623	The district shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and his/her family. <u>Disclosure To Third Parties</u>
34 CFR Sec. 99.30, 99.31, 300.622 Pol. 113.1, 113.2, 216	The district shall obtain parental consent before disclosing personally identifiable information to parties other than school district officials or other educational institutions that provide special education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the disclosure is permitted without parental consent under law and regulations.
34 CFR Sec. 300.622	Parental consent, or the consent of an eligible student who has reached the age of majority, must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.
34 CFR Sec. 300.622	If a student is enrolled, or is going to enroll in a private school that is not located in the district of the parent's/guardian's residence, parental consent must be obtained before any personally identifiable information about the student is released between officials in the district where the private school is located and officials in the district of the parent's/guardian's residence.
5. Delegation of Responsibility 34 CFR Sec. 300.623	In order to maintain the confidentiality of the educational records and personally identifiable information of district students, the Board designates the Supervisor of Special Education or designee to coordinate the district's efforts to comply with this policy and applicable laws and regulations.
34 CFR Sec. 300.623	All district employees collecting or using personally identifiable information shall receive training or instruction regarding Board policy, administrative regulations, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information.

References:

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations –
34 CFR Part 99

Individuals With Disabilities Education, Title 34, Code of Federal Regulations –
34 CFR Part 300

Bureau of Special Education Letter to School Entities on Retention Of Records,
Dated November 9, 2009

Board Policy – 113, 113.1, 113.2, 113.3, 216

Number 114

Section PROGRAMS

Title Gifted Education

Adopted March 2011

114 GIFTED EDUCATION

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education services and programs designed to meet the individual educational needs of identified students.

The Interboro Board of School Directors directs that the district's gifted education program shall provide the following:

1. System to locate and identify all students within the district who are thought to be gifted and in need of specially designed instruction.
2. Screening and evaluation process that meets state requirements, to determine students' educational needs.
3. Procedures to determine whether a student is mentally gifted.
4. Gifted Individualized Education Plan (GIEP) developed, and subsequently modified, for each student based on his/her unique needs and the written report of the Gifted Multidisciplinary Team (GMDT).
5. Safeguards for the due process rights of gifted students.
6. Notification to teachers of their responsibilities to each of their identified gifted students, as provided in the student's Gifted Individualized Education Plan (GIEP).

The district shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines.

The district shall make the Permission To Evaluate Gifted Student Form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request.

114. GIFTED EDUCATION - Pg. 2

Caseloads/Class Size

The Board directs the Superintendent and designated administrators to annually assess the district's delivery of gifted services and programs, in order to:

1. Ensure the ability of assigned staff to provide the services required in each identified student's GIEP.
2. Address the educational placements for gifted students within the district.
3. Limit the total number of gifted students that can be on an individual gifted teacher's caseload to a maximum of sixty-five (65) students.
4. Limit the total number of gifted students that can be on an individual gifted teacher's class roster to a maximum of twenty (20) students.

The district may make a written request to the Secretary of Education to waive the applicable caseload and class size maximums in extenuating circumstances.

Confidentiality Of Student Records

All personally identifiable information regarding a gifted student shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, State Board of Education regulations, and Board policy.

Awareness Activities

The Superintendent or designee shall annually conduct awareness activities to inform parents/guardians of school-aged children residing within the district of its gifted education services and programs, and how to request these services and programs.

Awareness activities may include providing written notice of the district's gifted education program through local newspapers, other media, student handbooks and the district web site.

The Superintendent or designee shall develop administrative regulations to implement this policy.

Number 116

Section PROGRAMS

Title Tutorial Instruction

Adopted May 28, 1986

116. TUTORIAL INSTRUCTION

The Board recognizes that the discharge of its responsibility to provide a thorough and efficient system of education for each child in the district may require special help for some students beyond the regular classroom programs.

Tutorial instruction shall be interpreted to mean individualized instruction additional to, and in support of, regular classroom instruction.

Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties.

In certain cases, where extra help is desirable, and the parents request such assistance, the Superintendent or his designee may assist the parents in securing private tutorial services, at the parents' own expense, by maintaining a list of available tutors in the Office of Pupil Personnel Services. The qualifications of all private tutors must be approved by the Superintendent before their names are placed on the list. It shall be the intent of this paragraph to establish a means by which the school district can respond to parental requests for private tutorial services. Therefore school district personnel are instructed not to:

- 1) recommend private tutoring at the parents' expense
- 2) offer their own personal private tutoring services for a fee.

Violation of this policy will subject a school district employee to disciplinary action by the Board.

INTERBORO SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CURRENT EVENTS

ADOPTED: 03/19/2014

REVISED:

	119. CURRENT EVENTS
1. Purpose	The Board believes that consideration of current events has a legitimate place in the educational program of the schools. Properly introduced and conducted, discussion of such events can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop skills for formulating and evaluating positions and opinions.
2. Definition	A current event is defined as a topic on which opposing points of view have been promulgated by responsible opinion and is not expressly enumerated in the course guide as content of the course of study.
3. Authority Title 22 Sec. 4.4	<p>The Board shall permit the introduction and proper educational use of current events, provided that their use in the instructional program:</p> <ol style="list-style-type: none"> 1. Is related to the course's educational goals and the students' level of maturity. 2. Does not tend to indoctrinate or persuade students to a particular point of view. 3. Encourages balanced presentations and open-mindedness. 4. Is conducted in a spirit of scholarly inquiry.
4. Delegation of Responsibility	<p>The Superintendent or designee shall develop administrative regulations for the management of current events that do not stifle the spirit of free and scholarly inquiry.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> <p>Board Policy – 000</p>

Number 123

Section PROGRAM

Title Interscholastic Athletics

Adopted February 23, 1989

123. INTERSCHOLASTIC ATHLETICS

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience to all students of the district and to the community. Such a program fosters the growth of school loyalty within the student body as a whole and stimulates community interest. The game activities and practice sessions provide many opportunities to teach the values of competition and sportsmanship.

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive sports contests, games or events or sports exhibitions involving individual students or teams of students of this district when such events occur between separate schools within the Interboro School District or with any schools outside the district.

It shall be the policy of the Board to offer opportunities for participation in interschool athletic programs to male and female students on as equal a basis as is practicable and in accordance with State regulations. Accordingly, the Interboro School District's interscholastic sports program shall include teams for boys and teams for girls in each spring, fall, and winter season. The Superintendent shall recommend to the Board which boys teams and which girls teams are proposed for inclusion in the School District Interscholastic Sports Program. The Board, in approving the Interboro School District Interscholastic Sports Program, will consider the number of boys teams and the number of girls teams being proposed, in order to ascertain the equality of opportunities being offered to both male and female athletes. The Board's consideration of a School District Interscholastic Program shall also embody the belief that, based upon the Board's primary concern for student safety and welfare, certain sports teams are appropriate for male athletes only and others for female athletes only. In recommending the teams to be included in the Interboro Interscholastic Sports Program, the Superintendent shall specifically designate certain teams as "Boys" or "Girls" teams, and shall confine membership on such teams accordingly. In other instances, the Superintendent shall designate certain teams as "Boys and Girls" teams and shall permit membership of both boys and girls on such teams.

The Board shall require that all facilities utilized in the interscholastic athletic program - whether or not the property of the Interboro School District - properly safeguard both players and spectators, and are kept free from hazardous conditions.

The Board shall require that the following standards of eligibility be met by all students participating in the interscholastic program:

- ♦ Each Student must be covered by the maximum student accident insurance available, or its equivalent.
- ♦ Each student must be in good physical condition, be free of injury, and shall have fully recovered from illness, as determined by the District physician or the student's family physician, before participating in any interscholastic athletic event.

The Board further directs that no student may participate in the program of interscholastic athletics who has not:

- ♦ Maintained an acceptable record of conduct
- ♦ Maintained a record of academic proficiency which reflects passing grades in all subjects and is sufficient to insure that participation in interscholastic athletic activities will not interfere with his/her instructional program
- ♦ Attended school regularly
- ♦ Properly maintained and returned all school athletic equipment

The Superintendent shall prepare, at appropriate intervals during the school year, a schedule of interscholastic athletic events, and forward such complete schedule of events to the Board. The Board shall be informed by the Superintendent of changes in that schedule as they occur.

The Superintendent shall prepare rules for the conduct of students participating in interscholastic athletic events.

Method for Determining Academic Eligibility for Middle School Students - Athletes

With regard to the School Board Policy passed in July, 1983, concerning Interscholastic Athletics, the following method has been established to determine eligibility and report the failing grades of student-athletes. The School Board Policy states that student-athletes must "maintain a record of academic proficiency which reflects passing grades in all subjects" to be eligible to participate in interscholastic athletics. It is the responsibility of the teacher to determine whether or not a student-athlete has maintained such a record and report to the Principal those student-athletes who have not. Once his/her name has been submitted, it becomes the student's responsibility to perform the required work deemed necessary by the teacher to achieve records reflecting passing grades. It is also the responsibility of the student-athlete to inform the Principal of his/her pending release from the list of probationary or ineligible athletes in the manner described below.

Steps for Reporting Failures

1. The principal will provide all teachers with cards indicating the necessary information to declare a student-athlete on probation or ineligible. If more cards are needed they can be secured in the school office.
2. When it has been determined by the teacher that a student-athlete is failing that class, the card is to be filled out and turned in to the Principal.
3. All students who have a card on file in the office on Friday afternoon at 1:00 P.M., will be placed on probation for a period of one week. Following this probationary period, if the student has not made up the required work, he/she will become ineligible beginning the next Monday.
4. When it has been determined that the student has achieved passing grades in the class, it is now his/her responsibility to get the card from the office, take it to the teacher to verify the passing grade, and return it to the office. This procedure can take place any time during the periods of probation or ineligibility.

General Information Regarding Eligibility

1. PIAA regulations require that failing grades be reported weekly, thus the reason for our implementation of the above stated procedures.
2. Any student with three cards on file at any one time will be put immediately on the list of ineligible students and cannot be taken off that list for at least one week. Further, in accordance with procedures established by the Interboro Administration, that student will also be ineligible to practice.
3. Each week a list of student-athletes who are on probation, ineligible, added or deleted from team memberships, and any other pertinent information regarding the athletic programs will be placed in the teachers' mailboxes.

Number 126

Section PROGRAMS

Title Class Size

Adopted May 28, 1986

Revised September 25, 1991

Revised June 19, 1996

126. CLASS SIZE

Class size shall be determined by the Interboro Board of School Directors after consultation with the Superintendent.

The following factors shall be considered in establishing class size: subject matter, ability of pupils, type of instruction, assistance of paraprofessionals, and use of special equipment.

The Board hereby sets forth the following class sizes as averages, to be determined by dividing the total number of pupils within a given specified grouping by the total number of teachers assigned to the pupils requiring instruction. Averages established in this policy are considered optimal class size averages, but the Board reserves the right to exceed these optimal class size averages where the Board deems necessary and appropriate. In approving class size averages which exceed the optimal class sizes, as subsequently stated, consideration will be given to the assignment of qualified paraprofessionals to individual classes with more than the optimal number of students. In considering such paraprofessional assignments, the factors stated in paragraph two above will be taken into account.

Example:

	<u>Total Pupils in Category</u>	<u>Total Teachers</u>	<u>Average Class Size</u>
Grades 1 - 5	225	9	25

Optimal Class Size Averages

Kindergarten: 23 pupils
Grades 1 - 5: 25 pupils
Grades 6 - 8: 26 pupils
Grades 9 -12: 28 pupils

Class size averages for kindergarten shall be calculated by totaling all kindergarten students, dividing by the number of teachers, then multiplying by .5. Grades 1-5, and grades 6-8, exclusive of self-contained special education classes, will be calculated using "homeroom" enrollments. Total students, as shown on the Principals' Monthly Reports to Superintendent and Board, divided by total homeroom teachers in each category will produce the average class sizes, which will be subject to the provisions stated above.

Class size average for grades 9-12, will be determined by dividing the total number of students, as shown on the Principal's Report to Superintendent and Board, by the total number of regular classroom teachers as listed in the most recent report prepared by the Superintendent entitled Professional Staffing List.

In a K-8 school, if placement of a new student in a class would cause class size to exceed 35, the decision will be made to place the student in a district K-8 school that can accommodate the child.

Number 128

Section PROGRAMS

Title Homework (Revised)

Adopted October 25, 1989

128. **HOMEWORK**

The Interboro School Board believes in the importance of homework and considers homework an integral part of the total educational process in the schools of the Interboro School District. The purpose of this policy is to set forth guidelines designed to govern the assignment of homework to Interboro students by Interboro teachers.

The Interboro School Board believes that homework is properly defined as any work planned or approved by the teacher, in accordance with the appropriate planned course, to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

The Interboro School Board believes that homework serves the purpose of providing opportunities for students to:

- A. Practice, apply, integrate, or extend school learning
- B. Reinforce independent work-study skills
- C. Use school and community resources
- D. Develop self-discipline
- E. Engage in independent research
- F. Develop the ability to become independent, creative thinkers
- G. Learn to work cooperatively with others on assignments, discovering the importance of each team member's contribution to a group objective.

Additionally, the Board believes that homework serves as a communications "bridge" between the teacher and parent, enabling the parent to ascertain student progress, strengths, and weaknesses; possibly providing the basis for teacher-parent conferences.

The Board believes that homework should be a positive learning experience and should never be assigned as punishment.

The Board believes that there should be a gradual process of increasing homework requirements as the students progress through the grades.

In giving appropriate attention to the time allocations accompanying this policy, the Board expects teachers to consult with each other, as necessary, to coordinate their assignments and thereby avoid over assigning homework at any one time.

The Board believes that students should be capable of completing homework assignments based on the skills they have acquired through classroom instruction. The Board considers the role of parents to be supportive; that is, to provide an adequate environment, necessary materials, and an appropriate time period in order to facilitate the completion of the homework assignment. The Board also believes that the teachers are at liberty to communicate the above concept of the role of parents to the parents of the children they teach.

In considering the outside commitments (for example, jobs) and/or extracurricular activities of students, the Board believes that:

- (1) a degree of consideration is inherent in the time allocations listed on the accompanying procedures and guidelines,
- (2) teachers should give appropriate recognition to major school events involving a majority of the students.

The Board believes that all students should have the skills necessary to complete their homework assignments.

The Board believes that the completion of homework assignments should be a factor in determining the report card grades of students. The precise weight given to effort expended by students in completing homework assignments and the accuracy of the work assigned is left to the discretion of individual teachers.

The Board believes that students should receive an acknowledgment that they have completed the homework assignment by their teachers. This acknowledgment should be communicated in a reasonable amount of time depending upon the type of assignment and the grade level.

The Board believes that weekends and holidays are important times for family activities, and for students to relax from the rigors of school work. Accordingly, the Board believes that teachers should minimize routine assignments on weekends and holidays. However, the Board understands that, especially at the secondary level, special projects extending over a period of time may necessitate student work on school assignments during weekends and holidays.

Administrative Guidelines and Procedures

1. School Board policy states that there should be a gradual increase in homework requirements as students progress through the grades.

The following suggested time allocations are considered appropriate amounts of time for children of various ages and grade levels to spend on homework.

Kindergarten	10-15 minutes, 1 or 2 nights per week
Grades 1 and 2	Up to 30 minutes a night
Grades 3, 4, 5	Up to 1 hour a night
Grades 6, 7, 8	Up to 1-1/2 hours a night
Grades 9, 10, 11, 12	Up to 2 hours a night

2. Regarding types of tasks assigned as homework, teachers should consider the following guidelines, framed as statements, which should receive affirmative responses by the teacher assigning the homework:
 - ♦ This assignment is related to the objectives of the planned course.
 - ♦ My students have the skills necessary to complete this assignment.
 - ♦ My students seem to understand clearly what I expect of them.
 - ♦ My students have reasonable access to the materials they need to complete this assignment.
 - ♦ I have given sufficient advance notice if this assignment is to extend longer than one day.
3. Homework assignments in kindergarten, first grade, and second grade are to be due the next school day after they are assigned.
4. Homework assignments in grades three through twelve may be due the next school day after they are assigned, or may extend for a longer period, but not longer than the end of the marking period.
5. Methods that teachers may use to acknowledge that their students have completed homework assignments include, but are not limited to, the following:
 - ♦ issue a letter grade and return
 - ♦ issue a numerical grade and return
 - ♦ issue a check mark and return
 - ♦ place a star, stamp, teacher comment on the homework and return
 - ♦ edit, correct, and return.

The above list is not exhaustive, but is intended to convey the requirement for teachers to inform students that their homework has been reviewed and evaluated before it is returned.

INTERBORO SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LIMITED ENGLISH
PROFICIENCY PROGRAM

ADOPTED: 03/19/2014

REVISED:

	138. LIMITED ENGLISH PROFICIENCY PROGRAM
1. Purpose	In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The goal of the program shall be to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have Limited English Proficiency (LEP) will be identified, assessed and provided appropriate services.
2. Authority Title 22 Sec. 4.26 20 U.S.C. Sec. 6801 et seq Pol. 103, 103.1 SC 1205.1, 1205.2 Title 22 Sec. 4.13 Pol. 100, 333	The Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or English as a Second Language instruction. The program shall be based on effective research-based theory, be implemented with sufficient resources and appropriately trained staff, and be evaluated periodically. The Board shall include a description of the LEP program in its Strategic Plan and appropriate training for professional staff in its Professional Education Plan. The Board may contract with Delaware County Intermediate Unit No. 25 for Limited English Proficiency services and programs.
3. Delegation of Responsibility	The Superintendent or designee shall implement and supervise an LEP program that ensures appropriate LEP instruction in each school and complies with federal and state laws and regulations. The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop administrative regulations regarding the LEP program.

<p>4. Guidelines Title 22 Sec. 11.11 20 U.S.C. Sec. 6801 et seq Pol. 200</p>	<p>The district shall establish procedures for identifying and assessing the needs of students whose dominant language is not English. The Home Language Survey shall be completed for each student enrolled in the district and be filed in the student's permanent record folder through graduation.</p>
<p>Pol. 113</p>	<p>The LEP program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading and writing. Adequate content area support shall be provided while the student is learning English, to assure achievement of academic standards.</p> <p>Students who are English language learners may be eligible for special education services once it has been determined that the disability exists and this disability is not solely due to lack of instruction or proficiency in the English language. Students participating in LEP programs who are eligible for special education services shall continue receiving LEP instruction at the appropriate proficiency and developmental level.</p>
<p>20 U.S.C. Sec. 6812, 6826, 6842 Pol. 102, 217</p>	<p>Students participating in LEP programs shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the Board.</p>
<p>20 U.S.C. Sec. 1703 Pol. 122, 123</p>	<p>Students shall have access to and be encouraged to participate in all academic and extracurricular activities available in the district.</p>
<p>20 U.S.C. Sec. 6812, 6826, 6841</p>	<p>The LEP program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.</p>
<p>Pol. 304, 333</p>	<p>Certified professional employees and appropriate support staff, when necessary, shall provide the LEP program.</p>
<p>20 U.S.C. Sec. 7012</p>	<p>At the beginning of each school year, the district shall notify parents/guardians of students qualifying for LEP programs regarding the instructional program and parental options, as required by law. Parents/Guardians will be regularly apprised of their student's progress. Communications with parents/guardians shall be in the language understood by the parents/guardians, whenever possible.</p>

<p>20 U.S.C. Sec. 6812, 6826, 7012</p>	<p>The district shall maintain an effective means of outreach to encourage parental involvement in the education of their children.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1205.1, 1205.2</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 4.26, 11.11</p> <p>Equal Education Opportunity Act, amending Educational Amendments of 1974 – 20 U.S.C. Sec. 1703</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6801 et seq.</p> <p>Improving Academic Achievement, Title 34, Code of Federal Regulations – 34 CFR Part 200</p> <p>Board Policy – 000, 100, 102, 103, 103.1, 113, 122, 123, 200, 217, 304, 333</p>
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SECTION: PROGRAMS

TITLE: CHARTER SCHOOLS

ADOPTED: 03/19/2014

REVISED:

INTERBORO SCHOOL DISTRICT

	140. CHARTER SCHOOLS
1. Purpose SC 1702-A	<p>In order to provide students, parents/guardians and community members an opportunity to establish and maintain schools that operate independently from this school district, the Board shall evaluate applications submitted for charter schools located within the district, in accordance with the requirements of law and those established by the Board.</p> <p>The Board shall work cooperatively with individuals and groups submitting proposals and applications for charter schools.</p>
2. Definitions SC 1703-A	<p>Appeal Board means the State Charter School Appeal Board established by the Charter School Law.</p>
SC 1715-A	<p>Board of Trustees of a charter school shall be classified as public officials.</p>
SC 1703-A, 1715-A, 1717-A	<p>Charter School means an independent, nonsectarian public school established and operated under a charter from the local Board in which students are enrolled or attend. A charter school must be organized as a public, nonprofit corporation; and charters may not be granted to any for-profit entity nor to support home education programs.</p>
SC 1703-A	<p>Local Board of Directors (Board) means the Board of Directors of the school district in which a proposed or approved charter school is located.</p>
SC 1703-A, 1718-A	<p>Regional Charter School means an independent public school established and operated under a charter from more than one local Board and approved by an affirmative vote of a majority of all Board members of each of the school districts involved.</p>
3. Authority Title 22 Sec. 4.4, 4.12, 4.13	<p>The Board shall ensure that each charter school application provides appropriate assurances of compliance with the requirements of law, State Board regulations, and any additional requirements established by the Board.</p>

SC 1717-A	The Board shall evaluate submitted applications for charter schools based on the criteria established by law and any additional criteria required by the Board.
SC 1717-A 65 Pa. C.S.A. Sec. 701 et seq	A charter school application shall be approved or denied by a majority vote of all Board members at a public meeting, in accordance with the provisions of law. Written notice of the Board's decision shall be sent to the applicant, Department of Education and the Appeal Board, including reasons for denial and a clear description of application deficiencies if the application is denied. The Board shall evaluate denied applications that are revised and resubmitted.
SC 1720-A	Upon approval of a charter application, the Board and the charter school's Board of Trustees shall sign the written charter, which shall be binding on both. The charter shall be for a period of three (3) to five (5) years and may be renewed for five-year periods by the Board.
SC 1723-A	The Board shall not cap nor limit the number of district students enrolling in a charter school, unless agreed to by the charter school as part of the written charter.
SC 1724-A	The Board may approve a leave of absence for up to five (5) years for a district employee to work in a charter school located in the district of employment or in a regional charter school in which the employing district is a participant, and the employee shall have the right to return to a comparable position in the district. The Board at its discretion may grant tenure to a temporary professional employee on leave from this district to teach in a charter school located in the district, upon completion of the appropriate probation period.
SC 1728-A	The Board shall annually assess whether each charter school is meeting the goals of its charter and shall require each charter school to submit an annual report no later than August 1 of each year.
SC 1728-A	The Board shall conduct a comprehensive review prior to granting a five-year renewal of the charter.
SC 1728-A	The Board shall have ongoing access to the records and facilities of the charter school to ensure that the charter school is in compliance with its charter, Board policy and applicable laws.
SC 1729-A	In cases where the health or safety of the charter school's students, staff or both is at serious risk, the Board may take immediate action to revoke a charter.

SC 1727-A	<p>The Board affirms that the Board of Trustees and the charter school shall be solely liable for any and all damages and costs of any kind resulting from any legal challenges involving the operation of a charter school. The local Board shall not be held liable for any activity or operation related to the program of a charter school.</p> <p>A charter school shall execute a "hold harmless" agreement indemnifying and insuring/agreeing to defend the school district in any and all kinds of liability areas so that the school district and Board are protected in any litigation related to the operation of a charter school.</p>
4. Delegation of Responsibility	<p>Applications for charter schools shall be submitted to the Superintendent or designee, who shall be responsible for communicating and cooperating with all applicants.</p> <p>The Superintendent or designee shall be responsible to assist applicants with plans for technical assistance and contracted services that may be provided by the district.</p>
5. Guidelines SC 1715-A	<p>A charter school shall be subject to all federal and state laws and regulations prohibiting discrimination in admissions, employment and operation on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services.</p> <p>A charter school shall submit monthly enrollment figures and other required reports to the district, as stated in the charter.</p>
SC 1726-A	<p><u>Transportation</u></p> <p>The district shall provide transportation to resident students attending a charter school located in the district, a regional charter school of which the district is a member, and a charter school located within ten (10) miles outside district boundaries, in accordance with distance requirements established for district students.</p> <p>Transportation shall be provided to charter school students on the dates and periods that the charter school is in session, regardless of whether transportation is provided to district students on those days.</p>
SC 1717-A, 1719-A	<p><u>Applications</u></p> <p>Applications for charter schools must contain all the information specified in the Charter Schools Law and any additional information required by the Board.</p>

SC 1717-A	Applications for charter schools shall be submitted to the Board by November 15 of the school year preceding the school year in which the school will be established.
SC 1717-A	Within forty-five (45) days of receipt, the Board shall hold at least one (1) public hearing on the charter application, in accordance with law. At least forty-five (45) days must pass between the first public hearing and the final decision of the Board. No later than seventy-five (75) days after the first public hearing, the Board shall grant or deny the application.
SC 1719-A, 1727-A	<p><u>Insurance/Risk Management</u></p> <p>The charter school shall adequately protect against liability and risk through an active risk management program approved by the Board. The program shall include proof of purchase of insurance coverage as required by the Board.</p> <p>Minimum coverage and levels of appropriate coverage shall be established in the charter.</p> <p>A charter school shall operate in a manner that minimizes the risk of injury and harm to students, employees and others.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1701-A et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.12, 4.13</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p>

SECTION: PROGRAMS

TITLE: MIGRANT STUDENTS

ADOPTED: 03/19/2014

REVISÉ:

INTERBORO
SCHOOL DISTRICT

	142. MIGRANT STUDENTS
1. Authority SC 1326, 1327 20 U.S.C. Sec. 6391 et seq 34 CFR Sec. 200.81- 200.88	The Board establishes a program to address the needs and provide appropriate services to migrant students attending district schools.
2. Guidelines Pol. 105, 112, 113, 114, 115 Pol. 333	<p>The district program for migrant students shall include procedures to:</p> <ol style="list-style-type: none"> 1. Identify migrant students and assess their educational and related health and social needs. 2. Ensure migrant students have the appropriate educational opportunities to meet the same academic standards required of all students. 3. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. 4. Provide parents/guardians an opportunity for meaningful participation in the program. 5. Provide advocacy and outreach programs for migrant students and their families. 6. Provide professional development for district staff. <p>The district shall provide materials to parents/guardians regarding their role in improving the academic achievement of their child.</p>
3. Delegation of Responsibility	The Superintendent or designee shall develop procedures to notify and involve parents/guardians in the development, implementation and evaluation of the district's program for migrant students.

References:

School Code – 24 P.S. Sec. 1326, 1327

State Board of Education Regulations – 22 PA Code Sec. 403.1

Education of Migratory Children – 20 U.S.C. Sec. 6391 et seq.

Education of Migratory Children, Title 34, Code of Federal Regulations –
34 CFR Sec. 200.81-200.88

Board Policy – 105, 112, 113, 114, 115, 333

INTERBORO SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: STANDARDS FOR VICTIMS
OF VIOLENT CRIMES

ADOPTED: 03/19/2014

REVISED:

<ol style="list-style-type: none"> 1. Purpose Title 22 Sec. 403.6 20 U.S.C. Sec. 7912 2. Definitions Title 22 Sec. 403.2 	<p style="text-align: center;">144. STANDARDS FOR VICTIMS OF VIOLENT CRIMES</p> <p>The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act (Section 9532), hereby adopts the following standards for a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends.</p> <p>As used in these standards, the following terms shall be defined as provided herein:</p> <p>Local Educational Agency or LEA - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.</p> <p>Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under the standards for identifying persistently dangerous schools or that has had such designation removed by the Department.</p> <p>Victim or student victim - shall mean the student against whom a violent criminal offense has been perpetrated while the student was in or on the grounds of the public elementary or secondary school that s/he attends.</p> <p>Violent criminal offense - is defined as any of the following offenses that are set forth in Title 18 of the Pennsylvania Consolidated Statutes:</p> <ol style="list-style-type: none"> 1. Kidnapping. 2. Robbery. 3. Aggravated assault (on the student). 4. Rape. 5. Involuntary deviate sexual intercourse. 6. Sexual assault.
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	<div data-bbox="453 281 1529 512"> <ol style="list-style-type: none"> 7. Aggravated indecent assault. 8. Indecent assault. 9. Attempt to commit any of the following: homicide, murder or voluntary manslaughter. </div> <div data-bbox="136 537 337 585"> <p>3. Guidelines</p> </div> <div data-bbox="453 537 883 585"> <p><u>Student Opportunity To Transfer</u></p> </div> <div data-bbox="453 611 1529 1089"> <ol style="list-style-type: none"> 1. Except as provided below, a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends, must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school. 2. In order for a student victim to be entitled to transfer to another school under these standards, the violent criminal offense first must be reported to law enforcement authorities by the student, the student's parent/guardian, or school officials. 3. A student victim (or his/her parent/guardian) may apply to the LEA to transfer to another school within thirty (30) calendar days after the incident is reported to school authorities. </div> <div data-bbox="136 1121 381 1205"> <p>4. Delegation of Responsibility</p> </div> <div data-bbox="453 1121 755 1171"> <p><u>LEA's Responsibilities</u></p> </div> <div data-bbox="453 1197 1529 1749"> <ol style="list-style-type: none"> 1. Within ten (10) calendar days of receiving notice of the violent criminal offense, the LEA shall notify the student victim that s/he has the right to transfer to a safe public elementary or secondary school within the LEA, including a public charter school. 2. The notification and offer to transfer shall state that no student is required to transfer to another school. 3. Upon receipt of an application to transfer, the LEA should transfer the student as soon as possible, and shall transfer the student within ten (10) calendar days after receiving the application. 4. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian. </div>
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5. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.
6. A charter school only has to accept a student who meets its admission criteria if space is available.
7. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.

References:

School Code – 24 P.S. Sec. 2603-B

State Board of Education Regulations – 22 PA Code Sec. 403.1, 403.2, 403.6

No Child Left Behind Act – 20 U.S.C. Sec. 7912

SECTION: PUPILS

TITLE: ENROLLMENT OF STUDENTS

ADOPTED: 12/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

200. ENROLLMENT OF STUDENTS	
1. Authority SC 1301, 1302 Title 22 Sec. 11.11, 11.41	The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.
2. Definitions SC 1301 Title 22 Sec. 11.12	School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.
SC 1302 Title 22 Sec. 11.11	District of residence shall be defined as the school district in which a student's parents/guardians reside.
3. Guidelines SC 1301, 1302 Title 22 Sec. 11.11, 12.1	School age resident students and eligible nonresident students shall be entitled to attend district schools.
SC 1301, 1302, 1303a, 1304-A Title 22 Sec. 11.11 Pol. 203, 216.1	The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.
Title 22 Sec. 11.11 Pol. 138	The district shall administer a home language survey to all students enrolling in district schools for the first time.
Title 22 Sec. 11.11	The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.

200. ENROLLMENT OF STUDENTS - Pg. 2

Pol. 251	The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.
Title 22 Sec. 11.11	The district shall not inquire about the immigration status of a student as part of the enrollment process.
Pol. 202	Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.
4. Delegation of Responsibility Title 22 Sec. 11.41	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing on the district web site and other efficient methods.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1302, 1303a, 1304-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1</p> <p>Board Policy – 138, 201, 202, 203, 216.1, 251</p>

SECTION: PUPILS

TITLE: ADMISSION OF STUDENTS

ADOPTED: 12/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

201. ADMISSION OF STUDENTS	
1. Authority SC 1301 Title 22 Sec. 11.12, 11.41	The Board shall establish age requirements for the admission of students to first grade and to kindergarten that are consistent with state law and regulations.
2. Guidelines SC 1304, 1326	<u>First Grade</u> Beginners are students entering the lowest grade of the primary school above the kindergarten level.
SC 1304 Title 22 Sec. 11.15	The Board establishes the district's entry age for beginners as not less than six (6) years on or before September 1.
Title 22 Sec. 11.16	The Board may admit as a beginner a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, readiness testing completed by the Superintendent's designee, and approval of the Superintendent.
Title 22 Sec. 11.16	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.
	<u>Kindergarten</u>
Title 22 Sec. 11.14	The Board establishes the district's entry age for kindergarten as not less than five (5) years on or before September 1.

<p>3. Delegation of Responsibility Pol. 200, 203</p>	<p><u>Transfer Students</u></p> <p>Students transferring from other Pennsylvania public schools will be admitted to district schools without regard to the age requirements in this policy provided the minimal requirements of law and regulations have been met.</p> <p>Students transferring from nonpublic schools will be required to meet the admission age requirements in this policy.</p> <p>The Superintendent or 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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 503, 1301, 1304, 1326</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.41, 11.12, 11.14, 11.15, 11.16, 11.41</p> <p>Board Policy – 200, 203</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELIGIBILITY OF
NONRESIDENT STUDENTS

ADOPTED: 12/18/2013

REVISED:

	202. ELIGIBILITY OF NONRESIDENT STUDENTS
1. Purpose SC 501, 502, 503	The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance and for those other eligible for admission under this policy and any applicable laws.
2. Authority SC 1301, 1316 Pol. 200	The Board recognizes their responsibility to resident students and district taxpayers to strictly uphold this policy. Other than those permitted by this policy, no nonresident tuition students shall be admitted to district schools.
SC 1302	The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid. The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries.
3. Guidelines	A child belonging to any of the following cases shall be considered a resident: 1. A child living with resident parents/guardians. 2. A child legally adopted and living in the district with adopted parent(s)/guardian(s). 3. A child who has lost both parents and lives within the district with appointed guardians. 4. A child living with a divorced resident parent/guardian who has custody of the child by decree. 5. A child along with his/her parent(s)/guardian(s) who resides in a home owned/leased by a district property owner (multiple occupancy).

202. ELIGIBILITY OF NONRESIDENT STUDENTS - Pg. 2

<p>SC 1302 Title 22 Sec. 11.19</p>	<p><u>Guardianship</u></p> <p>A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.</p>
<p>SC 1302 Title 22 Sec. 11.19</p>	<p>The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn and notarized affidavit of support be filed with the Superintendent or designee before an eligible nonresident student may be enrolled in any district school. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.</p>
<p>SC 1302 Pol. 906</p>	<p>If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.</p>
	<p><u>Nonresident Children Placed In Resident's Home</u></p>
<p>SC 1305</p>	<p>Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.</p>
<p>SC 1306, 1307, 1308, 1309, 1310, 2561, 2562 Title 22 Sec. 11.18</p>	<p><u>Residents Of Institutions</u></p> <p>A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with law.</p>
	<p><u>Prospective Residents</u></p>
<p>SC 1316</p>	<p>A student eligible for attendance whose parent/guardian has executed a contract to buy, build or rent a residence in this district for occupancy within three (3) months, may be enrolled without payment of tuition at the discretion of the Superintendent.</p>

	<p><u>Former Residents</u></p> <p>If a family takes residence outside the district during the student's senior year, that student may complete his/her senior year without payment of tuition only if s/he continues to maintain academic, behavioral and attendance standards that will permit him/her to graduate and receives administrative approval.</p>
SC 1316	<p>Upon written request and approval from the Superintendent, regularly enrolled students whose parents/guardians have moved out of the school district may be permitted to finish the school year without payment of tuition, provided that the parents/guardians move from the district on or after April 1 immediately previous to the end of the school year.</p>
	<p><u>Homeless Students</u></p>
Pol. 251	<p>The district shall immediately enroll homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy, laws and regulations.</p>
	<p><u>Enforcement Procedures</u></p>
SC 1302	<p>The Board authorizes the Superintendent to take all measures within this policy to ensure compliance.</p>
SC 1302	<p>When a nonresident student is admitted based upon false or fraudulent information provided to the district, by providing false information on the sworn and/or notarized statement or by any other false or fraudulent means, the Superintendent may refer the matter to the appropriate law enforcement agency for the filing of criminal charges and a request for restitution. In addition, all reasonable and legal means of recovery may be undertaken including, but not limited to, a civil action for repayment and collection.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall develop administrative regulations for the enrollment of nonresident students which:</p> <ol style="list-style-type: none"> 1. Admit such students only on proper application and submission of required documentation by the parent/guardian. 2. Verify claims of residency. 3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.
Pol. 103, 103.1	

4. Deny admission where the educational facilities or program maintained for district students is inadequate to meet the needs of the applicant.
5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.

References:

School Code – 24 P.S. Sec. 501, 502, 503, 1301, 1302, 1305, 1306, 1306.2, 1307, 1308, 1309, 1310, 1316, 2503, 2561, 2562

State Board of Education Regulations – 22 PA Code Sec. 11.18, 11.19, 11.41

Board Policy – 000, 103, 103.1, 200, 251, 607, 906

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: IMMUNIZATIONS AND
COMMUNICABLE DISEASES

ADOPTED: 10/16/2013

REVISED:

	203. IMMUNIZATIONS AND COMMUNICABLE DISEASES
1. Authority SC 1303a Title 28 Sec. 23.81 et seq	In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and administrative regulations be followed by students, parents/guardians and district staff.
2. Guidelines	<u>Immunization</u>
	All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.
Title 28 Sec. 23.85	A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.
SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83	A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons or provisionally admitted by the Superintendent.
SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.84	A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious or ethical grounds, or whose physician certifies that the student's physical condition contraindicates immunization.
SC 1303a	Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee.
	The Superintendent or designee shall:
	1. Annually review state standards for immunization and direct the responsible district personnel accordingly.

203. IMMUNIZATIONS AND COMMUNICABLE DISEASES - Pg. 2

<p>SC 1303a Title 28 Sec. 23.85 Pol. 200, 201</p>	<p>2. Ensure that parents/guardians are informed prior to a student's entry to school of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.</p> <p>3. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.</p>
<p>Title 28 Sec. 27.71, 27.72 Pol. 204</p>	<p><u>Communicable Diseases</u></p> <p>The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.</p>
<p>Title 28 Sec. 27.1, 27.2, 27.23</p>	<p>The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.</p> <p>The Superintendent or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.</p>
<p>Title 22 Sec. 4.29</p>	<p>Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.</p>
<p>Title 22 Sec. 4.4, 4.29 Pol. 105.1</p>	<p>Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life threatening diseases.</p> <p><u>Health Records</u></p>
<p>SC 1402 Pol. 209</p>	<p>The district shall require that prior to admission to school for the first time, the parents/guardians shall complete a medical history report form which shall include information regarding known communicable diseases. The nurse or school physician may use such reports to advise the parent/guardian of the need for further medical care.</p> <p>A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.</p>

203. IMMUNIZATIONS AND COMMUNICABLE DISEASES - Pg. 3

SC 1409	<p>All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303a, 1402, 1409</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.20</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq., 27.1, 27.2, 27.23, 27.71, 27.72</p> <p>Board Policy – 000, 105.1, 105.2, 200, 201, 204, 209</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: UNIVERSAL PRECAUTIONS
FOR BLOODBORNE
PATHOGENS

ADOPTED: 10/16/2013

REVISED:

203.2. UNIVERSAL PRECAUTIONS FOR BLOODBORNE PATHOGENS

The universal precautions that follow are intended to decrease the risk of exposure to and transmission of infection, especially Hepatitis B, Hepatitis C, and HIV. These precautions apply specifically to blood and other potentially infectious materials containing blood. Other body fluids and wastes, however, can be sources of other infections and should be treated accordingly.

Body fluids shall be defined as blood (cuts, abrasions, nosebleeds, menses, contaminated needles), semen, drainage from scrapes and cuts, feces (incontinence), urine (incontinence), respiratory secretions (saliva, nasal discharge), and vomitus.

Avoiding Contact With Body Fluids

When possible, direct contact with body fluids should be avoided. Gloves or other protective covering should be worn when direct contact with body fluids is anticipated.

Direct Skin Contact

If contact is made with body fluids, hands and/or other affected skin areas should be washed immediately. If contact is a membrane splash (eye or mouth) or exposure of broken skin, irrigate or wash the area thoroughly. The exposure must be reported immediately. The parent/guardian shall be notified if a student is involved. The person exposed shall contact a physician for further health care.

Hand Washing

Hands should be washed before and after physical contact with individuals.

Hands should be washed after physical contact with blood or body fluids.

If hands or other skin comes into contact with blood or body fluids, wash immediately before touching anything else.

Hands should be washed whether gloves are worn or not and before and after gloves are used.

Procedure for hand washing:

1. Remove all jewelry.
2. Wet hands with running water.
3. Apply soap and lather well; wash hands for ten-thirty (10-30) seconds using circular motion and friction.
4. Rinse well under running water.
5. Turn off faucets using paper towel.
6. Dry hands thoroughly with a paper towel.

Clean-Up

Spills of blood and other potentially infectious material should be cleaned up immediately.

Hard surfaces:

1. Wear gloves.
2. Clean and remove visible material with paper towels or other absorbent material.
3. Decontaminate soiled areas with chlorine bleach solution, EPA registered disinfectant, e.g. ethyl or isopropyl alcohol seventy percent (70%), or hydrogen peroxide.
4. Dispose of vinyl gloves, soiled towels, and other waste in a plastic bag.
5. Clean and disinfect reusable supplies and equipment. If utility gloves are used, inspect for punctures and discard if necessary.

Rugs:

1. Apply a sanitary absorbent agent.
2. Allow to dry as directed and vacuum.

3. Apply rug shampoo with germicidal detergent with brush and revacuum.

Disposal Of Waste

Disposable gloves should be worn when cleaning up body fluids and/or articles contaminated with body fluids.

Clothing and other nondisposable items (e.g. towels) soaked with body fluids should be rinsed and placed in plastic bags.

Sanitary absorbent agents should be applied to the spill, left for a few minutes to absorb the fluid, and then vacuumed or swept up.

Gloves used for the above procedures shall be disposed of in a plastic bag or lined trash can and disposed of daily.

Following disposal of the spill, a disinfectant should be applied.

If heavy duty cleaning gloves are used, the gloves are disposed of.

As a general guide, when the blood or other material is liquid, semi-liquid, caked with dried blood, is not absorbed in materials, and is capable of releasing the substance if compressed, special disposal as regulated waste is required. A band-aid, towel, sanitary napkin, or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered a regulated waste. It is anticipated that schools would only have regulated waste in the case of a severe accident.

Disinfection Of Surfaces And Equipment

Nondisposable equipment (mops, brushes, buckets, etc.) should be soaked in disinfectant, rinsed and washed in hot water.

Disposable equipment (gloves, plastic bags, etc.) should be placed in a plastic bag and properly disposed of.

Remove gloves last and place in container with disposable cleaning equipment.

Specific hygiene procedures will be discussed with all coaches.

Wrestling mats being used should be disinfected daily and immediately as bodily fluid spills occur.

Laundry Of Soiled Articles

Parents are responsible to wash soiled articles.

For rugs, apply sanitary absorbent agent, let dry and vacuum. Apply rug shampoo (a germicidal detergent) with a brush and revacuum.

References:

School Code – 24 P.S. Sec. 510

OSHA Bloodborne Pathogens Standard – 29 CFR Sec. 1910.1030

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: 9/17/2014

REVISED:

	204. ATTENDANCE
1. Purpose SC 1301, 1326, 1327 Title 22 Sec. 11.12, 11.13, 11.41, 12.1 Pol. 200	<p>The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. 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.</p>
2. Authority SC 1327, 1329, 1330 Title 22 Sec. 11.23, 11.25, 12.1	<p>Attendance 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 absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p>
	<p>The Board considers the following conditions to constitute reasonable cause for absence from school:</p>
Title 22 Sec. 11.25	1. Illness.
	2. Quarantine.
	3. Recovery from accident.
	4. Required court attendance.
	5. Death in family.
Title 22 Sec. 11.26	6. Family educational travel, with prior approval and completion of district required travel form.

	<p>Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) calendar days of the absence.</p> <p>A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.</p>
<p>SC 1333, 1354 Title 22 Sec. 12.1</p>	<p>The Superintendent or designee shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). Notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.</p>
<p>SC 1327 Title 22 Sec. 11.22, 11.23, 11.28 Pol. 115, 116, 117, 118</p>	<p>Attendance need not always be within school buildings. A student 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.</p>
<p>Title 22 Sec. 11.21</p>	<p>Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.</p>
<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. 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 Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.</p>
<p>SC 1329 Title 22 Sec. 11.41</p>	<p>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.</p>
<p>Title 22 Sec. 11.23, 11.25</p>	<p>The Board will recognize other justifiable absences for part of the school day. These shall include, but are not limited to, medical or dental appointments, or family emergencies.</p>

<p>SC 1329, 1330 Title 22 Sec. 11.34</p> <p>SC 1327 Title 22 Sec. 11.32</p> <p>Title 22 Sec. 11.5</p> <p>SC 1327.1 Pol. 137</p> <p>SC 1327</p> <p>SC 1330</p> <p>SC 1330 Title 22 Sec. 11.28</p> <p>SC 1327 Title 22 Sec. 11.22 Pol. 116</p> <p>Title 22 Sec. 11.34</p> <p>SC 1327</p>	<p>The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:</p> <ol style="list-style-type: none"> 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. 2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught. 3. Students attending college who are also enrolled part-time in district schools. 4. Students attending a home education program in accordance with law. 5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved. 6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits. 7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate. <p>The Board may excuse the following students from the requirements of attendance at district schools:</p> <ol style="list-style-type: none"> 1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. 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. 3. Students enrolled in special schools conducted by the Delaware County Intermediate Unit or the Department of Education.
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	<p><u>Educational Tours/Trips</u></p> <p>Title 22 Sec. 11.26</p> <p>The Board 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:</p> <ol style="list-style-type: none"> 1. The parent/guardian submits a written request for excusal prior to the absence using the school district travel form. 2. The student's participation has been approved by the Superintendent or designee. <p>The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.</p> <p>These will be excused absences.</p> <p>3. Delegation of Responsibility Title 22 Sec. 11.41</p> <p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district web site and other efficient methods.</p> <p>The Superintendent or designee shall develop administrative regulations for the attendance of students which:</p> <p>SC 1501, 1504 Title 22 Sec. 4.4, 11.1, 11.2, 11.3</p> <ol style="list-style-type: none"> 1. Ensure a school session that conforms with requirements of state law and regulations. <p>SC 1332, 1339</p> <ol style="list-style-type: none"> 2. Govern the keeping of attendance records in accordance with law. <p>Title 22 Sec. 11.41</p> <ol style="list-style-type: none"> 3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals. <p>SC 1333, 1338, 1354 Pol. 218, 233</p> <ol style="list-style-type: none"> 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. 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.
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SC 1333, 1354	<p>6. Ensure that students legally absent have an opportunity to make up work.</p> <p>7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. 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 violations during the school term will be prosecuted without notice.</p>
SC 1318 Pol. 218, 233	<p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience that warrant the student's suspension or expulsion from the regular school program or provision of alternative education services.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1301, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1501, 1504, 1546</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3, 11.5, 11.8, 11.12, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1</p> <p>Board Policy – 000, 115, 116, 117, 118, 137, 200, 218, 233</p>

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: POSTGRADUATE STUDENTS

ADOPTED: 12/18/2013

REVISED:

<p>1. Authority SC 1301 Title 22 Sec. 11.21, 12.1</p>	<p style="text-align: center;">205. POSTGRADUATE STUDENTS</p> <p>The Board shall assume no responsibility for making its regular educational program available to district residents who are high school graduates, nor after the end of the term in which a student reaches the age of twenty-one (21) years. The Board shall not be responsible for the continuing education of such residents in any other school district.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 502, 1301, 1901</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.12, 11.13, 11.14, 12.1</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSIGNMENT WITHIN
DISTRICT

ADOPTED: 11/19/2014

REVISED:

	206. ASSIGNMENT WITHIN DISTRICT
1. Purpose	The Board directs that the assignment of students to classes and schools within this district shall be consistent with the educational needs and abilities of students and the best use of district resources.
2. Authority SC 1310 Pol. 103, 103.1	The Board shall determine periodically the school attendance areas of the district, and the students within each area are expected to attend the designated school. In assigning students to schools within this district, no discrimination shall occur.
3. Delegation of Responsibility	<p>The Superintendent periodically shall review existing attendance areas and recommend to the Board changes that may be justified by considerations of safe student transportation and travel, financial and administrative efficiency, and appropriateness of the instructional program.</p> <p>The Superintendent or designee may assign a student to a school other than the one designated for the attendance area when such exception is justified by circumstances and is in the educational interest of the student.</p> <p>The Superintendent or designee shall assign incoming transfer students to schools, grades, and classes that afford each student the greatest likelihood of realizing his/her educational and academic goals.</p> <p>The building principal shall assign students in the school to appropriate grades, classes or groups, based on consideration of the needs and abilities of the student, as well as the educational program and administration of the school.</p>
4. Guidelines SC 1310.1	<p><u>Classroom Placement Of Twins/Higher Order Multiples</u></p> <p>A parent/guardian of twins or higher order multiples who are in the same grade level at the same school may request that their children be placed in the same classroom or in separate classrooms. The request for classroom placement must be made no later than ten (10) days after the first day of each school year or ten (10) days after the first day of the children's attendance.</p>

<p>Pol. 906</p>	<p>The school shall provide the classroom placement requested by the parent/guardian, with the following exceptions:</p> <ol style="list-style-type: none">1. After consultation with the Superintendent or designee, the principal determines that an alternative placement is necessary.2. After consultation with the teacher of each classroom in which the children are placed, the principal determines that the requested classroom placement is disruptive to the classroom. The principal may then determine the appropriate classroom placement for the siblings.3. If the request for separate classroom placement would require the district to add an additional class to the grade level of the siblings. <p>The school may recommend classroom placement and provide professional education advice to the parent/guardian to assist in making the best decision for their children's education.</p> <p>A parent/guardian may appeal the principal's classroom placement of twins or higher order multiples in accordance with Board policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1310, 1310.1</p> <p>Board Policy – 103, 103.1, 906</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONFIDENTIAL
COMMUNICATIONS OF
STUDENTS

ADOPTED: 12/18/2013

REVISED:

	207. CONFIDENTIAL COMMUNICATIONS OF STUDENTS
1. Purpose	The Board recognizes that certain written and oral communications between students and school personnel must be confidential.
2. Authority	The Board directs school personnel to comply with all federal and state laws, regulations and Board policy concerning confidential communications of students.
3. Guidelines Title 22 Sec. 12.12 Title 22 Sec. 12.12 42 Pa. C.S.A. Sec. 5945, 8337	Information received in confidence from a student may be revealed to the student's parent/guardian, building principal or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy. Use of a student's confidential communications to school personnel in legal proceedings is governed by laws and regulations appropriate to the proceedings.
4. Delegation of Responsibility	In qualifying circumstances, a staff member may reveal confidential information to the building principal and other appropriate authorities. In qualifying circumstances, the building principal may reveal confidential information to a student's parent/guardian and other appropriate authorities, including law enforcement personnel. References: State Board of Education Regulations – 22 PA Code Sec. 12.12 Confidential Communications to School Personnel – 42 Pa. C.S.A. Sec. 5945 PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337

SECTION: PUPILS

TITLE: WITHDRAWAL FROM SCHOOL

ADOPTED: 12/18/2013

REVISÉD:

INTERBORO
SCHOOL DISTRICT

	208. WITHDRAWAL FROM SCHOOL
1. Purpose SC 1326, 1327 Title 22 Sec. 11.13, 12.1	The Board affirms that even though law requires attendance of a student only 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 required skills and increase their chances for a successful life beyond school.
2. Authority Title 22 Sec. 11.4	<p>The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff shall be utilized to assist the student in pursuing career goals.</p> <p>No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.</p> <p>The Board shall approve the withdrawal of students attending college full-time.</p>
3. Guidelines	<p>Counseling services shall be made available to any student who states an intention to withdraw permanently.</p> <p>Information shall be given to help a withdrawing student define educational and life goals and develop a plan for achieving those goals.</p> <p>Students shall be informed about the tests for General Educational Development.</p> <p>All district-owned supplies and equipment in the possession of the student shall be returned, and any accrued debt paid.</p>

	<p>References:</p> <p>School Code – 24 P.S. Sec. 1326, 1327</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.4, 11.13, 12.1</p> <p>Board Policy – 000</p>
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SECTION: PUPILS

TITLE: HEALTH EXAMINATIONS/
SCREENINGS

ADOPTED: 11/19/2014

REVISED:

INTERBORO SCHOOL DISTRICT

209. HEALTH EXAMINATIONS/SCREENINGS	
1. Authority SC 1401, 1402, 1403 Title 22 Sec. 12.41	In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to protect the school community from the spread of communicable disease and to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs and that the learning potential of each student is not lessened by a remediable physical disability.
2. Guidelines SC 1402, 1407 Title 22 Sec. 12.41	Each student shall receive a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade.
SC 1403, 1407 Title 22 Sec. 12.41	Each student shall receive a comprehensive dental examination conducted by the school dentist upon original entry, in third grade, and in seventh grade.
SC 1407	A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. The district shall 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.
SC 1402 Title 22 Sec. 12.41 Title 28 Sec. 23.1 et seq	The school nurse or medical technician shall administer to each student vision tests, hearing tests, other tests deemed advisable, and height and weight measurements, at intervals established by the district. Height and weight measurements shall be used to calculate the student's weight-for-height ratio (B.M.I. - Body Mass Index).
SC 1419 Title 28 Sec. 23.45	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 the student presents a substantial menace to the health of others.

SC 1402, 1406 Title 22 Sec. 12.41	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. The parent/guardian shall be required to report to the school the action taken subsequent to such notification.
SC 1405 Title 28 Sec. 23.2 20 U.S.C. Sec. 1232h	Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. 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. 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.
	<u>Health Records</u>
SC 1402	The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the result of tests, measurements, regularly scheduled examinations and special examinations.
SC 1409 Pol. 216	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.
SC 1409	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.
SC 1409 Pol. 800	The district shall destroy student health records only after the student has not been enrolled in district schools for at least two (2) years.
3. Delegation of Responsibility SC 1402	The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.
SC 1406	The Superintendent or 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).
	References:

	<p>School Code – 24 P.S. Sec. 1401-1419</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.41, 403.1</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.1 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 1232h</p> <p>Board Policy – 216, 800</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: MEDICATION GUIDELINES

ADOPTED: 10/16/2013

REVISED:

	210. MEDICATION GUIDELINES
1. Purpose	<p>The Interboro School District recognizes that parents/guardians have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication in school.</p> <p>Parents/Guardians should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed.</p>
2. Guidelines	<p><u>For Prescription And Non-Prescription Medications</u></p> <p>The parent/guardian must complete the request for administration of medication form. Any change in dosage must be accompanied by a physician's note.</p> <p>The physician must complete and sign the form for prescription and non-prescription medications.</p> <p>Any medication to be given during school hours must be delivered directly to the school nurse, the school principal or his/her designee by the parent/guardian or a responsible adult. The medication must be brought to school in the original pharmaceutical dispensed and properly labeled container. Consent form for prescription and non-prescription medications should be signed at this time.</p> <p>A medication log will be kept for any child receiving medicine during school hours.</p> <p>Prescription and non-prescription medication will be kept in a locked container in the nurse's office.</p>

Students in grades 6 through 12 will be responsible for reporting to the nurse's office at the time the medication is to be given. As needed, and in grades K – 5, individualized plans will be made for the administration of medication by the nurse.

Distribution of Medication

Prescription medications and injections of a substance not self-administered by individuals may be administered by only one of the following:

- (i) A licensed physician, licensed dentist, licensed physician's assistant, registered nurse or licensed practical nurse.
- (ii) A graduate of an approved nursing program functioning under the direct supervision of a professional nurse who is present in the facility.
- (iii) A student nurse of an approved nursing program functioning under the direct supervision of a member of the nursing school faculty who is present in the facility.

References:

School Code – 24 P.S. Sec. 510, 1401, 1402, 1409, 1414.1

State Board of Education Regulations – 22 PA Code Sec. 12.41

Civil Immunity of School Officers or Employees Relating to Emergency Care, First Aid or Rescue – 42 Pa. C.S.A. Sec. 8337.1

Board Policy – 103.1, 113, 121, 210.1, 216

Pennsylvania Department of Health “Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care” March 2010.

Interboro School District

PRIVATE PHYSICIAN REQUEST FOR MEDICATION ADMINISTRATION DURING SCHOOL HOURS

Dear Doctor:

The parent/guardian of _____
Has requested that we administer medication(s) namely _____
_____ to the student during the school day.

It is our procedure to request that medication be given before or after school hours whenever possible. However, if it is essential that the student receive the medication(s) during the school hours, please complete the following information.

NAME OF THE MEDICATION: _____

DIAGNOSIS/REASON FOR MEDICATION: _____

DOSAGE: _____

MODE OF ADMINISTRATION: _____

DURATION OF MEDICATION ADMINISTRATION: _____

POSSIBLE SIDE EFFECTS OR CONTRAINDICATIONS: _____

CURTAILMENT OF SPECIFIC SCHOOL ACTIVITY (sports, shop, lab, etc) _____

OTHER MEDICATIONS PRESCRIBED BY PHYSICIAN THAT STUDENT IS TAKING OUTSIDE OF SCHOOL HOURS: _____

FOR INHALERS EPI-PENS, AND INSULIN, IS STUDENT CAPABLE OF SELF ADMINISTRATION? _____
MAY STUDENT SELF CARRY? _____

Date

Physician Signature

Physician Telephone Number

School Nurse

Thank you for your cooperation.

Revised: 9/13

INTERBORO SCHOOL DISTRICT Parental Medication Permission Form

Dear Parent/Guardian,

It is a procedure of the Interboro School District to administer to students prescription or non- prescription medication only when absolutely necessary to ensure the safe administration of medication to your child. This permission form and the physician request for medication administration form must be completed, signed, and returned to school.

Prescription medication must be brought to school in the original pharmaceutical dispensed container with the prescription label intact, and must be brought to school by an adult. Non-prescription medication must be brought to school in the original packaging. Please do not bring unlabeled or outdated bottles to school. Any change in dosage of medication must be reported to the School Nurse immediately and accompanied by a note from the physician.

I have read the medication guidelines and give permission for my child to receive the following prescribed medication.

Name of Student

Name of Medication

Time of Medication Administration

Dosage of Medication

Prescribing Physician

Date

Parent or Guardian Signature

***For Inhalers, Epi-Pens and Insulin**

I _____ understand that _____ will be responsible to
Parent/Guardian Student
 self- carry and self- administer _____. I acknowledge that the school is not
Medication
 responsible for ensuring the medication is taken and relieving the district and its employees of
 responsibility for the benefits or consequences of the prescribed medication.

Parent/Guardian Signature: _____ Date: _____

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: POSSESSION/USE OF ASTHMA
INHALERS/EPINEPHRINE
AUTO-INJECTORS

ADOPTED: 10/16/2013

REVISED:

<ol style="list-style-type: none"> 1. Authority SC 1414.1 Pol. 103.1 2. Definitions SC 1401 3. Guidelines SC 1414.1 Title 22 Sec. 12.41 	<p style="text-align: center;">210.1. POSSESSION/USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS</p> <p>The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.</p> <p>Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.</p> <p>Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.</p> <p>Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.</p> <p>Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:</p> <ol style="list-style-type: none"> 1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant. 2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
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	<p>3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:</p> <ul style="list-style-type: none"> a. Name of the drug. b. Prescribed dosage. c. Times medication is to be taken. d. Length of time medication is prescribed. e. Diagnosis or reason medication is needed, unless confidential. f. Potential serious reaction or side effects of medication. g. Emergency response. h. If child is qualified and able to self-administer the medication.
SC 1414.1	The student/ teacher shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.
SC 1414.1	The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.
SC 1414.1	A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.
SC 1409 Pol. 216	Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.
SC 1414.1	A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

<p>SC 1414.1 Pol. 113.1, 218, 227</p>	<p>Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.</p>
<p>SC 1414.1</p>	<p>If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.</p>
<p>SC 1414.1 Title 22 Sec. 12.3 Pol. 218</p>	<p>The district shall annually distribute to students and parents/guardians this policy along with the Code of Student Conduct.</p> <p>The district shall post this policy on the district website, if available.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee, in conjunction with the school nurse(s), may develop administrative regulations for student possession of asthma inhalers or epinephrine auto-injectors and self-administration of prescribed medication.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1401, 1409, 1414.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.41</p> <p>Board Policy – 000, 103.1, 113.1, 216, 218, 227</p>

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT ACCIDENT
INSURANCE

ADOPTED: 11/19/2014

REVISED:

	211. STUDENT ACCIDENT INSURANCE
1. Purpose	The Board recognizes the need for insurance coverage for unforeseen injuries and other damage that may occur to students in the course of attendance at school or participation in the athletic and extracurricular programs of the schools.
2. Authority	<p>The Board shall require parents/guardians of students who participate in an interscholastic sport, cheerleader program, band program and designated extracurricular programs to purchase the student accident insurance available through the school district or provide proof of comparable insurance, prior to the student's participation.</p> <p>The Board shall provide, at no cost to the District, parents/guardians the opportunity to purchase insurance coverage for students while participating in any activity during school hours or any activity round-the-clock, including summer.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible to:</p> <ol style="list-style-type: none"> 1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board approval. 2. Notify all students and parents/guardians of students who may be eligible for insurance purchase. 3. Ensure that where the Board assumes the full cost of insurance, each eligible student is properly insured. <p>References:</p> <p>School Code – 24 P.S. Sec. 511</p> <p>Board Policy – 122, 123</p>

Interboro School District
Prospect Park, PA

Administrative Regulation

Policy: #211

Title: Student Accident Insurance

Adopted: 11/19/2014

Revised:

INSURANCE

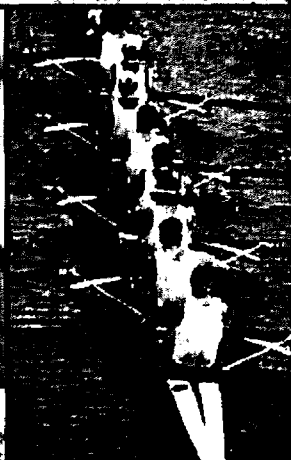
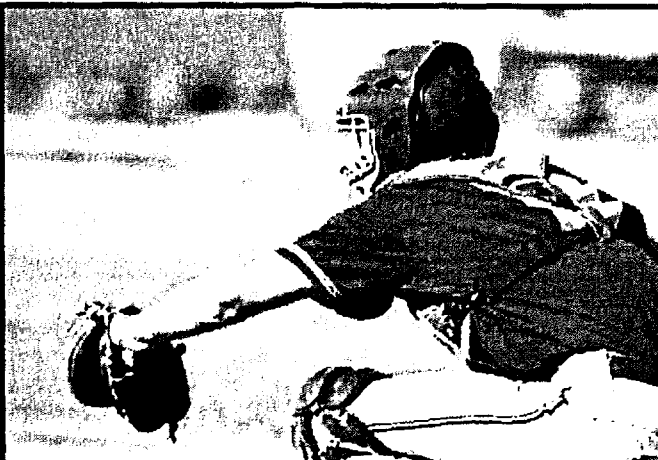
Insurance is offered to pupils at Interboro School District through its current carrier and application forms are available on the District Website located under the Athletics tab titled *Voluntary Student Accident Information and Insurance*. Two types of policies are available: Plan 1 provides 24-hour coverage (including summer activities). Plan 2 provides coverage during school hours. No one will be permitted to participate in any phase of the sports program at Interboro School District unless he/she has some type of accident insurance or his/her parent has signed an insurance waiver form.

K-12 Student and Athletic Accident Insurance



A-G Administrators, Inc.

- **Sports Insurance Specialists**
- **Student Accident Insurance
since 1983**



**Phone: (610) 933-0800
www.agadministrators.com**

A-G Administrators K-12 Student Accident Program

A-G Administrators:

- Sports Insurance Specialists
- Student Accident Insurance
- Since 1983

All student and athlete injury claims are handled with personal attention and accountability. We take pride in giving you the service you need and deserve.

Choose the Plan to Match your Needs:

Compare the 4 plans. Coverage can be on a compulsory or voluntary basis.

Compulsory or Voluntary Coverage:

Compulsory Coverage

Can be purchased by the school to cover all students during school time activities or just student athletes during covered sports activities...or both.

1 School time accident medical coverage

Provides benefits for covered injuries sustained during the hours and days when school is in session and while insured students are attending or participating in school-sponsored and supervised activities on or off school premises.

- Participating in interscholastic sports, including interscholastic football, if elected
- Participating in summer recreational activities
- Traveling to and from school and other necessary travel

2 Interscholastic Sports

Provides benefits for covered injuries sustained during tryouts, pre-season and post-season play, travel to and from games and/or practice.

Voluntary Coverage

Is available to the student body and is paid for by each covered individual. Faculty coverage is also available.

1 Full time 24 hour accident medical coverage

Provides benefits for covered injuries around the clock and throughout the year including weekends, vacations and summers.

2 School time accident medical coverage

Provides benefits for covered injuries sustained during the hours and days when school is in session and while insureds are attending or participating in school sponsored and supervised activities on or off the school premises:

- Participating in summer recreational activities
- Traveling to and from school and other necessary travel
- Interscholastic sports (with or without football) can be elected

Accidental Death/Dismemberment/Loss of Sight Benefits:

Included in all plans. If within one year of the date of the accident a covered injury results in any of the losses specified, we will pay these benefit amounts in addition to the medical expense benefits:

Loss of life	\$10,000
Loss of both hands, both feet or loss of sight in both eyes	\$20,000
Loss of one hand and one foot	\$20,000
Loss of one hand and the sight of one eye	\$20,000
Loss of one foot and the sight of one eye	\$20,000
Loss of one hand or one foot or the sight in one eye	\$10,000

How Benefits are Paid:

Benefits can be paid on a **Full Excess, Primary Excess or Primary Basis.**

Full Excess: Benefits are paid for eligible medical expenses that are in excess of benefits paid to the insured by any other health care plan.

Pennsylvania Primary Excess: Benefits are paid for the first eligible medical expenses incurred up to \$100. Additional eligible expenses will be payable only when they exceed the amounts paid by any other health care plan. In the event no other health insurance exists, benefits will be payable on a primary basis.

Primary Basis: Benefits are paid for the first eligible medical expenses incurred regardless of any other health care plan the covered person may have.



Up to \$5,000,000 in Catastrophic Accident Insurance for K-12 Students and Student Athletes!

Choose The Plan That Suits Your Needs

Interscholastic Athletics Coverage:

This plan covers all interscholastic athletic competitions which are officially authorized, sanctioned and scheduled by the participating school and governed by the rules and regulations of the appropriate state high school athletic/activities association, or related governing body. Also included are pre-competition activities and practice sessions which are authorized and supervised by the participating school. Your school has the choice to include or not include interscholastic football. With this plan, your school can help protect its participating student athletes, managers, trainers, cheerleaders and participants of other related activities from the high cost of catastrophic injuries.

Student Coverage:

This plan covers intramural sports, physical education classes, regular school sessions, on and off campus group activities that are school sponsored and supervised, and travel directly to and from these activities. With this plan, your school can help protect its students participating in school sponsored and supervised activities other than interscholastic athletic competitions from the high cost of catastrophic injuries.

Catastrophic Cash Benefit up to \$500,000 Per Covered Accident:

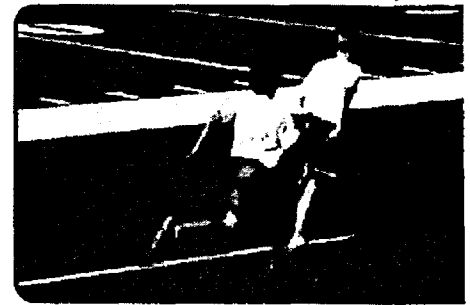
If a covered person suffers paralysis, coma, or brain death as a result of a covered accident, a catastrophic cash benefit will be paid in accordance with the option you select and in addition to the medical expense benefits.

Option A:

Up to a \$500,000 benefit: A lump-sum benefit of up to \$100,000 for any of the conditions in the Table of Losses. Thereafter, a yearly benefit of \$40,000 to be paid for up to ten years as long as the covered person remains paralyzed, in a coma or brain death has occurred.

Option B:

Up to \$250,000 benefit: A lump sum benefit of up to \$50,000 for any of the conditions in the Table of Losses. Thereafter, a yearly benefit of \$20,000 to be paid up to ten years, as long as the covered person remains paralyzed, in a coma, or brain death has occurred.



Create Your Program:

Choose up to \$5,000,000 in excess accident medical expense benefit for covered accidental injuries with a ten year benefit period or \$1,000,000 with a lifetime benefit. K-12 catastrophic programs have a \$25,000 deductible. Benefits paid under the base plan are applied to the deductible of the catastrophic plan.

The first eligible expense must be incurred within 26 weeks of the date of the covered accident. The deductible must be satisfied within two years of the date of the accident. Once the deductible is satisfied, benefits will be payable for usual, reasonable and customary charges for eligible medical expenses in excess of those paid by any other health care plan up to the maximum benefit amount and benefit period chosen.

Eligible Accident Medical Expenses:

- Hospital bills, including semi-private room and board
- Intensive care room and board charges
- Medical or surgical treatment by a licensed doctor including anesthesia
- X-rays and laboratory tests
- Outpatient charges for emergency room treatment
- Physiotherapy treatment during a hospital stay or on an outpatient basis

The covered person must be under the care of a doctor when the expenses are incurred. Eligible medical expenses are listed in the policy. For a copy of the policy, please contact A-G Administrators.

Table Of Losses:

Brain Death or Coma100% of option A or B
Paralysis of:	
Both Upper and Lower Limbs100% of option A or B
Both Lower Limbs100% of option A or B
One Lower and One Upper Limb100% of option A or B
One Lower or One Upper Limb50% of option A or B

*Note: Paralysis, coma or brain death must occur within 180 days from the date of the covered accident; must continue for six consecutive months; and must be diagnosed by a doctor to be complete and not reversible. Payment of this benefit is in addition to and without regard to other insurance.

Exclusions:

Intentionally self-inflicted injury, suicide or any attempt thereof while sane or insane; commission or attempt to commit a felony or an assault; commission of or active participation in a riot or insurrection; bungee-cord jumping, parachuting, skydiving, parasailing, hang-gliding, snowboarding, skateboarding, motorcycle racing, racing rocket-powered, jet propelled or nuclear-powered vehicles; declared or undeclared war or act of war; flight in, boarding or alighting from an aircraft, except as a fare-paying passenger on a regularly scheduled commercial airline; travel in or on any on-road and off-road motorized vehicle that does not require licensing as a motor vehicle; participation in any motorized race or contest of speed; an accident if the covered person is the operator of a motor vehicle and does not possess a valid motor vehicle operator's license, unless the covered person holds a valid learners permit and the covered person is receiving instruction from a driver's education instructor; sickness, disease, bodily or mental infirmity, bacterial or viral infection or medical or surgical treatment thereof, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food; release of nuclear energy radiation, including sickness or disease resulting from such release; travel or activity outside the United States; the covered person being legally intoxicated as determined according to the laws of the jurisdiction in which the covered accident occurred; voluntary ingestion of any narcotic, drug, poison, gas or fumes, unless prescribed or taken under the direction of a physician and taken in accordance with the prescribed dosage; injuries compensable under workers' compensation law or any similar law; occupational injuries for which benefits are not paid under the workers' compensation law or any similar law; a cardiovascular accident or stroke resulting, directly and independently of all other causes, from exertion, as verified by a physician, while the covered person participates in a covered activity; operating any type of vehicle while under the influence of any alcohol or drug, narcotic or other intoxicant including any prescribed drug for which the covered person has been provided a written warning against operating a vehicle while taking it. For purposes of this exclusion, under the influence of alcohol, means intoxicated, as defined by the law of the state in which the accident occurred. In addition, benefits will not be paid for services or treatment rendered by any person who is employed or retained by the policyholder or living in the covered person's household or provided by a parent, sibling, spouse or child of either the covered person or the covered person's spouse; an injury resulting from participation in or practice in Interscholastic Sports, including travel to and from games and practice, unless specifically provided for in the policy.

ACCIDENT MEDICAL LIMITATIONS AND EXCLUDED EXPENSES:

Cosmetic surgery, except for reconstructive surgery needed as the result of a covered injury; any elective or routine treatment, surgery, health treatment, or examination, including any service, treatment or supplies that are deemed by us to be experimental or investigational and are not recognized and generally accepted medical practice in the United States; blood, blood plasma, or blood storage, except expenses by a hospital for processing or administration of blood; treatment in any Veteran's Administration, federal, or state facility, unless there is a legal obligation to pay; services or treatment provided by persons who do not normally charge for their services, unless there is a legal obligation to pay; rest cures or custodial care; initial eyeglasses, contact lenses, or hearing aids, repair or replacement of existing dentures, partial dentures, braces or bridgework; personal services such as television and telephone or transportation; orthopedic appliances used mainly to protect an injury so that the covered person can take part in interscholastic sports; expenses payable by any automobile policy without regard to fault; services or treatment provided by an infirmary operated by the policyholder; treatment of injuries that result over a period of time (such as blisters, tennis elbow, etc.) and that are a normal foreseeable result of participation in the covered activity; treatment or service provided by a private duty nurse; repair or replacement of existing artificial limbs, eyes and larynx; treatment of hernia or any kind; charges for any article of clothing intended for use more than once.

TERMS OF COVERAGE:

Benefits are payable for injuries which result directly and independently of all other causes, from a covered accident, while coverage is in effect, up to the plan maximum. The first eligible medical expense must be incurred within 90

days of the date of the covered accident. One or two year benefit period available on Compulsory plans; one year on all Voluntary plans.

Eligibility - All day students who attend Kindergarten, Elementary, Junior or Senior High School (public or private) are eligible for this coverage. Boarding students may purchase the 24-hour coverage. Faculty, administrative personnel and other school employees are eligible for coverage.

Effective Date - Coverage becomes effective on the date requested provided the premium and the enrollment form are received and accepted by United States Fire Insurance Company or A-G Administrators.

General Definitions:

Accident - A sudden, unforeseeable external event which causes injury to one or more insured students and occurs during a covered activity while coverage is in effect. (In Missouri, Accident means a sudden unforeseeable event which causes injury to one or more insureds and occurs during a covered activity while coverage is in effect.)

Health Care Plan - Any contract, policy, or other arrangement, whether individually purchased or incidental to employment or membership in an association or other group, which provides benefits or services for health care, dental care, disability benefits or repatriation of remains. A health care plan includes group, blanket, franchise, family or individual policies; subscriber contracts; uninsured agreements or arrangements; coverage provided through Health Maintenance Organizations, Preferred Provider Organizations and other prepayment, group practice and individual practice plans; medical benefits provided by "fault" and "no-fault" type contracts; medical benefits provided by any governmental plan or coverage or other benefit law, except a state-sponsored Medicaid plan; or a plan or law providing benefits only in excess of any private or non-governmental plan; other valid and collectible medical or health care benefits or services.

Injury - Bodily harm which results, directly and independently of all other causes, from an accident. All injuries sustained in one accident, including all related conditions and recurring symptoms of the injuries will be considered one injury. (In Florida, Injury means bodily harm from an accident which is the direct cause, independent of disease or bodily infirmity, of the covered loss.)

School Travel - Transportation on a school bus or private passenger automobile driven by a member of the faculty or staff of the school, a parent of the covered person, or other adult with a valid drivers' license whom the school has specifically designated to transport covered persons to a school supervised and sponsored activity.

Usual, Reasonable and Customary - All benefits will be based on the normal charge, in the absence of insurance, made by the provider of a necessary supply or service, but not more than the prevailing charge in the area for like services by a provider with similar training or experience; or for a supply that is identical or substantially equivalent. Where appropriate, Usual, Reasonable and Customary Charge will be based on a relative value schedule appropriate to the area and type of service provided.

This information is a brief description of the important benefits and features of the K-12 Accident Medical Insurance provided by United States Fire Insurance Company and Administrated by A-G Administrators. It is not a contract. Full terms and conditions of coverage, including effective dates of coverage, benefits, limitations, and exclusions are set forth on policy form GAC26932.



A-G Administrators, Inc.

P.O. Box 979

Valley Forge, PA 19482

Phone: (610) 933-0800

Fax: (610) 935-2860

Email: info@agadm.com

Claim forms available at www.agadministrators.com

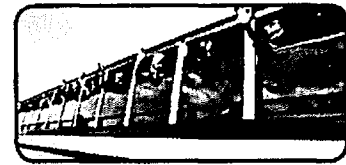
K-12 Student / Athletic Accident Medical Expense Insurance Plans with No Deductibles



Coverage:				
1. Compulsory	\$10,000-\$1,000,000	\$10,000-\$1,000,000	\$10,000-\$1,000,000	\$10,000-\$1,000,000
2. Voluntary	N/A	N/A	\$250,000	\$250,000
Hospital Services:				
1. Daily Room & Board: Semi-Private	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	Average Semi-private up to \$250 / day	Average Semi-private up to \$75 / day
2. Intensive Care Room & Board	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses Not to exceed \$350 / day for 7 days	100% of Usual, Reasonable and Customary Expenses Not to exceed \$125 / day for 7 days
3. Miscellaneous Services when hospital confined or when surgery is performed	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses Not to exceed \$2500	100% of Usual, Reasonable and Customary Expenses Not to exceed \$1,000
4. Emergency Room (outpatient)	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses not to exceed \$200	100% of Usual, Reasonable and Customary Expenses not to exceed \$100
Physician Services:				
1. Surgery, including pre- and post-operative care	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses, up to the value listed in the 1974 California Relative Value schedule multiplied by \$150	100% of Usual, Reasonable and Customary Expenses, up to the value listed in the 1974 California Relative Value schedule multiplied by \$100
2. Anesthetic (including administration) and assistant surgeon	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	30% of surgery Benefit	20% of surgery Benefit
3. Physician Visits other than physiotherapy and similar treatment when no surgery benefit is paid	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	\$40 / first visit, \$20 / additional visits	\$25 / first visit, \$10 / additional visits
4. Consultants (when required by attending physician for confirming or determining a diagnosis, but not a treatment,) and second opinions	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses not to exceed \$100	100% of Usual, Reasonable and Customary Expenses not to exceed \$50
Laboratory & X-Ray Services:				
Including reading and interpretation *dental x-rays are payable under dental services benefits	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses maximum x-ray \$300 maximum laboratory \$150	100% of Usual, Reasonable and Customary Expenses maximum x-ray \$150 maximum laboratory \$75
Additional Services:				
1. Physiotherapy or similar treatment - In hospital - Out of hospital	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	Included In Hospital Misc. \$30 / visit Maximum 5 visits	Included in Hospital Misc. \$20 / visit Maximum 5 visits
2. Registered or Licensed Nurse	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses
3. Ambulance to initial treatment facility	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses
4. Medical Equipment Rental of crutches or wheelchair - In Hospital - Out of Hospital	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	Included in Hospital Misc. 100% of Usual and Customary Expenses Not to exceed \$250	Included in Hospital Misc. 100% of Usual and Customary Expenses Not to exceed \$50
5. Prescribed Drugs and Medicines	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses Not to exceed \$100	100% of Usual, Reasonable and Customary Expenses Not to exceed \$25
6. Glasses, contact lenses, hearing-aids: replacement when damaged in conjunction with a covered injury requiring medical treatment	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses Not to exceed \$125	100% of Usual, Reasonable and Customary Expenses Not to exceed \$25
Dental Services:				
Treatment, repair or replacement of injured natural teeth. Includes initial braces when required for treatment of a covered injury, as well as examination, x-rays, restorative treatment, endodontics, oral surgery, and treatment for gingivitis resulting from trauma.	100% of Usual, Reasonable and Customary Expenses	80% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses Not to exceed \$250/tooth	100% of Usual, Reasonable and Customary Expenses Not to exceed \$100/tooth

All benefits shown are maximum benefits payable per covered person as long as initial treatment is received within 90 days after the date of the covered accident. One or two year benefit payment available on Compulsory plans; one year benefit available on Voluntary plans. There is no sickness coverage provided under any of these plans.

Voluntary Student Plans



Coverage:

	Primary Excess (over \$100)	Primary
Coverage Including Sports Other than Senior High School Football	School time \$36 24-hour \$125	School time \$30 24-hour \$115
Coverage Excluding All Interscholastic Sports	School time \$28 24-hour \$124	School time \$22.50 24-hour \$90

Hospital Services:

1. Daily Room & Board: Semi-Private Room Rate per day, maximum of	100% of Usual, Reasonable and Customary Expenses	\$300 per day
2. Miscellaneous Hospital Services: During hospital confinement, including X-rays	100% of Usual, Reasonable and Customary Expenses (not to exceed \$10,000)	100% of Usual, Reasonable and Customary Expenses (not to exceed \$3,000)
3. Intensive Care: When confined to a Hospital Intensive Care Unit, additional benefit provided in coverage No.1 not to exceed 10 days	100% of Usual, Reasonable and Customary Expenses	\$700 per day
4. Emergency Room Charges: When hospital confinement is not required, maximum of	\$500	\$400
If out-patient surgery is required, the maximum is increased to (The benefits are payable in addition to the X-rays and surgeon's services shown below.)	\$2,500	\$1,500

Doctor's Services:

1. Surgery, including pre- and post-operative care, Usual, Reasonable and Customary Expenses in accordance with the 1974 Revised California Relative Value Studies, 5th Addition, having a conversion factor of	100% of Usual, Reasonable and Customary Expenses	\$170 Unit Value
2. Anesthesia: Percentage of Surgical Allowance	45%	40%
3. Doctor's Visit other than for Physiotherapy or similar treatment not payable in addition to Surgery Benefit	100% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses
4. Non-Surgical doctor's charges in the emergency room	100% of Usual, Reasonable and Customary Expenses	\$70
5. Consulting Fee: When requested by the attending physician	100% of Usual, Reasonable and Customary Expenses	\$150

X-Ray Services:

1. (Other than Dental and including fee for interpretation and/or reading of X-rays.) When not hospital confined, not to exceed the allowance under the 1974 Revised California Relative Value Studies, 5th Edition, using a conversion factor of	\$28 Unit Value	\$20 Unit Value
2. X-Ray Maximum, when no fracture is demonstrated	\$700	\$400

Additional Services

1. Physiotherapy or similar treatment, including Diatherm, Ultrasonic, Microtherm, Manipulation, Massage and Heat	\$60 / Treatment (maximum \$720)	\$50 / Treatment (maximum \$500)
2. Registered Nurse: In or out of hospital	100% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses
3. Ambulance Transportation: (Ground Only) To and from hospital, maximum of	100% of Usual, Reasonable and Customary Expenses	\$300
4. Orthopedic Appliances: When ordered by attending physician- in or out of hospital	\$700	\$500
5. Out-Patient Drugs and Medication: Administered in Doctor's office or by prescription	100% of Usual, Reasonable and Customary Expenses	100% of Usual, Reasonable and Customary Expenses
6. Dental* (Including X-rays): For treatment, repair or replacement of each injured tooth which was sound and natural at the time of injury	\$300	\$200
7. Eyeglasses, Contact Lenses: Replacement of broken glasses and/or frames, contact lenses, resulting from a covered injury	100% of Usual, Reasonable and Customary Expenses	\$100

Pennsylvania schools electing one of our programs will have automatic coverage for In state field trips shorter than 24 hours.

Coverage will be shown on the primary plan, up to \$2,500 per student. Coverage is also available for overnight or out of state field trips. Call A-G Administrators for a quotation.

K-12 Voluntary Student Accident Insurance up to \$250,000

2014-2015



Administrative Office
A-G Administrators, Inc.
PO BOX 979 Valley Forge, PA 19482
Phone (610)933-0800
www.agadministrators.com

Plans are Underwritten by
United States Fire Insurance Company



K-12 Accident Insurance

EXPECT THE UNEXPECTED

This brochure explains how you can help guard against certain unexpected events. Our plans are designed to help supplement any insurance you have by satisfying deductibles or co-insurance requirements, or limiting the possible financial impacts of an injury if you have no other insurance. Remember that the more active your child is, the more valuable this coverage can be.

Choose Your Coverage Plan

24-Hour Coverage (Accident Only) – This plan provides around the clock coverage to your child 24-hours a day, while he or she is in school, at home or away. Coverage is provided from the effective date of the insured student's coverage for which premium has been received by A-G to the opening of the next school term. Excludes all interscholastic sports. (\$90.00)

School Time Coverage (Accident Only) – This plan provides coverage to your child while he or she is on school premises, during school hours/days, attending school sponsored and supervised activities including travel directly without interruption between the student's residence and school/activity with transportation furnished by the school. Coverage is provided from the effective date of the insured student's coverage for which premium has been received by A-G to the end of the regular school term. Excludes all interscholastic sports. (\$22.50)

Description of Benefits

Benefit	24 Hour Coverage/School Time Coverage
Benefits provided for all enrolled students of the Policyholder excluding interscholastic sports for whom premium is paid.	
Maximum Benefit:	\$250,000; \$15,000 payable as shown below, excess of \$15,000 payable at 100% Usual, Reasonable and Customary Charges
Deductible:	\$0
Benefit Period:	52 Weeks
Hospital Services	
Daily Room & Board: Semi Private Room	\$300 per day
Miscellaneous Hospital Services: During hospital confinement	\$3,000
intensive Care: When confined to a Hospital Intensive Care Unit	\$700 per day, not to exceed 10 days
Emergency Room Charges: When hospital confinement is not required	\$400 Maximum
Emergency Room Charges: If out-patient surgery is required, the maximum is increased to (The benefits are payable in addition to the X-rays and surgeon's services shown below.)	\$1,500 Maximum
Physician Services	
Surgery: including pre- and post-operative care*	\$170 Unit Value
Anesthesia:	40% of the Surgery Benefit Paid
Assistant Surgeon:	40% of the Surgery Benefit Paid
Doctor's Visit: other than for Physiotherapy or similar treatment not payable in addition to Surgery Benefit	100% UCR
Non-Surgical doctor's charges in the emergency room	\$70 per visit
Second Surgical Opinion, Consultation and Specialists	\$150 aggregate benefit
Laboratory and X-Ray Services	
(Other than Dental and including fee for interpretation and/or reading of X-rays.)*	\$20 Unit Value
Lab and X-Ray: (when no fracture is demonstrated)	\$400 Maximum
Additional Services	
Physiotherapy or similar treatment: including Diatherm, Ultrasonic, Microtherm, Manipulation, Massage and Heat	\$50/Treatment Maximum of \$500
Registered Nurse:	100% UCR
Ambulance Transportation: (Ground Only)	\$300 Maximum
Orthopedic Appliances: When ordered by attending physician	\$500 Maximum
Out-Patient Drugs and Medication: Administered in Doctor's office or by prescription	100% UCR
Dental (including X-rays): For treatment, repair or replacement of each injured tooth which was sound and natural at the time of injury	\$200 per tooth
Eyeglasses, Contact Lenses: Replacement of broken glasses and/or frames, contact lenses, resulting from a covered injury	\$100 maximum
Accidental Death Benefit	\$2,500
Accidental Dismemberment, Loss of Sight	\$20,000

* In accordance with the 1974 Revised California Relative Values Studies, 5th Addition, using a conversion factor.

Policy Exclusions

Benefits will not be paid for a Covered Person's loss which:

- (1) Is caused by or results from the Covered Person's own:
 - (a) Intentionally self-inflicted Injury, suicide or any attempt thereat. (In Missouri this applies only while sane.);
 - (b) Voluntary self-administration of any drug or chemical substance not prescribed by, and taken according to the directions of, a doctor (Accidental ingestion of a poisonous substance is not excluded.);
 - (c) Commission or attempt to commit a felony;
 - (d) Participation in a riot or insurrection;
 - (e) Driving under the influence of a controlled substance unless administered on the advice of a doctor; or
 - (f) Driving while Intoxicated. "Intoxicated" will have the meaning determined by the laws in the jurisdiction of the geographical area where the loss occurs;
- (2) Is caused by or results from:
 - (a) Declared or undeclared war or act of war;
 - (b) An Accident which occurs while the Covered Person is on active duty service in any Armed Forces. (Reserve or National Guard active duty for training is not excluded unless it extends beyond 31 days.);
 - (c) Aviation, except as specifically provided in this Certificate;
 - (d) Sickness, disease, bodily or mental infirmity or medical or surgical treatment thereof, bacterial or viral infection, regardless of how contracted. This does not include bacterial infection that is the natural and foreseeable result of an accidental external bodily injury or accidental food poisoning.
 - (e) Nuclear reaction or the release of nuclear energy. However, this exclusion will not apply if the loss is sustained within 180 days of the initial incident and:
 - (i) The loss was caused by fire, heat, explosion or other physical trauma which was a result of the release of nuclear energy; and
 - (ii) The Covered Person was within a 25-mile radius of the site of the release either:
 - 1) At the time of the release; or
 - 1) Within 24 hours of the start of the release.

Benefits will not be paid for:

1. Normal health check ups
2. Dental care or treatment other than care of sound, natural teeth and gums required on account of Injury resulting from an Accident while the Covered Person is covered under this Certificate, and rendered within 6 months of the Accident;
3. Services or treatment rendered by a doctor, nurse or any other person who is:
 - a. Employed or retained by the Certificateholder; or
 - b. Who is the Covered Person or a member of his immediate family;
4. Charges which:
 - a. The Covered Person would not have to pay if he did not have insurance; or
 - b. Are in excess of Usual, Reasonable and Customary charges.
5. An Injury that is caused by flight in:
 - a. An aircraft, except as a fare-paying passenger;
 - b. A space craft or any craft designed for navigation above or beyond the earth's atmosphere; or
 - c. An ultra light, hang-gliding, parachuting or bungi-cord jumping;
6. Travel in or upon:
 - a. A snowmobile;
 - b. Any two or three wheeled motor vehicle;
 - c. Any off-road motorized vehicle not requiring licensing as a motor vehicle;

7. Any Accident where the Covered Person is the operator of a motor vehicle and does not possess a current and valid motor vehicle operator's license;
8. That part of medical expense payable by any automobile insurance policy without regard to fault. (Does not apply in any state where prohibited);
9. Injury that is: a. The result of the Covered Person being Intoxicated. ("Intoxicated" will have the meaning determined by the laws in the jurisdiction of the geographical area where the loss occurs); or
 - a. Caused by any narcotic, drug, poison, gas or fumes voluntarily taken, administered, absorbed or inhaled, unless prescribed by a doctor;
10. Any sickness, except infection which occurs directly from an Accidental cut or wound or diagnostic tests or treatment, or ingestion of contaminated food;
11. An Injury resulting from participation in or practice for non-School sponsored skiing, ice hockey, lacrosse, soccer or football;
12. Practice or play in any sports activity, including travel to and from the activity and practice, unless specifically provided for in this Certificate;
13. Expenses to the extent that they are paid or payable under other valid and collectible group insurance or medical prepayment plan;
14. Blood or Blood plasma, except for charges by a Hospital for the processing or administration of blood;
15. Elective treatment or surgery, health treatment, or examination where no Injury is involved;
16. Injury sustained while in the service of the armed forces of any country. When the Covered Person enters the armed forces of any country, we will refund the unearned pro rata premium upon request;
17. Eyeglasses, contact lenses, hearing aids, braces, appliances, or examinations or prescriptions therefore;
18. Treatment in any Veterans Administration or Federal Hospital, except if there is a legal obligation to pay;
19. Treatment of temporomandibular joint (TMJ) disorders involving the installation of crowns, pontics, bridges or abutments, or the installation, maintenance or removal of orthodontic or occlusal appliances or equilibration therapy;
20. Cosmetic surgery, except for reconstructive surgery on a diseased or injured part of the body;
21. Any loss which is covered by state or federal worker's compensation, employers liability, occupational
22. disease law, or similar laws;
23. The repair or replacement of existing artificial limbs, orthopedic braces, or orthotic devices;
24. The repair or replacement of existing dentures, partial dentures, braces or fixed or removable bridges;
25. Services and supplies furnished by a Student Infirmary, its employees, or doctors who work for the School;
26. Expenses incurred for an Accident after the Benefit Period shown in the Schedule of Benefits; or
27. Hernia of any kind; or any bacterial infection that was not caused by an Accidental cut or wound.
28. Rest cures or custodial care;
29. Prescription medicines unless specifically provided for under the Certificate:
30. Orthopedic appliances which are used mainly to protect an Injury so that a covered student can take part in interscholastic or intercollegiate sports;

How to Enroll

1. Determine which plan of coverage you would like to enroll your child in - 24 Hour Coverage or School Time Coverage
2. Fill out the Enrollment Form below, enclose a check or money order in an envelope payable to the Company for the correct amount and mail to A-G Administrators at P.O. Box 979 Valley Forge, PA 19482.
3. Make Checks Payable to UNITED STATES FIRE INSURANCE COMPANY c/o A-G Administrators, Inc.
4. Return by mail to A-G Administrators, Inc. Your cancelled check or money order stub will be your receipt and confirmation of payment. Please write student's name and school name on your check).

**INDIVIDUAL VOLUNTARY STUDENT ENROLLMENT FORM
UNITED STATES FIRE INSURANCE COMPANY
STUDENT ACCIDENT COVERAGE**

STUDENT'S LAST NAME (one letter per box)

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STUDENTS FIRST NAME

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Age: _____ **Grade:** _____ **Phone #:** _____

Date of Birth: _____ **Gender:** Male ☐ Female ☐

Home Address _____

City _____ **State** _____ **Zip** _____

Name of School _____

School District _____

X _____ **Date:** _____

Signature of Parent or Guardian

**Individual Voluntary
Student Accident Plans**

24-HOUR COVERAGE

\$90.00 per student per year

SCHOOL TIME COVERAGE

\$22.50 per student

Period of Coverage

Persons applying for coverage shall be covered as of the date premium receipt, but in no event prior to the opening of school activities. Coverage ends at the close of the regular school term, except under 24-Hour Coverage, which continues until school reopens for the fall term. You may enroll at any time, but premiums will not be prorated.

Questions and Answers

Q. Is this Policy primary or secondary coverage?

A. This policy is Primary – meaning A-G will pay valid medical expenses payable without regard to any other valid and collectible insurance plan.

Q. May we purchase the policy at any time during the year?

A. Yes, coverage may be purchased at any point in time during the school year for your child. However, there is no pro-rating of premium for enrollment that occurs after the policy effective date. The earlier you enroll the more your child will maximize their coverage.

Q. Will this policy pay if our other insurance has a deductible?

A. Yes, benefits are paid without regard to other insurance.

How to File a Claim

1. Obtain an accident claim form through your school office or A-G Administrators, Inc. Please answer all questions and provide all necessary signatures.
2. Attach all itemized bill(s) and any explanation of benefits to the claim form and mail or fax to the Administrator's Address indicated on the claim form.
3. Claims for benefits must be filed within 90 days from the date of accident. Only one claim form is needed per accident.

Important Note

This brochure is a summary of the insurance plan as specified in the policy form (GA26932-002) on file with the School. This brochure is subject to the terms and conditions of the Policy, which contains all benefits, limitations and exclusions as underwritten by United States Fire Insurance Company. This coverage may not be available in all states and Policy terms and conditions may vary by state. In the event of a discrepancy, the Policy with prevail.



INTERBORO SCHOOL DISTRICT



ACCIDENT WAIVER AND RELEASE OF LIABILITY

I acknowledge that this athletic event is an extreme test of a person's physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of athletes, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, and event monitors, and/or producers of the event, and lack of hydration. These risks are not only inherent to athletics, but are also present for volunteers. I hereby assume all of the risks of participating &/or volunteering in this event. I realize that liability may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained or controlled by them or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently trained for participation in the event and have not been advised otherwise by a qualified medical person.

I acknowledge that this Accident Waiver and Release of Liability form will be used by the event holders, sponsors and organizers of the event in which I may participate, and that it will govern my actions and responsibilities at said events.

In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows: (A) Waive, Release and Discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter occur to me including my traveling to and from this event, THE FOLLOWING ENTITIES OR PERSONS:

Interboro School District

Their directors, officers, employees, volunteers, representatives, and agents, the even holders, event sponsors, event volunteers; (B) Indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this event, whether caused by the negligence of releases or otherwise.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident and/or illness during this event.

I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers and assigns.

The Accident Waiver and Release of Liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I hereby certify that I have read this document; and, I understand it's content.

Print Participant's Name

Age

Signature (If under 18 years old,
Parent or guardian must also sign)

Date

PARENT / GUARDIAN WAIVER FOR MINORS (Under 18 years old)

The undersigned parent and natural guardian does hereby represent that he/she is, in fact, acting in such capacity and agrees to save and hold harmless and indemnify each and all of the parties referred to above from all liability, loss, cost, claim or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents or legal guardian.

Print Participant's Name

Age

Signature of Parent or Guardian

Date

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: REPORTING STUDENT
PROGRESS

ADOPTED: 12/18/2013

REVISED:

	212. REPORTING STUDENT PROGRESS
1. Purpose Pol. 216	The Board believes that cooperation between school and home is a vital ingredient in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress and also recognizes the effects of federal and state laws and regulations governing student records.
2. Authority	The Board directs establishment of a system of reporting student progress that requires all appropriate staff members, as part of their professional responsibility, to comply with a reporting system that includes academic progress reports, report cards, and parent/guardian conferences with teachers.
3. Delegation of Responsibility	The Superintendent or designee shall develop administrative regulations for reporting student progress to parents/guardians.
4. Guidelines	<p>Various methods of reporting, appropriate to grade level and curriculum content, shall be utilized.</p> <p>Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.</p> <p>Scheduling of parent-teacher conferences shall occur at times that ensure the greatest degree of participation by parents/guardians.</p> <p>Report cards at the middle school and high school will be issued at intervals of not less than four (4) times per year. Report cards at the elementary school in grades K - 5 will be issued three (3) times per year.</p> <p>Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.</p>

212. REPORTING STUDENT PROGRESS - Pg. 2

References:

School Code – 24 P.S. Sec. 510

Board Policy – 000, 213, 216

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSESSMENT OF STUDENT
PROGRESS

ADOPTED: 12/18/2013

REVISED:

	213. ASSESSMENT OF STUDENT PROGRESS
1. Purpose	The Board recognizes that a system of assessing student achievement can help students, teachers, and parents/guardians to understand and evaluate a student's progress toward educational goals and academic standards.
2. Definition Title 22 Sec. 4.11, 4.12	Assessment shall be the system of measuring and recording student progress and achievement that enables the student, parents/guardians and teachers to determine a student's attainment of established local and state academic standards; learn the student's strengths and weaknesses; determine where remedial work is required; and plan an educational or vocational future for the student in areas of the greatest potential for success.
3. Authority SC 1531, 1532 Title 22 Sec. 4.11, 4.51, 4.52 Pol. 102, 127	The Board directs that the district's instructional program shall include a system of assessing all students' academic progress. The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.
Title 22 Sec. 4.52	Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.
4. Delegation of Responsibility Title 22 Sec. 4.52	The Superintendent or designee shall develop and implement an assessment system to measure student progress, in accordance with district goals and state regulations.
	<p>References:</p> <p>School Code – 24 P.S. Sec. 1531, 1532</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.11, 4.12, 4.24, 4.51, 4.52</p> <p>Board Policy – 102, 127, 212, 216, 217</p>

214 – STUDENT EDUCATIONAL RECORDS

The Interboro School Board establishes the following plan for the collection, maintenance, and dissemination of student records, which is in accordance with State and Federal law. Copies of the given plan shall be maintained by Interboro School District and updated as required by changes in State or Federal law. Copies of the plan shall also be submitted to the Department of Education only upon request of the Secretary of the United States Department of Education.

- I. **Definitions:** The following terms used in this policy are defined as follows:
- a. “Adult student” means a student who has attained eighteen years of age, is married, or is attending an institution of post-secondary education. Even when an individual attains the status of “adult student” the parent retains parental rights until such time as the student is no longer dependent or reaches an age of 21.
 - b. “Confidentiality of student communications” concerns the oral communication of information of a sensitive or confidential nature by a student to a member of the school staff. Such information is not considered an educational record for purposes of this policy or within the provisions of federal law governing student records.
 - c. “Destruction” means the physical destruction or permanent removal of personally identifying data from the education records of a student so that the information is no longer personally identifiable.
 - d. “Directory information” is information not generally considered harmful or an invasion of privacy if disclosed. This includes, but is not limited to:
 - i. Name, address, and telephone number
 - ii. Email address
 - iii. Date and place of birth
 - iv. Dates of attendance, degrees, and awards
 - v. Participation in District-recognized extracurricular activities and sports
 - vi. Schools attended within the district
 - vii. Weight and height of athletes
 - viii. Photographs
 - e. “Disclose/Disclosure” means to permit access to or release, transfer, or otherwise communicate, orally or in writing, or by electronic means, to any person or entity, other than the parents of the student or the student, personally identifiable information contained in the educational record of the student or acquired by any person working for or on behalf of the District in the course of performing their duties for or on behalf of the District.

f. “Educational Records”

i. means those records recorded or stored by any means – including, but not limited to, information that is handwritten, typed, printed or stored on computer media, microfilm, microfiche, video or audio tape, film, or digital media which

1. are directly related to a student, and
2. are maintained by the Interboro School District or any party acting for the District.

ii. The term does not include the following

1. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto – including, but not limited to, instructional support teachers, counselors, therapists and clinicians, school psychologists and psychiatrists, nurses, and instructional aides that
 - a. Are in sole possession of the maker thereof, and
 - b. Are not accessible or revealed to any other individual except a substitute. For the purpose of this definition, a “substitute” means an individual who performs on a temporary basis the duties of the individual who made the record, and does not refer to an individual who permanently succeeds the maker of the record in his/her position.
2. Records of an educational agency or institution, which contain only information relating to a person after that person was no longer a student in the District or receiving District-supported education. Follow-up studies performed by the Counseling Department fall into this area.
3. Other records specifically excluded from the definition of “education record” under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and its implementing regulation, 34 C.F.R. Part 99.

g. “Eligible student” is a present or former student who has attained the age of eighteen or a former student who is attending an institution of post-secondary education.

h. “Emancipated minor” is a student below the age of twenty-one who has chosen to establish a domicile apart from the continued control and support of parents or guardians. The term includes a minor living with a spouse.

i. “Informed consent” is the approval by signature of an individual (parent, guardian, student) who has been apprised of the nature, content, and procedure of a records collection, maintenance, or release activity of an agency.

- j. “Legitimate educational interest” describes a purposeful education involvement with a student in which there is a direct responsibility for providing instruction or supportive services. The employees or contractors of the following agencies/institutions may have such an interest:
- i. the District,
 - ii. the Delaware County Intermediate Unit,
 - iii. a vocational technical school, or
 - iv. any public or private school or facility that the District is using or is proposing to use to provide elementary or secondary education to the student in place of a public school, who is or will be responsible for providing or supervising the provision of education, education-related services, or extra-curricular activities or experiences to or for the student, when –
 1. particular information concerning that student is presently or potentially relevant to the provision of such education, education-related services, or extracurricular activities or experiences, or
 2. when such information is necessary to protect the health, safety, or welfare of other students with whom the student might have contact.

The phrase also applies to clerical staff of the agencies enumerated above who are responsible for the maintenance and security of education records and to attorneys, consultants, and school board members when school board action concerning the student is required by law or when the education or treatment of the student is the subject of present or potential litigation or legal dispute.

- k. “Maintain/Maintained” means, in the case of personally-identifiable information on paper or stored on magnetic or video tape, that such materials are kept in a secure file or desk drawer or in the continuous and secure control of a school official with a legitimate educational interest in the content thereof. In the case of personally-identifiable digital information that is electronically-stored, including electronic mail, the term shall mean kept in a secure database located on a server or servers, disk partition, or other electronic storage system specifically designated by the Superintendent or his or her designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local disk drives dedicated to the storage of sent or received electronic mail, shall not for any purpose constitute a “student records maintenance site” and any mail stored thereon shall either be deleted or moved to a “student records maintenance site” at least once annually.
- l. “Parent” includes both natural and adoptive parents of a student, regardless of residency or physical custodial status; the legal guardian or guardians of a student; or an individual acting as a parent in the absence of a guardian. The school presumes that either the parent/guardian of the student has authority to inspect and review the educational records of the student unless the school has been provided

with evidence that there exists a legally binding instrument, state law or court order governing a divorce, separation or custody, which stipulates to the contrary.

- m. “Personally identifiable information” means data or information that includes, but is not limited to
 - i. the name of the student;
 - ii. the names of the students parent/guardian or other family member;
 - iii. the address of the student or any member of the student’s family;
 - iv. a personal identifier, such as the student’s social security number or student number;
 - v. a description of one or more personal characteristics that would render the student’s identify easily traceable; or
 - vi. other information, which would make the student’s identity easily traceable.
- n. “Purging” (see “Destruction”).
- o. “Representational consent” as the legally elected or appointed representatives of the parents/guardians of a school district, the Board of School Directors may collectively as a body grant approval (representation consent) to such programs, processes, and procedures as are considered to be the valid, legal, and expected function on any responsible educational agency. The consent decisions of the representational agency are (subject to higher authority or judicial review) binding on all students and parents/guardians whether or not they might individually have consented.
- p. “Secure file” refers to a student or subject-specific compilation of information stored on paper, audio or visual tape, microfiche, microfilm, computer storage disk or removable drive, or similar medium that can be maintained in a physically segregated form that is maintained in a locked file drawer, cabinet, or desk or, if unlocked, in the immediate custody and control of the custodian thereof, or a student or subject-specific compilation maintained on a computer storage system to which access is limited by security software that conforms to current computer industry standards.
- q. “Student” includes any individual with respect to whom the District maintains educational records.

II. Collection of Student Information

Student information collected by the educational agency or institution for record purposes no longer needs to be classified according to category. This change in federal legislation (specifically FERPA) is intended to confirm the right of parents to access all records other than those considered to be a staff member’s personal records without impediment.

Typical data collected by school entities for inclusion within student records, include the following:

- a. Official administrative records that constitute the minimum personal data necessary for operation of the educational system, such as:
 - i. Student number, name, address, telephone number, birth date, gender, ethnic origin, dates of entry and withdrawal, academic grades, class rank, picture and attendance data.
 - ii. First, middle and last name and emergency telephone number of the parents/guardians.
 - iii. Group administered, standardized achievement test scores and kindergarten screenings.
 - iv. Record of awards, letters of commendation received, and student participation in school activities.
- b. Verified information of clear importance that exceeds the minimum personal data necessary for operation of the educational system, such as:
 - i. Individually administered standardized intelligence and aptitude scores.
 - ii. Interest inventory results on such assessments as vocational and career aptitude and interest surveys, or of surveys to assist in planning for and providing guidance, health, or drug and alcohol abuse prevention instruction or programs.
 - iii. Health records, including immunization information, results of vision and hearing screenings, results of state-mandated physical examinations, in-school treatment and drug dispensing or administration orders or prescriptions from physicians, treatment and drug dispensing or administration logs, and health-related information provided by parents or guardians.
 - iv. Family background information.
 - v. Systematically gathered teacher or counselor ratings and classroom observations.
 - vi. Act 26 information, certified discipline record, parent statement.
 - vii. Discipline and law enforcement records, including the sworn statement or affirmation of suspension or expulsion required at registration and the record of incidents of violence maintained in a form prescribed by the Pennsylvania State Police as required under Section 1307-A of the Pennsylvania Public School Code, 24 P.S. 13-1307-A, and, in a file maintained separately from other records concerning the student, information from the Office of Juvenile Probation concerning adjudications of delinquency.
 - viii. Teacher reports on achievement.
 - ix. Chapter 15 Service Agreements for protected handicapped students.
 - x. Instructional Support Team (IST) information.
 - xi. Certain legal documents such as judicial orders or directives related to custody restraining orders, and protection from abuse orders.
 - xii. Special education records, including Permission to Evaluate, Permission to Reevaluate, Invitation to attend an IEP meeting or other meeting, IEPs,

ERs, psychological reports, in-house psychiatric reports, NOREPs, criterion-referenced and norm-referenced test booklets, report cards, summaries and Penn Data tracking information.

- c. Potentially useful information that has not yet been verified or clearly needed beyond the immediate present. Such data shall be kept separate from the student's cumulative record files. However, this in no way impairs the parent's right of access.
 - i. Unevaluated reports of teachers, counselors, and others, which may be needed in ongoing investigations and disciplinary or counseling actions.
 - ii. Mental health or outside agency psychiatric reports. (Except as provided for in specific law or regulation, these records shall be maintained and released under the same procedural guidelines as any other educational records.)
 - iii. Student Assistance Program information, including all information gained through the SAP process.
 - iv. Other legal or clinical findings, including personality test results, psychiatric reports, psycho educational reports (other than those for special education and gifted students).
- d. Professional notes maintained by school staff who are directly involved with student's health, education and welfare for their own use. Such notes might include transcripts of interviews, clinical diagnoses, and other memory aids. Such data are to be considered confidential and treated as such. All such data must be destroyed when their usefulness is no longer apparent or when the student leaves the school system. Such notes cannot be shared with anyone other than a temporary substitute filling the maker's position. They cannot be passed on to another person who is permanently employed by the District, such as a counselor to whom the student may be assigned at the next grade level; nor can they be transferred to another school entity to which the student may transfer. Under the law, professional notes are not considered educational records.

III. Maintenance of Student Records

Interboro School District will provide for the reviewing and updating of student information and will destroy such information when it is no longer educationally relevant.

- a. Maintenance Procedures
 - i. Data as described in Section IIa will be maintained in individual building files and will be passed on to the next building in progression.
 - ii. Data as described in Section IIb will be reviewed at the end of each level of education (elementary, middle school, high school) by the assigned staff member(s) (one or more staff shall be identified by the building principal for the purpose of record review) and material that is no longer educationally useful shall be destroyed by shredding and/or burning under the supervision of the assigned staff member(s). Special education records, Act 26 and Chapter 15 service agreements shall be maintained and will not be destroyed as indicated below.

1. Parents/guardians will be notified of this procedure in the parent handbook, district calendar and district newsletter.
 2. No notification is required for the destruction of duplicate records maintained by the District.
- iii. Data as described in Section IIc will be reviewed at the end of each school year and will be destroyed if not verified and/or not needed beyond the immediate present. Data, which is determined still to have education value, shall be considered to fall under the guidelines set forth for Section IIb in future years.
 1. Parents/guardians or adult students must be notified of the nature of the information being maintained and must be offered an opportunity for a hearing as described in Section V.
- iv. Records for students who have terminated their attendance with the district during the current school year will be retained in the building until the end of the school year, at which time all such records will be transferred to permanent storage at the Central Administration Office.
- v. Records will be maintained in “paper” form for three years after the student has terminated his/her attendance in the district. At that point they shall be transferred to electronic media for permanent storage.
 1. Nothing in this policy shall preclude the transfer or conversion of education records or information from one form or storage medium to another, as long as such transfer or conversion –
 - a. Allows for similar accessibility of information to parents, eligible students, and school officials with a legitimate educational interest;
 - b. Provides at least the level of security that could be obtained with physically locked conventional storage and, in the case of computer storage, conforms to the current standards established in the computer industry;
 - c. Clearly reproduces educationally or legally necessary graphic information, handwriting, and signatures; and
 - d. Allows for the use of an access record in accordance with this policy.
- vi. All records regarding core data will be destroyed 100 years past a student’s 24th birthday. The following additional records shall also be maintained as “core data” for this period
 1. For students with disabilities, copies of the first and last evaluation reports of the multi-disciplinary team, the notice of recommended assignment or similar document by which the parents of the student initially consented to the provision of special education services, and the first and last IEP developed for the student;
 2. For students receiving accommodations or modifications to instruction or other activities under a service agreement or accommodation plan, copies of the first and last such plan and the notice by which the parents of the student initially consented to the provision of accommodations or modifications;

3. For students evaluated to determine eligibility either for special education services in accordance with state and federal law or for accommodations or modifications in accordance with Section 504 of the Rehabilitation act of 1973, 29 U.S.C. 794, and who were determined to be ineligible, copies of all evaluation reports supporting the determination of ineligibility and of all notices by which the parents of the student indicated agreement with such determination.
- vii. Health records of the sort shall be maintained for a period of at least two years beyond the date on which the student ceases to be enrolled in the public schools of the District.
- b. Procedures for Students Transferring into the District
 - i. Parents/guardians shall complete the enrollment form, request for records and Act 26.
 - ii. The office secretary will forward the request for records to the former school.
 - iii. The office secretary will forward a copy of the enrollment form to the school counselor.
 - iv. The school counselor will contact the former district to inquire about educational placements.
- c. Record Storage

<u>Type of Record</u>	<u>Location of Records</u>	<u>Responsibility</u>
Act 26	School Office	Principal
Attendance	School Office	Attendance Secretary/Principal
Custody Orders/PFAs	School Office	Principal
Discipline Records	School Office	Principal
District Waiver	Central Office/SAP Facilitator's Office	Director of Pupil Services/SAP Facilitator
Health Records	Nurse's Office	Nurse
IST Records	IST Office	IST Teacher
Mental Health/Psychiatric Reports	Central Office	Director of Pupil Services
Other Student Information (Requests, parent notes)	Principal's Office	Principal
Cumulative Folders	School Office	Principal
Home Language Survey	School Office	Principal

Permission to Evaluate, ERs, CERs, & GWRs (Duplicates)	School Office	Principal/Counselor
Permission to Evaluate, ERs, CERs, & GWRs (Originals)	Central Office	Supervisor of Special Education
Risk Forms	Central Office, Principal's Office, SAP Facilitator	Director of Pupil Services/Principal/SAP Facilitator
SAP Information	Guidance/SAP Office	Counselor/SAP Facilitator
Chapter 15 Service Agreements (Duplicates)	School Office	Principal/Counselor
Chapter 15 Service Agreements (Originals)	Central Office	Director of Pupil Services
Special Education Student Folder	Classroom	Special Education Teacher
Special Education Folder (Duplicate)	Central Office	Supervisor of Special Education
Withdrawal Forms	School Office	Attendance Secretary/Principal
Withdrawal Exit Interviews	Student Folder	Principal/Counselor

d. Content of Cumulative Folders

i. For transfer from elementary to middle school.

1. Access Log
2. Kindergarten Screening Sheet
3. Standardized Achievement Test Profile Sheets
4. Recommendation for Retention Letters
5. Enrollment Form
6. Permanent Record Card
7. Report Cards
8. Home Language Survey
9. Act 26 Notarized Letter
10. Parent Signature Forms (various)

ii. For transfer from middle to high school.

1. Access Log
2. Standardized Achievement Test Profile Sheets
3. Recommendation for Retention Letters

4. Enrollment Form
5. Permanent Record Card
6. Report Cards
7. Home Language Survey
8. Act 26 Notarized Letter
9. Parent Signature Forms (various)
- iii. Not to be included in permanent records for storage.
 1. Discipline and Bus Reports
 2. Health Record
 3. Student Assistance Information
 4. Instructional Support Information
 5. IEPs
 6. Service Agreements
 7. Progress Reports
 8. All Special Education Records
 9. Psychological and Psychiatric Reports
 10. Classroom Reading Tests
 11. Occupational/Physical Therapy Reports
 12. Agency Reports
 13. Custody Papers

IV. Procedures for Amendment of Student's Education Records

- a. If a parent/guardian or an adult student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may ask the District in writing to amend the record. The request will be directed to the Director of Pupil Services for processing.
- b. Within thirty school days of the receipt of the written request to amend the education record, the administrator who is primarily responsible for maintenance of the challenged record shall notify the parent or eligible student in writing of whether the District will amend the record. If the District determines that it will grant the request to amend, the notice to the parent or eligible student shall either describe the amendment, which can include the expungement or deletion of records or information contained therein, or enclose a copy of the amended record. If the District determines that it will not amend the record, the notice shall so inform the parent or eligible student and shall contain a statement explaining that the parent or eligible student has the right to request in writing a hearing before a disinterested school official to challenge the determination not to amend.

V. Rights of Parents/Guardians or Adult Students to a Hearing

A parent/guardian of a student or an adult student has the right to request a hearing to challenge any items contained in the student's education record or the verification of a change of status as described in Section III.a(iii).

- a. A parent/guardian or adult student desiring a hearing shall send a written request to the Director of Pupil Services setting forth the specific items being challenged. The request shall also state the reason for the challenge.
- b. A hearing shall be scheduled not sooner than ten school days nor later than thirty school days after receipt of the request.
- c. Within ten school days of receipt of a request for a hearing, a written notification of the date, time and place of the hearing shall be sent by certified mail to the parent/guardian or adult student at least ten school days prior to the date of the scheduled hearing. The notification shall state that the parent/guardian or adult student has the right to counsel, to present evidence, and to examine and cross examine witnesses.
- d. The hearing shall be held before the Superintendent or his or her designee or, if the Superintendent or the designee has a direct interest in the outcome of the hearing, before the principal of the building to which the student is currently assigned or his or her designee.
- e. The hearing shall be informal, unrecorded, and not subject to formal rules of evidence or procedure other than those required to maintain order. The parent or eligible student shall have a full and fair opportunity to present evidence in support of his or her position and may be represented at his or her expense by an adviser, including an attorney.
- f. Following the hearing, the District shall notify the parent/guardian or adult student within thirty days of the decision/action taken by the District. If the decision is in favor of the parents/guardians or adult student, the item(s) in question will be expunged from the records. If the decision is not in favor of the parent/guardian or adult student, the reasons for denying the request to amend will be explained. The parent/guardian or adult student will be notified that they have the right to place a statement in the record when the hearing decision does not favor the parent/guardian or adult student.
- g. The decision of the records panel shall be based solely upon the evidence presented at the hearing and shall include a written summary of evidence and the reason for the decision.
- h. If the parent/guardian or adult student chooses to submit a statement in the education record of the student commented on the contested information in the record or explaining why he or she disagrees with the decision not to amend, the District shall –
 - i. Maintain such statement as part of the record for as long as the District maintains the contested record or information; and
 - ii. Disclose the statement whenever it discloses that portion of the record to which the statement pertains.

VI. Disclosure of and Access to Student Information

The School District adheres to a policy of protecting the student and parents/guardians from the release or access to student information to or by unauthorized sources.

- a. All requests for access to student records by parents/guardians or adult students shall be in writing and directed to the appropriate building principal. All such requests shall be acted upon and access granted within 45 days after receipt of the

written request. However, if the child is a special education student, the School District must comply within thirty days of the request.

- i. Information described in Section IIa shall be available for inspection and review by parents/guardians, adult students or students at a mutually agreeable time. Said review shall be conducted with the assistance of an appropriate staff member.
 - ii. Information described in Section IIb shall be available for inspection and review by parents/guardians and adult students. Students shall be granted access only upon obtaining written consent from the parent/guardian. Said review shall be conducted with the assistance of an appropriate staff member.
 - iii. Information described in Section IIc shall be available for inspection and review only to parents/guardians and adult students. The individual responsible for the information must be present to interpret it.
 - iv. When parents/guardians or an eligible student seek to inspect and review a record that contains personally identifiable information concerning more than one student, the District shall provide access only to that portion of the record that pertains to the student in question.
- b. The School District may, without consent from parents/guardians or adult students, share information as described in sections IIa and IIb with the following individuals:
 - i. School officials having a legitimate need for the information
 1. "School officials" refers to administrators, teachers, resource officers and support personnel who have legitimate educational interest and are directly responsible for the instruction or the health and safety of students while in attendance at school.
 2. "Legitimate educational interests" describes a purposeful educational involvement with a student in which there is a direct responsibility for providing instruction or support services.
 3. Other school officials, including teachers, within the district who have a legitimate educational interest, and desire access to a student's educational records, shall be required to sign an access log indicating their name, the date of access, the purpose for seeking the information, and the name or initials of the person granting access. The access log shall be available to parents/guardians and to the school official responsible for record maintenance as a means of auditing the operation of the system.
 - ii. To armed forces recruiters seeking such information, a list of the names, addresses, and, if available, telephone numbers of all students expected to graduate high school at the end of the school term during which, or in anticipation of which, such request is made, provided, however, that such disclosure shall be subject to the limitations established by law and this policy upon the disclosure of directory information.
 - iii. The State Secretary of Education, Comptroller General of the United States, Secretary of the United States Department of Education or their duly authorized staff.

- iv. Officials of other school systems to which a student has transferred or intends to transfer.
 - v. Judicial order or orders of administrative agencies that have the power of subpoena. Parents/guardians and/or adult students shall be notified of all such orders and of the District's compliance.
 - vi. State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statutes adopted prior to November 19, 1974 (effective date of FERPA regulations).
 - vii. Appropriate authorities in an emergency situation in which the health, safety and welfare of the student is in jeopardy.
- c. Data as described in Section IIc shall not be released to any individuals or agencies other than school officials without consent from the parents/guardians or adult students or by judicial order or subpoena.
- d. The District will not divulge, in any manner, any information to any person other than the parents/guardians, students, and those listed in Section VIb without receiving written consent from the student's parents/guardians or the adult student. Said consent shall be dated, signed, and shall specify the records to be released. It is the responsibility of the requesting agency to secure the written consent and present it to the school. A copy of the records to be released shall be given to the parents/guardians and/or student if requested.
- e. The School District may disclose directory information after it has given public notice of its intention to do so.
 - i. Notice must be given of the types of personally identifiable information that the District has designated as directory information; and a parent's/guardian's or adult student's right to refuse to let the District designate any or all of those types of information about the student as directory information; and the period of time within which a parent/guardian or adult student has to notify the District in writing that he/she does not want any or all of those types of information about the student designated as directory information.
 - ii. Directory information may be disclosed for purposes beneficial to the student or the School District only with the approval of the Superintendent or his/her designee.
 - iii. The parent/guardian or adult student has the right to refuse the disclosure of directory information by giving notice within twenty (20) days of public notice. Parents/guardians shall be given information relative to this right at the beginning of each school year.
- f. The District may disclose directory information about former students under the procedures outlined above.
- g. The District reserves the right to charge a reasonable per page fee for copies of records requested by parents/guardians or adult students. This fee is \$0.10 per page, unless the parents or the eligible student can establish that they are unable to pay the amount thus charged.

VII. Right of Consent

For purposes of procedures dealing with student records, whenever a student is emancipated or is married or is attending an institution of post-secondary education, the permission or content required of and the rights accorded to the parent/guardians of that student shall thereafter be required of and accorded to that student's written request.

VIII. Delegation of Responsibility

It shall be the Superintendent's or his/her designee's responsibility to administer the Student Record Policy. She/he shall direct the building principals to carry out each provision of the procedures and to hold one meeting annually to review the procedures with personnel who have access to records, including both professional and support staff. In these meetings, emphasis will be placed upon security and privacy rights of students and parent/s guardians.

IX. Annual Notification of Rights

The School District shall give parents/guardians of students in attendance or adult students in attendance annual notice by means of the District's Student Policy Handbook, the annual District Calendar, and the District Newsletter to inform them of the following:

- a. Their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and rights contained in the District Record Policy, which is available at the District Administration Center.
- b. The right to file complains concerning alleged failures of the District to comply with the requirements of FERPA. Such complaints should be directed to the Department of Education's Office of Records Policy Compliance in Washington, D.C.
- c. The School District shall provide for the need to effectively notify parents/guardians of students identified as having a primary or home language other than English, hearing, or visual impairment.

Number 215

Section PUPILS

Title Promotion and Retention

Adopted October 24, 1984

Revised April 17, 2002

215. PROMOTION AND RETENTION

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern coincides with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted when he or she has:

- ♦ completed the course requirements at the presently assigned grade,
- ♦ in the opinion of his/her teachers, achieved the instructional objectives set for the present grade,
- ♦ demonstrated proficiency to move ahead to the educational program of the next level,
- ♦ completed the eighth grade year, has failed two or more elementary or middle school grades, and is being recommended to repeat an elementary or middle school grade for the third time. In this instance subjects failed in the eighth grade must be made up during the ninth grade year. If the eighth grade subjects a student has failed are not made up during the ninth grade year and the summer following, the student will not be permitted to go on to tenth grade.

The Superintendent shall develop procedures for promotion and retention of students which:

- ♦ require the recommendation of the classroom teacher for a promotion or retention,

- ♦ require that parents are informed in advance of the possibility of retention of a student at grade level. (See NOTIFICATION PROCEDURES FOR STUDENT RETENTION),
- ♦ assign to the building principal the final responsibility for determining the promotion or retention of each student.

NOTIFICATION PROCEDURES FOR STUDENT RETENTION

PURPOSE:	To give ample notice to all concerned that a student is to be retained.
KINDERGARTEN THRU FIFTH:	<p>At the end of the second report period, but prior to the issuance of report cards, the kindergarten thru fifth grade teachers <u>must</u> give a list of those students failing two or more subjects to the building principal. Additionally, the teacher <u>may</u> include on this list those students who are in danger of failing. The principal will indicate to the teacher which parents must be contacted. The teacher should indicate to the parent that the child is in danger of failing the year, subsequently repeating the grade, if the student's achievement does not improve. Additionally, the teacher should indicate those suggestions, strategies, activities, etc. needed for the student to improve.</p> <p>At the end of third report period, but prior to the conference week, the list of failing students must be submitted to the principal. At the third marking period conference, the teacher must inform the parent that the student is in danger of failing for the year.</p> <p>Between the third and fourth marking period (about mid May) the teacher must submit to the principal using the Retention Referral Form, those students the teacher is recommending for retention. In order for the teacher to recommend a student, parental contact must have been made at either the second or third report card conference. The principal will review the referral with the teacher. If the decision is to retain the student, the principal will write to the parent indicating this decision.</p>
MIDDLE SCHOOL:	Interquarterly notices and report cards will indicate failures and possible failures of subjects. At the third marking period conference, the teacher must inform the parent that the student is in danger of failing the subject.

Dear

Even though _____ is being assigned to the ninth grade for the school year 1985-86, notice is hereby given that he/she has not met the Middle School promotion requirements in the subject areas of _____. If these deficiencies are not remediated during the ninth grade year, or the summer following, your child will not be promoted to tenth grade.

Please acknowledge receipt of this notice by signing the blue copy, inserting the date, and returning it in the enclosed self-addressed stamped envelope.

If you have any questions regarding this notice, please contact my office.

Sincerely,

Principal

c: _____, Principal
Interboro High School

I hereby acknowledge receipt of the above notice.

Signature

Date

INTERBORO SCHOOL DISTRICT

Report of Child Recommended for Retention in Grade

Pupil _____ Grade _____ School _____ Date _____
Last Name, First Name, Middle

Has the child ever repeated? Yes _____ No _____ If yes, what grade? _____

Achievement Test (Use latest test)

Name of Test _____ Date Administered _____

Pupil's Score:

Vocabulary	Reading	Language	Work/Study Skills	Math	Total

I.Q. Score _____ Teacher Evaluation _____

Score is/is not a valid index of child's intelligence. If not, briefly state your reasons

Teacher Evaluation Reading Level _____ Math Level _____

Spelling Level _____ Other (specify) _____

Attendance: Days Present _____ Days Absent _____ Times Tardy _____

Health:

Date child entered Interboro School District _____ Grade _____

Consultations - Give dates of consultation with following:

Mother _____

Principal _____

Father _____

Supervisor _____

Parent's Attitude:

Child's Attitude:

Other factors which should be considered:

Teacher's Signature

PROCEDURES:

1. Sample copy of notice letter will be sent by each building principal.
2. The building principal will initiate the letter on his/her school letterhead.
3. Copies will be sent to the Superintendent, High School Principal, with two copies to the parent along with a stamped self-addressed envelope.
4. The stamped self-addressed envelope should be addressed to the High School Principal.
5. The notice to the parents should be sent certified mail-returned receipt. Upon receipt of the signed acknowledgment, the High School Principal should forward a copy to the middle school principal so as to complete his/her record.
6. Should acknowledgment not be received, the Home & School Visitor will contact the home.

Addendum to Policy #215 – Board Approved 4/17/02

Diplomas for WWII Veterans

In order to recognize and honor veterans who left high school prior to graduation to serve in World War II, the Board shall grant a diploma to a veteran who completes the required application and meets the following requirements:

1. Was honorably discharged from the Armed Forces of the United States of America.
2. Served in the United States military between September 16, 1940, and December 31, 1946.
3. Attended high school between 1937 and 1946 and would have been a member of a graduation class during 1941 through 1950 but did not graduate due to entry into military service.

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: 9/17/2014

REVISED:

INTERBORO SCHOOL DISTRICT

	216. STUDENT RECORDS
1. Authority SC 1305-A, 1306-A, 1402, 1409, 1532, 1533 Title 22 Sec. 4.52, 12.31, 12.32, 15.9 20 U.S.C. Sec. 1232g 34 CFR Part 99, Part 300	<p>The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.</p> <p>The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.</p> <p>Copies of the student records plan shall be submitted to the Department of Education, upon request.</p>
2. Definitions 34 CFR Sec. 99.3 20 U.S.C. Sec. 1232g 34 CFR Sec. 99.3 34 CFR Sec. 99.3	<p>Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.</p> <p>Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.</p> <p>Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.</p>

<p>20 U.S.C. Sec. 1232g 34 CFR Sec. 99.3</p>	<p>Education records - records that are directly related to a student, maintained by the school district or by a party acting for the school district and not subject to one of the exemptions under federal law or regulations.</p>
<p>34 CFR Sec. 99.3, 99.5</p>	<p>Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent/guardian of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent/guardian as defined in Section 152 of the Internal Revenue Code, the district shall make the education records accessible to the parent/guardian of said student.</p>
<p>34 CFR Sec. 99.3, 99.4</p>	<p>Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent/guardian unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights.</p>
<p>34 CFR Sec. 99.3</p>	<p>Personally identifiable information - includes, but is not limited to:</p> <ol style="list-style-type: none"> 1. The name of a student, the student's parents/guardians or other family members. 2. The address of the student or student's family. 3. A personal identifier, such as the student's social security number, student number, or biometric record. 4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name. 5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. 6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.
<p>34 CFR Sec. 99.3</p>	<p>Student - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records.</p>

<p>3. Delegation of Responsibility</p> <p>SC 1532 Pol. 213, 215</p>	<p>The Superintendent or designee shall be responsible for developing, implementing, and monitoring the student records plan.</p> <p>All district personnel having access to student education records shall receive periodic training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations.</p> <p>Each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p>
<p>4. Guidelines</p> <p>34 CFR Sec. 99.7</p> <p>34 CFR Sec. 99.10, 99.11, 99.12</p> <p>34 CFR Sec. 99.20</p> <p>34 CFR Sec. 99.21, 99.22</p> <p>34 CFR Sec. 99.3, 99.37</p>	<p>The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:</p> <ol style="list-style-type: none"> 1. Adequate safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disclosing personally identifiable information. 2. Ensuring that parents/guardians and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment. 3. Procedures for the inspection, review, and copying of a student's education records by parents/guardians and eligible students. The district may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request. 4. Procedures for requesting the amendment of a student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. 5. Procedures for requesting and conducting hearings to challenge the content of the student's education records. 6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district. 7. Determining the types of personally identifiable information designated as directory information.

34 CFR Sec. 99.30-99.39	8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.
34 CFR Sec. 99.7, 99.31	9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.
34 CFR Sec. 99.32	10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.
Pol. 113.5	11. Ensuring appropriate review, retention, disposal and protection of student records.
SC 1305-A	12. Transferring education records and appropriate disciplinary records to other school districts.
	<u>Student Recruitment</u>
Pol. 250	Procedures for disclosure of student records and information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.
	<u>Missing Child Registration</u>
35 P.S. Sec. 450.403-A	A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered.
35 P.S. Sec. 450.404-A	In the event the district receives a request for information from the school records of a missing child, the district shall: <ol style="list-style-type: none"> 1. Attempt to obtain information on the identity of the requester. 2. Contact the appropriate law enforcement agency to coordinate a response. <p>No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.</p>

	<p>References:</p> <p>School Code – 24 P.S. Sec. 1305-A, 1306-A, 1402, 1409, 1532, 1533</p> <p>Missing Children Registration – 35 P.S. Sec. 450.401-A et seq.</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.52, 12.31, 12.32, 15.9</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Board Policy – 113, 113.1, 113.5, 213, 215, 216.1, 250</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUPPLEMENTAL DISCIPLINE
RECORDS

ADOPTED: 9/17/2014

REVISED:

	216.1. SUPPLEMENTAL DISCIPLINE RECORDS
1. Authority SC 1304-A, 1305-A, 1307-A 42 Pa. C.S.A. Sec. 6341	<p>The school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.</p>
2. Guidelines 42 Pa. C.S.A. Sec. 6341	<p><u>Adjudicated Students</u></p> <p>Building principals shall receive from the court, through the juvenile probation department, information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.</p> <p>The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.</p> <p>Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.</p>
SC 1304-A	<p><u>Transfer Students</u></p> <p>Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.</p>

216.1. SUPPLEMENTAL DISCIPLINE RECORDS - Pg. 2

SC 1304-A	<p>Parents/Guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.</p> <p>This registration statement shall be maintained as part of the student's disciplinary record.</p>
SC 1305-A Pol. 216	<p>When a student transfers to a district school from another school district, a nonpublic school, or other school within this district, the district shall obtain a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.</p> <p>When a student transfers from a district school to another school district, a nonpublic school or other school within the district, the district shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1304-A, 1305-A, 1307-A</p> <p>Adjudication of Juveniles – 42 Pa. C.S.A. Sec. 6341</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Safe and Drug-Free Schools and Communities Act – 20 U.S.C. Sec. 7165</p> <p>Board Policy – 216</p>

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE

ADOPTED: 9/17/2014

REVISED:

	218. STUDENT DISCIPLINE
1. Purpose	The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.
2. Authority SC 510 Title 22 Sec. 12.3, 12.4 Pol. 103, 103.1	The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities.
Title 22 Sec. 12.2, 12.3, 12.4 Pol. 103, 103.1, 235	The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.
Title 22 Sec. 12.5	The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.
Pol. 233	Any student disciplined by a district employee shall have the right to notice of the infraction.
Pol. 233	Suspensions and expulsions shall be carried out in accordance with Board policy.
Pol. 218	<u>Off-Campus Activities</u>
	This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist: 1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.

218. STUDENT DISCIPLINE - Pg. 2

	<p>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</p> <p>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</p> <p>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</p> <p>5. The conduct involves the theft or vandalism of school property.</p> <p>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</p>
<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 12.3 Pol. 235</p> <p>SC 1317, 1318</p> <p>SC 1317</p> <p>Title 22 Sec. 12.5</p>	<p>The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.</p> <p>The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office.</p> <p>The building principal shall have the authority to assign discipline to students, subject to Board policies, district rules and regulations and to the student's due process right to notice, hearing, and appeal.</p> <p>Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.</p> <p>Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.</p>

218. STUDENT DISCIPLINE - Pg. 3

SC 1302.1-A, 1303-A	When conduct so warrants, the building principal shall, in accordance with the Code of Student Conduct and the memorandum of understanding, contact the police department who has jurisdiction over the school's property.
Pol. 805	The memorandum of understanding shall provide procedures for local law enforcement response including, but not limited to, investigation of the incident, interrogation and custody of the student.
	<u>Required Reports</u>
	The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.
SC 1303-A Pol. 218.1, 218.2, 222, 227	The Superintendent shall annually, by July 31, report to the Office of Safe Schools on the required form all new incidents that occurred on school property and involved conduct including, but not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol or tobacco.
SC 1303-A	The Superintendent shall annually, no later than July 1, submit the prepared Office of Safe Schools report to the police department with jurisdiction over the school building for review and comparison with police incident data. Discrepancies shall be resolved in accordance with the procedures outlined in the memorandum of understanding.
	References:
	School Code – 24 P.S. Sec. 510, 1302.1-A, 1303.A, 1317, 1318
	State Board of Education Regulations – 22 PA Code Sec. 12.1 et seq., 403.1
	No Child Left Behind Act – 20 U.S.C. Sec. 7114
	Board Policy – 103, 103.1, 122, 123, 218.1, 218.2, 222, 227, 233, 235, 805

INTERBORO SCHOOL DISTRICT CODE OF CONDUCT

Student Responsibilities

The Interboro School District recognizes the vital role that athletics, student government and other activities play in promoting the physical, mental, social, emotional and moral development of its students. Involvement in these activities affords students the opportunity to gain valuable experiences and insights into teamwork, self-discipline and life itself. The high profile status of these activities gives many students a chance to experience success and develop confidence and self-esteem. Participants often earn the respect of their fellow students and are viewed as leaders within the school society.

It is important to note, however, that while education is a right, participation in co-curricular activities is a privilege, and along with that privilege are certain responsibilities. When a student joins an activity and decides to represent his or her school, the student also agrees to accept the rules, regulations and responsibilities as set forth by the school district. Before joining any district sponsored team or club, students and their parents are required to read the rules and regulations contained herein.

CODE OF CONDUCT FOR ATHLETES AND OTHER EXTRA-CURRICULAR ACTIVITIES

Code of Conduct

1. Students are accountable to the rules and regulations set forth in the student handbook. These include, but are not limited to, all rules and regulations set forth by the *Pennsylvania Interscholastic Athletic Association* (PIAA) and the Interboro School District regarding attendance and eligibility.
2. Academic and disciplinary requirements of the Interboro School District supersede participation in extra-curricular activities, including athletic practices, contests and social activities. If a teacher deems it necessary for a student to miss an extra or co-curricular activity, the teacher shall contact the building principal.
3. Any student who is ill and not in school by 11:30 AM, may not attend or participate in any after-school activity that day. This includes games, practices, rehearsals, performances, as well as dances and proms. Exceptions will only be made for doctor's appointments, funerals, or other emergencies.
4. The school principal shall have the authority to exclude or suspend a student from membership from any co-curricular activities who because of his or her conduct fails to represent the Interboro School District in a proper manner. Examples of such conduct, which could result in exclusion or suspension from membership in co-curricular activities includes, but are not limited to:
 - a. Disrespectful conduct toward fellow students or school personnel
 - b. Disrespectful conduct toward coaches, officials, sponsors, students from other schools or the public
 - c. Chronic violation of school rules (lateness, truancy, etc.)
 - d. Misconduct on field trips or buses.
 - e. Students in violation of school policy may lose end-of-year privileges at the Administrator's discretion.

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: WEAPONS

ADOPTED: 9/17/2014

REVISED:

	218.1. WEAPONS
1. Purpose	The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.
2. Definitions SC 1301-A, 1317.2	<p>Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.</p> <p>Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.</p>
3. Authority SC 1317.2 Pol. 218	The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.
SC 1317.2 Pol. 233	The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.
SC 1317.2 Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq Pol. 103.1, 113.1, 113.2, 805.1	In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

<p>4. Delegation of Responsibility SC 1302.1-A Pol. 805, 805.1</p>	<p>The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.</p>
<p>5. Guidelines SC 1302.1-A, 1303-A, 1317.2 Title 22 Sec. 10.2, 10.21 Pol. 805.1</p>	<p>The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
<p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p>	<p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.</p>
	<p>The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.</p>
<p>SC 1317.2</p>	<p>An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.</p>
<p>18 U.S.C. Sec. 921, 922</p>	<p>In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.</p>
	<p><u>Transfer Students</u></p> <p>When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.</p>

	<p>References:</p> <p>School Code – 24 P.S. Sec. 1301-A, 1302.1-A, 1303-A, 1317.2</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.23, 10.25, 403.1</p> <p>Possession of Weapon on School Property – 18 Pa. C.S.A. Sec. 912</p> <p>Gun Control Act – 18 U.S.C. Sec. 921, 922</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 7114</p> <p>Gun-Free Schools Act – 20 U.S.C. Sec. 7151</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 103.1, 113.1, 113.2, 218, 233, 805, 805.1</p> <p>NOTES:</p> <p>Gun-Free School Zone Act was found unconstitutional – change language to read “In accordance with federal law,...” and keep cites to 18 U.S.C. Sec. 921, 922.</p> <p>PSBA Revision 4/13</p>
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SECTION: PUPILS

TITLE: TERRORISTIC THREATS

ADOPTED: 9/17/2014

REVISED:

INTERBORO SCHOOL DISTRICT

218.2. TERRORISTIC THREATS	
1. Purpose	The Board recognizes the danger that terroristic threats by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.
2. Definitions 18 Pa. C.S.A. Sec. 2706	Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.
18 Pa. C.S.A. Sec. 2706	Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.
3. Authority	The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.
Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq Pol. 103.1, 113.1, 113.2, 805.1	In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

218.2. TERRORISTIC THREATS - Pg. 2

<p>4. Delegation of Responsibility SC 1302.1-A Pol. 805, 805.1</p>	<p>The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.</p>
<p>5. Guidelines Title 22 Sec. 12.2</p>	<p>Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.</p>
<p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 Pol. 805.1</p>	<p>The building principal shall immediately inform the Superintendent after receiving a report of such a threat.</p> <p>The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
<p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p>	<p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25, 12.2</p> <p>Terroristic Threats – 18 Pa. C.S.A. Sec. 2706</p>

218.2. TERRORISTIC THREATS - Pg. 3

	<p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 000, 103.1, 113.1, 113.2, 233, 805, 805.1</p> <p>NOTES:</p> <p>Act 76 of 1998 – Restitution Payments – 18 Pa. C.S.A. Sec. 2706</p> <p>PSBA Revision 4/13</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT COMPLAINT
PROCESS

ADOPTED: 9/17/2014

REVISED:

	219. STUDENT COMPLAINT PROCESS
1. Purpose	<p>The Board recognizes that students have the right to request redress of complaints. In addition, the Board believes that the inculcation of respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.</p>
2. Definition	<p>For purposes of this policy, a student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program.</p>
3. Authority	<p>The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy.</p>
4. Guidelines	<p>The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor; and both shall attempt to resolve the issue informally and directly.</p> <p>For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:</p> <ol style="list-style-type: none"> 1. Specific nature of the complaint and a brief statement of relevant facts. 2. Manner and extent to which the student believes s/he has been adversely affected. 3. Relief sought by the student. 4. Reasons why the student feels entitled to the relief sought. <p>The complaint may then be submitted, in turn, to the building principal for resolution. If no resolution is found the complaint will be submitted to the Superintendent for review and/or the School Board. A suitable period of time will be allowed at each level for hearing of the complaint and preparation of a response.</p>

	<p>At each level the student shall be afforded the opportunity to be heard personally by the school authority.</p> <p>At each step the school authority hearing the complaint may call in the student's parent/guardian.</p> <p>The student may seek the help of a parent/guardian at any step.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT EXPRESSION/
DISTRIBUTION AND POSTING
OF MATERIALS

ADOPTED: 9/17/2014

REVISED:

<p>1. Purpose Title 22 Sec. 12.9</p> <p>2. Definitions</p>	<p style="text-align: center;">220. STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS</p> <p>The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.</p> <p>This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.</p> <p>Distribution - students handing nonschool materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.</p> <p>Expression - verbal, written or symbolic representation or communication.</p> <p>Nonschool materials - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.</p>
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<p>3. Authority Title 22 Sec. 12.9</p> <p>SC 511 Title 22 Sec. 12.2, 12.9</p> <p>SC 510 Title 22 Sec. 12.9</p> <p>Title 22 Sec. 12.2</p>	<p>Posting - publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like.</p> <p>Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.</p> <p>Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.</p> <p>The Board shall require that distribution and posting of nonschool materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.</p> <p><u>Unprotected Student Expression</u></p> <p>The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:</p> <ol style="list-style-type: none"> 1. Libel of any specific person or persons. 2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students. 3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
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<p>Title 22 Sec. 12.9</p>	<ol style="list-style-type: none"> 4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations. 5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights. 6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression. <p>Spontaneous student expression which is otherwise protected speech is not prohibited by this section.</p> <p><u>Discipline For Engaging In Unprotected Expression</u></p> <p>The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.</p> <p><u>Distribution Of Nonschool Materials</u></p> <p>The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.</p> <p>If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.</p> <p>If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of nonschool materials.</p>
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<p>Pol. 219</p> <p>4. Delegation of Responsibility</p>	<p>Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.</p> <p>Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.</p> <p><u>Posting Of Nonschool Materials</u></p> <p>If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.</p> <p>Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.</p> <p><u>Review Of Student Expression</u></p> <p>School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.</p> <p>Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.</p> <p>The review for unprotected expression shall be reasonable and not calculated to delay distribution.</p> <p>Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district regulations or procedures.</p> <p>The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.</p>
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<p>Pol. 218</p>	<p>Disciplinary action may be determined by the administrators for students who distribute or post nonschool materials in violation of this policy and district regulations or procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.</p> <p>This Board policy and any administrative regulations or procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.2, 12.9</p> <p>Board Policy – 218, 219</p> <p>PSBA Revision 3/06</p>
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Number 221

Section PUPILS

Title Corporal Punishment

Adopted September 19, 2007

221. CORPORAL PUNISHMENT

The method by which individual disciplinary matters in the schools will be handled is to be delineated in the individual discipline codes which have been developed at every school level - elementary, middle, and high school. These codes of discipline are required at each level as provided in the School District's Policies on Discipline. In deciding upon an appropriate method of dealing with disciplinary matters in the schools, it is the policy of the Interboro School District that there is never justification for a teacher or any other School District employee to use sarcasm, demeaning comments, or any other form of abusive language or abusive treatment in interacting with students. **FURTHERMORE, CORPORAL PUNISHMENT IS EXPRESSLY PROHIBITED AS A DISCIPLINARY MEASURE IN THE INTERBORO SCHOOL DISTRICT.** It should be noted that corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Teachers and school authorities may use reasonable force under the following circumstance:

- A. To quell a disturbance.
- B. To obtain possession of weapons or other dangerous objects.
- C. For the purpose of self-defense.
- D. For the protection of persons or property.

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TOBACCO

ADOPTED: 9/17/2014

REVISED:

	222. TOBACCO
1. Purpose	The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.
2. Definition 35 P.S. Sec. 1223.5	For purposes of this policy, tobacco includes a lighted or unlighted cigarette, electronic cigarettes/cigar, pipe or other smoking products or material and smokeless tobacco in any form (i.e. lighters and smokeless tobacco in any form).
3. Authority 18 Pa. C.S.A. Sec. 6305 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	<p>The Board prohibits possession, use or sale of tobacco by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p> <p>The Board prohibits possession, use or sale of tobacco by students at school-sponsored activities that are held off school property.</p>
Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq Pol. 103.1, 113.1, 113.2, 805.1	In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.
4. Delegation of Responsibility	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco policy by publishing such policy in the student handbook, parent newsletters, posted notices, district website and other efficient methods.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>
5. Guidelines SC 1302.1-A, 1303-A	The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored

222. TOBACCO - Pg. 2

<p>Title 22 Sec. 10.2, 10.22 Pol. 805.1</p>	<p>activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
<p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p>	<p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by students to the Office for Safe Schools on the required form.</p>
<p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 10.23, 10.25, 403.1</p> <p>Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305</p>

	<p>Tobacco Use Prohibition – 18 Pa. C.S.A. Sec. 6306.1</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 7114</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 000, 103.1, 113.1, 113.2, 805.1</p> <p>PSBA Revision 4/13</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF BICYCLES AND
MOTOR VEHICLES

ADOPTED: 9/17/2014

REVISED:

	223. USE OF BICYCLES AND MOTOR VEHICLES
1. Purpose	The Board regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents/guardians and students.
2. Authority	<p>The Board shall permit the use of bicycles by students in accordance with district rules.</p> <p>The Board shall permit the use of motor vehicles by secondary students in accordance with district rules, provided that such students are licensed drivers and have followed established procedures and obtained the required permit.</p> <p>The Board permits the use of skateboards and scooters to and from school only.</p> <p>The Board shall not be responsible for bicycles or motor vehicles that are lost, stolen, or damaged.</p>
3. Delegation of Responsibility	<p>The building principal or designee shall develop rules and regulations for operating and parking of bicycles and motor vehicles and shall disseminate those rules to affected students.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 779, 1519</p>

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CARE OF SCHOOL PROPERTY

ADOPTED: 9/17/2014

REVISED:

	224. CARE OF SCHOOL PROPERTY
1. Purpose	The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.
2. Authority	The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.
SC 777 Pol. 218, 233	<p>It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents/Guardians shall be held accountable for the actions of their child. Students will be responsible for financial restitution of damages caused.</p> <p>The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent/guardian.</p>
3. Delegation of Responsibility SC 109, 801	<p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>The Superintendent shall submit a report on incidences of vandalism to the Board on each occurrence.</p> <p>Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 109, 777, 801</p> <p>Board Policy – 000, 218, 233</p>

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SCHOOL UNIFORM
POLICY/STUDENT DRESS
CODE

ADOPTED: 9/17/2014

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;">225. SCHOOL UNIFORM POLICY/STUDENT DRESS CODE</p> <p>The Interboro School District Board of Education adopted a mandatory School Standard of Dress policy for all students in grades kindergarten through eight in September 2000.</p> <p>All students are expected to wear school attire that presents reasonable standards of appropriateness, does not endanger student or public health, and is not disruptive to the educational process. Please refer to the Student Handbook for additional information.</p> <p>The Interboro School District Board of Education strongly believes that the following issues support a Standard of Dress policy:</p> <ol style="list-style-type: none"> 1. Standards of Dress create security through identification, enabling school officials to recognize intruders. 2. Standards of Dress promote a statement of identity. 3. A sense of school unity is created. 4. School spirit is enhanced. <ul style="list-style-type: none"> • Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some type of covering shall be used. • Students in all district schools in grades kindergarten through grade twelve may be required to wear certain types of clothing while participating in physical education classes, shop, extracurricular activities or other situations when special attire may be required to insure the health or safety of the students. • Students have the responsibility to keep themselves, their clothes and their hair
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<p>2. Guidelines</p>	<p>clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.</p> <p>The Standard of Dress mandated for students in grades kindergarten through eight is as follows:</p> <p style="text-align: center;">MALE STUDENTS (K-8)</p> <p><u>PANTS</u></p> <ul style="list-style-type: none"> • Pants or shorts in solid colors. • Colors must be black, tan (khaki), gray, yellow/gold, or white. • Only school or school district lettering or logos is permitted (Examples = “Bucs”, “Interboro”, “Prospect Park School”, a pirate logo) EXCEPT brand or other logos or labels, which cannot be larger than 2” X 2” (Example = small Nike symbol or brand name). • Lettering is allowed on the front and sides ONLY <p><u>SHIRTS AND SWEATSHIRTS</u></p> <ul style="list-style-type: none"> • Shirts and sweatshirts in solid colors. • Colors must be black, white, yellow/gold, or gray. • Style must be crew neck (non-collared shirt worn along the neck line) or collared (Polo or golf shirts with 2 to 3 buttons). • Only school or school district lettering or logos is permitted (as described above) EXCEPT brand or other logos or labels, which cannot be larger than 2” X 2”. <p style="text-align: center;">FEMALE STUDENTS (K-8)</p> <p><u>PANTS</u></p> <ul style="list-style-type: none"> • Females may wear pants, shorts, skirts/skorts, or dresses in solid colors. • Pants, shorts, skirts/skorts must be finger tip length.
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<p>SC 1317.3</p> <p>3. Delegation of Responsibility</p>	<ul style="list-style-type: none">• Colors must be black, tan (khaki) yellow/gold, gray, or white.• Lettering (same as for males – see above). <p><u>SHIRTS AND SWEATSHIRTS</u></p> <ul style="list-style-type: none">• Same as for males (see above). <p><i>NO PAJAMAS ARE PERMITTED FOR BOYS OR GIRLS AT ANY TIME</i></p> <p><u>FOOTWEAR</u></p> <p>Grades K – 2 – SNEAKERS ONLY.</p> <p>Grades 3 – 8 – SNEAKERS required ONLY on gym days, any other footwear is permissible.</p> <p><i>No slippers are permitted at any time, for any grade</i></p> <p><i>NOTE: There will be no opting out of the School Standard of Dress Policy except for religious reasons. Please discuss specific situations with the school principal.</i></p> <p>The Interboro School District recognizes that the legislative authority to provide for a School Standard of Dress policy has been provided through Act 46 of 1998.</p> <p>The Superintendent shall develop procedures for implementation of the Standard of Dress policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1317.3</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.11</p> <p>Board Policy – 325</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SEARCHES

ADOPTED: 09/17/2014

REVISED:

	226. SEARCHES
1. Purpose	The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.
2. Authority Pa. Const., Art. I Sec. 8 SC 510 Title 22 Sec. 12.14 U.S. Const., Amendment IV	School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.
Pol. 218.1, 223, 227	The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.
3. Delegation of Responsibility	The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

<p>Title 22 Sec. 12.14</p>	<p>The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.</p> <p>Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.</p>
<p>4. Guidelines</p> <p>Title 22 Sec. 12.14</p>	<p><u>Individualized Suspicion Searches</u></p> <p>Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.</p> <p>In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.</p> <p>Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.</p> <p><u>Random Or General Searches Without Individualized Suspicion</u></p> <p>Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches</p>

	<p>normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.</p> <p>Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.</p> <p>Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.</p> <p>Pol. 805 Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.</p> <p><u>Searches Upon Consent</u></p> <p>Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.</p> <p>Pol. 223 The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.</p> <p><u>Searches By Or At The Request Of Law Enforcement Officials</u></p> <p>Pol. 805 The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a</p>
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warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Locker Inspections And Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal Of Clothing Or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling And Disposal Of Items Found In The Course Of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

References:

Pennsylvania Constitution – PA Const. Art. I, Sec. 8

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 12.14

United States Constitution – Amendment IV

Board Policy – 218.1, 223, 227, 805

In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)

Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)

Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)

SECTION: PUPILS

TITLE: CONTROLLED SUBSTANCES/
PARAPHERNALIA

ADOPTED: 9/17/2014

REVISED:

INTERBORO SCHOOL DISTRICT

	227. CONTROLLED SUBSTANCES/PARAPHERNALIA
<p>1. Purpose</p> <p>2. Definitions 35 P.S. Sec. 780-102 21 U.S.C. Sec. 812</p> <p>Pol. 210, 210.1</p>	<p>The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.</p> <p>For purposes of this policy, controlled substances shall include all:</p> <ol style="list-style-type: none"> 1. Controlled substances prohibited by federal and state laws. 2. Look-alike drugs. 3. Alcoholic beverages. 4. Anabolic steroids. 5. Drug paraphernalia. 6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products. 7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws. 8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy. <p>For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.</p> <p>For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.</p>

227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 2

<p>3. Authority SC 510, 511 Title 22 Sec. 12.3</p>	<p>The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.</p>
<p>Title 22 Sec. 10.23 20 U.S.C. Sec. 1400 et seq Pol. 103.1, 113.1, 113.2, 805.1</p>	<p>The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.</p> <p>In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
<p>Pol. 218</p>	<p><u>Off-Campus Activities</u></p>
<p>Pol. 122, 123</p>	<p>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p> <ol style="list-style-type: none"> 1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation. 2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities. 3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school. 4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school. 5. The conduct involves the theft or vandalism of school property. 6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 3

<p>4. Delegation of Responsibility</p> <p>SC 1302.1-A, 1303-A 42 Pa. C.S.A. Sec. 8337</p>	<p>The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:</p> <ol style="list-style-type: none"> 1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances. 2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances. 3. Provide education concerning the dangers of abusing controlled substances. 4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.
<p>5. Guidelines</p> <p>Pol. 218, 233</p> <p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21, 10.22 Pol. 805.1</p>	<p>Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.</p> <p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
<p>Title 22 Sec. 10.2, 10.25 Pol. 805.1</p>	<p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.</p> <p>In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.</p>

227. CONTROLLED SUBSTANCES/PARAPHERNALIA - Pg. 4

<p>35 P.S. Sec. 807.1</p> <p>35 P.S. Sec. 807.2 Pol. 233</p>	<p>No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.</p> <p><u>Anabolic Steroids</u></p> <p>The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.</p> <p>Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.</p> <p><u>Reasonable Suspicion/Testing</u></p> <p>If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511, 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.3, 403.1</p> <p>PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.</p> <p>Steroids – 35 P.S. Sec. 807.1 et seq.</p> <p>PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p>
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No Child Left Behind Act – 20 U.S.C. Sec. 7114, 7161

Controlled Substances Act – 21 U.S.C. Sec. 801 et seq.

Individuals With Disabilities Education Act, Title 34, Code of Federal
Regulations – 34 CFR Part 300

Board Policy – 000, 103.1, 113.1, 113.2, 122, 123, 210, 210.1, 218, 233, 805, 805.1

NOTES:

Maintenance – make sure any drug testing policy has been reviewed by district
solicitor. See Andrews & Price memo for guidance.

PSBA Revision 4/13

INTERBORO SCHOOL DISTRICT

DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

Guidelines for Handling Drug Related Incidents:

1. An emergency situation related to drug use shall be recognized and treated as a medical emergency. In such instances the student shall not be left alone, a school nurse shall be summoned immediately, and if necessary, additional medical help will be secured.
 - a. In such an emergency the principal shall be responsible for all necessary investigation to be carried out. The principal, or his authorized delegate, may search the student, their locker, and vehicle and remove any apparent drug substance. If the student must be taken to a medical facility he/she will be accompanied by the principal or his authorized delegate.
 - b. If there is ever a question of a student's safety, professional medical personnel will be notified immediately.
 - c. Maintaining the confidentiality of such situations, shall be the responsibility of all parties involved. Such information shall be limited to the initial parties who are in knowledge of the situation and may only be extended to medical personnel, the school principal, Superintendent and counselor. Parental notification should consist of reporting a medical emergency and describing symptoms to the parents.
 - d. All substances discovered at the emergency scene or subsequently uncovered shall be turned over by the school principal or authorized delegate to medical personnel for identification and aid in the treatment of the emergency.
 - e. Students involved in such an emergency shall be requested to have an appointment with a drug and alcohol treatment program. Recommendation for further disciplinary action, counseling or outside referral shall be made by the principal in accordance with the Board approved school discipline code.
 - f. Parents will be immediately notified of the incident as a medical emergency.
 - g. Law enforcement authorities shall not be notified by school personnel unless the safety of the emergency victim or general school population is at risk.
2. Students seeking drug related help or advice for themselves from school personnel shall be referred to the SAP.
 - a. It is the responsibility of the staff to report an incident or request advice from the school counselor, nurse, or administrator.

- b. Students should be fully informed of services that are available, and of their entitlement to the services and to confidentiality. Students should be encouraged to seek such help.
 - c. The staff member involved in such circumstances is obligated to guard the confidentiality of the student.
 - d. There is no need for disciplinary action in this situation.
 - e. Parents may be notified only with the written consent of the student.
 - f. Law enforcement involvement is not warranted in this situation.
- 3. Occasionally, a student will contact a staff member in regard to the drug usage of another student. Any response must be made in consideration of the indirect source of information. Such a student should be encouraged to relay information about help and students' rights to the student with the problem.
 - a. The staff member should send advice, through the intervening student, that the student with a problem should personally contact someone who can help.
 - b. The confidentiality of such information is the responsibility of the staff member who has been contacted. However, the staff member may report such an incident or request advice from the school counselor, nurse, administrator or SAP team.
- 4. When a student is suspected of drug abuse, yet the student is not clearly "Under the influence," a concerned staff member, observing behavior which appears to be unusual for that student, must refer that student to the SAP team.
 - a. Investigation of such a suspected situation will be conducted by the SAP team.
 - b. If evidence of a problem exists, the student will be informed of available help and encouraged to seek assistance.
 - c. The suspecting staff member is obligated to guard such suspicions.
 - d. Parents may be notified by the counselor, school nurse, administrator or SAP team member. The notification shall be limited to behavioral problems, not suspected drug use.
 - e. Law enforcement involvement is not warranted.
- 5. In instances of possession or use that is confirmed by the student's voluntary admission to school personnel, where a student is not presently under the influence, school staff shall make every effort to pursue all possible approaches to have the student accept help.

- a. Investigation will be conducted by the staff member, student, principal, nurse, counselor, and SAP team.
 - b. It is the SAP team's responsibility to inform the student of the help that is available and the student's right to such help.
 - c. Any counselor presently working with this student will become an adjunct member of the SAP team
 - d. The SAP team shall be responsible for the confidentiality of such discussions. The SAP team may be in contact with the nurse, counselor, principal, and relevant staff members, preferably with the student's permission. Every attempt will be made to allow parental contact.
6. In an instance of a student being caught with possession or under the influence for the first time, the matter will be pursued on an internal basis in terms of investigation and discipline.
- a. Investigation will be conducted by the principal or his authorized delegate. The staff member who discovers the drug will confiscate all drugs in plain sight. The student involved will be brought to the principal. The principal will search the student's locker, motor vehicle, and person in the presence of a second staff member. Students shall not be left alone during this process. Police authorities will be contacted if an illegal substance is found.
 - b. Help will be provided through an appointment with a school counselor, Sap team, or outside drug/alcohol agency.
 - c. Confidentiality shall be the responsibility of the staff members involved. Distribution of information will be limited to student, staff member involved, school counselor, nurse, principal, and Superintendent.
 - d. Discipline will be enforced in accordance with the Board approved school discipline code.
 - e. Parents shall be notified immediately by the principal and completely informed of the circumstances. The principal will request the parents presence at the school.
 - f. Law enforcement authorities will be contacted so the school can turn over the drug substance. (See item a)
 - g. After disciplinary action has been taken, it is the principal's responsibility to refer the student to the SAP team.

7. In an instance of a student caught with possession or under the influence repeatedly or who responds with arrogance, the matter will be pursued in accordance with the high school code of discipline.
 - a. Investigation will be conducted by the principal or his authorized delegate. The staff member who discovers the drug will confiscate all drugs in plain sight. The student involved will be brought to the principal. The principal will search the student's locker, motor vehicle, and person in the presence of a second staff member. Students shall not be left alone during this process. Police authorities will be contacted if an illegal substance is found.
 - b. Help will be provided through a mandated appointment with SAP team or outside drug/alcohol agency.
 - c. Confidentiality shall be the responsibility of the staff members involved. Distribution of information will be limited to student, staff member involved, school counselor, nurse, principal, and SAP team. The principal will notify the Superintendent if he deems such referral appropriate and consistent with School Board approved school discipline code.
 - d. Parents shall be notified by the principal and completely informed of the circumstances. The principal will request the parent or guardian's presence at the school.
 - e. After disciplinary action has been taken, it is the principal's responsibility to refer the student to the SAP team.
8. In an instance of a student volunteering information about possible drug possession by another student, the situation will be investigated and procedures employed as follows:
 - a. Investigation of volunteered information will be conducted by the staff member contacting the principal, school counselor, or school nurse for substantiation.
 - b. Confidentiality will be the responsibility of the staff member involved. Distribution of information will be limited to the student, staff member, school counselor, nurse, and principal.
9. When a student has been caught with drugs and it is suspected that the student is selling or dispensing the drug, the situation will be investigated and procedures employed as follows:
 - a. Investigation will be conducted by the principal or his authorized delegate. Because of the severity of this situation, extreme care should be exercised during all investigation. If available information indicates, the student will be questioned by the principal who will request the surrender of all substances. The principal

shall search a student's locker, motor vehicle and person in the presence of a second staff member.

- b. After disciplinary action has been taken, it is the principal's responsibility to refer the student to the SAP team.
 - c. Confidentiality will be the responsibility of the staff members involved. Distribution of information will be limited to the student, staff involved, school counselor, nurse, principal, and SAP team.
 - d. Discipline will be consistent with School Board approved discipline code.
 - e. Parents will be notified as soon as adequate supportive information is collected.
 - f. Law enforcement authorities will be notified in such instances, resulting in possible legal action.
10. In instances of suspicion of a non-student selling or dispensing drugs on school property, the situation will be investigated and procedures employed as follows:
- a. Investigation will be the primary responsibility of the school principal with full cooperation from all school staff members.
 - b. Law enforcement authorities will be provided with all information.

LOCKER SEARCH

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers and cabinets for such storage.

All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools.

The Superintendent shall develop procedures to implement this policy which shall require:

1. All requests or suggestions for the search of a student's locker shall be directed to the school building principal.

2. The principal or representative and a second party shall be present whenever a student locker is inspected.
3. The principal or representative shall open a student's locker for inspection on the request of a law enforcement officer only on presentation of duly authorized search warrant or on the intelligently and voluntarily given consent of the student.
4. Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.
5. The principal or representative shall be responsible for the safekeeping and proper disposal of any substance, object, or material found to be improperly stored in a student's locker.
6. The principal shall be responsible for the prompt recording in writing of each locker inspection which record shall include the reasons for the search, persons present, objects found, and their disposition. The Superintendent will be informed each time a locker search is conducted and shall be provided with a record of the search.

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT GOVERNMENT

ADOPTED: 9/17/2014

REVISED:

	228. STUDENT GOVERNMENT
1. Purpose	<p>The Board acknowledges the importance of offering students the opportunity to participate in self government within the schools.</p>
	<p>The purpose of student government shall be to:</p> <ol style="list-style-type: none"> 1. Develop attitudes of good citizenship which include fairness. 2. Promote a cooperative relationship between students, faculty and administration. 3. Establish a democratic form of government, which will promote the general welfare of the school and the community.
2. Authority SC 511	<p>The Board establishes that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.</p> <p>The Board will recognize the Student Council as the official voice of the student body.</p> <p>The charter, constitution or bylaws of the organization for student government shall be approved by the Board.</p>
SC 511	<p>The Board shall appoint a qualified member of the faculty to serve as an advisor for student government activities.</p>
3. Delegation of Responsibility	<p>The Superintendent shall develop administrative regulations to implement this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511</p> <p>Board Policy – 618</p>

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT FUNDRAISING

ADOPTED: 9/17/2014

REVISED:

	229. STUDENT FUNDRAISING
1. Purpose	The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools.
2. Definition	For purposes of this policy, student fundraising shall include solicitation and collection of money by students in exchange for goods or services.
3. Authority	<p>The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.</p> <p>District students are prohibited from conducting door-to-door sales for fundraising activities.</p>
4. Delegation of Responsibility SC 511	<p>Collection of money by approved school organizations may be permitted by the building principal.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>The building principal shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.</p>
Pol. 246	All fundraising programs shall comply with the district wellness policy.
Pol. 618	Funds solicited shall be controlled by Policy 618.
	<p>References:</p> <p>School Code – 24 P.S. Sec. 511</p> <p>Board Policy – 000, 246, 618</p>

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PUBLIC PERFORMANCES BY
STUDENTS

ADOPTED: 9/17/2014

REVISED:

230. PUBLIC PERFORMANCES BY STUDENTS	
1. Purpose	The Board recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.
2. Authority SC 511	The Board endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who are involved.
3. Delegation of Responsibility	<p>All requests for public performances by student groups require the approval of the Building Principal.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511</p> <p>Board Policy – 000, 204</p>

SECTION: PUPILS

TITLE: STUDENT INVOLVEMENT IN
DECISION-MAKING

ADOPTED: 9/17/2014

REVISED:

INTERBORO SCHOOL DISTRICT

	232. STUDENT INVOLVEMENT IN DECISION-MAKING
1. Purpose	<p>The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because</p> <p>Students should have a part in determining activities that affect their lives because they are a valuable resource whose contributions can aid and benefit the programs of the schools.</p> <p>As an institution fundamental to the operation of a democratic society, the schools should strive to exemplify the democratic ideal of citizen participation in decision-making.</p> <p>As part of their educational development, students should be provided experiences and decision-making roles to prepare them for the future.</p>
2. Authority	<p>The Board directs that students be invited to participate in activities appropriate to their maturity and competency, leading to administrative decision-making.</p> <p>Suggestions for improvement may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the district's educational goals.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop rules to implement this policy which:</p> <ol style="list-style-type: none"> 1. Provide for submission, consideration, and response to constructive student suggestions. 2. Designate the manner by which students shall be selected for participation in school matters.

232. STUDENT INVOLVEMENT IN DECISION-MAKING - Pg. 2

	<p>3. Ensure that student participation is fairly representational of the whole student body.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>PSBA Revision 6/14</p> <p>© 2014 PSBA</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUSPENSION AND EXPULSION

ADOPTED: 9/17/2014

REVISED:

	233. SUSPENSION AND EXPULSION
1. Purpose Title 22 Sec. 12.6, 12.7, 14.143 20 U.S.C. Sec. 1400 et seq 34 CFR Part 300	<p>The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.</p>
2. Authority SC 1318 Title 22 Sec. 12.6, 12.8	<p>The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.</p>
3. Guidelines SC 1318 Title 22 Sec. 12.6 Title 22 Sec. 12.6 Title 22 Sec. 12.6, 12.8	<p><u>Exclusion From School - Suspension</u></p> <p>The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.</p> <p>No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.</p> <p>When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.</p>

<p>Title 22 Sec. 12.8</p>	<p>Informal hearings under this provision shall be conducted by the building principal.</p> <p><u>Purpose Of Informal Hearing</u></p> <p>The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.</p>
<p>Title 22 Sec. 12.8</p>	<p><u>Due Process Requirements For Informal Hearing</u></p> <ol style="list-style-type: none"> 1. The student and parent/guardian shall be given written notice of the reasons for the suspension. 2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing. 3. The student may question any witnesses present at the informal hearing. 4. The student may speak and produce witnesses who may speak at the informal hearing. 5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.
<p>Title 22 Sec. 12.7</p>	<p><u>Exclusion From Class - In-School Suspension</u></p> <p>No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.</p>
<p>Title 22 Sec. 12.7, 12.8</p>	<p>Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.</p>
<p>Title 22 Sec. 12.7</p>	<p>The district shall provide for the student's education during the period of in-school suspension.</p>

<p>SC 1318 Title 22 Sec. 12.6, 12.8</p>	<p><u>Expulsion</u></p> <p>Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.</p>
<p>SC 1318 Title 22 Sec. 12.6, 12.8 2 Pa. C.S.A. Sec. 101 et seq</p>	<p><u>Expulsion Hearings</u></p> <p>A formal hearing shall be required in all expulsion actions.</p>
<p>Title 22 Sec. 12.8</p>	<p>The formal hearing shall observe the due process requirements of:</p> <ol style="list-style-type: none"> 1. Notification of the charges in writing by certified mail to the student's parent/guardian. 2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension. 3. The hearing shall be private unless the student or parent/guardian requests a public hearing. 4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing. 5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits. 6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined. 7. The right to testify and present witnesses on the student's behalf. 8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

	<p>9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:</p> <ul style="list-style-type: none"> a. The need for laboratory reports from law enforcement agencies. b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA). c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury. <p>10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.</p> <p><u>Adjudication</u></p> <p>A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.</p> <p><u>Attendance/School Work During Suspension And Prior To Expulsion</u></p> <p>Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.</p> <p>Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.</p> <p>If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.</p> <p>Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.</p>
<p>2 Pa. C.S.A. Sec. 101</p>	
<p>Title 22 Sec. 12.6 Pol. 204</p>	

<p>Title 22 Sec. 12.6</p>	<p><u>Attendance/School Work After Expulsion</u></p> <p>Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.</p> <p>The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.</p> <p>The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.</p> <p><u>Students With Disabilities</u></p>
<p>Pol. 113, 113.1</p>	<p>A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative regulations to implement this policy which include:</p>
<p>Pol. 218</p>	<ol style="list-style-type: none"> 1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline. 2. Procedures that ensure due process when a student is being deprived of the right to attend school.
<p>Pol. 216</p>	<ol style="list-style-type: none"> 3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records. 4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code. 5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

	<p>References:</p> <p>School Code – 24 P.S. Sec. 1318</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.6, 12.7, 12.8, 14.143</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 101 et seq.</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 000, 113, 113.1, 204, 216, 218</p>
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Number 233

Section PUPILS

Title Suspension and Expulsion

Adopted July 24, 1985

Revised September 19, 2007

233. SUSPENSION AND EXPULSION

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district and one that cannot be imposed without due process. The Board may, after a proper hearing, suspend the student for such time as it deems necessary or may permanently expel the student.

- **Suspensions**

- A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- The parents or guardian and the superintendent of the district shall be notified immediately in writing when the student is suspended.
- When the suspension exceeds 3 school days, the student and parents or guardian shall be given the opportunity for an informal hearing consistent with the requirements in 12.8 (c) (relating to hearings) and Board Policy Number 219. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided. The following due process requirements shall be observed in regard to the informal hearing.
 - (a) Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
 - (b) Sufficient notice of the time and place of the informal hearing shall be given.

- (c) A student has the right to question any witnesses present at the hearing.
- (d) A student has the right to speak and produce witnesses on his own behalf.
- (e) The district shall offer to hold the informal hearing within the first 5 days of the suspension.
- Suspensions may not be made to run consecutively beyond the 10 school day period.
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

- **Exclusion From Classes – In-School Suspension**

- A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- Communication to the parents or guardian shall follow the suspension action taken by the school.
- When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in 12.8 (related to hearings) and Board Policy Number 219.
- The student's school entity has the responsibility to make provisions for the student's education during the period of the in-school suspension.

- **Expulsion**

Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under 12.8 (related to hearings). This hearing may be held before the governing board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student.

- During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class. The exception is if it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension. The student may then be excluded

from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

- Students who are under 17 years of age are still subject to the compulsory school attendance law, even though expelled, and shall be provided an education.
 - The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the Superintendent.
 - Within 30 days of action by the governing board, the parents or guardian shall submit to the school district written evidence that the required education is being provided as described above or that they are unable to do so. If the parents or guardian are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provisions for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act.
 - If the approved educational program is not complied with, the school entity may take action in accordance with 32 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education, as no child may be denied access to a free and full public education.

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PREGNANT/PARENTING/
MARRIED STUDENTS

ADOPTED: 9/17/2014

REVISED:

	234. PREGNANT/PARENTING/MARRIED STUDENTS
1. Purpose SC 1326 Title 22 Sec. 12.1	A student who is eligible to attend district schools and is married and/or pregnant/parenting shall not be denied an educational program solely because of marriage, pregnancy, pregnancy-related disabilities, or potential or actual parenthood.
2. Authority	The Board reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the schools that each pregnant student present to the Superintendent or designee a licensed physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.
3. Guidelines	<p>A pregnant/parenting student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program or homebound instruction.</p> <p>A student who has received an alternate educational program for reasons associated with her pregnancy or parenting shall be readmitted to the regular school program upon her request and the written statement of a licensed physician of the birth date and that she is physically fit to do so.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall develop administrative regulations for implementing this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1326</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.1</p>

Policy Number 234

Section PUPILS

Title Pregnant Students

Date Adopted July 24, 1985

234. PREGNANT STUDENTS

No student, whether married or unmarried, who is otherwise eligible to attend the schools of this district shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood; nor shall a pregnant student under the age of 17 be excused from the requirements of the Compulsory Attendance Statute solely for reasons of her pregnancy or maternity.

The Board reserves the right to require as a prerequisite for attendance in the regular classes of the schools and the co-curricular program of the schools that each pregnant student submit to periodic medical examination by a physician at the intervals prescribed by that physician and present to the Superintendent her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

A pregnant student whose mental or physical condition prevents her from attending regular classes when such condition is certified by a physician may be assigned to an alternate educational program of homebound instruction.

A student who has received an alternate educational program--for reasons associated with her pregnancy--shall be readmitted to the regular school program upon her request and the written statement of a physician that she is physically fit to do so.

The Superintendent shall develop procedures for the implementation of this policy which shall include:

- ♦ proffering of additional counseling services to help the pregnant student plan her future wisely
- ♦ cooperation with community resources to assist the pregnant student
- ♦ communication with the parents of pregnant students except that the request of any pregnant student that her parents not be informed shall be honored.

Homebound Procedures - Pregnant Students

1. Parents/Guardians/Students/Outside Agencies/Physicians generally contact the individual district schools to request homebound instruction for a pregnant student.
2. Persons making this request are referred to the Director of Pupil Personnel Services.
3. A medical form is issued by the Director of Pupil Personnel Services to be completed by the student's physician verifying the need for homebound instruction and detailing the anticipated duration and medical diagnosis.
4. When received, the information is forwarded to the Superintendent of Schools for his recommendation to the Board of School Directors for approval.
5. An approval form is sent to the student's school by the Director of Pupil Personnel Services.
6. The school personnel survey the faculty for appropriate teachers or the Director of Pupil Personnel Services locates teachers when home school personnel are not available. A maximum of 5 hours per week is provided.
7. Teachers contact the student/parent/guardian directly and arrange after school hours for instruction.
8. Weekly time sheets and a summary of material studied are forwarded to the Director of Pupil Personnel Services. A copy of the summary is sent to the high school for grading purposes.
9. Approved time sheets are forwarded to the Business Manager for payment.
10. A NORA (Notice Of Recommended Assignment) is completed for each special education student receiving homebound instruction.
11. A request for reimbursement (DEBE-146) is completed and forwarded to the Department of Education before August 1 of each year.

PREGNANCY

Counseling is provided for pregnant students on an as needed basis.

1. the student refers herself to the building counselor
2. referrals are made to the building counselor by the instructional, non-professional and administrative staff with the permission of the student
3. referrals are made to the building counselor by the parent, psychologist(s), physician or outside agency
4. The counselor and student discuss:
 - a. notification of the student's family
 - b. continued attendance in school
 - c. homebound instruction procedures
 - d. community medical services available for pre and postnatal care
 - e. options available for financial aid
 - f. future plans for the newborn
 - g. how to reinstate the academic program following the birth of the child

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RIGHTS AND
RESPONSIBILITIES

ADOPTED: 9/17/2014

REVISED:

235. STUDENT RIGHTS AND RESPONSIBILITIES	
1. Purpose	This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.
2. Authority SC 510 Title 22 Sec. 4.4, 12.1, 12.3, 12.4, 12.9	The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.
3. Guidelines Title 22 Sec. 12.2, 12.3 Pol. 130, 204, 218, 220	Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.
Title 22 Sec. 12.2	It shall be the responsibility of the student to:
Pol. 218	<ol style="list-style-type: none"> 1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect. 2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
Pol. 221	<ol style="list-style-type: none"> 3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes. 4. Assist the school staff in operating a safe school. 5. Comply with federal, state and local laws.

235. STUDENT RIGHTS AND RESPONSIBILITIES - Pg. 2

Pol. 224	6. Exercise proper care when using district facilities, school supplies and equipment.
Pol. 204	7. Attend school daily and be on time to all classes and other school functions.
	8. Make up work when absent from school.
	9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
Pol. 220	10. Report accurately in student media.
Pol. 220	11. Not use obscene language in student media or on school property.
Pol. 218, 233	Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.
Title 22 Sec. 12.3 Pol. 218	A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.
4. Delegation of Responsibility	<p>The Superintendent or designee shall develop administrative regulations consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.2, 12.3, 12.4, 12.9</p> <p>Board Policy – 000, 130, 204, 218, 218.1, 218.2, 220, 221, 224, 233, 248, 249, 705</p> <p>PSBA Revision 4/14</p>

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Policy Number 235

Section PUPILS

Title Suicide Prevention

Date Adopted June 28, 1989

235. SUICIDE PREVENTION

The Board recognizes that suicide is an area of increasing concern for the whole school community. The Board shall take every means possible through curriculum, intervention, and administrative guidelines to help prevent such an occurrence in our school population.

For purposes of this policy, "suicide" shall be defined as follows:

- 1) Suicidal Ideation - Having thoughts of killing oneself. While it is normal for people to have such thoughts, the persistence of such thoughts is cause for concern.
- 2) Suicidal Threat - Saying or doing something that reveals a self-destructive desire. While threats may not be serious and are made sometimes by people who merely are seeking attention and/or trying to manipulate others, all threats should be taken seriously.
- 3) Attempted Suicide - Acting in a very serious self-destructive manner which includes all the elements of a completed suicide except that the person does not die.
- 4) Completed Suicide - Taking of one's life with conscious intent.

STUDENT CONFIDENTIALITY IS NOT APPLICABLE IN LIFE THREATENING SITUATIONS; THEREFORE, CONFIDENTIALITY MUST BE BROKEN WHEN THE STUDENT BECOMES A THREAT TO HIMSELF OR OTHERS. THE STUDENTS MUST BE INFORMED OF THIS WHEN THE SITUATION IS DEEMED LIFE THREATENING.

The Superintendent shall prepare guidelines for the identification and referral of suicidal students in the schools which shall:

- ♦ establish curriculum, the Student Assistance Program, community support and resources, strong administrative and faculty commitment, and consistent rehabilitative efforts
- ♦ strive to educate, prevent, and intervene in the potential suicide
- ♦ establish procedures for dealing with suicidal students
- ♦ establish procedures for the instruction and readmission to school of students who have undergone therapy
- ♦ establish procedures for the students and personnel after a completed Suicide

Number 236

Section PUPILS

Title Student Free Expression and Distribution of Non-School Material

Adopted January 22, 1992

Revised September 19, 2007

236. STUDENT FREE EXPRESSION AND DISTRIBUTION OF NON-SCHOOL MATERIAL

I. General Guidelines

Students of the Interboro School District have the right, protected by the First Amendment of the United States Constitution, to express themselves. This includes the right to distribute, at reasonable times and places, non-school related written material, petitions, buttons, handbills, arm bands, badges, and other insignia, (hereinafter referred to either individually or collectively as “written material”) unless such expression or material:

- A. is obscene or pornographic;
- B. is libelous;
- C. is indecent or vulgar, or contains indecent or vulgar language;
- D. advertises any product or service not permitted to minors by law;
- E. invades the privacy of another person in violation of the other’s legal rights;
- F. constitutes fighting words; or
- G. materially and substantially interferes with the educational process or the requirements of appropriate discipline in the operation of school.

Distribution on school premises or at school activities of material in the foregoing categories (A) through (G) is prohibited.

II. Time, Place and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place, and manner, and shall be consistent with the following:

- A. No written material may be distributed during and at the place of a school activity if it is reasonably likely to cause or does cause a material and substantial disruption of that activity.
- B. Distribution of written materials is prohibited: (1) when it blocks the safe flow of traffic; (2) in corridors between classes; (3) in classrooms during class time.

- C. Littering by students distributing and receiving written materials is prohibited.
- D. Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- E. School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- F. Subject to the foregoing rules, students may distribute written material (1) outside of the school building on school district premises before and after school; (2) at school building entrances (which includes inside the entrance within a distance of ten (10) feet from the door) before and after school; and (3) outside of the school cafeteria at lunchtime at a table provided by the school. Space permitting, students may sit at said table. In addition, students may leave written material for distribution on a table provided by the school outside the grade office(s). All such material left on said table(s) will be discarded at the end of each calendar month. Students may exchange written material in the halls or the cafeteria among a maximum of three students, where there is no blockage or gathering of more than three persons to give or receive materials.

III. Bulletin Boards

- A. School authorities may restrict the use of certain bulletin boards.
- B. Bulletin board space should be for the use of students and student organizations.
- C. School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

IV. School Newspapers and Publications

- A. Students have a right and are free as editors of other newspapers to report the news and to editorialize within the provisions mentioned below.
- B. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
- C. School officials may not censor or restrict material simply because it is critical of the school or its administration.
- D. Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on

the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

- E. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

V. Buttons, Badges, or Armbands

The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in Part I.

VI. Definition

The following definitions apply to the following terms as used in this policy.

- A. “Material and substantial disruption” is any disruption which materially and substantially interferes with a school activity.
- B. “School activities” mean any activities of students sponsored by the school and include, by way of example and not limitation, classroom work, library activities, physical education classes, assemblies and other similar or school-sponsored gatherings, school athletic contests, band/orchestra concerts, school plays, and in-school lunch periods.
- C. “Non-school material” includes all expressive material except school newspapers, school magazines, school yearbooks, and other material funded and/or sponsored by or authorized by the school.
- D. “Distribution” means circulation or dissemination of expressive materials by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material.

VII. Disciplinary Action

Any student who violates any provision of this policy will be subject to disciplinary action in accordance with the School District’s Code of Student Conduct.

VIII. Notice of Policy

A copy of this policy will be published in student handbooks as soon as reasonably practicable and posted conspicuously in school building.

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELECTRONIC DEVICES

ADOPTED: 11/19/2014

REVISED:

	237. ELECTRONIC DEVICES
1. Purpose	The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.
2. Definition	Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.
3. Authority SC 510	The Board prohibits use of electronic devices by students in the classroom during the school day in district buildings, unless permission of the teacher is given, or as part of an instructional activity approved by the teacher.
SC 1317.1	The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.
	The district shall not be liable for the loss, damage or misuse of any electronic device.
	<u>Electronic Images And Photographs</u>
	The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
Pol. 249	The Board prohibits the use of electronic devices to bully, threaten, intimidate, harass, or otherwise abuse others.
	Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

	<p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p> <ol style="list-style-type: none"> 1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation. 2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities. 3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school. 4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school. 5. The conduct involves the theft or vandalism of school property. 6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
Pol. 218	
4. Delegation of Responsibility	<p>The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board’s electronic device policy.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>
5. Guidelines Pol. 218, 226, 233, 222	<p>Violations of this policy by a student shall result in disciplinary action, including suspension or expulsion depending on the circumstances, and may result in confiscation of the electronic device.</p> <p><u>Exceptions</u></p> <p>The building administrator may grant approval for possession and use of an</p>

Pol. 113	electronic device by a student for the following reasons: <ol style="list-style-type: none">1. Health, safety or emergency reasons.2. An individualized education program (IEP).3. Classroom or instructional-related activities.4. Other reasons determined appropriate by the building principal.
SC 1317.1	<p>The building administrator may grant approval for possession and use of a telephone paging device/beeper, or other electronic device by a student for the following reasons:</p> <ol style="list-style-type: none">1. Student is a member of a volunteer fire company, ambulance or rescue squad.2. Student has a need due to the medical condition of an immediate family member.3. Other reasons determined appropriate by the building principal. <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1317.1</p> <p>Board Policy – 000, 113, 122, 123, 218, 226, 233, 815</p>

Number 238

Section PUPILS

Title Internet Policy

Adopted October 16, 1996

238. INTERNET POLICY

Purpose:

The Board of Education considers a computer network to be a valuable tool for education and encourages the use of computers and computer-related technology in District classrooms. The District has the ability to enhance students' education through the use of computers on the local area network and the Internet. Students and all District users of this technology have the responsibility to use this educational opportunity properly in accordance with the rules of the District.

Goals:

- To provide Internet access to help students develop the ability to evaluate and synthesize information from a variety of sources and to enable them to work effectively with communication technology.
- To encourage students to develop the critical thinking and problem solving skills needed as citizens in an increasingly electronic and global society.

Responsibility:

With the right of access comes the responsibility to use the resource wisely. Access to computers and people worldwide may mean the appearance of material that is not educationally defensible in a school setting. Monitoring and controlling all such material is impossible. We believe the information and interactions made possible by the Internet outweigh the possibility that users may acquire materials that do not support the educational goals of the District. However, every effort will be made to discourage the appearance of the non-educational material.

Discipline:

- Violation of these guidelines will be handled in accordance with the Student Discipline Policy #218.

Guidelines:

The following guidelines apply to users of the Interboro Network connection:

- Only those people who have successfully completed Interboro High School's required Internet training shall be authorized to use the Internet. This applies to all users whether or not they have Internet experience;
- Users are responsible for adhering to all Interboro High School Internet guidelines and policies, and to the Interboro Code of Conduct;
- Transferring copyrighted materials to or from any Interboro High School network without express consent of the owner of the copyright is a violation of Federal Law;
- Network users accept the responsibility of keeping all inappropriate material from entering the school network;
- Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network is forbidden. Each user has the responsibility to report all violations of privacy. All mail received through e-mail accounts is the responsibility of the user, and only those contracts leading to appropriate educational and personal growth on the Internet are permitted;
- Network users may not allow any other person to use their password or to share their account. It is the user's responsibility to protect e-mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed;
- No student will be allowed e-mail;
- Any attempt to circumvent system security, guess passwords or in any way gain unauthorized access to local or network resources is forbidden;
- Use of the Internet for commercial gain or profits is not allowed from an educational site;
- Users may not move, repair, reconfigure, modify, or attach external devices to the systems;
- The system operator has the right to monitor all accounts;
- First priority for use of the networked workstations will be given to those users who have an educational need. Recreational use will be limited;
- Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules; and
- Time restrictions on use of the Internet may be imposed to ensure equity of use.

**INTERNET ACCESS AGREEMENT
INTERBORO HIGH SCHOOL**

This section must be signed by the student.

I have read, I understand and I will abide by the Interboro Guidelines. I realize that violation of these provisions may result in disciplinary action. This may include revocation or suspension of network privileges and/or appropriate legal action.

Interboro Student User Signature _____

Date: _____

=====

This section must be signed by a parent or guardian.

NOTE: Your signature must be notarized or signed in the presence of a designated school official.

Having read and discussed with my child the Interboro Guidelines, I assume responsibility and grant permission for _____ to use the Network.

Parent/Guardian Signature _____

Notary _____

Date _____ (SEAL)

=====

This section must be signed by an Interboro teacher.

I certify that _____ has successfully completed the training required for use of the Interboro Internet network facilities.

Teacher Signature _____ Date _____

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: FOREIGN EXCHANGE
STUDENTS

ADOPTED: 9/17/2014

REVISED:

	239. FOREIGN EXCHANGE STUDENTS
1. Purpose	In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the Board shall admit foreign exchange students into district schools.
2. Authority	<p>The Board shall accept foreign exchange students who meet the established criteria for admission to district schools.</p> <p>The Board reserves the right to limit the number of foreign exchange students admitted to the schools based on space availability and qualifying criteria.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools and recommending admission of students to the Board.</p> <p>All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee by July 1 preceding the school year of attendance.</p>
4. Guidelines Pol. 203	<p>Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all Board policies, administrative regulations and rules governing all district students.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.74</p> <p>Immigration and Naturalization – 8 U.S.C. Sec. 1101</p> <p>Exchange Visitor Programs, Title 22, Code of Federal Regulations – 22 CFR Part 62</p> <p>Board Policy – 203</p>

Number 240
Section Pupil
Title Overnight/Foreign Travel
Adopted 3/15/00

OVERNIGHT/FOREIGN TRAVEL

The Board of School Directors recognizes valuable educational experiences may be gained by students in a setting other than the classroom. It is, therefore, the policy of the Board to permit student educational travel pursuant to guidelines and conditions herein set forth. Three (3) categories of student educational travel are delineated for grades K-12:

- Overnight trips
- Foreign travel
- Field trips

GUIDELINES

The following conditions shall apply to all overnight and foreign trips:

- A. **SUPERINTENDENT/BOARD APPROVAL:** Any overnight/foreign trip shall require the written approval of the Superintendent or his/her designee upon the written recommendation of the principal and written approval of the Board. The request must be submitted no less than sixty (60) calendar days prior to the planned trip. (The Superintendent may waive the sixty (60) day requirement in special circumstances). Fund-raising campaigns may not be initiated for the specific event before the Superintendent and School Board grant approval.
- B. **DISSEMINATION OF INFORMATION:** An information flyer describing the tour may be distributed to interested students during the appropriate class.
- C. **PARENTAL PERMISSION:** The sponsor shall acquire written permission of the parents or guardians for each participant for each trip. Copies of the written permission slips shall be kept on file by the appropriate principal.
- D. **SCHOOL FACILITIES:** The sponsor(s) may use school facilities to meet with students and parents involved in the trip. The purpose of the meeting is to disseminate information related to the trip.
- E. **COST:** Pupils may be charged for the cost of overnight/foreign and activities trips; however, provisions may be made by the sponsor to provide financial assistance so that students of all economic backgrounds are able to participate. Students will be refunded the cost of the trip minus any applicable administrative fees should the trip be canceled.

- F. **CHAPERONES:** An overnight/foreign extra-curricular trip for high school students shall be attended by a minimum of one (1) chaperone per twelve (12) students; the preference is to include at least one (1) chaperone of the opposite sex. A request for an exemption to this requirement must be submitted with the Trip Approval Request Form. If the trip is approved by the Board of School Directors and Superintendent, substitute coverage will be provided, at District expense, for the sponsor and chaperones. All chaperones must have current Act 34 and Act 151.
- G. **CONDUCT:** Students and faculty participating in an approved overnight/foreign travel field trip are bound by personal conduct standards as stated in Interboro School District Policy Manual/Code of Conduct.
- H. **TENTATIVE ITINERARY:** The application for an overnight/foreign trip shall be accompanied by a tentative itinerary to include purpose/value of the trip, anticipated departure and arrival times, housing arrangements, and activities in which the students are expected to participate. Cost estimates and plans for paying for the trip are to be provided at the time of the request. A detailed itinerary must be provided to the Superintendent and the building principal prior to departure.
- I. **EXAMINATION WEEK:** Overnight/foreign trips are not to be scheduled during exam weeks.
- J. **ACCIDENT INSURANCE:** Accident insurance covering bodily injury shall be secured by the sponsoring organization for students and chaperones for all out-of-state trips and foreign travel.
- K. **LIABILITY INSURANCE:** Liability insurance shall be provided by the District for all designated employee and non-employee chaperones for interscholastic activities and competitions.
- L. **TRIP REIMBURSEMENT INSURANCE:** Trip reimbursement/return transportation insurance must be provided.
- M. **DISTRICT FUNDS:** No District budget funds may be used to finance such trips without prior approval of the School Board.
- N. **FUND RAISING:** The cost to students to participate shall be minimized. Through optional fund raising activities, attempts will be made to provide financial assistance so that students of all economic backgrounds are able to participate.
- O. **ACCOUNTING SUBSTANTIATION:** Interboro School District requires a separate account for each foreign trip. A cash receipt journal should be maintained detailing each participant's name, date, payments, and the amount deposited in the bank, or an official financial account statement shall be submitted from the travel agency. The District is to receive the final revenue/expenditure statement upon the completion of the activity.
- P. The sponsoring teacher(s), when utilizing travel agencies for the program and travel arrangements, shall:

- (1) Identify the agency bearing legal responsibility for the trip and determine its solvency including bond coverage and bond holder.
- (2) Determine how long the organization has been offering tours and the amount of direct supervision it offers.
- (3) Determine whether the organization has an official base in the United States that would be legally responsible in the event complications occur that would require legal action.

Q. Parents and students will be provided the following information:

- (1) The exact calendar and time schedule of the trip.
- (2) Description of the trip.
- (3) The credentials of the travel agency and tour director.
- (4) The teacher(s) and chaperone(s) who will accompany the group.
- (5) The anticipated expense of the trip. The expense list shall include all transportation costs, taxi and bus fares, tours and side-trip costs, all insurance fees (including medical, accident, baggage, etc.), all meals, and all incidental expenses directly related to the trip.
- (6) Passport and immunization requirements.
- (7) Refund policy of sponsoring organization in the event of any cancellation.
- (8) The availability of medical and dental care during the trip.
- (9) The guidelines for student deportment during the trip.
- (10) The plans to return home any participant who becomes ill or injured or who violates school policy.
- (11) The District Drug and Alcohol policy, Discipline policy and Student Rights and Responsibilities policy.

R. Parents and students will sign an affidavit that they have received, read, and agree to comply with the above information.

OVERNIGHT/FOREIGN TRAVEL

INTERBORO SCHOOL DISTRICT

Overnight/Foreign Travel Field Trip Approval Request
Grades K-12

****Must be submitted at least (60) days prior to the planned trip****

(Please type and submit in duplicate)

School

Date Submitted

Teacher(s) Requesting Approval

Destination

Date(s) of Trip

Date and Time of Departure

Date and Time of Return

Nature of Trip: Curricular_____ Extra-Curricular_____ Commercial_____

Number of students involved_____

Number of adults_____

Mode of transportation_____ Paid by_____

Total cost per pupil_____

Are fundraisers planned Yes_____ No_____

If yes, item(s) to be sold:_____

Start date_____ End date_____

Cost_____

Overnight location(s)_____

Insurance in the amount of \$_____ liability, \$_____ medical, and \$_____ trip
cancellation is in force for each student as required by district policy.

Insurance firm_____

Copy of tentative itinerary attached Yes_____ No_____

****Final itinerary must be submitted to Principal prior to departure.****

Plans for relating this field trip to the curriculum (attach additional sheet if needed):_____

Specific competencies to be learned during the field trip (attach additional sheet if needed)_____

Follow-up activities planned (attach additional sheet if needed)_____

Principal's Signature of Approval

Date

Assistant Superintendent's Signature of Approval

Date

Superintendent's Signature of Approval

Date

REQUIRED PROCEDURES FOR EDUCATIONAL FIELD TRIPS

	FIELD TRIP WITHIN THE SCHOOL DAY	OVERNIGHT WITHIN PENNA.	OVERNIGHT WITHIN U.S.A.	OVERNIGHT IN NORTH AMERICA	FOREIGN TRAVEL
APPROVAL/ ITINERARY	<ul style="list-style-type: none"> • Parents • Principal 	<ul style="list-style-type: none"> • Parents • Principal • Superintendent • Sixty (60) Day Prior Approval 	<ul style="list-style-type: none"> • Parents • Principal • Superintendent • Board • Sixty (60) Day Prior Approval 	<ul style="list-style-type: none"> • Parents • Principal • Superintendent • Board • Sixty (60) Day Prior Approval 	<ul style="list-style-type: none"> • Parents • Principal • Superintendent • Board • Sixty (60) Day Prior Approval
SUPERVISION/ CHAPERONE	<ul style="list-style-type: none"> • Teacher • Parent Volunteers 	<ul style="list-style-type: none"> • Trip Sponsor • One (1) Chaperone for twelve (12) students • THE PREFERENCE IS TO INCLUDE AT LEAST ONE (1) CHAPERONE OF THE OPPOSITE SEX 	<ul style="list-style-type: none"> • Trip Sponsor • One (1) Chaperone for twelve (12) students • THE PREFERENCE IS TO INCLUDE AT LEAST ONE (1) CHAPERONE OF THE OPPOSITE SEX 	<ul style="list-style-type: none"> • Trip Sponsor • One (1) Chaperone for twelve (12) students • THE PREFERENCE IS TO INCLUDE AT LEAST ONE (1) CHAPERONE OF THE OPPOSITE SEX 	<ul style="list-style-type: none"> • Trip Sponsor • One (1) chaperone for twelve (12) students • THE PREFERENCE IS TO INCLUDE AT LEAST ONE (1) CHAPERONE OF THE OPPOSITE SEX
ACCIDENT INSURANCE	<ul style="list-style-type: none"> • District Policy 	<ul style="list-style-type: none"> • \$20,000 	<ul style="list-style-type: none"> • \$20,000 	<ul style="list-style-type: none"> • \$20,000 	<ul style="list-style-type: none"> • \$20,000
LIABILITY INSURANCE	<ul style="list-style-type: none"> • District Policy 	<ul style="list-style-type: none"> • \$50,000 	<ul style="list-style-type: none"> • \$50,000 	<ul style="list-style-type: none"> • \$50,000 	<ul style="list-style-type: none"> • \$50,000
TRIP CANCELLATION	N/A	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Trip Reimbursement • Return Transportation 	<ul style="list-style-type: none"> • Trip Reimbursement • Return Transportation 	<ul style="list-style-type: none"> • Trip Reimbursement • Return Transportation
FUNDRAISING APPROVAL	<ul style="list-style-type: none"> • Principal • Superintendent • Board 	<ul style="list-style-type: none"> • Principal • Superintendent • Board 	<ul style="list-style-type: none"> • Principal • Superintendent • Board 	<ul style="list-style-type: none"> • Principal • Superintendent • Board 	<ul style="list-style-type: none"> • Principal • Superintendent • Board
TRANSPORTATION	<ul style="list-style-type: none"> • District 	<ul style="list-style-type: none"> • District • Commercial Carrier 	<ul style="list-style-type: none"> • District • Commercial Carrier 	<ul style="list-style-type: none"> • District • Commercial Carrier 	<ul style="list-style-type: none"> • District • Commercial Carrier
ACCOUNTING SUBSTANTIATION	N/A	<ul style="list-style-type: none"> • Deposit/ Disbursement Form Required 	<ul style="list-style-type: none"> • Deposit/ Disbursement Form Required 	<ul style="list-style-type: none"> • Deposit/ Disbursement Form Required 	<ul style="list-style-type: none"> • Deposit/ Disbursement Form Required

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HAZING

ADOPTED: 9/17/2014

REVISED:

	247. HAZING
1. Purpose	<p>The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.</p>
2. Definitions	<p>For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.</p> <p>Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.</p> <p>Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p>
3. Authority SC 510, 511 Pol. 122, 123	<p>The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.</p> <p>The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.</p>

<p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>	<p>The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.</p> <p>The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.</p> <p>District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.</p> <p>Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.</p> <p>The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, verbal instructions by the coach or sponsor at the start of the season or program, or posting of notice/signs.</p> <p><u>Complaint Procedure</u></p> <p>When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.</p> <p>The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.</p> <p>The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.</p> <p>If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.</p> <p>If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.</p> <p>The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.</p>
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References:

School Code – 24 P.S. Sec. 510, 511

Board Policy – 122, 123

SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT

ADOPTED: 9/17/2014

REVISED:

INTERBORO SCHOOL DISTRICT

	248. UNLAWFUL HARASSMENT
1. Purpose	<p>The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.</p>
2. Authority 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 CFR Sec. 1606.8(a)	<p>The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
3. Definitions 29 CFR Sec. 1606.8(a)	<p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. 3. Otherwise adversely affects an individual's learning opportunities.

<p>29 CFR Sec. 1604.11(a)</p>	<p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status. 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual. 3. Such conduct deprives a student of educational aid, benefits, services or treatment. 4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.
<p>4. Delegation of Responsibility Pol. 103</p>	<p>In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or designee as the district's Compliance Officer (Director of Human Resources).</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.</p> <p>Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.</p> <p>Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.</p> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the student or third party of the right to file a complaint and the complaint procedure.

<p>5. Guidelines</p>	<ol style="list-style-type: none"> 2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure. 3. Notify the complainant and the accused of the progress at appropriate stages of the procedure. 4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint. <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Step 1 – Reporting</p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p>
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Step 3 – Investigative Report

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

References:

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

Federal Anti-Discrimination Law – 20 U.S.C. Sec. 1681 et seq. (Title IX)

Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)

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

Board Policy – 103, 103.1, 806

**INTERBORO SCHOOL DISTRICT
ANTI-HARASSMENT COMPLAINT FORM**

COMPLAINT

1. The person filing this complaint is: _____

2. The complaint is being filed against: _____

3. Please describe your complaint: _____

4. The anti-harassment (check one):

- ☐ Took place on or about _____,
- ☐ Is of a continuing nature which has persisted up to and including the present.

5. Explain how you would like this resolved:

[illegible]

Name _____

Date _____

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: BULLYING/
CYBERBULLYING

ADOPTED: 12/18/2013

REVISED:

	249. BULLYING/CYBERBULLYING
1. Purpose	<p>It is the vision of the Board to help students to develop effective communication, problem solving, critical thinking, and decision-making skills, thus becoming able, productive, and participatory citizens. The Board recognizes that such successes can be most fully realized when students engage in educational activities in a pleasant, safe, and nonhostile learning environment. Bullying can profoundly alter such an environment, as students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by the district. Bullying can also escalate into more serious violence. Thus, it shall be the policy of the Board to maintain an educational environment that is intolerant of bullying in any form.</p>
2. Definitions SC 1303.1-A	<p>Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Substantial interference with a student's education. 2. Creation of a threatening environment. 3. Substantial disruption of the orderly operation of the school. <p>Bullying, as defined in this policy, includes cyberbullying.</p> <p>Examples of bullying can include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Inappropriate physical conduct such as, but not limited to, hitting, pushing, pulling hair. 2. Electronic communication through the district Internet system or personal digital devices, such as cell phones and digital cameras, while on school property, at any school-sponsored function, or on a school bus.

<p>SC 1303.1-A</p> <p>3. Authority SC 1303.1-A</p> <p>4. Delegation of Responsibility</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p>	<p>3. Intimidation or threats.</p> <p>4. Verbal conduct such as, but not limited to, name calling, sexist or racist comments, threats of harm, jokes about another's appearance or other attributes.</p> <p>School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.</p> <p>The Board prohibits all forms of bullying by district students.</p> <p>The Board encourages students who have been bullied to promptly report such incidents to a teacher, guidance counselor, or building principal or designee. Any district employee receiving a report of bullying will promptly report such incident to the building principal or designee.</p> <p>The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying or participation in an investigation.</p> <p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p> <p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every year and recommend necessary revisions to the Board.</p> <p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> 1. Board's Bullying Policy. 2. Report of bullying incidents.
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<p>5. Guidelines SC 1303.1-A Title 22 Sec. 12.3 Pol. 218</p> <p>SC 1302-A, 1303.1-A Pol. 236</p> <p>SC 1303.1-A Pol. 113.1, 218, 233</p>	<p>3. Information on the development and implementation of any bullying prevention, intervention or education programs.</p> <p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>Bullying prevention information will be visibly posted in classrooms and throughout the schools. This policy shall be posted in the school office and faculty rooms within each school building and on the district web site.</p> <p><u>Education</u></p> <p>The district will develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p> <p><u>Consequences For Violations</u></p> <p>A student who violates this policy or found to have filed a false allegation shall be subject to appropriate disciplinary action consistent with Board policy and the Code of Student Conduct. Based on violation, law enforcement agencies may be contacted.</p> <p><u>Community Outreach</u></p> <p>The District will work in conjunction with the local community initiatives to support bullying prevention.</p>
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References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 000, 113.1, 218, 233, 236, 248

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECRUITMENT

ADOPTED: 9/17/2014

REVISED:

	250. STUDENT RECRUITMENT
1. Authority 51 P.S. Sec. 20221 et seq 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908	<p>In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the Armed Forces of the United States.</p> <p>Equitable access to secondary students shall be granted to postsecondary education representatives, military recruiters and prospective employers.</p>
2. Guidelines 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908	<p>Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent/guardian requests that such information not be released without prior written parental consent.</p>
51 P.S. Sec. 20222 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908	<p>The district shall notify parents/guardians of the right of the secondary student or parent/guardian to request that student information not be released to representatives of postsecondary institutions and/or military recruiters without prior written parental consent.</p>
51 P.S. Sec. 20222	<p>The district shall provide a list of graduating seniors, which shall be available to military recruiters by the first day of the academic year of graduation.</p>
24 P.S. Sec. 2402	<p><u>Military Personnel</u></p> <p>Military recruiters and all other members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to wear their official military uniforms while on district property.</p>
3. Delegation of Responsibility	<p>The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.</p>

<p>51 P.S. Sec. 20222</p>	<p>The building principal reserves the right to deny access to students when such access will materially and substantially interfere with the proper and orderly operation and discipline of the school; is likely to cause violence or disorder; or will constitute a violation of the rights of other students.</p> <p>The Superintendent or designee shall notify parents/guardians prior to the end of the student's junior year about the provisions of this policy. The notice shall include:</p> <ol style="list-style-type: none">1. Notice that the school routinely discloses names, addresses and telephone numbers of junior and senior students to postsecondary institutions and military recruiters, subject to a parent's/guardian's or secondary student's request not to disclose such information without prior written parental consent.2. Explanation of the parent's/guardian's or secondary student's right to request that information not be disclosed without prior written parental consent.3. Procedures for how the parent/guardian or secondary student can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so. <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Military Visitors – 24 P.S. Sec. 2402</p> <p>Military Affairs – 51 P.S. Sec. 20221 et seq.</p> <p>National Defense Authorization Act for Fiscal Year 2002 – 10 U.S.C. Sec. 503</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 7908</p>
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Number 250

Section PUPILS

Title Video Surveillance and Recording

Adopted December 16, 2009

250. Video Surveillance and Recording

1. Interboro School District ("District") reserves the right to use video surveillance and recordings on school premises, including buses.

2. This Policy shall not apply to video and or audio recordings otherwise required by law, including but not limited to recordings of students participating in alternative State assessments.

3. Written Notice.

a. General. Written notice of possible video surveillance and recording shall be included in each school's student and or parent handbook as well as on the District's web site. Additional written notice shall be made at such times and manner as deemed appropriate by Administration.

b. Premises. Written notice of possible video surveillance and recording must be located within the vicinity of the premises or location under surveillance. Such written notice must inform persons that the vicinity or location is subject to video surveillance and recording.

c. Content. In addition to the premises specific notice in subparagraph (b), all written notice must state that the video surveillance and recordings may be used for, but not limited, to school discipline and criminal prosecution.

4. Use of video surveillance and recordings.

a. General. The Board reserves the right to use video surveillance and recordings in any manner permitted by law; however, the Board intends that the use of video recording and surveillance be the least intrusive manner appropriate to the circumstances presented.

b. Parents and adult students. The District may show video recordings to parents of students, or to adult students, provided that only those who need to know as determined by the building principal or cabinet-level administrator may view the video recordings.

c. School Personnel. The District may show video recordings to educational instructional personnel and administrators at District schools.

d. District contractors. The District may also show video recordings to instructional personnel and administrators at other schools providing District-sponsored or paid-for services to District students and to District-contracted student service providers providing services to District students. In such cases, access to video recordings and surveillance shall be for appropriate educational services including but not limited to discipline and behavior planning.

e. The District will produce any video recordings required by lawfully issued subpoena.

f. The District may provide video recordings to law enforcement authorities. Prior to doing so, the building principal or appropriate cabinet-level administrator shall review the video recording and consider other appropriate information to determine whether to inform law enforcement authorities of the video recording and provide same to such authorities.

g. Maintenance and destruction of all video recordings shall be in accordance with District policies relating to Records Retention (Policy 802) and Record Destruction (Policy 803) and other applicable legal provisions.

5. Nothing in this Policy shall limit video recording of a student as agreed by a student's IEP Team.

6. Audio recordings.

a. General. Audio records are not permitted.

b. Exception. Audio recordings and surveillance (i) may occur with the express written permission or directive of the Delaware County District Attorney or other similar law enforcement official and (ii) shall be treated in the same manner as video recordings and surveillance under this Policy to the extent practicable.

7. The Board does not tolerate illegal discrimination. Nothing in this Policy or in the implementation of this Policy shall be construed to permit or allow discrimination based on race, gender, disability or other protected classifications under federal and Pennsylvania law.

INTERBORO SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HOMELESS STUDENTS

ADOPTED: 9/17/2014

REVISED:

	251. HOMELESS STUDENTS
1. Authority SC 1306 Title 22 Sec. 11.18 42 U.S.C. Sec. 11431 et seq	<p>The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.</p> <p>The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.</p>
2. Definitions 42 U.S.C. Sec. 11434a	<p>Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:</p> <ol style="list-style-type: none"> 1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason. 2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations. 3. Living in emergency, transitional or domestic violence shelters. 4. Abandoned in hospitals. 5. Awaiting foster care placement. 6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings. 7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings. 8. Living as migratory children in conditions described in previous examples.

<p>3. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 11432</p> <p>42 U.S.C. Sec. 11432</p> <p>4. Guidelines 42 U.S.C. Sec. 11432</p> <p>42 U.S.C. Sec. 11432</p>	<p>9. Living as run-away children, abandoned or forced out of homes by parents/guardians or caretakers, or separated from parents/guardians for any other reason.</p> <p>10. Living as school age parents/guardians in houses for school age parents/guardians if they have no other living accommodations.</p> <p>School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.</p> <p>Unaccompanied youth is defined as youth not in the physical custody of a parent/guardian.</p> <p>The Superintendent designates the Director of Pupil Services as the district's Homeless Coordinator for homeless students and families.</p> <p>The district's Social Workers are liaisons that shall coordinate with:</p> <ol style="list-style-type: none"> 1. Local service agencies that provide services to homeless children and youth and families. 2. Other school districts on issues of records transfer and transportation. 3. State and local housing agencies responsible for comprehensive housing affordability strategies. <p>The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens. Information shall be provided in an understandable manner and form, including, if necessary and to the extent feasible, in the native language of the parent/guardian/student.</p> <p>Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.</p> <p>The district shall provide assistance to the parent/guardian of each homeless student (or, in the case of unaccompanied youth, the youth) to exercise their rights.</p>
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<p>42 U.S.C. Sec. 11432</p>	<p><u>Enrollment/Placement</u></p> <p>To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will consider the views of the student in determining where s/he will be enrolled.</p>
<p>42 U.S.C. Sec. 11432 Pol. 200, 201, 203, 204, 209, 216</p>	<p>The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.</p> <p>If the student needs to obtain immunizations, or immunizations or medical records, the enrolling school shall immediately refer the parent/guardian to the district liaison, who shall assist in obtaining the necessary immunizations or immunization/medical records.</p> <p>If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.</p> <p>If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.</p>
<p>SC 1306 42 U.S.C. Sec. 11432</p>	<p><u>Services</u></p> <p>Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.</p>

<p>SC 1306 42 U.S.C. Sec. 11432</p> <p>42 U.S.C. Sec. 11432</p>	<p><u>Transportation</u></p> <p>The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.</p> <p>If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation. If the two (2) school districts are unable to agree upon such a method, the responsibility and costs for transportation shall be shared equally.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1306</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.18, 403.1</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6301 et seq.</p> <p>Education For Homeless Children – 42 U.S.C. Sec. 11431 et seq.</p> <p>Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Guidelines for Enrollment of Homeless Children – Federal Register, 67 Fed. Reg. 10698</p> <p>PA Education for Homeless Children and Youth State Plan</p> <p>Board Policy – 000, 200, 201, 203, 204, 209, 216, 810</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: 11/20/2013

REVISED:

	301. CREATING A POSITION
1. Authority	<p>Positions for administrative, professional and support employees shall be established by the Board in order to provide the effective leadership and management necessary to operate district schools and to provide quality educational programs and services, consistent with the needs of the schools and the resources of the community.</p>
SC 1001, 1106, 1107 Title 22 Sec. 4.4	<p>The need for creating positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the district and operation of the schools.</p>
Pol. 328	<p>The initial salary or salary range for a new position shall be determined by the Board when creating the position, based upon the recommendation of the Superintendent and supporting documentation.</p> <p>In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:</p> <ol style="list-style-type: none"> 1. Effective management of district programs. 2. Number of students enrolled. 3. Special needs of students. 4. Operational needs of the district. 5. Financial resources of the school community. <p>The Superintendent shall be responsible for recommending a new or additional administrative, professional or support position.</p>

301. CREATING A POSITION - Pg. 2

<p>2. Delegation of Responsibility</p> <p>Pol. 104</p>	<p>Recommendations for a new or additional position shall include:</p> <ol style="list-style-type: none">1. Job description clearly stating the duties for which the position was created.2. Title that conforms with the appropriate certificate if certification is required.3. Supporting data and other rationale relevant to the recommendation. <p>The Board may, through the Superintendent, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.</p> <p>The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1001, 1075, 1106, 1107</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> <p>Board Policy – 104, 328</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF DISTRICT
STAFF

ADOPTED: 11/20/2013

REVISED:

	304. EMPLOYMENT OF DISTRICT STAFF
<p>1. Authority</p> <p>SC 406, 508, 1089, 1106, 1107, 1142- 1152 Title 22 Sec. 4.4 Pol. 328</p>	<p>The Board places substantial responsibility for the effective management and operation of district schools and the quality of the educational program with its administrative, professional and support employees.</p> <p>The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the district.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.</p> <p>All recommendations for employment shall be referred to the Superintendent.</p>
<p>SC 1111</p>	<p>No teacher or other person shall be employed who is related to any member of the Board, as defined in law, unless such teacher or person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p> <p>The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>

304. EMPLOYMENT OF DISTRICT STAFF - Pg. 2

SC 1109, 1201 Title 22 Sec. 49.1 et seq	A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.
SC 1204.1	The district shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.
2. Delegation of Responsibility Pol. 104	<p>The Superintendent or designee shall develop administrative regulations for employment of staff, in accordance with Board policy and state and federal laws and regulations.</p> <p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such positions.</p>
42 U.S.C. Sec. 12112	<p>The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.</p> <p>The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
SC 1109, 1201 Title 22 Sec. 49.1 et seq	<p>Each certificated administrative and professional employee employed by the district shall be responsible for maintaining a valid certificate when such certificate is required by law.</p> <p>The Superintendent shall annually report to the Board at its regular meeting in August the number and category of support employees in the district.</p>
Title 22 Sec. 403.2, 403.4 20 U.S.C. Sec. 6319, 7801	<p><u>Title I Requirements</u></p> <p>All elementary, middle and secondary teachers employed by the district who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.</p>

<p>Title 22 Sec. 403.4, 403.5 20 U.S.C. Sec. 6319, 7801</p>	<p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required qualification, in accordance with federal law and state regulations. The written certifications shall be maintained in the district office and the school office and shall be available to the public, upon request.</p>
<p>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<p>All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> 1. At least two (2) years of study at an institution of higher learning. 2. Associate's or higher degree. 3. Evidence of meeting a rigorous standard of quality through a state or local assessment. <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p>
<p>Title 22 Sec. 14.105 Pol. 113</p>	<p><u>Special Education Paraprofessionals</u></p> <p>All instructional paraprofessionals hired on or after July 1, 2010, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and one (1) of the following:</p> <ol style="list-style-type: none"> 1. At least two (2) years of postsecondary study. 2. Associate's or higher degree. 3. Evidence of meeting a rigorous standard of quality through a state or local assessment.
<p>Title 22 Sec. 14.105</p>	<p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p> <p><u>Personal Care Assistants</u></p>
<p>Title 22 Sec. 14.105</p>	<p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p>

<p>Title 22 Sec. 14.105</p>	<p>Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the school-based access program.</p> <p><u>Educational Interpreters</u></p> <p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 406, 508, 1089, 1106, 1107, 1109, 1109.2, 1111, 1142-1152, 1201, 1204.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 14.105, 49.1 et seq., 403.2, 403.4, 403.5</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 000, 104, 113, 328</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: HIRING AND EVALUATION OF
ATHLETIC COACHES

ADOPTED: 11/20/2013

REVISED:

<p>1. Authority</p>	<p style="text-align: center;">304.1. HIRING AND EVALUATION OF ATHLETIC COACHES</p> <p>It shall be the policy of the Board to consider coaching assignments as important teaching assignments.</p> <p>Coaches must have the skills and knowledge to motivate students, communicate information effectively and generally relate to young people. Moreover, coaches are expected to understand that participation in athletics is part of the students' educational program and contributes to the total development of students. Participation in athletics is essentially a learning experience, as part of the total curriculum of the district. Therefore, the principles of good sportsmanship, good conduct, respectable representation of school and school district are paramount.</p> <p>In identifying persons for coaching assignments the following order of preference shall be implemented:</p> <ol style="list-style-type: none"> 1. Interboro teachers. 2. Teachers. 3. Nonteachers. <p>In implementing the above order of preference, the stated priority sequence will be followed provided the candidates for a given coaching position are essentially equal in the judgment of the Superintendent, principal, Athletic Director and, where applicable, the interviewing committee.</p> <p>The Board recognizes that a candidate in a lower priority category may be superior to other candidates in a higher priority category. In such instances the Superintendent may, and should, recommend for appointment the best candidate for the position. In making such a recommendation, the Board will expect a thorough rationale, as prepared by the Superintendent, appropriate principal, Athletic Director and, where applicable, the interviewing committee.</p>
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304.1. HIRING AND EVALUATION OF ATHLETIC COACHES - Pg. 2

	<p>Coaches shall report directly to and be evaluated by the Athletic Director. Based on the Athletic Director's evaluation of coaches' performance and after consultation with the appropriate school principal, the Superintendent shall recommend renewal of supplemental contracts.</p>
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References:

School Code – 24 P. S. Sec. 511

Board Policy – 123

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTES

ADOPTED: 11/20/2013

REVISED:

<p>1. Authority</p> <p>SC 406, 1101, 1106, 1148</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p style="text-align: center;">305. EMPLOYMENT OF SUBSTITUTES</p> <p>Qualified and competent substitutes for professional and support employees shall be employed by the district in order to provide continuity in the educational programs, operations and services of the schools.</p> <p>The Board shall approve annually the names of potential substitute employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program and services of the district. Retroactive approval shall be recommended to the Board at the next regular Board meeting.</p> <p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Compensation</u></p> <p>Substitutes shall be paid on a per diem basis at a rate set periodically by the Board for the various classes of employees.</p>
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<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative regulations regarding employment of substitutes.</p> <p>The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p>The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p> <p>The Superintendent or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, employee status, work schedule, and other matters that enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 406, 1101, 1106, 1148</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 000, 104</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF SUMMER
SCHOOL STAFF

ADOPTED: 11/20/2013

REVISED:

	306. EMPLOYMENT OF SUMMER SCHOOL STAFF
<p>1. Authority</p> <p>SC 406, 508, 1109, 1146, 1901 Pol. 124</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>The Board directs that qualified and competent professional and support employees be employed to provide the district's summer school program.</p> <p>When a summer school program is authorized by the Board, the Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each individual employed in the district summer school program.</p> <p>Approval shall normally be given to the candidates recommended by the responsible administrator and approved by the Superintendent.</p> <p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
<p>2. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative regulations or procedures to recruit, screen and recommend candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position, as determined by the administration, shall be recommended.</p> <p>Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.</p> <p>Recommendations from former employers and others may be sought to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>

306. EMPLOYMENT OF SUMMER SCHOOL STAFF - Pg. 2

References:

School Code – 24 P.S. Sec. 108, 111, 406, 508, 1109, 1146, 1901

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 000, 104, 124

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: STUDENT TEACHERS/
INTERNS

ADOPTED: 11/20/2013

REVISED:

	307. STUDENT TEACHERS/INTERNS
1. Authority	The Board encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns.
SC 510	The Board establishes that district schools shall accept student teachers and interns from accredited institutions with which the district has a cooperative agreement approved by the Board.
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	Student teachers and interns shall not be accepted into district schools unless they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of those screening processes.
2. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible to assign student teachers and interns to the schools.</p> <p>Recommendations for selection of cooperating teachers shall be made by the building principal, with the agreement of the college or university supervisor.</p> <p>The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.</p>
SC 1418 Title 28 Sec. 23.43, 23.44, 23.45 Pol. 314	<p>Student teachers and interns shall comply with the health examination requirements of the state and Board policy applicable to district staff.</p> <p>While serving in district schools, student teachers and interns shall be responsible for their conduct to the supervising teacher/administrator and building principal.</p>

<p>Pol. 907</p>	<p>Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal or designee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510, 1418</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 314, 907</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT CONTRACT/
BOARD RESOLUTION

ADOPTED: 11/20/2013

REVISED:

	308. EMPLOYMENT CONTRACT/BOARD RESOLUTION
1. Authority SC 406, 510, 1089, 1109.2, 1121	The Board has the authority under law to prescribe employment conditions for district personnel.
SC 1121	The Board directs that certificated and tenured administrative and professional employees shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law.
SC 1108 Pol. 313	The Board directs that temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees.
SC 510, 1089	<p>The Board directs that noncertificated administrative and support employees shall be employed through a contract or Board resolution.</p> <p>The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.</p> <p>Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.</p> <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract or Board resolution.</p>

	<p>References:</p> <p>School Code – 24 P.S. Sec. 406, 510, 1089, 1108, 1109.2, 1121</p> <p>Board Policy – 313</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: 11/20/2013

REVISED:

309. ASSIGNMENT AND TRANSFER	
1. Authority	<p>The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.</p>
SC 508, 510	<p>The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position.</p>
23 Pa. C.S.A. Sec. 6354, 6355	<p>Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement 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 has already obtained an official child abuse clearance statement.</p>
SC 111 Title 22 Sec. 8.2	<p>Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit an official criminal history background check.</p>
2. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.</p>
20 U.S.C. Sec. 6312	<p>The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>1. Before new employees are sought, requests for transfer to a vacant position will be considered.</p>

2. This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.

References:

School Code – 24 P.S. Sec. 111, 508, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6312

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: 11/20/2013

REVISED:

	310. ABOLISHING A POSITION
1. Authority	The Board is responsible for providing the administrative, professional and support staff necessary for implementation of the educational program and the effective operation of the schools, and to do so efficiently and economically.
SC 406, 524, 1106 Title 22 Sec. 4.4	The Board recognizes its responsibility to maintain positions consistent with the management, supervisory, instructional and operational needs of the schools and the school district.
SC 1124	In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to the effect upon the educational program and shall ensure that elimination of a program is approved by the Department of Education.
SC 1124, 1125.1 Pol. 311	Reduction in staff as a result of the abolishment of positions shall be in accordance with law and Board policy.
SC 1124	<p>Abolishment of positions affecting certificated administrative and professional employees may occur due to such factors as:</p> <ol style="list-style-type: none"> 1. Substantial decline in student enrollment. 2. Curtailment or alteration of a program due to a substantiated decline in class or course enrollments or to conform to standards required by law. 3. Changes in the district's organization for instruction or educational activities. 4. Consolidation of schools that makes it unnecessary to retain the full staff. <p>Abolishment of noncertificated administrative and support positions may occur due to such factors as:</p> <ol style="list-style-type: none"> 1. Substantial decline in student enrollment.

310. ABOLISHING A POSITION - Pg. 2

<p>2. Delegation of Responsibility</p>	<p>2. Changes in the district's organizational structure.</p> <p>3. Changes in the district's facilities or technology.</p> <p>4. Changes in the district's economic resources and tax base.</p> <p>The Superintendent shall recommend annually to the Board the number of staff positions needed for the district to function efficiently, including recommending the abolishment of unnecessary positions.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 406, 524, 1106, 1124, 1125.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4</p> <p>Board Policy – 311</p>
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SECTION: EMPLOYEES

TITLE: SUSPENSIONS/FURLOUGHS

ADOPTED: 11/20/2013

REVISED:

INTERBORO SCHOOL DISTRICT

311. SUSPENSIONS/FURLOUGHS	
1. Authority SC 406, 1106	The Board is responsible for maintaining appropriate numbers of administrative, professional and support employees to effectively manage and operate the district and its schools. This policy establishes the manner in which necessary reductions of staff shall be accomplished.
SC 524, 1124, 1125.1	The Board has the authority and responsibility to determine how suspensions of district employees shall be made when necessary, in accordance with law, individual contracts and collective bargaining agreements.
2. Delegation of Responsibility	The efficiency and effectiveness of district organization and staffing shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interests of the district.
	The Superintendent or designee shall ensure that reduction of staff is implemented in accordance with applicable laws.
SC 1123 Pol. 313	Data necessary for computation of each certificated administrative and professional employee's rating and seniority status shall be recorded and maintained.
	Data necessary for computation of each noncertificated administrative and support employee's seniority status shall be recorded and maintained.
SC 1124, 1125.1	Certificated administrative and professional employees shall be suspended for causes consistent with law in inverse order of seniority in the district. Reinstatements from a list of suspended professional employees shall be made on the basis of their seniority within the district.
SC 1125.1	The district shall realign its professional staff to ensure that more senior employees are provided with the opportunity to fill positions for which they are certified and which are being filled by less senior employees. Such realignment, however, will not be construed to require curriculum changes or department revisions.

311. SUSPENSIONS/FURLOUGHS - Pg. 2

SC 1125.1 2 Pa. C.S.A. Sec. 551 et seq	Certificated administrative and tenured professional employees have the right to a Local Agency Law hearing, and the decision to suspend shall be considered an adjudication for the purpose of that hearing.
2 Pa. C.S.A. Sec. 551 et seq	Temporary professional employees are entitled to a Local Agency Law hearing at the request of the employee.
SC 1125.1	<p>To be considered available for reinstatement, suspended certificated administrative and professional employees must annually report in writing to the Board their current address and intent to accept the same or a similar position when offered.</p> <p>Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing prior to suspension, at the employee's request.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 406, 524, 1106, 1123, 1124, 1125.1</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Board Policy – 000, 313</p>

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EVALUATION OF
SUPERINTENDENT

ADOPTED: 11/20/2013

REVISED:

	312. EVALUATION OF SUPERINTENDENT
1. Authority	Regular, periodic evaluation of the Superintendent's performance is a Board responsibility. In carrying out this responsibility, the Board recognizes that the Superintendent is entitled to such a review in an objective and straightforward manner so that leadership of the district may be as effective as possible.
SC 1081	<p>The Board shall evaluate the performance of the Superintendent annually and at any time such action is prudent.</p> <p>Prior to the beginning of the period under evaluation, the Board and Superintendent shall agree upon the criteria to be used for evaluation purposes.</p> <p>Evaluation criteria may include any of the following:</p> <ol style="list-style-type: none"> 1. Superintendent's self-evaluation. 2. Objectives/Goals agreed upon annually by the Board and Superintendent. 3. Working relationship between the Board and the Superintendent. 4. Superintendent's relationship with staff, students and community. 5. Superintendent's professional growth. 6. Compilation of assessments by individual Board members, which shall then be reviewed by the Board and Superintendent. 7. Evaluation interviews between the Board and Superintendent during which no other business is discussed. 8. Consideration of objective data regarding, student achievement, student test scores, curriculum development, business management, property maintenance, and employee grievances.

312. EVALUATION OF SUPERINTENDENT - Pg. 2

<p>SC 1073, 1080 Pol. 302</p>	<p>As an outcome of the Superintendent's evaluation, the Board should:</p> <ol style="list-style-type: none">1. Recognize strengths and assist the Superintendent in capitalizing on them.2. Identify weaknesses and establish a course of action that will assist the Superintendent in improving performance in these areas.3. Establish specific objectives to advance the district toward its goals.4. Determine the necessity of any action regarding the employment of the Superintendent, in accordance with law. <p>References:</p> <p>School Code – 24 P.S. Sec. 1073, 1080, 1081</p> <p>Board Policy – 302</p>
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REVISÉD:

313. EVALUATION OF EMPLOYEES

1. Authority

Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.

The objectives of the district evaluation plans for employees are:

1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving district goals.
2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving district goals.

SC 510

The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees. The Board shall be informed periodically about the results of evaluations.

SC 1123

The evaluation plan for tenured professional employees shall utilize the state-approved evaluation forms or district-specific forms approved by the Board.

2. Delegation of Responsibility

Evaluations shall be conducted by administrators and supervisors designated by the Superintendent.

The Superintendent or designee shall ensure that evaluation procedures for district staff shall have the following characteristics:

1. Clear and unambiguous in intent and language.
2. Establish reasonable standards.
3. Apply in a consistent and uniform manner to all employees in the same class.

	<ol style="list-style-type: none"> 4. Available to employees for review before they are applied. 5. Reviewed and updated periodically. 6. Referred to the Board for information purposes. 7. Consistent with the applicable administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. <p>Each observation shall be followed by a conference between the evaluator and the employee. Both parties to the conference shall sign the evaluation form and retain a copy for their records.</p> <p>Following the conference, the employee shall have the right to submit a written disclaimer of the evaluation; the disclaimer shall be attached to the report.</p> <p><u>Temporary Professional Employees</u></p>
SC 1108	<p>Each temporary professional employee shall be observed by an appropriate supervisor and notified of individual progress and status at least twice each year during the first three (3) years of employment.</p> <p>Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observation and evaluation, and may conduct additional observations and evaluations of employees who are marginally competent.</p>
SC 1108	<p>The Superintendent shall certify the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1108, 1122, 1123</p> <p>Board Policy – 000</p>

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: NONTENURED EMPLOYEES

ADOPTED: 11/20/2013

REVISED:

<p>1. Authority SC 510, 1089, 1101</p> <p>SC 1089, 1101</p>	<p style="text-align: center;">316. NONTENURED EMPLOYEES</p> <p>It is the policy of the Board that certain administrative and professional staff members shall be employed with the understanding that the assigned job functions are not governed by tenure law.</p> <p>Nontenured administrative and professional employees shall include any position in which provision for tenure is not made by law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1089, 1101</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: 11/20/2013

REVISED:

	317. CONDUCT/DISCIPLINARY PROCEDURES
1. Authority	All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.
SC 510, 514	The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.
SC 1121, 1122, 1126, 1127, 1128, 1129, 1130 2 Pa. C.S.A. Sec. 551 et seq	When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.
SC 510	<p>All district employees shall comply with Board policies, administrative regulations, rules and procedures; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</p> <p>When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm, to anyone. 2. Nonprofessional relationship with students. 3. Causing intentional damage to district property, facilities or equipment. 4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.

317. CONDUCT/DISCIPLINARY PROCEDURES - Pg. 2

Pol. 351	5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.
	6. Use of profane or abusive language.
	7. Breach of confidential information.
SC 1122	8. Failure to comply with directives of district officials, security officers, or law enforcement officers.
	9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
SC 1122	10. Violation of Board policies, administrative regulations, rules or procedures.
SC 1122	11. Violation of federal, state, or applicable municipal laws or regulations.
	12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.
2. Delegation of Responsibility SC 1122, 1151	<p>The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151</p> <p>Local Agency Law – 2 Pa. C.S.A. Sec. 551 et seq.</p> <p>Board Policy – 000, 351</p>

SECTION: EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: 11/20/2013

REVISED:

INTERBORO SCHOOL DISTRICT

318. PENALTIES FOR TARDINESS	
1. Authority SC 510 Pol. 332	Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.
2. Delegation of Responsibility	<p>It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 332</p>

SECTION: EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: 11/20/2013

REVISED:

INTERBORO SCHOOL DISTRICT

<p>1. Authority</p> <p>SC 510</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">319. OUTSIDE ACTIVITIES</p> <p>The Board recognizes that administrative, professional and support employees do have the right to private lives and associations with others outside of school. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.</p> <p>Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school district, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.</p> <p>The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.</p> <p>The Superintendent or designee shall disseminate this policy and administrative regulations so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: FREEDOM OF SPEECH IN
NONSCHOOL SETTINGS

ADOPTED: 11/20/2013

REVISED:

<p>1. Authority</p> <p>SC 510</p>	<p style="text-align: center;">320. FREEDOM OF SPEECH IN NONSCHOOL SETTINGS</p> <p>The Board acknowledges the right of administrative, professional and support employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school district and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.</p> <p>The Board adopts this policy to clarify situations in which an employee's expression could conflict with the district's interests.</p> <p>In situations in which a district employee is not engaged in the performance of assigned duties, s/he shall:</p> <ol style="list-style-type: none"> 1. Refrain from comments that would interfere with the maintenance of student discipline. 2. Refrain from making public statements about the district known to be false or made without regard for truth or accuracy. 3. Refrain from making threats against co-workers, supervisors or district officials. <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: 11/20/2013

REVISED:

<p>1. Authority</p> <p>SC 510</p>	<p style="text-align: center;">321. POLITICAL ACTIVITIES</p> <p>The Board recognizes and encourages the right of administrative, professional and support employees, as citizens, to engage in political activity. However, district time, resources, property or equipment, paid for by taxpayers, may not be used for political purposes by district employees when performing assigned duties.</p> <p>Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Board.</p> <p>The following situations are exempt from the provisions of this policy:</p> <ol style="list-style-type: none"> 1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies. 2. Conduct of student elections and connected campaigning. 3. Conduct of employee representative elections. <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: GIFTS

ADOPTED: 11/20/2013

REVISED:

	<p style="text-align: center;">322. GIFTS</p>
1. Authority	<p>The Board considers the acceptance of gifts by administrative, professional and support employees an undesirable practice.</p>
SC 510	<p>It is the policy of the Board that staff members not accept gifts of significant value, as determined by the immediate supervisor.</p>
2. Delegation of Responsibility	<p>The Superintendent or designee may approve acts of generosity to individual district employees in unusual situations.</p>
	<p>References:</p>
	<p>School Code – 24 P.S. Sec. 510</p>

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: TOBACCO

ADOPTED: 11/20/2013

REVISED:

	323. TOBACCO
1. Purpose	The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.
2. Definition 35 P.S. Sec. 1223.5	For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.
3. Authority 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	The Board prohibits tobacco use by administrative, professional and support employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.
35 P.S. Sec. 1223.5	
35 P.S. Sec. 1223.5	The Board prohibits tobacco use by district employees at school-sponsored activities that are held off school property.
35 P.S. Sec. 1223.5	The district shall annually notify employees about the Board's tobacco policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods.
4. Guidelines SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 805.1	The Superintendent or designee may report incidents involving the sale of tobacco to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

<p>SC 1303-A Pol 805.1</p>	<p>In accordance with state law, the Superintendent shall annually, by July 31, report incidents of possession, use or sale of tobacco on school property to the Office for Safe Schools on the required form.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22</p> <p>Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Board Policy – 805.1</p> <p>PSBA Revision 4/13</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: 11/20/2013

REVISED:

	324. PERSONNEL FILES
1. Authority	Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or support employee of the district.
SC 510	The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.
2. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.
3. Guidelines	A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.
42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112	Medical records shall be kept in a file separate from the employee's personnel file.
	<p>Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.</p> <p>Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board and as approved by a majority vote of the Board.</p>

<p>43 P.S. Sec. 1321, 1322</p>	<p>Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.</p>
<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801 Pol. 304</p>	<p><u>Title I Schools</u></p> <p>In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p>
<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801</p>	<p>The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p>
<p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6311 Pol. 304</p>	<p>In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.4, 403.5</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6311, 7801</p> <p>Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.</p>

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR
Sec. 274a.2

Board Policy – 000, 304

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: 11/20/2013

REVISED:

	325. DRESS AND GROOMING
1. Authority	<p>Administrative, professional and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the district's programs and operations.</p>
SC 510	<p>The Board has the authority to specify reasonable dress and grooming requirements, within law, for all district employees to prevent an adverse impact on the educational programs and district operations.</p> <p>When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities.</p> <p>Employees shall be groomed so that their hair style does not cause a safety or health hazard.</p>
2. Delegation of Responsibility	<p>If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>

SECTION: EMPLOYEES

TITLE: COMPLAINT PROCESS

ADOPTED: 11/20/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	326. COMPLAINT PROCESS
1. Authority	<p>It is the Board's intent to establish reasonable and effective means of resolving conflicts among employees to reduce potential areas of complaints, and to establish and maintain clear two-way channels of communication between supervisory personnel and district employees for situations not covered by the terms of a collective bargaining agreement.</p> <p>There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.</p>
2. Delegation of Responsibility	<p>The Board directs the Superintendent to establish a process that will facilitate proper and equitable solutions to complaints by district employees at the lowest appropriate level.</p>
3. Guidelines	<p>Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint process is invoked.</p> <p>A complainant may be represented or accompanied by anyone s/he chooses at any higher level of the complaint process.</p> <p>All documents, communications, and records relevant to a complaint shall be filed in a separate file and not kept in the personnel file of any of the participants.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 000</p>

SECTION: EMPLOYEES

TITLE: ADMINISTRATIVE TEAM

ADOPTED: 11/20/2013

REVISED:

INTERBORO
SCHOOL DISTRICT

	<p style="text-align: center;">327. ADMINISTRATIVE TEAM</p>
<p>1. Authority</p> <p>SC 510 Pol. 002</p>	<p>The Board recognizes the importance of maintaining an effective Administrative Team to strengthen the administration, educational programs and operation of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.</p> <p>The objectives of the district's Administrative Team are to:</p> <ol style="list-style-type: none"> 1. Provide input into policies, administrative regulations, procedures and rules that directly affect management employees in the administration of the school district. 2. Provide a means of addressing the economic and welfare concerns of management employees. <p>While the Administrative Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board to make decisions, as prescribed by law.</p>
<p>2. Definitions</p>	<p>Administrative Team Concept - is a means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.</p> <p>Administrative Team - is composed of the Superintendent and administrative, supervisory, and administrative support staff who have significant responsibilities for:</p> <ol style="list-style-type: none"> 1. Formulating or implementing Board policies, administrative regulations, rules, procedures, or programs. 2. Recommending employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation, or discipline of employees. 3. Directing and supervising other employees.

<p>3. Guidelines</p>	<p>4. Evaluating employees.</p> <p>5. Adjusting complaints.</p> <p>Administrative Employees - refers to members of the Administrative Team.</p> <p>The Administrative Team will meet on a regular basis and when requested with the Board or its representatives.</p> <p>Actions of all members of the Administrative Team shall be consistent with professional and ethical standards adopted by professional management associations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 000, 002</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: COMPENSATION PLANS/
SALARY SCHEDULES

ADOPTED: 11/20/2013

REVISED:

	328. COMPENSATION PLANS/SALARY SCHEDULES
1. Authority	The Board shall approve compensation plans, individual contracts and salary schedules for administrative, professional and support employees.
SC 1164	<p>The administrative compensation plan shall be determined through a good faith, meet and discuss procedure with designated administrators upon written request of a majority of district administrators.</p> <p>Salary schedules approved by the Board shall be in accordance with those specified in applicable collective bargaining agreements and/or Board resolutions.</p>
SC 406, 1075, 1077, 1089, 1141-1152, 1162, 1164	Salary schedules shall be used to set compensation for new and inexperienced employees and for experienced employees new to the district, and salary adjustments that result from earning advanced degrees while employed by the district or required by law.
2. Delegation of Responsibility	Implementation of the administrative compensation plan, individual contracts, collective bargaining agreements and Board resolutions regarding employee salaries shall be the responsibility of the Superintendent or designee.
SC 1149	<p>The Superintendent is authorized to credit past experience of a candidate when determining salary.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 406, 1075, 1077, 1089, 1141-1152, 1162, 1164</p>

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: OVERTIME

ADOPTED: 11/20/2013

REVISED:

	330. OVERTIME
1. Authority	<p>In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.</p>
43 P.S. Sec. 333.104 29 U.S.C. Sec. 207	<p>In accordance with federal and state law and this policy, applicable collective bargaining agreement or individual contract, overtime shall be paid for work in excess of the established workday or workweek for each classification of support employees.</p> <p>No overtime shall be scheduled or worked without prior approval.</p>
43 P.S. Sec. 333.104 29 U.S.C. Sec. 207	<p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week (including the difference between the normal workweek and forty (40) hours).</p> <p>For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law.</p> <p>Any conflict between this policy and applicable collective bargaining agreement or individual contract shall be reported promptly to the Board.</p> <p>References:</p> <p>Department of Labor and Industry Regulations – 34 PA Code Sec. 231.41, 231.42, 231.43</p> <p>Minimum Wage Act – 43 P.S. Sec. 333.101 et seq.</p> <p>Fair Labor Standards Act – 29 U.S.C. Sec. 201 et seq.</p> <p>Overtime Compensation, Title 29, Code of Federal Regulations – 29 CFR Part 778</p>

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: 11/20/2013

REVISED:

	331. JOB RELATED EXPENSES
1. Authority SC 517	The Board shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the district, in accordance with Board policy.
2. Delegation of Responsibility	<p>The validity of payments for job related expenses for all district employees shall be determined by the Superintendent or designee.</p> <p>The Superintendent or designee shall develop administrative regulations for reimbursement of travel expenses.</p>
3. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee.</p>
SC 517	<p>Actual and necessary expenses incurred when attending functions outside the district shall be reimbursed to an employee if approval has been obtained in advance from the Board, Superintendent, and immediate supervisor.</p> <p>Attendance at approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 517</p> <p>Board Policy – 000</p>

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: 11/20/2013

REVISED:

	332. WORKING PERIODS
<p>1. Authority</p> <p>SC 510, 1504 Pol. 804</p>	<p>Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the district.</p> <p>The Board has the authority and responsibility to determine the hours during which district programs and services shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Board resolutions.</p>
<p>2. Delegation of Responsibility</p> <p>SC 1504</p>	<p>The Superintendent or designee shall develop administrative regulations to ensure district employees adhere to their assigned work schedules.</p> <p>Professional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.</p> <p>All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1504</p> <p>Board Policy – 000, 318, 804</p>

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PROFESSIONAL
DEVELOPMENT

ADOPTED: 11/20/2013

REVISED:

	333. PROFESSIONAL DEVELOPMENT
1. Authority	Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.
SC 517	The Board directs all district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.
SC 1205.1, 1205.2	In order to continue employment in the district, certificated administrative and professional employees are required to meet all obligations necessary to maintain active certification.
2. Guidelines	<p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.</p> <p>SC 1144, 1151 Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.</p> <p><u>Induction Plan</u></p> <p>Title 22 Sec. 4.13, 49.16 Pol. 100 The district shall comply with Department of Education regulations when developing and maintaining an induction plan for first-year teachers and teachers new to the district.</p>

	<p><u>Induction Program For School Leaders</u></p> <p>School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school systems leader in Pennsylvania for the first time.</p> <p>School system leaders include principals, assistant principals, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.</p> <p><u>Professional Education Plan</u></p>
SC 1205.1 Title 22 Sec. 4.13, 49.17 Pol. 100	The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.
SC 1205.1	The Board shall approve a professional education plan that is designed to meet the educational needs of the district and its certificated administrative and professional employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the Department of Education.
SC 1205.1	The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.
SC 1205.2	The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.
SC 1205.2	Board approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.
SC 1205.2	If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.

	<p>References:</p> <p>School Code – 24 P.S. Sec. 517, 1144, 1151, 1205.1, 1205.2</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17</p> <p>Board Policy – 100</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: 11/20/2013

REVISED:

	334. SICK LEAVE
1. Authority SC 1154	Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused leave shall be cumulative.
	Board policy for noncertificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused leave shall be cumulative.
SC 510, 1154	The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
Pol. 317	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 510, 1154	The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
2. Delegation of Responsibility	The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
3. Guidelines	Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

SC 510, 1154	<p><u>Proof Of Disability</u></p> <p>An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>A physician's statement may not be presumed to conclusively establish the employee's disability.</p> <p><u>Records</u></p> <p>The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p> <p>A record shall be made of the unused sick leave days accumulated by each district employee, which shall be reported to the employee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1154</p> <p>Board Policy – 317</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: 11/20/2013

REVISED:

	335. FAMILY AND MEDICAL LEAVES
1. Authority 29 U.S.C. Sec. 2601 et seq 29 CFR Part 825	<p>The Board shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.</p> <p>Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.</p>
2. Delegation of Responsibility 29 U.S.C. Sec. 2619	<p>The Superintendent shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.</p> <p>The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.</p> <p>Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Superintendent or designee.</p>
3. Guidelines 29 U.S.C. Sec. 2611, 2612 29 U.S.C. Sec. 2612 29 U.S.C. Sec. 2612	<p>Employees' eligibility for FMLA leave shall be based on the criteria established by law.</p> <p>Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.</p> <p>Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember.</p>

<p>29 CFR Sec. 825.200</p> <p>29 U.S.C. Sec. 2612</p>	<p>The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.</p> <p>When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee may utilize such paid leave during the FMLA leave.</p> <p>References:</p> <p>Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.</p> <p>Family and Medical Leave, Title 29, Code of Federal Regulations – 29 CFR Part 825</p> <p>Board Policy – 000, 813</p>
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SECTION: EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: 11/20/2013

REVISED:

INTERBORO SCHOOL DISTRICT

<p>1. Authority</p> <p>SC 510, 1154</p> <p>2. Guidelines</p> <p>SC 1154</p>	<p style="text-align: center;">336. PERSONAL NECESSITY LEAVE</p> <p>This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.</p> <p>The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for such leave.</p> <p><u>Personal Leave</u></p> <p>Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p><u>Bereavement Leave</u></p> <p>Bereavement leave with pay shall be granted to district employees in accordance with law, applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1154</p>
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SECTION: EMPLOYEES

TITLE: VACATION

ADOPTED: 11/20/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	<p style="text-align: center;">337. VACATION</p>
1. Authority	<p>Administrative and support staff employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.</p>
SC 510	<p>The Board shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the district's management and operational needs.</p> <p>Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: 11/20/2013

REVISED:

338. SABBATICAL LEAVE	
1. Authority	This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.
SC 1166	<p>The Board shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Board.</p> <p>The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.</p>
2. Guidelines	<u>Eligibility</u>
SC 1166	To qualify for sabbatical leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.
SC 1166	A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.
SC 1167	<p>The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p> <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee as soon as possible.</p> <p>The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.</p>

338. SABBATICAL LEAVE - Pg. 2

	<p><u>Documentation</u></p> <p>Applicants for sabbatical leave shall submit with the application form a supporting medical statement and recommendation from his/her physician.</p>
SC 1171	<p>At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.</p>
SC 1171	<p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.</p>
	<p><u>Commitment Of Employee</u></p>
SC 1168	<p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school term, unless physically or mentally unable to do so.</p> <p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.</p>
	<p><u>Commitment Of Employer</u></p>
SC 1168	<p>At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p>
SC 1170	<p>Time on sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.</p>
	<p><u>Compensation</u></p>
SC 1169	<p>During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p>

338. SABBATICAL LEAVE - Pg. 3

SC 1166	<p>While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification.</p> <p>A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.</p> <p>Compensable employment may not be engaged in while the employee is on sabbatical leave.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1166, 1167, 1168, 1169, 1170, 1171</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: COMPENSATED
PROFESSIONAL LEAVES

ADOPTED: 11/20/2013

REVISED:

	338.1. COMPENSATED PROFESSIONAL LEAVES
1. Purpose	This policy shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for certificated administrative and professional employees.
2. Definitions SC 1166.1	Professional Development Leave - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law.
SC 522.2	Classroom Occupational Exchange Leave - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.
3. Authority SC 1166.1	The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave for eligible employees. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.
SC 522.2	The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.
4. Guidelines	PROFESSIONAL DEVELOPMENT LEAVE
	<u>Eligibility</u>
SC 1166	To qualify for professional development leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.

338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 2

SC 1166	A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.
SC 1167	<p>The total number of administrative employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees.</p> <p><u>Application</u></p>
SC 1166.1	<p>Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in an area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school district, or as the Board may require, and upon the recommendation of the Superintendent.</p> <p>Requests for professional development leave shall be submitted on the district form and forwarded with a detailed plan to the Superintendent.</p> <p><u>Documentation</u></p>
SC 1166.1	Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request.
SC 1171	The Board may at any time require additional information from the employee in order to assist the Board in determining whether the leave is being used for the purpose for which it was granted.
SC 1166.1	<p>The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none">1. Nine (9) graduate credits.2. Twelve (12) undergraduate credits.3. One hundred eighty (180) hours of professional development activities.

338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 3

SC 1166.1	<p>The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> 1. Eighteen (18) graduate credits. 2. Twenty-four (24) undergraduate credits. 3. Three hundred sixty (360) hours of professional development activities.
SC 1166.1, 1171	<p>Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing grades. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the district.</p>
SC 1166.1, 1171	<p>Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.</p>
SC 1166.1, 1168	<p><u>Commitment Of Employee</u></p> <p>Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.</p> <p>Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p><u>Commitment Of Employer</u></p>
SC 1168	<p>At the expiration of the professional development leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p>
SC 522.1, 1170	<p>Time on professional development leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.</p>

338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 4

SC 1169	<p><u>Compensation</u></p> <p>During the period of professional development leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification.</p>
SC 1166	<p>A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.</p> <p>Compensable employment may not be engaged in while the employee is on professional development leave.</p>
<p style="text-align: center;">CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</p>	
<p><u>Application</u></p> <p>Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded with appropriate documentation to the Superintendent.</p>	
<p><u>Documentation</u></p> <p>Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.</p>	
SC 522.2, 1166.1, 1171	<p>Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.</p>
SC 1168	<p><u>Commitment Of Employee</u></p> <p>Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.</p>
SC 1168	<p><u>Commitment Of Employer</u></p> <p>At the expiration of the classroom occupational exchange leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p>

338.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 5

SC 522.2	<p>Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.</p> <p><u>Compensation</u></p>
SC 522.2	<p>The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school district for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 522.1, 522.2, 1166, 1166.1, 1167, 1168, 1169, 1170, 1171</p>

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: 11/20/2013

REVISED:

<p>1. Authority</p> <p>SC 1154</p>	<p style="text-align: center;">339. UNCOMPENSATED LEAVE</p> <p>The Board recognizes that in certain situations an administrative, professional or support employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.</p> <p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.</p> <p>Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1154, 1182</p>
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SECTION: EMPLOYEES

TITLE: RESPONSIBILITY FOR
STUDENT WELFARE

ADOPTED: 11/20/2013

REVISÉD:

INTERBORO
SCHOOL DISTRICT

	<p style="text-align: center;">340. RESPONSIBILITY FOR STUDENT WELFARE</p> <p>1. Authority SC 510</p> <p>The Board adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and support employees.</p> <p>District employees are responsible for the safety of students in their charge within school buildings and on district property.</p> <p>Each employee shall maintain a standard of care and concern for supervision, control and protection of students, commensurate with assigned duties and responsibilities.</p> <p>Each teacher must be in the classroom or assigned station, or ensure another staff member is present, when students are in the room or at the assigned station.</p> <p>An employee should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.</p> <p>Teachers shall provide proper instruction in the safety matters presented in assigned curriculum guides.</p> <p>Each employee has the responsibility to report immediately to the principal an accident, safety hazard, unsafe condition, or dangerous situation.</p> <p>Employees may not send students on any personal errands.</p> <p>Employees may not transport students in a personal vehicle, except when specifically permitted.</p> <p>Employees shall not require a student to perform work or services that may be detrimental to the student's health.</p> <p>2. Delegation of Responsibility</p> <p>Building principals shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.</p>
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340. RESPONSIBILITY FOR STUDENT WELFARE - Pg. 2

	<p>Building principals shall annually develop and implement a plan of supervision for the following:</p> <ol style="list-style-type: none">1. Student arrivals and departures, including buses.2. Halls, restrooms and playgrounds.3. Cafeteria.4. Before and after school.5. Field trips.6. School activities. <p>Reference:</p> <p>School Code – 24 P.S. Sec. 510</p>
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SECTION: EMPLOYEES

TITLE: BENEFITS FOR PART-TIME
EMPLOYEES

ADOPTED: 11/20/2013

REVISÉD:

INTERBORO
SCHOOL DISTRICT

<p>1. Authority</p> <p>24 Pa. C.S.A. Sec. 8301</p>	<p style="text-align: center;">341. BENEFITS FOR PART-TIME EMPLOYEES</p> <p>Benefits for regularly employed part-time administrative, professional and support employees shall be determined in accordance with the terms of an administrative compensation plan, individual contract, applicable collective bargaining agreement, or Board resolution.</p> <p>Whenever regularly employed, part-time employees are entitled to fringe benefits normally provided for full-time employees of the same classification, such benefits will be established at the time of employment, and the manner of proration determined at that time.</p> <p>Part-time employees shall be included in the School Employees' Retirement System upon reaching either 500 hours or eighty (80) days of employment, in accordance with law.</p> <p>References:</p> <p>Public School Employees' Retirement Code – 24 Pa. C.S.A. Sec. 8301 et seq.</p>
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INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JURY DUTY

ADOPTED: 11/20/2013

REVISED:

	<p style="text-align: center;">342. JURY DUTY</p>
1. Authority 42 Pa. C.S.A. Sec. 4563	Regularly employed administrative, professional and support employees shall be protected against loss of employment for time served on jury duty.
2. Guidelines	<p>When an employee is notified of jury duty, s/he shall inform the immediate supervisor.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.</p> <p>References:</p> <p>Protection of Jurors Employment – 42 Pa. C.S.A. Sec. 4563</p>

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PAID HOLIDAYS

ADOPTED: 11/20/2013

REVISED:

	<p style="text-align: center;">343. PAID HOLIDAYS</p>
<p>1. Authority</p> <p>SC 1502, 1503 Pol. 803</p>	<p>Paid holidays for regularly employed administrative and support employees shall be determined in accordance with Board policy.</p> <p>Holidays are established for eligible employees in accordance with the calendar adopted annually by the Board and an applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1502, 1503</p> <p>Board Policy – 803</p>

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: WORKERS' COMPENSATION
TRANSITIONAL
RETURN-TO-WORK PROGRAM

ADOPTED: 11/20/2013

REVISED:

	<p style="text-align: center;">347. WORKERS' COMPENSATION TRANSITIONAL RETURN-TO-WORK PROGRAM</p>
1. Purpose	<p>The purpose of a workers' compensation transitional return-to-work program is the safe, timely return of injured district employees to transitional or regular employment.</p>
2. Authority	<p>In an effort to control workers' compensation costs, the Board adopts this policy to ensure that employees who have been injured at work and are covered by workers' compensation return to work as soon as possible, in accordance with Board policy and administrative regulations.</p> <p>This policy shall apply only to an employee who meets all of the following conditions:</p> <ol style="list-style-type: none"> 1. Has been injured at work. 2. Is disabled as defined under the state Workers' Compensation Act. 3. Is capable of productive work. 4. Cannot return to his/her pre-injury job for the district with or without reasonable accommodations as a result of his/her work injury. 5. Is expected to be able to return to his/her pre-injury job within a definite period of time. 6. Is being paid workers' compensation disability benefits. <p>An employee shall not be eligible for continuation in the transitional return-to-work program if one (1) of the following determinations is made:</p> <ol style="list-style-type: none"> 1. Employee cannot perform the assigned lighter duty work.

347. WORKERS' COMPENSATION TRANSITIONAL
RETURN-TO-WORK PROGRAM - Pg. 2

<p>3. Delegation of Responsibility</p>	<p>2. Employee will be unable to return to his/her pre-injury occupation with or without reasonable accommodations within a reasonable period of time.</p> <p>The work that shall be offered to an eligible employee shall be productive work that will advance the interests of the district.</p> <p>The Superintendent or designee shall establish a transitional return-to-work program and develop administrative regulations to implement the Board policy.</p> <p>The Superintendent or designee shall ensure that all district staff responsible for the transitional return-to-work program shall receive periodic training from legal counsel with expertise in the Family And Medical Leave Act, Americans With Disabilities Act, workers' compensation and labor relations. The training shall include information on the interaction of the transitional return-to-work program and applicable laws, contracts and collective bargaining agreements.</p> <p>The Superintendent or designee shall determine if a lighter duty job will be offered to an eligible employee.</p> <p>When the interactive process is going to be engaged in, the Superintendent or designee shall engage the solicitor or special labor counsel.</p>
<p>4. Guidelines</p>	<p>The transitional return-to-work program and Board policy shall be implemented in a manner that does not conflict with applicable laws, contracts or collective bargaining agreements.</p> <p>Nothing in this policy shall be construed as requiring that a lighter duty job be provided to an eligible employee or that the essential functions of any job be eliminated. Lighter duty jobs are intended as a transitional opportunity to assist an injured employee to return to his/her pre-injury occupation with or without reasonable accommodations.</p>

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RETURN-TO-WORK PROGRAM - Pg. 3

References:

Workers' Compensation Act – 77 P.S. Sec. 1 et seq.

Family And Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Family And Medical Leave, Title 29, Code of Federal Regulations –
29 CFR Part 825

Health Insurance Portability And Accountability Act, Title 45, Code of
Federal Regulations – 45 CFR Part 160, Part 164

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: 11/20/2013

REVISED:

	348. UNLAWFUL HARASSMENT
<p>1. Authority</p> <p>43 P.S. Sec. 951 et seq 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq 42 U.S.C. Sec. 2000ff et seq 29 CFR Sec. 1606.8(a)</p>	<p>The Board strives to provide a safe, positive working climate for its administrative, professional and support employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.</p> <p>The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p>
<p>2. Definitions</p> <p>42 U.S.C. Sec. 2000ff et seq 29 CFR Sec. 1606.8(a)</p>	<p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, religion or genetic information when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.

<p>29 CFR Sec. 1604.11(a)</p> <p>3. Delegation of Responsibility Pol. 104</p>	<ol style="list-style-type: none"> 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance. 3. Otherwise adversely affects an individual's employment opportunities. <p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment. 2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual. 3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment. <p>In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or designee as the district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and district employees regarding unlawful harassment.</p> <p>Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the employee or third party of the right to file a complaint and the complaint procedure. 2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
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4. Guidelines	<p>3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</p> <p><u>Complaint Procedure – Employee/Third Party</u></p> <p>Step 1 – Reporting</p> <p>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p>Step 3 – Investigative Report</p> <p>The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p>
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<p>Pol. 317</p>	<p>Step 4 – District Action</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with Board policies, administrative regulations and procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none">1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation. <p>References:</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.</p> <p>Federal Anti-Discrimination and Civil Rights Laws –</p> <p>20 U.S.C. Sec. 1681 et seq. (Title IX)</p> <p>42 U.S.C. Sec. 2000e et seq. (Title VII)</p>
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Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C.
Sec. 2000ff et seq.

Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFR Sec. 1604.11(a), 1606.8(a)

Board Policy – 000, 104, 317

INTERBORO SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: DRUG AND SUBSTANCE
ABUSE

ADOPTED: 11/20/2013

REVISED: 02/19/2014

	351. DRUG AND SUBSTANCE ABUSE
1. Purpose	<p>The Board recognizes that the misuse of drugs by administrative, professional and support employees is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by drug use by district employees, especially as the use relates to an employee's safety, efficiency and productivity.</p> <p>The primary purpose and justification for any district action will be for the protection of the health, safety and welfare of students, staff and school property.</p>
2. Definitions 35 P.S. Sec. 780-101 et seq 41 U.S.C. Sec. 8101 41 U.S.C. Sec. 8101 41 U.S.C. Sec. 8101	<p>Drugs - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p>Conviction - a finding of guilt, including a plea of nolo contendere, an imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.</p> <p>Criminal Drug Statute - a federal or state criminal statute involving the manufacture, distribution, dispensation, use or possession of a controlled substance.</p> <p>Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.</p>
3. Authority SC 111 41 U.S.C. Sec. 8103	<p>The Board requires that each administrative, professional and support employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the district of any arrest or convictions immediately, but no later than seventy-two (72) hours, after such conviction, so that the Board with its solicitor could determine the suitability of the employee to continue to have direct contact with children.</p>

<p>SC 527 35 P.S. Sec. 780-101 et seq</p> <p>4. Delegation of Responsibility 41 U.S.C. Sec. 8103, 8104</p> <p>41 U.S.C. Sec. 8103</p> <p>41 U.S.C. Sec. 8103, 8104</p> <p>41 U.S.C. Sec. 8103</p>	<p>Any employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.</p> <p>A statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Director of Human Resources and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.</p> <p>Within ten (10) days after receiving notice of the conviction of a district employee, the district shall notify any federal agency or department that is the grantor of funds to the district.</p> <p>The district shall take appropriate personnel action within thirty (30) days of receiving notice against any convicted employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.</p> <p>In establishing a drug-free awareness program, the Director of Human Resources shall inform employees about:</p> <ol style="list-style-type: none"> 1. Dangers of drug abuse in the workplace. 2. Board's policy of maintaining a drug-free workplace. 3. Availability of drug counseling, drug rehabilitation, and employee assistance programs. 4. Penalties that may be imposed for drug abuse violations occurring in the workplace. <p>The district shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.</p>
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351. DRUG AND SUBSTANCE ABUSE - Pg. 3

<p>5. Guidelines SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21 35 P.S. Sec. 780-102 Pol. 805.1</p> <p>SC 1303-A Pol. 805.1</p>	<p>The Superintendent or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p>In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Office for Safe Schools on the required form.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 527, 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21</p> <p>PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.</p> <p>Drug-Free Workplace Act – 41 U.S.C. Sec. 8101 et seq.</p> <p>Board Policy – 317, 805.1</p> <p>PSBA Revision 4/13</p>
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INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: FISCAL OBJECTIVES

ADOPTED: 12/18/2013

REVISED:

	601. FISCAL OBJECTIVES
1. Purpose	The Board recognizes its responsibility to district taxpayers to ensure that public monies expended by the school district are utilized for delivery of the educational program in a manner that mandates full value to the taxpayers, and that adequate procedures and records are established to ensure that end.
2. Authority SC 439, 601, 602, 609, 610, 631, 634, 672, 687, 690, 751, 807.1, 1155 53 P.S. Sec. 6926.311	The Board has the authority and responsibility to prepare and adopt the budget, approve bids, levy taxes, approve each expenditure of the district, and incur debt in accordance with law.
SC 218	The district shall submit an annual financial report to the Secretary of Education by October 31 of each year, in accordance with law and the reporting standards established by the Pennsylvania Department of Education.
3. Delegation of Responsibility	<p>To meet the goals of this policy, the Board directs the Director of Finance to establish sound accounting procedures based upon recommendations of the district auditor and state and federal government, institute effective business practices, and recommend appropriate equipment and technology when necessary.</p> <p>The Director of Finance shall review monthly the financial operations, report to the Board on effectiveness and recommended improvements, and prepare administrative regulations and procedures for sound district and school fiscal operations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 218, 439, 601, 602, 609, 610, 631, 634, 672, 687, 690, 751, 807.1, 1155</p> <p>Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.</p>

INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PLANNING

ADOPTED: 12/18/2013

REVISED:

	602. BUDGET PLANNING
1. Authority SC 601, 687	The budget shall be designed to reflect the Board's goals and objectives concerning the education of district students. Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of district programs shall be reviewed on a continual basis.
2. Delegation of Responsibility	<p>To meet the objectives of this policy, the Board directs the Director of Finance, in conjunction with the Superintendent and district administrators, to:</p> <ol style="list-style-type: none"> 1. Include an estimated annual cost for implementation of the district's educational program. 2. Prepare a long range plan for annual maintenance and replacement of facilities. 3. Prepare a plan for current and future technology needs. 4. Maintain an inventory and replacement schedule of all district equipment. 5. Establish a projected budget of expenditures and income for the current year and the subsequent year. 6. Prepare an annual estimate of anticipated school enrollments. 7. Maintain a plan of anticipated revenues based on changes in state and federal legislation. 8. Report to the Board any serious financial implications arising from the budget plan. <p>References:</p> <p>School Code – 24 P.S. Sec. 601, 687</p>

INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: 12/18/2013

REVISED:

	603. BUDGET PREPARATION
1. Purpose	The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to support the educational plan in a comprehensive and efficient manner, to maintain district facilities, and to honor district obligations.
2. Authority SC 687	The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this district and its students.
3. Delegation of Responsibility SC 601, 687 53 P.S. Sec. 6926.311 Pol. 604	<p>In order to ensure adequate time for preparation and review of the proposed/preliminary budget, the Board directs the Superintendent and Director of Finance to present to the Board all available information associated with the proposed/preliminary, in accordance with the budget timeline per the Pennsylvania Department of Education, prior to the primary election.</p> <p>In preparing the budget, the responsible administrator shall set general priorities concerning expenditures for:</p> <ol style="list-style-type: none"> 1. Staff necessary to maintain current programs. 2. Technology, equipment and supplies necessary to maintain current programs. 3. Additional staff necessary to improve or expand current programs. 4. New technology, equipment and supplies necessary to improve or expand current programs.
53 P.S. Sec. 6926.302	As a component of budget preparation, the Superintendent and Director of Finance shall notify the Board of the appropriate Index to be used in limiting tax increases for the budget year.

<p>53 P.S. Sec. 6926.333</p>	<p>When presented for Board review, the proposed/preliminary budget shall contain:</p> <ol style="list-style-type: none">1. Estimated revenue and expenditures in each financial category for the previous fiscal year.2. Estimated revenue and expenditures in each financial category for the upcoming fiscal year.3. Student enrollment for the upcoming school year.4. Amount of surplus anticipated at the end of the current fiscal year.5. Explanation of each item of expense proposed, upon request.6. Listing of all exceptions for which the district may be eligible.7. Relation of the estimated tax increase to the Index limitation for the district.8. Programs, services or expenditures to be eliminated if referendum is rejected.9. Increase, if any, of tax rate in relation to the Index. <p>References:</p> <p>School Code – 24 P.S. Sec. 601, 687</p> <p>Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.</p> <p>Board Policy – 604</p>
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SECTION: FINANCES

TITLE: BUDGET ADOPTION

ADOPTED: 03/19/2014

REVISED:

INTERBORO SCHOOL DISTRICT

604. BUDGET ADOPTION	
1. Purpose	It is the philosophy of the Board that the annual budget represents the position of the Board, and all reasonable means shall be employed to present and explain the preliminary and final budgets to district residents. Board members and district administrators shall be knowledgeable about, and understand the need for, proposed expenditures.
2. Definition	Index - the tax rate limit that restricts the school district from increasing the rate of any tax for the support of district schools without seeking voter approval through referendum or an exception granted by the Pennsylvania Department of Education (PDE) or the Court of Common Pleas with jurisdiction.
3. Delegation of Responsibility SC 687 53 P.S. Sec. 6926.311, 6926.312	The Board directs the Superintendent and Director of Finance to prepare both the preliminary and final budgets on the required forms, comply with advertising requirements and make the budget documents and supporting information available in printed form for public inspection in the district administrative offices, in accordance with the timelines specified by the Pennsylvania Department of Education and Board policy.
4. Authority	The Board shall annually decide the budget option to be used for the following fiscal year. The Board shall approve either the Accelerated Preliminary Budget Process Option or the Board Index Resolution Option. This should be in a timely manner as to allow the Director of Finance to submit the Board's decision to the Pennsylvania Department of Education by January 31 st .
	<u>Accelerated Preliminary Budget Process Option</u>
53 P.S. Sec. 6926.311	The preliminary budget shall be made available in printed form for public inspection at least 110 days prior to the primary election. Public inspection shall be available for at least twenty (20) days prior to planned adoption. The Board shall give public notice of its intent to adopt at least ten (10) days prior to adoption of the preliminary budget.
53 P.S. Sec. 6926.311	The Board may hold an advertised public hearing prior to adoption of the preliminary budget.

53 P.S. Sec. 6926.311	The Board shall annually adopt the preliminary budget at least ninety (90) days prior to the primary election.
53 P.S. Sec. 6926.333	If the preliminary budget exceeds the increase authorized by the Index, an application for an exception may be filed with either a Court of Common Pleas with jurisdiction or PDE and made available for public inspection, consistent with the requirements of law. The application for an exception shall be submitted by the Superintendent.
53 P.S. Sec. 6926.333	However, the Board may substitute the filing of an application for an exception to the Index limit by submitting a referendum question seeking voter approval for a tax increase, in accordance with law.
53 P.S. Sec. 6926.333	In the event that a court or PDE denies an application for an exception to the Index limit adopted as part of the preliminary budget, the Board may approve immediate filing of a referendum question, as authorized by law, seeking voter approval for a tax rate that exceeds the Index. This filing shall be performed by the Superintendent.
53 P.S. Sec. 6926.333	Any referendum question shall include an accompanying nonlegal, interpretative statement referencing the expenditure items for which a tax increase is being sought and the consequences that will result if the referendum question fails. Such information shall be made available to the public through the district web site and other media resources.
	Prior to adoption, the final budget shall be presented to the Board on the required form and supplemented with information deemed necessary by the Board.
53 P.S. Sec. 6926.312	The final budget shall be made available in print for public inspection at least twenty (20) days prior to final adoption. The Board shall give notice of its intent to adopt at least ten (10) days prior to adoption of the final budget.
SC 508, 687	The Board shall annually adopt the final budget by a majority vote of all members of the Board prior to June 30.
	<u>Board Resolution Option</u>
53 P.S. Sec. 6926.311	The Board shall adopt a resolution that it will not raise the rate of any tax for the following fiscal year by more than the Index. Such resolution shall be adopted no later than 110 days prior to the primary election and must contain the following unconditional certifications that:

<p>SC 687</p>	<ol style="list-style-type: none"> 1. The Board will not increase any tax at a rate that exceeds the school district Index. 2. The Board will comply with Section 687 of the School Code for budget adoption. 3. The increase of any tax at a rate less than or equal to the Index will be sufficient to balance its final budget. <p>At least thirty (30) days prior to adoption of the final budget, the Board shall prepare and present a proposed budget on the required form. The proposed budget shall be made available in print for public inspection and duplication at the district administrative offices at least twenty (20) days prior to adoption of the budget. The Board shall give public notice of its intent to adopt at least ten (10) days prior to adoption of the proposed budget.</p>
<p>SC 508, 687</p>	<p><u>Final Budget</u></p> <p>The Board shall annually adopt the final budget by a majority vote of all members of the Board by June 30.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 687</p> <p>Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.</p>

INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: TAX LEVY

ADOPTED: 12/18/2013

REVISED:

<p>1. Authority SC 602, 603, 672, 673, 674, 676, 679, 680 53 P.S. Sec. 6924.101 et seq, 6926.301 et seq</p>	<p style="text-align: center;">605. TAX LEVY</p> <p>The Board shall annually determine and establish school district taxes that are authorized by law, within the limitations imposed by applicable laws. The Board shall provide the means to levy and collect such taxes.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 602, 603, 672, 672.1, 672.2, 673, 674, 676, 679, 680</p> <p>Local Tax Enabling Law – 53 P.S. Sec. 6924.101 et seq.</p> <p>Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.</p>
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INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: TAX COLLECTION

ADOPTED: 12/18/2013

REVISED:

	606. TAX COLLECTION
<p>1. Authority SC 683, 684</p> <p>53 P.S. Sec. 6924.313, 6926.322</p>	<p>Real estate and per capita taxes provided for in the School Code shall be collected by the district tax collector (employed by the District), who shall be properly bonded during their term of employment.</p> <p>All other taxes shall be collected by the tax collector (employed by the District), who shall be properly bonded.</p>
<p>2. Delegation of Responsibility SC 439</p> <p>SC 433, 684</p>	<p>All taxes shall be collected and remitted by the district Business Office with a report detailing the sources of tax revenues.</p> <p>The Board Secretary shall be responsible to ascertain that the tax collector is properly bonded and shall submit information on estimated collection required to set proper bond.</p> <p>All monies received shall be deposited on the day of receipt or as soon as possible, and all receipts shall be supported by documentary evidence.</p> <p><u>Delinquent Tax Collection</u></p> <p>The Board recognizes that it is of critical importance to the education of district students that all taxes due are received from district taxpayers. Therefore, the Board intends to maximize the receipt of taxes due by taking a more proactive role in the collection of current real estate taxes due and directing the collection of delinquent real estate taxes.</p>
<p>SC 686</p>	<p>All delinquent taxes certified to the Board by any tax collector shall be collected by the district in accordance with law. The Board directs the district Business Office to develop and implement a program for the collection of delinquent taxes.</p>

References:

School Code – 24 P.S. Sec. 433, 439, 683, 684, 686

Local Tax Enabling Law – 53 P.S. Sec. 6924.101 et seq.

Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.

Board Policy – 605

INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BANK ACCOUNTS

ADOPTED: 12/18/2013

REVISED:

	608. BANK ACCOUNTS
1. Authority SC 508, 621	The Board, by a majority vote of the full Board, shall designate one or more banks or bank and trust companies as depositories for the safeguarding of school funds.
SC 440, 624	Each depository shall be required to report monthly to the Director of Finance on the status of funds, in the manner required by law.
SC 621, 622, 623	Each designated depository shall furnish proper security for deposits in the amount required collateralization law.
2. Guidelines	<p>Each designated depository shall be advised not to cash checks made payable to the school district but to deposit the respective checks into the district accounts.</p> <p>The Board shall periodically obtain quotations for specified banking services prior to designating its depositories.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 440, 508, 621, 622, 623, 624, 625</p>

SECTION: FINANCES

TITLE: INVESTMENT OF
DISTRICT FUNDS

ADOPTED: 12/18/2013

REVISÉD:

INTERBORO
SCHOOL DISTRICT

	609. INVESTMENT OF DISTRICT FUNDS
1. Purpose	<p>It shall be the policy of the Board to optimize its return through investment of cash balances in such a way as to minimize non-invested balances and to maximize return on investments.</p> <p>The primary objectives of investment activities, in priority order, shall be:</p> <p style="padding-left: 40px;">Legality - All investments shall be made in accordance with applicable laws of Pennsylvania.</p> <p style="padding-left: 40px;">Safety - Safety of principal shall be of the highest priority. Preservation of capital in the portfolio of investments shall be ensured through the mitigation of credit risk and interest rate risk.</p> <p style="padding-left: 40px;">Liquidity - Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible with maturities concurrent with anticipated cash demands.</p> <p style="padding-left: 40px;">Yield - Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.</p>
2. Authority SC 440.1, 621, 622, 623	All investments of the school district made by an officer and/or employee of the district shall be made in accordance with this policy and a Board-approved investment program.
3. Definitions	<p>Short-term - any period less than twelve (12) months.</p> <p>Long-term - any period twelve (12) months or greater.</p> <p>Concentration of credit risk - the risk associated with the consolidation of investments in a single pool, institution or instrument.</p>

<p>4. Delegation of Responsibility SC 440.1</p> <p>SC 440.1 72 P.S. Sec. 3836 et seq</p>	<p>Credit risk - the risk of loss of principal due to the failure of the security issue or backer of the issue.</p> <p>Custodial credit risk - the risk of loss associated with consolidation of investments with a single institution where the district may rely on the institution to hold investments on behalf of the district or through collateral action when the instruments are not in the district name.</p> <p>Foreign currency risk - the risk associated with investment in foreign currency that is subject to market fluctuation and associated currency conversion.</p> <p>Interest rate risk - the risk that the market value of securities will fall due to changes in general interest rates.</p> <p>Investment program - the specifically enumerated and Board approved investment strategy.</p> <p>The Board shall delegate to a designated individual the responsibility to manage the district's investment program, in accordance with written Board approved rules and procedures for operation of the investment program.</p> <p>An annual review of the investment program shall be prepared by the designated individual, based upon the anticipated cash flow of all district funds, i.e. general, capital reserve, bond, etc. The investment program shall be submitted to the Board no later than sixty (60) days after adoption of the annual budget.</p> <p>The designated individual responsible for investments shall report monthly to the Board the following:</p> <ol style="list-style-type: none"> 1. Amount of funds invested. 2. Interest earned and received to date. 3. Types and amounts of each investment and the interest rate on each. 4. Names of the institutions where investments are placed. 5. Current market value of the funds invested. 6. Collateralization of deposits exceeding insurance limits. 7. Other information required by the Board.
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	<p>The Board directs the Director of Finance to establish administrative regulations that will ensure compliance with this policy, including a disclosure form for designated individuals involved in the investment process and/or required written statements for advisors and bidders.</p>
5. Guidelines SC 440.1	<p>Investments permitted by this policy are those defined in law, which are collateralized in accordance with applicable laws.</p> <p>All securities shall be purchased in the name of the school district and custody of the securities shall be specified within the district's investment program.</p>
17 CFR Part 270	<p>An exception to purchases in the name of the school district is permitted for the purchase of shares of an investment company that is or conducts business voluntarily in compliance with applicable law.</p>
SC 440.1	<p>All investment advisors or bidders shall verify in writing that they have received a copy of this Board policy. Such written statement shall indicate that they have read and understand this policy and all applicable laws related to school district investments, along with their intent to comply fully with these requirements.</p> <p>The district shall require all investment advisors/bidders to submit annually any or all of the following, as appropriate:</p> <ol style="list-style-type: none"> 1. Audited financial statements. 2. Proof of National Association of Securities Dealers (NASD) certification. 3. Proof of state registration. <p>Additionally, all investment advisors, investment service providers and investing entities shall be required to disclose to the district all situations where they have a material interest in the investment instrument recommended to the district.</p> <p><u>Disclosure</u></p>
65 Pa. C.S.A. Sec. 1101 et seq	<p>Designated officers and employees involved in the district's investment process shall disclose any personal business activity that could conflict with the proper execution and management of the investment program or could impair their ability to make impartial decisions.</p>

<p>Pol. 619</p>	<p><u>Audit</u></p> <p>The Board directs that all investment records be subject to annual audit by the district's independent auditors.</p> <p>The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.</p> <p>It shall be the responsibility of the investment advisor and/or bidder to maintain necessary documents to permit independent audit of the district's investments.</p>
<p>53 Pa. C.S.A. Sec. 8001 et seq</p>	<p><u>Bond Proceeds</u></p> <p>Bond proceeds shall be invested in accordance with the Local Government Unit Debt Act and applicable federal and state laws, subject to approval by the solicitor and/or bond counsel and the school Board.</p> <p>Investment transactions arising from bond proceeds shall be reported monthly to the Board, in accordance with policy.</p>
<p>SC 218, 440.1 GASB Stmt 40</p>	<p><u>Compliance with GAAP</u></p> <p>The following is intended to guide district investments as limited by law:</p> <ol style="list-style-type: none"> 1. District funds shall not be invested in foreign currency and shall have no related risk that would require disclosure pursuant to GASB Statement 40. 2. District investments shall limit the exposure to loss of principal due to market changes in interest rates. 3. District investments in authorized instruments that are not backed by the “full faith and credit” of the federal or state government shall be limited to those with the highest credit rating available for such instruments issued by a recognized organization. <p>If, after purchase, the rating of any instrument is reduced and no longer in compliance with Board policy, the individual responsible for district investments shall advise the Board at the earliest opportunity of such action and make recommendations for altering investments.</p>

<p>SC 440.1 72 P.S. Sec. 3836 et seq</p>	<p>4. When district funds are invested in any one (1) issuer other than designated depository accounts (which includes external investment pools) and securities issued or explicitly guaranteed by the U.S. Government (owned directly by the district), the amount of the investment shall be unlimited, but the Board shall be notified of such investment monthly.</p> <p>5. For purposes of interest rate disclosure in the annual financial report the method of determining interest rate risk shall be based on weighted average maturity.</p> <p><u>Protection Of Bank Balances In Excess Of FDIC Limits</u></p> <p>When district cash is deposited in an authorized depository, if the cash balance exceeds the insurance limits, district funds shall be collateralized pursuant to law.</p> <p>The collateral shall be limited to investments authorized by law.</p> <p>It shall be the responsibility of the Director of Finance to verify with the depository the value of the instrument(s) based on the instrument being “marked to market.”</p> <p>Verification of the value of the collateral instrument(s) shall occur quarterly.</p> <p>Following a review of valuation the Director of Finance may request an additional review by the district’s investment advisors or financial consultant and shall require additional collateral if the existing collateral has declined in value and exposes the district to potential loss of principal. The Board shall be advised of the status of the valuation review and any additional collateral at the first meeting following the review.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 218, 440.1, 621, 622, 623</p> <p>Local Government Unit Debt Act – 53 Pa. C.S.A. Sec. 8001 et seq.</p> <p>Public Officials and Employee Ethics Act – 65 Pa. C.S.A. Sec. 1101 et seq.</p> <p>Security of Public Deposits – 72 P.S. Sec. 3836 et seq.</p>
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	<p>Investment Companies, Title 17, Code of Federal Regulations – 17 CFR Part 270</p> <p>Governmental Accounting Standards Board, Statement No. 40</p> <p>Board Policy – 000, 619</p>
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SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO
BID/QUOTATION

ADOPTED: 12/18/2013

REVISED: 03/19/2014

INTERBORO SCHOOL DISTRICT

610. PURCHASES SUBJECT TO BID/QUOTATION	
1. Authority SC 751, 807.1	It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.
2. Guidelines SC 120, 751, 807.1	The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.
	<u>Competitive Bids</u>
SC 751, 807.1	When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.
	After due public notice advertising for competitive bids the Board shall be authorized to:
SC 807.1	1. Purchase furniture, equipment, school supplies and appliances costing a base amount of \$19,100 or more, unless exempt by law.
SC 751	2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than \$19,100, unless exempt by law.
SC 751, 807.1	The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.
SC 751, 807.1	With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 2

<p>SC 751</p>	<p>The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements. If due to an emergency a school plant or any part thereof becomes unusable, competitive bids for repairs or replacement may be solicited from at least three responsible bidders, and upon the approval of any of these bids by the board of school directors, the school district may proceed at once to make the necessary repairs or replacements in accordance with the terms of said approved bid or bids; and provided further, that the school district shall notify the Secretary of Education in a form and manner determined by the Secretary of Education that an emergency has occurred and a bid has been selected under the emergency process provided.</p> <p><u>Electronic Bidding</u></p>
<p>62 Pa. C.S.A. Sec. 4602, 4603</p>	<p>The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.</p>
<p>62 Pa. C.S.A. Sec. 4603</p>	<p>The district shall electronically maintain the confidentiality of the bid until the bid opening.</p> <p><u>Competitive Electronic Auction Bidding</u></p>
<p>62 Pa. C.S.A. Sec. 4602, 4604</p>	<p>The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.</p>
<p>62 Pa. C.S.A. Sec. 4604</p>	<p>An invitation for bids shall be issued and shall include:</p> <ol style="list-style-type: none"> 1. Procurement description. 2. All contractual terms, when practical. 3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner. <p>Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.</p> <p>Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.</p>

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 3

	<p>During the auction bidders shall be able to review their bid rank or the low bid price and may reduce their bid prices during the auction.</p> <p>At the conclusion of the auction the record of the bid prices received and the name of each bidder shall be open to public inspection.</p> <p>After the auction period has expired the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law within the time period established by the district.</p> <p>The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder or all bids may be rejected. Extensions of the award date may be made by written mutual consent of both parties.</p> <p><u>Price Quotations</u></p>
SC 751, 807.1	<p>Unless exempt by law, at least three (3) written price quotations shall be requested by the Board for:</p>
SC 807.1	<ol style="list-style-type: none"> 1. Furniture, equipment, school supplies and appliances costing a base amount of more than \$10,300 but less than \$19,100.
SC 751	<ol style="list-style-type: none"> 2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than \$10,300 but less than \$19,100 <p>Unless exempt by law, at least three (3) telephonic price quotations shall be requested by the Board for:</p> <ol style="list-style-type: none"> 1. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than \$4,000 but less than \$10,300. <p>If it is not possible to obtain three (3) quotations a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.</p>

<p>SC 751</p> <p>3. Delegation of Responsibility SC 751, 807.1</p>	<p><u>Work Performed By District Maintenance Personnel</u></p> <p>The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than \$10,300.</p> <p>The Board may grant the Board Secretary or Director of Finance/Director of Support Services the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.</p> <p>Bid specifications shall be prepared by the Director of Finance or in the case of capital improvements, construction or facilities repairs the Director of Support Services will prepare the specifications.</p> <p>Bid specifications shall provide for alternates wherever possible.</p> <p>All bid information shall be shared with the Board for review.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 120, 751, 807.1</p> <p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq.</p> <p>NOTES:</p> <p>The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.</p> <p>Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602</p>
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SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: 12/18/2013

REVISED: 03/19/2014

INTERBORO SCHOOL DISTRICT

	611. PURCHASES BUDGETED
1. Authority SC 751, 807.1	It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.
2. Delegation of Responsibility SC 609, 807.1 SC 609, 751, 807.1	All purchases that are within budgetary limits may be made upon authorization of the Department Head, Director of Finance, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than \$19,100, in which case prior approval by the Board is required. All purchase order requests must be referred to the designated employee from the Business Office, who shall check whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the district.
3. Guidelines	In the interests of economy, fairness and efficiency in its business dealings the Board requires that: <ol style="list-style-type: none"> 1. Items commonly used in the district schools and buildings be standardized whenever possible. 2. Opportunity to do business with the district shall be provided to as many responsible suppliers as possible. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained. 3. No purchase request will be honored without the proper approval. <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 609, 751, 807.1</p>

SECTION: FINANCES

TITLE: PURCHASES NOT BUDGETED

ADOPTED: 12/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	612. PURCHASES NOT BUDGETED
1. Purpose	<p>The laws of the state and the interests of the community require fiscal responsibility by the Board in the operation of the school district. Appropriate fiscal controls shall be adopted to ensure that public funds are not disbursed in amounts in excess of the appropriations provided to the district.</p>
2. Authority SC 607, 609, 631, 687	<p>When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Board in the last nine (9) months of the fiscal year if it is apparent that the necessary surplus funds do exist in another appropriation, the procedures specified in the School Code are followed and it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year.</p>
3. Guidelines Pol. 611	<p>In the event of an emergency, which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes, a purchase order may be authorized by the Director of Finance.</p> <p>When budgeted funds are allocated on a building/department basis the total amount budgeted may not be exceeded without prior approval.</p> <p>Any expenditures in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting with a recommendation of funds to be transferred to cover said purchase.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 607, 609, 631, 687</p> <p>Board Policy – 611</p>

INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: COOPERATIVE PURCHASING

ADOPTED: 12/18/2013

REVISED:

	<p style="text-align: center;">613. COOPERATIVE PURCHASING</p> <p>The Board recognizes the advantages of centralized purchasing. Therefore, the Board encourages the administration to seek the benefits and savings that may accrue through joint agreements with other political subdivisions for the purchase of supplies, equipment or services.</p> <p>The Board authorizes the Director of Finance to negotiate appropriate cooperative purchase agreements with other political subdivisions in accordance with law and Board policy.</p> <p>Cooperative purchases require an agreement approved by the Board and the participating contracting body(s), which may specify:</p> <ol style="list-style-type: none"> 1. Categories of equipment or supplies to be purchased. 2. Manner of advertising for bids and awarding contracts. 3. Method of payment by each participating party. 4. Other matters deemed necessary to carry out the purposes of the agreement. <p>All such agreements must conform to relevant provisions of the School Code.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 521, 751, 807.1</p> <p>Intergovernmental Cooperation – 53 Pa. C.S.A. Sec. 2301 et seq.</p>
<ol style="list-style-type: none"> 1. Authority SC 521, 751, 807.1 53 Pa. C.S.A. Sec. 2303 2. Delegation of Responsibility 3. Guidelines 53 Pa. C.S.A. Sec. 2301 et seq <p>SC 807.1</p>	

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: 12/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	614. PAYROLL AUTHORIZATION
<p>1. Authority Pol. 302, 304, 305, 306, 308, 328</p>	<p>Employment of all permanent, temporary and part-time district personnel must be approved by the Board. The Board shall authorize payment of salaries to employees. Actions by the Board to employ staff on a contractual basis may include the name of the individual, position title, salary, period of employment, position classification and method of payment. If the employee is to be paid through a federal, state or local grant this should also be noted as part of the Board authorization.</p> <p>Actions by the Board to employ temporary or part-time personnel may include the name of the individual, position title, rate of pay, position classification, the maximum number of hours or days an employee may work and school or vocation assignment. If the employee is to be paid through a federal, state or local grant this should also be noted as part of the Board authorization.</p> <p>The minutes of Board meetings shall record all actions with regard to hiring, reclassifications, resignation, retirement, death or discharge of all employees, or non-retention of a temporary professional employee. Each action shall include the name of the employee, date upon which salary or wages will commence or terminate, and position to be held or formerly held.</p>
<p>2. Guidelines</p> <p>Pol. 330</p>	<p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be required of all employees.</p> <p>Salary or wages may be withheld for unapproved time off, in accordance with established procedures, by the Superintendent.</p> <p>Overtime can be scheduled and paid only when authorized in advance by the Department Head with the permission of the Superintendent.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 406, 1001, 1106, 1107</p> <p>Board Policy – 302, 304, 305, 306, 308, 328, 330</p>

SECTION: FINANCES

TITLE: PAYROLL DEDUCTIONS

ADOPTED: 12/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	615. PAYROLL DEDUCTIONS
1. Purpose	<p>The Board may, at its discretion, act on behalf of individual employees to deduct a certain amount from the employee's paycheck and to remit an equal amount to an agent designated by the employee. It is the intent of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee.</p>
2. Authority	<p>No deduction may be made from the wages of an employee except for federal, state, and/or local income taxes. This would include PA unemployment, county tax, municipal or school taxes, social security/medicare and School Employees' Retirement Fund without proper authorization by the employee.</p>
SC 513	<p>The Board shall permit deductions from an employee's paycheck upon proper authorization on the appropriate district form for approved purposes or as authorized within a collective bargaining agreement.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 513</p> <p>Board Policy – 615.1</p>

INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: TAX SHELTERED ANNUITIES

ADOPTED: 12/18/2013

REVISED:

<p>1. Guidelines</p>	<p style="text-align: center;">615.1. TAX SHELTERED ANNUITIES</p> <p>All district employees may participate in a tax sheltered annuity program, subject to Internal Revenue Service regulations. The district will approve up to twelve (12) companies for tax sheltered annuity payroll deduction. New companies can be added when the number of participating companies drops below twelve (12).</p> <p>Participating companies become nonparticipating companies when there are no district employees enrolled in their plan.</p> <p>Inquiries by companies seeking approval for payroll deductions for tax sheltered annuities shall submit a request in writing to the Director of Finance.</p> <ol style="list-style-type: none"> 1. Requests should indicate if the company has a client or clients currently employed by the school district. 2. If the Director of Finance confirms that a company has a client or clients working for the district and there is no room on the allotment of twelve (12) companies, the request will be forwarded to the district's broker of record. The broker of record will review the application and investigate the inquiring company to determine if it meets the current Pennsylvania insurance regulations, and report its findings to the Director of Finance. 3. If the inquiring company does not have clients in the district and is seeking an opportunity to make a presentation to its employees, these requests will be referred to the Director of Human Resources. <p>All companies selling tax sheltered annuities to district employees shall, before payroll deductions, execute an adoption agreement with the district in a manner and form satisfactory to the district and in compliance with accepted tax sheltered annuity sales practices.</p> <p>All annuity contracts or policies furnished for approved plans will be done in such a manner as not to discriminate in favor of or against any employee or group of employees of the district.</p>
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District employees participating in a payroll deduction tax sheltered annuity program shall be responsible for maintaining their personal records and for determining if their annuity program meets Federal Internal Revenue regulations and requirements.

All district employees wishing to participate shall be required to sign the required form before payroll deductions commence.

References:

School Code – 24 P.S. Sec. 513

Board Policy – 614, 614

INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: 12/18/2013

REVISED:

	616. PAYMENT OF BILLS
1. Purpose	It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of district bills.
2. Authority SC 439, 607, 1155	<p>Each bill or obligation of this district must be fully itemized, verified and approved by the Board before a check can be drawn for its payment, except that the Director of Finance, with the written approval of the Board Secretary, Treasurer and Board President (or Board Vice-President or another Board designee when either the Board Secretary, the Board Treasurer, or the Board President is unavailable) for each bill at issue is permitted to draw payment orders for:</p> <ol style="list-style-type: none"> 1. Payment of amounts owing under any contracts which have been previously approved by the Board, and by the prompt payment of which the district will receive a discount or other advantage, including, without limitation, progress payments to contractors as specified in a contract previously approved by the Board, and payments to employees as specified in a contract, collective bargaining agreement or other employment contract previously approved by the Board; and/or items that prompt payment of which will accrue to the advantage of the district. 2. All bills in months during which the Board does not meet.
3. Delegation of Responsibility	<p>It shall be the responsibility of the Director of Finance or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item and invoice is for the amount contracted.</p> <p>Should the invoice vary from the acknowledged purchase order, the Director of Finance or designee shall document on the invoice the reason for such variance.</p>

616. PAYMENT OF BILLS - Pg. 2

SC 607, 609, 687 Pol. 612	<p>Should funds not be available in the account to which a proposed purchase will be charged, the Director of Finance or designee shall determine the overage and request the Department Head, with the Board's approval, to make a legal transfer to cover it.</p> <p>All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.</p> <p>The list of bills shall include for each:</p> <ol style="list-style-type: none">1. Check number.2. Check date.3. Vendor.4. Amount of remittance.5. Reason for remittance. <p>Prior to the Board's consideration of the bills for payment, each invoice shall be reviewed by the Director of Finance.</p>
SC 439	<p>Upon approval of an order the Director of Finance shall prepare a check for payment and cancel the encumbrance against the appropriate account.</p>
SC 427, 433, 439	<p>All checks approved by the Board shall be signed by the President, Board Secretary, and Treasurer. Upon any change in the individual(s) holding the position of President, Treasurer or Secretary, the temporary use of the prior officer's signature plate or facsimile signature stamp is authorized pending receipt of a new signature plate or stamp, provided, that each new officer is wholly responsible for fulfilling the duties of his/her respective office notwithstanding the temporary use of the prior officer's signature plate or stamp and provided, further that the new officer shall be deemed to have temporarily adopted the signature of the prior officer as his/her own signature.</p>
SC 428	<p>The Vice-President may sign for the President.</p>

616. PAYMENT OF BILLS - Pg. 3

<p>4. Guidelines 65 P.S. Sec. 302</p> <p>Title 61 Sec. 32.23 72 P.S. Sec. 7204</p> <p>Title 61 Sec. 32.23 72 P.S. Sec. 7208 Pol. 618</p>	<p>The Superintendent or designee shall be responsible for establishing controls and procedures to assure safe and efficient implementation in the operation of such a procedure subject to the approval of the Board Treasurer and the District's Audit Committee.</p> <p>Signatures of the President, Vice-President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.</p> <p>No check shall be made out to cash.</p> <p><u>Sales Tax</u></p> <p>The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for district use.</p> <p>The district shall obtain a sales tax license number for school organizations who purchase items to be resold.</p> <p>In order to monitor these activities, the Director of Finance shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 427, 428, 433, 439, 607, 608, 609, 610, 687, 1155</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 32.23</p> <p>Uniform Facsimile Signature of Public Officials Act – 65 P.S. Sec. 302</p> <p>Exclusion From Tax – 72 P.S. Sec. 7204, 7208</p> <p>Board Policy – 612, 618</p>
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INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: 12/18/2013

REVISED:

	617. PETTY CASH
1. Purpose	Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.
2. Authority	The Board authorizes the establishment of petty cash funds under the control of designated employees in the respective district buildings.
3. Delegation of Responsibility Pol. 811	Each responsible employee shall ensure that petty cash funds are spent only for designated purposes. The person responsible for each petty cash fund shall prepare a total of the disbursement slips annually.
4. Guidelines	Each request for funds shall be made in writing and signed by the requester with any confirming receipts attached. Receipts are required for all expenditures. The petty cash box shall be secured by the responsible employee. All petty cash funds shall be closed out for audit at the end of the school year. Funds are not to be used to circumvent the regular purchasing procedure. Petty cash funds may not be used to accommodate the cashing of personal checks. References: School Code – 24 P.S. Sec. 510 Board Policy – 811

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: 12/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	618. STUDENT ACTIVITY FUNDS
1. Purpose	The Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds. The Student Activity funds will be administered and regulated in conjunction with the Student Activity Funds Handbook as published by PSBA.
2. Definition	For purposes of this policy, student activity funds shall include the funds of Board approved student groups. Student activity funds shall be raised by students and expended for purposes related to the activity with student participation in the decision making process regarding these areas.
3. Authority SC 511	Student activity funds are not part of district funds but must be approved by the Board. The Board adopts this policy to ensure proper supervision of student activity funds under the district's responsibility.
4. Delegation of Responsibility Pol. 811	<p>The Director of Finance or designee is responsible for developing administrative regulations governing student activity funds.</p> <p>The building principal is responsible for working with students and advisors, implementing policies and procedures and maintaining fiscal records. The principal shall serve as custodian of the funds. The principal shall be bonded.</p> <p>Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policy and administrative regulations by the student organization.</p> <p>The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the Board.</p>
5. Guidelines	Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.

618. STUDENT ACTIVITY FUNDS - Pg. 2

	<p>All student activities shall be on a self-sustaining basis, except for situations approved by the Board.</p>
SC 440.1, 623	<p>Funds of any student body organization may be deposited or invested in banks whose accounts are insured by FDIC or investment certificates or withdraw able shares in state-chartered savings and loan associations doing business in the state and insured by FDIC or FSLIC.</p>
SC 511 Pol. 608	<p>All funds collected by student organizations shall be deposited in a student activities fund in a bank designated by the Board. No school-sponsored student organization is permitted to establish an account separate from the student activities fund.</p>
	<p>Funds collected shall be turned in to the custodian of the fund before the end of each school day and they shall be safeguarded until deposited as soon as possible.</p>
SC 511	<p>Records shall be maintained of the receipt and the disbursement of all funds in designated accounts according to the bylaws of the activity approved by the Board.</p> <p>Disbursements from such funds shall be made only by check upon the request of the authorized advisor and the approval of the fund custodian. Disbursements shall be supported by invoices or verified documentation.</p> <p>All checks shall be signed by the three (3) Board members has authorized by Board Policy #616.</p>
SC 511, 807.1	<p>All purchases of materials or supplies by any organization, club, society or group or by any school or class shall be made by the purchaser in accordance with the requirements of law.</p>
SC 511	<p>All funds shall be of an exchange nature and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.</p>
SC 511	<p>A financial report of the condition of each student activity fund shall be submitted to the Board at least quarterly, as requested.</p>
Pol. 619	<p>The student activity fund shall be audited annually during the district's established audit.</p>

Graduating Classes

All graduating classes, after payment of all financial obligations and prior to graduation, shall make a commitment for distribution of the funds remaining in the class account to school activities of the class's choosing such as a senior gift or scholarship fund.

Funds may not be disbursed or set aside for future obligations, such as class reunions.

References:

School Code – 24 P.S. Sec. 440.1, 511, 623, 807.1

Board Policy – 000, 608, 619, 811

INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: DISTRICT AUDIT

ADOPTED: 12/18/2013

REVISED:

	619. DISTRICT AUDIT
1. Purpose SC 408, 2401 65 P.S. Sec. 67.701 Pol. 801	<p>The Board recognizes the importance of the public's right to have access to the public records of the district, including public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the district's independent auditors and the audit conducted by the Auditor General's office.</p>
2. Authority SC 437, 2401, 2408, 2441	<p>The Board shall employ an independent certified public accountant to conduct an annual district audit in conformance with prescribed and legal standards. The completed audit shall be presented to the Board for its examination and approval.</p> <p>The Board recognizes its obligation as an elected body to represent the best interests of all its constituents. Therefore, the Board shall make the results of both the district's independent audit and the Auditor General's audit available to the public at the business office of the district.</p>
3. Delegation of Responsibility SC 218	<p>The Superintendent and Board Secretary shall annually, by December 31, submit a signed statement to the Pennsylvania Department of Education certifying that the financial statements of the school district have been properly audited pursuant to law and that in the independent auditor's opinion the financial information submitted in the annual financial report is materially consistent with the audited financial statements. If the financial information is not deemed materially consistent, the district shall submit a revised annual financial report no later than December 31.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 218, 408, 437, 504, 511, 1337, 2401, 2408, 2432, 2441</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Board Policy – 801</p>

SECTION: FINANCES

TITLE: FUND BALANCE

ADOPTED: 12/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	620. FUND BALANCE
1. Purpose	The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the school district and is fiscally advantageous for both the district and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of year-end fund balance to be maintained by the district.
2. Definitions	<p>Fund balance is a measurement of available financial resources. Fund balance is the difference between total assets and total liabilities in each fund.</p> <p>GASB Statement 54 classifies fund balances based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints fund balance amounts shall be reported in the following classifications:</p> <p>Nonspendable - amounts that cannot be spent because they are in a nonspendable form (e.g., inventory) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).</p> <p>Restricted - amounts limited by external parties, or legislation (e.g., grants or donations).</p> <p>Committed - amounts limited by Board policy (e.g., future anticipated costs).</p> <p>Assigned - amounts that are intended for a particular purpose, such as a rate stabilization fund or segregation of an amount intended to be used at some time in the future.</p> <p>Unassigned - amounts available for consumption or not restricted in any manner.</p>
3. Authority	A motion by the Board shall be required to establish, modify or rescind a commitment of fund balance.

<p>4. Delegation of Responsibility</p>	<p>The responsibility for designating funds to specific classifications shall be as follows:</p> <ol style="list-style-type: none">1. Nonspendable – may be assigned by the Director of Finance.2. Restricted – may be assigned by the Director of Finance.3. Committed – shall be assigned by the Board.4. Assigned – may only be assigned by the Board. <p>The Superintendent or designee shall be responsible for the enforcement of this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 218, 688</p>
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INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: LOCAL TAXPAYER
BILL OF RIGHTS

ADOPTED: 12/18/2013

REVISED:

	621. LOCAL TAXPAYER BILL OF RIGHTS
1. Purpose 53 Pa. C.S.A. Sec. 8401 et seq	As a local taxing authority, the Board recognizes the school district's responsibility to comply with the requirements of applicable law.
2. Definition 53 P.S. Sec. 6924.101 et seq 53 Pa. C.S.A. Sec. 8422	Eligible taxes shall be defined as all non-real estate taxes, including per capita, occupation, occupation assessment and occupation privilege, income and net profits, business gross receipts, privilege, amusements or admissions, and any other tax authorized by the Local Tax Enabling Law.
3. Authority 53 Pa. C.S.A. Sec. 8423	<p>The Board shall adopt a Local Taxpayer Bill of Rights that includes the following components in simple and nontechnical terms:</p> <ol style="list-style-type: none"> 1. Taxpayer rights and the district's obligation during an audit or administrative review of the taxpayer's books or records. 2. Administrative and judicial procedures for a taxpayer to appeal or seek review of any adverse tax decision. 3. Procedures for filing and processing refund claims and taxpayer complaints. 4. Enforcement procedures.
53 Pa. C.S.A. Sec. 8423	The Board shall ensure that taxpayers are notified about the district's Local Taxpayer Bill of Rights any time they are contacted regarding assessment, audit, determination, review and collection of any tax other than property taxes.

<p>4. Delegation of Responsibility</p>	<p>It shall be the responsibility of the Superintendent, Director of Finance, and/or other designated school district employee to develop procedures to implement this policy which shall include:</p> <ol style="list-style-type: none"> 1. Preparation and dissemination of the required notice of availability of the Local Taxpayer Bill of Rights. 2. Preparation of a Local Taxpayer Bill of Rights. 3. Preparation of a procedure for the district to request information from a taxpayer. 4. Establishment of an administrative appeals process. 5. Development of the form, content, process and deadlines for taxpayers to file a tax appeal petition. 6. Formulation of rules of practice and procedure for hearings.
<p>53 Pa. C.S.A. Sec. 8423</p>	<p>The district shall respond to taxpayer requests for the Local Taxpayer Bill of Rights by making copies available at the district offices or mailing at district expense.</p>
<p>5. Guidelines 53 Pa. C.S.A. Sec. 8437</p>	<p>Information obtained by the school district as a result of an audit, return, report, investigation, hearing or verification shall be confidential. If a violation of confidentiality is committed by an officer or employee of the Board, he/she shall be subject to fines and dismissal from office or discharge from employment.</p>
<p>53 Pa. C.S.A. Sec. 8430</p>	<p><u>Appeals Process</u></p> <p>The district establishes the following administrative process to receive and make determinations on petitions from taxpayers relating to assessment, determination or refund of an eligible tax: Review and decision by the Board in executive session.</p> <p>References:</p> <p>Local Tax Enabling Law – 53 P.S. Sec. 6924.101 et seq.</p> <p>Taxation and Fiscal Affairs – 53 Pa. C.S.A. Sec. 8401 et seq.</p>

SECTION: FINANCES

TITLE: FIXED ASSETS

ADOPTED: 12/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	622. FIXED ASSETS
1. Purpose	<p>The Board recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education.</p> <p>The primary objectives of implementing the GASB Statement 34 are to assure compliance with state requirements, and properly account for both the financial and economic resources of the district.</p>
2. Definitions	<p>In accordance with Governmental Accounting Standards Board Statement number 34 capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art, historical treasures and infrastructure. Capital assets are both tangible and intangible assets used in operations and have initial useful lives extending beyond a single reporting period. Equipment will not change its original shape, appearance or character with use and it can be expected to last more than one (1) year with reasonable care and maintenance.</p> <p>Infrastructure assets are long-lived capital assets that normally are stationary in nature and can normally be preserved for a significantly greater number of years than most capital assets. Infrastructure includes site improvements such as parking lots and sidewalks, as well as fiber-optic systems for computer networks or consulting on acquisitions.</p>
3. Delegation of Responsibility	<p>The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the Director of Finance.</p> <p>The Director of Finance shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Board for approval, prior to publication.</p> <p>Prior to submission of the MD&A for Board approval, the district's independent auditors shall review the MD&A, in accordance with SAS No. 52, "Required Supplementary Information".</p>

<p>4. Guidelines</p>	<p><u>Purchased Capital Assets</u></p> <p>Purchased capital assets greater than or equal to \$3,000 should be recorded at their historical/original cost. The cost of capital assets should include capitalized interest and ancillary charges necessary to place the asset into service. Ancillary charges include freight, site preparation and professional fees.</p> <p>Capital assets should be depreciated over their useful lives as determined for each asset class. Inexhaustible capital assets such as land and land improvements should not be depreciated.</p> <p>If determining historical cost is not practical due to inadequate records, reporting should be based on estimates of original cost at the date of construction or purchase.</p> <p>Fixed asset records must include the acquisition date, cost, useful life, depreciation method and salvage value for capital asset classifications and groups.</p> <p>Individual items costing less than \$3,000, but purchased in the aggregate totaling \$10,000 or more shall be capitalized and depreciated as a unit over the useful life for that asset class.</p> <p>Due to changes in technology computer software is considered a supply and is expensed at the time of purchase. Components such as monitors and keyboards shall be capitalized as a unit upon purchase when the individual components are less than the capitalization threshold but in the aggregate meet or exceed the threshold.</p> <p><u>Donated Capital Assets</u></p> <p>Donated capital assets must be reported at fair market value plus ancillary charges if any at the time of donation. Donated assets are recorded as contributed capital and depreciated over their useful lives as determined for each asset class.</p> <p>If determining historical costs is not practical due to inadequate records, reporting should be based on estimates of fair market value at the date of donation.</p> <p><u>Assets Acquired By Capital Lease</u></p> <p>Assets acquired by capital lease are recorded at the net present value of the future minimum lease payments. A corresponding liability is established at this time. Assets acquired under the terms of capital leases are depreciated over the useful lives designated for the asset class.</p>
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Collections

Works of art, historical treasures and similar assets should be capitalized at their historical cost or fair value at date of donation (estimated if necessary) whether they are held as individual items or in a collection.

Capitalized collections or individual items that are exhaustible should be depreciated over their useful lives. Depreciation is not required for collections or individual items that are inexhaustible.

Infrastructure

Infrastructure assets should be depreciated over the useful lives. Routine repairs and maintenance costs are charged to operations as incurred. Expenditures that extend the useful life of the infrastructure are capitalized as an asset and depreciated over the newly established useful life.

Useful Lives

Fixed assets are to be depreciated over the following useful lives:

Asset Class	Years
School Buildings	40-50
Portable Classrooms	20-25
HVAC Systems	20-25
Interior Construction	25-30
Sprinkler/Fire System	20-25
Outdoor Equipment	15-20
Machinery & Tools	10-15
Kitchen Equipment	10-15
Custodial Equipment	05-07
Furniture and Accessories	15-20
Business Machines	05-10
Copiers	03-05
Communication Equipment	05-10
Computers	03-05
Audio Visual	07-10

	<p><u>Depreciation Expense</u></p> <p>Depreciation expense should be reported in the statement of activities. Depreciation expense that can be specifically identified with a function should be included as a direct expense. Depreciation expense for shared facilities should be ratably included in direct expenses for each function.</p> <p>Depreciation is to be allocated to expense in a systematic and rational manner. Using any depreciation method permitted under Generally Accepted Accounting Principles (GAAP).</p> <p>Depreciation may be calculated for a class of assets, a network of assets or individual assets.</p> <p><u>Disposals</u></p> <p>As the need arises, but at least once a year, principals and directors shall send a list of any excess or obsolete property to the Director of Facilities.</p> <p>The Director of Facilities and the Director of Finance shall review the listed items and arrange for the disposal of those items with no value.</p> <p>The items that have value shall be properly inventoried and then based on the following order offered:</p> <ol style="list-style-type: none"> 1. For use by district staff at other locations. 2. As trade-ins: The value given for a trade is part of the cost of the newly acquired asset. The costs and accumulated depreciation of the traded asset must be removed from the books. Any gain or loss resulting from the disposition of the asset will be recognized as a gain or loss on disposal. 3. For sale as approved by the Board. When fixed assets are sold, a calculation of gain or loss on disposal is required. The calculation is based upon the amount of proceeds received less the net book value (cost less accumulated depreciation taken on the asset.) 4. For sale to the general public after notice and advertising. When fixed assets are sold, a calculation of gain or loss on disposal is required. The calculation is based upon the amount of proceeds received less the net book value (cost less accumulated depreciation taken on the asset.) Any remaining items after the sale will be discarded.
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	<p>References:</p> <p>School Code – 24 P.S. Sec. 218, 613</p> <p>Governmental Accounting Standards Board, Statement No. 34</p>
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INTERBORO SCHOOL DISTRICT

SECTION: FINANCES

TITLE: TAXABLE FRINGE BENEFITS

ADOPTED: 12/18/2013

REVISED:

	624. TAXABLE FRINGE BENEFITS
1. Authority	It shall be the policy of the Board to comply with regulations of the Internal Revenue Service (IRS) regarding taxability of employee fringe benefits.
2. Definitions	<p>Taxable fringe benefit - a form of pay, in addition to salary, for the performance of duties; taxable wages unless excluded by the Internal Revenue Code.</p> <p>Convenience of the district - where the personal use was in the best interest of the district.</p> <p>De minimis - an amount where either the cost of determining specific value exceeds the value of the use or the actual cost of the use was negligible at the organizational level.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible to develop administrative regulations requiring employees to verify use of district equipment for business purposes and to report any use or fringe benefits that may be taxable as compensation.</p> <p>The Director of Finance shall report the value of taxable fringe benefits with the regular payroll for the payroll immediately following the determination of taxable fringe benefits.</p> <p>The Director of Finance shall annually review the determinations of convenience of the district and de minimis amount to ensure compliance with federal regulations.</p> <p>The review may include discussions with the district auditor.</p>
4. Guidelines	To the extent that a taxable fringe benefit value is provided as either convenience of the district or the amounts are classified as de minimis, the values may be excluded from taxation.

	<p>Taxable fringe benefits are subject to:</p> <ol style="list-style-type: none"> 1. Federal Income Tax. 2. Social Security Tax. 3. Medicare Tax. 4. Other applicable state or local taxes. <p>An employee has the option to reimburse the district for the value of services received. Where no reimbursement is received, the value of the services shall be treated as taxable compensation.</p> <p>Taxable fringe benefits include but are not limited to the following:</p>
Pol. 717	<ol style="list-style-type: none"> 1. Cellular telephone provided by district. 2. District telephone. 3. Vehicle provided by district.
Pol. 331	<ol style="list-style-type: none"> 4. Expense reimbursement provided by district.
Pol. 815	<ol style="list-style-type: none"> 5. Internet access provided by district. 6. Gift certificates.
Pol. 813	<ol style="list-style-type: none"> 7. Group life insurance in excess of \$50,000. 8. Laptop/Notebook computers. 9. Personal use of district vehicle. 10. Meal reimbursements for local travel. <p>References:</p> <p>Internal Revenue Code – 26 U.S.C. Sec. 1 et seq.</p> <p>Board Policy – 000, 331, 717, 813, 815</p>

SECTION: FINANCES

TITLE: FEDERAL FISCAL
COMPLIANCE

ADOPTED: 12/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	626. FEDERAL FISCAL COMPLIANCE
1. Authority	The Board shall review and approve all applications for federal funds submitted by the district.
2. Delegation of Responsibility	<p>The Board designates the Superintendent as the district contact for all federal programs and funding.</p> <p>The Superintendent or designee shall develop administrative regulations governing the procurement, use, management and disposal of goods, materials and equipment purchased with federal grant funds. At a minimum, the administrative regulations shall provide procedures to ensure:</p> <ol style="list-style-type: none"> 1. Expenditures of federal grant funds are completed in accordance with federal requirements. 2. Title to and control of location, custody and security of equipment and/or property purchased with federal funds are maintained. <p>The Director of Finance shall track and document all federal programs expenditures and verify budgetary information required for those programs.</p> <p>All district employees paid with federal funds shall document the time they expend towards federal programs, in accordance with law.</p> <p>References:</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6301-6514, 7901</p> <p>Board Policy – 000</p>

SECTION: FINANCE

TITLE: POST-ISSUANCE TAX
COMPLIANCE POLICY FOR
TAX-EXEMPT AND TAX-
BENEFITED OBLIGATIONS

INTERBORO SCHOOL DISTRICT

ADOPTED: 11/19/2014

REVISED:

	<p align="center">627. POST-ISSUANCE TAX COMPLIANCE POLICY FOR TAX-EXEMPT AND TAX-BENEFITED OBLIGATIONS</p>
1. Purpose	<p>It is the policy of the Interboro School District to provide for the effective management of the District's post bond issuance compliance program for tax-exempt and other tax-benefited bonds in a manner consistent with state and federal laws applicable to such obligations.</p>
2. Authority	<p>This policy has been formulated and approved by the Board of School Directors.</p>
3. Delegation of Responsibility	<p>The Director of Finance, who may delegate responsibilities to others while maintaining the ultimate authority to enforce the policy, shall be the primary bond compliance officer responsible for each issuance by the District of tax-exempt and/or other tax-benefited bonds, notes, financing leases or other obligations (herein, collectively referred to as "bonds") as well as post-issuance procedures and compliance. All information related to each bond issue and the assets financed by such issue shall be maintained by or on behalf of the Director of Finance, and the actions taken under the following sections of this policy shall be taken by or on behalf of the Director of Finance, or other administrators or employees of the District.</p>
4. Guidelines	<p><u>Compliance Monitoring</u></p> <p>The Director of Finance will continuously monitor the expenditure of bond proceeds and the use of assets financed or refinanced with bonds to ensure compliance with Section 141 of the Internal Revenue Service Code (the "Code"), and any other statutory and/or regulatory requirements.</p> <p>The Director of Finance will maintain a copy of the transcript of proceedings in connection with the issuance of any tax-exempt obligations. He/she will obtain such records as are necessary to meet the requirements of this policy.</p>

The Director of Finance will monitor and maintain records with respect to expenditures to ensure that bond proceeds are being used on capital expenditures for governmental purposes in accordance with the bond documents, and document the allocation of all bond proceeds. Such monitoring is required for tax-exempt bonds and for tax credit bonds.

The Director of Finance and/or designee will address any questions concerning compliance or possible non-compliance as they arise, in consultation with the bond underwriter and bond counsel. The Director of Finance will review bond compliance with the Board on a quarterly basis.

Where there are unspent proceeds of bonds, the Director of Finance will compare and analyze the bond proceeds expenditure schedule to the actual investment earnings and expenditures incurred on each project on an annual or more frequent basis.

Equipment assets financed with bonds will be listed in a schedule for each bond issue. The Director of Finance will maintain the list of all bond-financed equipment for each bond issue together with the equipment's expected useful life.

Assets constructed or acquired using bond proceeds shall be flagged in the District's records and monitored by the Director of Finance.

Bonds may lose their tax-favored status retroactive to the date of issuance if they do not comply with the arbitrage restrictions of Section 148 of the Code. Two general sets of requirements under the Code must be applied in order to determine whether governmental bonds are arbitrage bonds: the yield restriction requirements of Section 148(a) and the rebate requirements of Section 148(f).

The yield restriction requirements provide, in general terms, that gross proceeds of a bond issue may not be invested in investments earning a yield higher than the yield of the bond issue, except for: (i) during one of the temporary periods permitted under the regulations (including the initial three year temporary period described above); (ii) in a reasonably required reserve or replacement fund; (iii) in an amount not in excess of the lesser of 5% of the sale proceeds of the issue or \$100,000 (the "minor portion"). Under limited circumstances, the yield on investments subject to yield restrictions can be reduced through payments to the IRS known as "yield reduction payments". The tax certificate will identify a particular issue of bonds known, as of the date of issuance, to be subject to yield restriction.

If consistent with the yield restriction requirements, amounts treated as bond proceeds are permitted to be invested at a yield in excess of the yield on the bonds (pursuant to one of the exceptions to yield restriction referred to above) rebate payments may be required to be made to the US Treasury. Under the applicable regulations the aggregate rebate amount is the excess of the future value of all the

receipts from bond funded investments over the future value of all of the payments to acquire such investments. The future value is computed as of the computation date using the bond yield as the interest factor. At least 90% of the rebate amount calculated for the first computation period must be paid no later than 60 days after the end of the first computation period. The amount of rebate payments required for subsequent computation periods (other than the final period) is that amount which, when added to the future value of prior rebate payments, equals at least 90% of the rebate amount. For the final computation period, 100% of the calculated amount must be paid. Rebate exceptions and expectations are documented for each bond issue in the tax certificate executed at the time of such bond issue.

For Refunded Projects, the Director of Finance will maintain records of all bond financed assets for each bond issue, including assets originally financed with a refunded bond issue.

The Director of Finance will work with its financial advisor, bond counsel and such other resources as are necessary to understand and meet the requirements of this policy, and to maintain records of allocation of bond proceeds for current and advance refunding of prior bond issues, to ensure that such bond proceeds are expended as set forth in the applicable tax certificate executed at the time the refunding bonds are issued. Any yield restricted escrows will be monitored for ongoing compliance.

Training and education of the Director of Finance will be sought and implemented upon the occurrence of new developments and upon the hiring of new personnel to implement this policy.

Record Retention

Section 6001 of the Code provides the general rule for the proper retention of records for federal tax purposes. The District will maintain sufficient records to support its tax deductions, credits and exclusions.

All records associated with any bond issue shall be stored electronically or in hard copy form at the District's offices or at another location conveniently accessible to the District.

The Director of Finance will ensure that the District provides for appropriate storage of these records.

If storing documents electronically, the District shall conform with Rev. Proc. 97 – 22, 1997-1 C.B. 652 (as the same may be amended, supplemented or superseded), which provides guidance on maintaining books and records by using an electronic storage system. Bond counsel can furnish a copy of this Revenue Procedure if needed.

The District shall maintain the bond record as defined in this section for the longer of the life of the bonds plus 6 years or the life of refunding bonds (or series of refunding bonds), which refunded the bonds plus 6 years. The bond record shall include the following documents:

1. Pre-issuance Documents;

- a. Project Draw/Expenditure Schedule
- b. Issue Sizing
- c. Bond Insurance
- d. Cost Issuance Documentation

2. Post-Issuance Documents;

- a. Records of Expenditures
- b. Records of Compliance
- c. Contracts under which any bond proceeds are spent (consulting engineering, acquisition, construction, etc.)

3. General;

- a. Audited Financial Statements – The Director of Finance will maintain copies of the District's annual audited Financial Statements.
- b. Reports of any prior IRS Examinations – The Director of Finance will maintain copies of any written materials pertaining to any IRS examination of the District's bonds.

Voluntarily Correcting Failures to Comply with Post-Issuance Compliance Activities

The District will endeavor to address any potential violations discovered by working with its bond counsel and/or financial advisor to determine the appropriate way to proceed, including but not limited to: taking remedial actions as described in Section 141 of the Internal Revenue Code, utilizing the Voluntary Closing Agreement Program (VCAP) – Section 7.2.3 of the Internal Revenue Manual establishes the voluntary closing agreement program for tax-exempt bonds (TEB VCAP), whereby issuers of tax-exempt bonds can resolve violations of the Internal Revenue Code through closing agreements with the Internal Revenue Service.

Post Issuance Tax Compliance Procedures Review

The Director of Finance shall review the administrative procedures at least annually, and implement revisions or updates as deemed appropriate, in consultation with bond counsel.

References:

Internal Revenue Service Code – Section 141, Section 148, Section 149, Section 6001, Rev. Proc. 97-22

Internal Revenue Manual – Section 7.2.3

Interboro School District
Prospect Park, PA

Administrative Regulation

Policy # 627

Title: Post-Issuance Tax Compliance Policy for Tax-Exempt and Tax-Benefited Obligations

Adopted: 11/19/2014

Revised:

Compliance Monitoring

The Director of Finance is tasked with monitoring and maintaining records concerning expenditures from bond proceeds and in accordance with bond documents.

Equipment assets financed with bonds will be listed in a schedule for each bond issue.

Equipment assets generally are not to be disposed of prior to the earlier of: (a) the date the bonds and all subsequent refunding of such bonds are fully paid, or (b) the end of the useful life of such equipment. The Director of Finance will maintain the list of all bond-financed equipment for each bond issue together with the equipment's expected useful life.

In order to ensure that assets constructed or acquired using bond proceeds are not leased, sold or disposed of prior to the end of the term of the bonds and of all subsequent refunding of such bonds, assets shall be flagged in the District's records and monitored by the Director of Finance.

If there is any proposal to change the use of a bond-financed asset from a governmental purpose to a use in which a private entity may have the use or benefit of said asset that is different from the rest of the general public, the Director of Finance will consult with bond counsel prior to the occurrence of the proposed change in use.

In order to qualify under the arbitrage rules for an initial temporary period of 3 years for "new money" issues during which bond proceeds can be invested without regard to yield (but potentially subject to rebate), the District must reasonably expect to spend at least 85% of "spendable proceeds" by the end of the temporary period. In general under Code Section 149, in order to avoid classification of an issue of bonds as "hedge bonds" the District must both: reasonably expect to spend 85% of the "spendable proceeds" of the bond issue within the 3 year period beginning on the date the bonds are issued and invest not more than 50% of the proceeds of the issue in investments having a substantially guaranteed yield of 4 years or more. These expectations have been documented for the District's outstanding bond issues in the tax certificates executed in connection with each bond issue.

If for any reason the District's expectations concerning the period over which the bond proceeds are to be expended change from what was documented in the applicable tax certificate, the Director of Finance will consult with bond counsel.

While there are unspent proceeds of bonds, the Director of Finance will compare and analyze the bond proceeds expenditure schedule to the actual investment earnings and expenditures incurred on each project on an annual or more frequent basis. The purpose of this analysis is to determine any variances from the expected expenditures schedule and to document the reasons for these variances.

Bonds may lose their tax-favored status retroactive to the date of issuance if they do not comply with the arbitrage restrictions of Section 148 of the Code. Two general sets of requirements under the Code must be applied in order to determine whether governmental bonds are arbitrage bonds: the yield restriction requirements of Section 148(a) and the rebate requirements of Section 148(f).

The yield restriction requirements provide, in general terms, that gross proceeds of a bond issue may not be invested in investments earning a yield higher than the yield of the bond issue, except for: (i) during one of the temporary periods permitted under the regulations (including the initial three year temporary period described above); (ii) in a reasonably required reserve or replacement fund; (iii) in an amount not in excess of the lesser of 5% of the sale proceeds of the issue or \$100,000 (the "minor portion"). Under limited circumstances, the yield on investments subject to yield restrictions can be reduced through payments to the IRS known as "yield reduction payments". The tax certificate will identify a particular issue of bonds known, as of the date of issuance, to be subject to yield restriction.

If consistent with the yield restriction requirements, amounts treated as bond proceeds are permitted to be invested at a yield in excess of the yield on the bonds (pursuant to one of the exceptions to yield restriction referred to above) rebate payments may be required to be made to the US Treasury. Under the applicable regulations the aggregate rebate amount is the excess of the future value of all the receipts from bond funded investments over the future value of all of the payments to acquire such investments. The future value is computed as of the computation date using the bond yield as the interest factor. At least 90% of the rebate amount calculated for the first computation period must be paid no later than 60 days after the end of the first computation period. The amount of rebate payments required for subsequent computation periods (other than the final period) is that amount which, when added to the future value of prior rebate payments, equals at least 90% of the rebate amount. For the final computation period, 100% of the calculated amount must be paid. Rebate exceptions and expectations are documented for each bond issue in the tax certificate executed at the time of such bond issue.

Record Retention

In the case of a tax-exempt bond transaction, the primary taxpayers are the bondholders. In the case of other tax benefited bonds, such as "build America bonds" or "recovery zone economic development bonds", the District will be treated as the taxpayer. In order to ensure the continued exclusion of interest to such bondholders, it is important that the District retain sufficient records to support such exclusion.

The bond record shall include the following documents:

1. Pre-issuance Documents;

The District will only invest advance refunding proceeds in Treasury State and Local Government Series Securities, (SLGS). When applicable, the Director of Finance shall retain all documentation regarding the procurement of the SLGS subscription.

- a. Project Draw/Expenditure Schedule – The Director of Finance shall retain all documentation and calculations relating to the draw schedule used to meet the “reasonable expectations” test and use of proceeds tests (including copies of contracts with general and sub-contractors or summaries thereof).
- b. Issue Sizing – The Director of Finance shall maintain a copy of all financial advisor’s or underwriters structuring information.
- c. Bond Insurance – If procured by the District, the Director of Finance shall maintain a copy of insurance quotes and calculations supporting the cost benefit of bond insurance, if any.
- d. Cost Issuance Documentation – The Director of Finance shall retain the bound bond transcript delivered from bond counsel.

2. Post-Issuance Documents;

Records of Investments shall be retained by the Director of Finance.

Investment Activity Statements shall be retained by the Direct of Finance.

- a. Records of Expenditures –

The Director of Finance shall maintain or shall cause to be maintained all invoices, etc. relating to equipment purchases and constructed or acquired projects, either electronically or in hard copy.

- b. Records of Compliance –

Qualification for Initial Temporary Periods and Compliance with Restrictions Documentation - The Director of Finance shall prepare the annual analysis described in Compliance Monitoring above and maintains these records.

Arbitrage Rebate Reports may be prepared by the Director of Finance or a third party as described in Compliance Monitoring of this document and retained by the Director of Finance.

Returns and Payments to the IRS shall be prepared at the direction of the Director of Finance and filed as described in Compliance Monitoring of these documents. Contracts under which any bond proceeds are spent (consulting engineering, acquisition, construction, etc.) – The Director of Finance shall obtain copies of these contracts and retain them for the bond record.

3. General;

- a. Audited Financial Statements – The Director of Finance will maintain copies of the District's annual audited Financial Statements.
- b. Reports of any prior IRS Examinations – The Director of Finance will maintain copies of any written materials pertaining to any IRS examination of the District's bonds.

INTERBORO SCHOOL DISTRICT

SECTION: FINANCE

TITLE: RECORD RETENTION

ADOPTED: 11/19/2014

REVISED:

	628. RECORD RETENTION
1. Purpose	It is the policy of the Interboro School District that its records, including both paper and electronic, be retained only as long as determined necessary to meet legal, audit and management requirements. In each case, the official retention periods shall be as short as possible in order to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the school district, and reduce the cost of storage for unneeded records inventory.
2. Authority	This policy has been formulated and approved by the Board of School Directors.
3. Delegation of Responsibility	This policy shall be under the day-to-day supervision of the Director of Finance, who may delegate responsibilities to others while maintaining the ultimate authority to enforce the policy.
4. Guidelines Pol. 630	<p>Records shall be retained for at least as long as required by law. Records qualified for destruction shall be promptly and regularly destroyed by the district according to the Record Retention List maintained by the Director of Finance.</p> <p><u>Training</u> Employees will be provided a copy of this policy and Record Retention Schedule and periodically receive training on how it should be applied. Litigation hold requirements must be a predominant topic in the training sessions.</p> <p><u>Litigation Hold</u> When the school district has received notice that a legal action is either pending or imminent or a government investigation will occur, the regular destruction of records (including but not limited to: documents, computer records, electronically stored information, audio and video recordings) pertaining to that matter must be suspended immediately. The Director of Finance must be made aware of events or incidents that are likely to lead to legal action. Counsel must be notified immediately. Counsel will be responsible for evaluating the defenses available to the school district, identifying the records that may be relevant to a legal action, and responding to the suspension of the retention and destruction policies and schedule.</p>

The school district records that need to be retained due to pending litigation or government investigations must be reviewed frequently. Contact must be made with the Director of Finance to verify possession of the most current list of records that should be considered protected (i.e. not to be destroyed) due to pending litigation or in litigation or subject to government investigation. Be aware that the court considers all recorded information as a record regardless of the medium of storage of the information. All records that relate to pending litigation or regulatory proceedings must be retained during the pending litigation and/or proceeding.

The litigation hold will remain in effect until after the conclusion of the case by settlement agreement, withdrawal or dismissal of the action with prejudice, or after all appeals periods have expired.

Interpretation

The solicitor will be responsible for interpreting any portions of this policy statement or the school district's Records Retention Schedule as they may apply to specific situations. Any communication involving specific records retention requirements should be checked against the school district's required ethical conduct.

Exceptions

Requests for exceptions from this policy should be submitted to the Director of Finance. In order to obtain an exception from this policy, there must be a program that will assure compliance with the basic objectives stated above, at least as effectively as the school district's Records Retention Schedule.

Review

The Director of Finance must review this policy and the Records Retention Schedule annually. Suggested changes should be submitted to the Director of Finance. Changes in the Records Retention Schedule, made necessary by changes or addition to the law, must be communicated directly by the solicitor to the Director of Finance who must cause appropriate changes to be made in the Records Retention Policy and Schedule.

Audit

The Director of Finance or designee is responsible for auditing the existence and content of the written records retention program. The Director of Finance or designee is responsible for auditing the actual implementation of the policy and schedule.

<p>Pol. 630</p>	<p>The school district may hire an outside party to conduct an audit on compliance with this Records Retention Policy and Schedule and prepare a written audit report.</p> <p><u>Destruction</u></p> <p>Proper disposal or destruction of paper and electronic records is required. Records must be destroyed by shredding, erasing, or otherwise modifying the information of the record to make the record unreadable, undecipherable or nonreconstructable through generally available means.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 433, 518</p> <p>Right-to-Know Law– 65 P.S. § 67.101, et seq.</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Federal Rules of Civil Procedure – 16, 26, 34, 37, 45</p> <p>Board Policy – 004, 006, 105.2, 114, 138, 203, 203.1, 209, 212, 216, 216.1, 233, 314, 324, 326, 334, 601, 609, 610, 618, 619, 702, 706, 716, 628.1, 801, 810, 810.1, 828, 830, 912</p>
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Interboro School District
Prospect Park, PA

Administrative Regulation

Policy # 628

Title: Record Retention

Adopted: 11/19/2014

Revised:

Storage

Designating appropriate storage is an important consideration. Documents must not only be preserved, they must be reasonably accessible. A storage system should permit the necessary records to be easily located, managed, searched, retrieved, and produced.

Storage is a critical consideration in responding to subpoenas, discovery requests, investigations, regulatory requests educational and business needs. Accessibility can also facilitate the document destruction component of the records retention program.

Security of the records is critical for confidential records, particularly records pertaining to some transactions, financial and tax records; employee records such as personnel files, medical records, compensation records and insurance forms; student records; and government records designated as confidential and having restricted accessibility and protected privacy.

Preservation is an important storage consideration. A proper environment conducive to maintaining the integrity of the records is critical. This includes, but is not limited to, secure software, electronic security protections, acid-free folders, climate control, antimagnetic interference, and fire protection. Off-site storage of vital records is permitted. Anti-virus, anti-spyware, anti-spam, and other software should be maintained and updated regularly.

Disaster Recovery

The Document Retention Program seeks to identify and preserve documents for disaster recovery where the informational value to the school district is so great, and the consequence of loss is potentially so severe to the continuity of the school district, that special protection is warranted. Records that qualify as disaster recovery records are:

1. Legal, financial, tax and organizational status records.
2. Obligations to employees, vendors, and students.
3. Ownership of assets and inventory.
4. Intellectual property and achievements not recognized elsewhere; and information on critical decision-making.

Archival Records

Records that have value beyond their original purpose, because they document significant business activities or services, should be safeguarded as a permanent resource. The following considerations should apply to the preservation of records:

1. An archival collection should be prepared that includes, among other things, the minute books, each annual auditor's report, each annual financial report, trademarks, copyrights, deeds, financial records, and photographs.
2. Special consideration should be made to evaluate whether in-school or outside protection is best.
3. Loaned or gifted archival materials to other sources should be maintained by the Director of Finance.

SECTION: FINANCE

TITLE: PUBLIC RECORDS POLICY

ADOPTED: 11/19/2014

REVISED:

INTERBORO SCHOOL DISTRICT

	629. PUBLIC RECORDS POLICY
1. Purpose	<p>The Board of School Directors recognizes the importance of public records as the record of the Interboro School District's actions and the repository of information about the district. The public has the right under the Right-To-Know Law to inspect and to procure copies of public records, with certain exceptions, as stated under the Right-To-Know Law, Chapter 7, Section 708.</p>
2. Authority	<p>This policy has been formulated and approved by the Board of School Directors.</p>
3. Delegation of Responsibility	<p>The Open Records Officer (ORO) is designated by the Board of School Directors. The ORO has the primary responsibility to ensure that the access to the public records of the Interboro School District is in accordance with this policy and the Right-To-Know Law and may delegate responsibilities to others while maintaining the ultimate authority to enforce the policy.</p>
4. Definitions	<p>The public records of the Interboro School District shall fall under the definitions as stated in Chapter 1, Section 102 of the Right-To-Know Law.</p> <p>Exceptions for public records of the Interboro School District shall include those records stated in Chapter 7, Section 708, as well as other express and implied exceptions contained in the Right-To-Know Law and court decisions interpreting the law.</p> <p>A Right to Know request may be any request to view, copy, and/or receive documents which are or may be in the possession of the school district. Requests may be verbal, electronic, or other form of writing.</p>
5. Guidelines	<p>The Interboro School District shall provide public records in accordance with Chapter 3, Section 302(a) of the Right-To-Know Law. In addition, the Interboro School District may not deny a requester access to a public record due to the intended use of the public record by the requester unless otherwise provided by law in accordance to Chapter 3, Section 302 (b) of the Right-To-know Law.</p>

629. PUBLIC RECORDS POLICY - PG. 2

	<p>It is preferred that a request for records be submitted on a proper form created by the Commonwealth or district, and submitted to the ORO. District staff must promptly and without delay forward to the ORO any request for records received.</p> <p>Requests will be reviewed by the ORO in conjunction with the solicitor.</p> <p>Request for access to public record, denial of a request for public records and an appeal of a denial will be performed in accordance to the Right-To-Know Law.</p> <p>References:</p> <p>Right-To-Know Law – 65 P.S. § 67.101, et seq.</p>
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INTERBORO SCHOOL DISTRICT

SECTION: FINANCE

TITLE: RECORD DESTRUCTION
POLICY

ADOPTED: 11/19/2014

REVISED:

	630. RECORD DESTRUCTION POLICY
1. Purpose	The proper disposal of information and data is important to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the Interboro School District, reduce the risk of identity theft and/or breaches of privacy, computer fraud and other related threats.
2. Authority	This policy has been formulated and approved by the Board of School Directors.
3. Delegation of Responsibility	The Director of Finance, who may delegate responsibilities to others while maintaining the ultimate authority to enforce the policy, shall have the primary responsibility for the destruction of the school district records in accordance with this policy and any federal, state and local laws and regulations.
4. Guidelines	<p>1. <u>Destruction</u></p> <p>a. Destruction of all paper and electronic records must be by shredding, erasing or otherwise modifying the information of the record to make the record unreadable, undecipherable or unable to be reconstructed through generally available means. Other means include, but are not limited to, burning or pulverizing the records. Information that is stored electronically must be made irretrievable before disposal.</p> <p>The Director of Finance must use due diligence when hiring a document destruction contractor to dispose of material. Due diligence could include (a) reviewing an independent audit of a disposal company's operations and/or compliance with various defined destruction laws; (b) obtaining information about the disposal company from references; (c) requiring that the disposal company be certified by a recognized trade association; and (d) reviewing and evaluating the disposal company's information security policies and/or procedures.</p> <p>Records include discarded and abandoned information, as well as the sale, donation and/or transfer of computers or other media where information is stored.</p> <p>b. Records must be destroyed within seven (7) days of the period designated in the Interboro School District Retention Schedule, unless exception is granted by the Director of Finance or litigation hold is relevant.</p>

c. Destruction of the records (original and copies) may not occur without approval of the Director of Finance.

d. Electronic records that are retained must be retained in a preserved record-keeping system along with the transmission data. In this case, email messages in users mailboxes have little or no continued value and may be deleted. The records in the preserved record-keeping system are governed by this policy and the Interboro School District Record Retention Policy and Schedule.

2. Training

It is necessary for the training of employees to ensure compliance with this policy concerning the proper disposal methods for information, data, media and hardware.

3. Litigation Hold

When the Interboro School District has received notice that a legal action is either pending or imminent or a government investigation will occur, the regular destruction of records (including but not limited to: documents, computer records, electronically stored information, audio and video recordings) pertaining to that matter must be suspended immediately.

Groups or classes of records must be regularly destroyed in the ordinary course of business under the approved Interboro School District Records Retention Policy and Schedule, which is designated to meet the legitimate needs of the Interboro School District. Selective destruction of records in anticipation of litigation is forbidden.

The Director of Finance must be made aware of events or incidents that are likely to lead to legal action. The district solicitor must be notified immediately. The district solicitor will be responsible for evaluating the course of action to be taken by the Interboro School District, identifying the records and issues that may be relevant to a legal action and responding to the suspension of the retention and destruction policies and schedule.

4. Consequences for Violation

Violations of this policy may result in disciplinary actions, including but not limited to warnings (verbal or written), loss of privileges, position reassignment, reprimands (oral or written), suspensions (with or without pay), dismissals and/or legal action.

	<p>Violations of this policy may be reported to appropriate legal authorities and/or regulatory agencies, whether federal, state or local. The Interboro School District will cooperate, to the extent legally required, with authorities in such investigations.</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: GIFTS, GRANTS, DONATIONS

ADOPTED: 11/20/2013

REVISED:

	702. GIFTS, GRANTS, DONATIONS
1. Purpose	The Board recognizes that individuals, businesses and community organizations may wish to contribute supplies and equipment to enhance or extend the programs in the schools.
2. Authority SC 216	The Board has the authority to accept gifts and donations made to the school district or to any district school.
SC 216	The Board reserves the right to refuse to accept any gift that does not contribute to achievement of district goals or when such ownership would adversely affect the district.
SC 216, 703	<p>Any gift accepted by the Board or its designee shall become district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other district properties.</p> <p>The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.</p> <p>The Board shall make every effort to honor the intent of the donor in the use of the gift, but it reserves the right to utilize any gift in the best interests of the district's educational program.</p> <p>In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise, or institution of learning.</p>
SC 216 Pol. 706	All gifts shall be recorded in the appropriate inventory listing and property records.
3. Delegation of Responsibility	<p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> 1. Encourage individuals and organizations considering a contribution to consult with the principal or Superintendent before appropriating funds.

2. Report to the Board all gifts accepted on behalf of the Board.
3. Acknowledge the receipt and value of any gift accepted by the school district.

References:

School Code – 24 P.S. Sec. 216, 703

Board Policy – 706

INTERBORO SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SANITARY MANAGEMENT

ADOPTED: 11/20/2013

REVISED:

	703. SANITARY MANAGEMENT
1. Purpose	The Board recognizes that safeguarding the health and physical well-being of district students depends upon the cleanliness and proper sanitary conditions of the school buildings and grounds.
2. Authority SC 701	<p>The Board directs that a program of sanitary management shall be maintained in all district buildings and explained periodically to staff members.</p> <p>The Board directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry, and any local agency that has jurisdiction.</p>
3. Delegation of Responsibility	<p>All district facilities shall be inspected regularly for cleanliness and proper sanitation by the Superintendent or designee.</p> <p>The Superintendent or designee shall develop and supervise a program for the cleanliness and sanitary management of school buildings, school grounds and school equipment pursuant to law, State Board regulations and requirements of the local and state Boards of Health and the Department of Labor & Industry.</p> <p>Cleanliness of each school building shall be the responsibility of the head custodian.</p> <p>Teachers shall be responsible for the condition of their classrooms.</p> <p>Principals shall inspect facilities at least once per month, and report to the Superintendent or designee any conditions that may threaten the comfort, health or safety of occupants.</p>

References:

School Code – 24 P.S. Sec. 701

Department of Environmental Protection Regulations – 25 PA Code Sec.
171.1 et seq.

INTERBORO SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: 11/20/2013

REVISED:

	704. MAINTENANCE
1. Purpose	Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.
2. Authority SC 701, 772	The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop and supervise a maintenance program which shall include:</p> <ol style="list-style-type: none"> 1. Regular program of facilities repair and conditioning. 2. Equipment replacement program. 3. Long-range plans for building modernization and conditioning. <p>The Superintendent or designee shall develop procedures necessary for maintenance, repair and improvement of physical facilities.</p> <p>Each building principal, in conjunction with the building maintenance employee, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Superintendent or designee as to the findings of that inspection.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 701, 772</p> <p>Department of Environmental Protection Regulations – 25 PA Code Sec. 171.1 et seq.</p>

INTERBORO SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: 11/20/2013

REVISED:

	705. SAFETY
1. Purpose	The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors.
2. Authority	The Board directs that a district-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect district buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools.
3. Delegation of Responsibility	The Superintendent or designee shall develop and present to the Board for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations.
	The Superintendent or designee shall:
SC 1518	1. Ensure curriculum to instruct students in safety and fire prevention.
SC 1517, 1518 Pol. 805	2. Provide required drills to instruct students in safety procedures.
	3. Review and evaluate annually district safety rules and plans.
	Administrators shall inform all staff and students of safety rules at the beginning of the school year.

<p>4. Guidelines</p> <p>Title 34 Sec. 129.1001- 129.1011 72 P.S. Sec. 1722-J 77 P.S. Sec. 1038.2</p>	<p><u>Certified Safety Committee</u></p> <p>A safety committee shall be established to promote the district's goals concerning safe schools.</p> <p>The safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.</p> <p>If the number of members on the safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the safety committee.</p> <p>It shall be the responsibility of the safety committee to:</p> <ol style="list-style-type: none"> 1. Evaluate the current safety program. 2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards. 3. Make recommendations to correct hazards. 4. Review, in a timely manner, incident and accident report and investigation forms. 5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures. <p>A quorum of the safety committee members shall meet at least once a month.</p> <p>The safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.</p> <p>All decisions of the committee shall be made by majority vote of members present.</p> <p>The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.</p> <p>The Superintendent or designee shall maintain written records of safety committee training.</p>
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References:

School Code – 24 P.S. Sec. 510, 1517, 1518

Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001-129.1011

Fiscal Code – 72 P.S. Sec. 1722-J

Certification of Safety Committee – 77 P.S. Sec. 1038.2

Board Policy – 805

INTERBORO SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: 11/20/2013

REVISED:

	706. PROPERTY RECORDS
1. Purpose	The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control.
2. Authority	The Board directs that a complete inventory, by physical count, of all district-owned equipment and property records of all district buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal.
3. Delegation of Responsibility	<p>It shall be the responsibility of the Director of Finance or designee to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.</p> <p>The Director of Finance shall maintain a system of property records which shall show, as appropriate to the item recorded:</p> <ol style="list-style-type: none"> 1. Description and identification. 2. Manufacturer. 3. Year of purchase. 4. Initial cost. 5. Location. 6. Condition and depreciation. 7. Current valuation, in conformity with insurance requirements.
4. Guidelines	Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board.

706. PROPERTY RECORDS - Pg. 2

<p>Pol. 708, 710</p>	<p>Records of consumable supplies shall be maintained on a continuous inventory basis.</p> <p>No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.</p> <p>Equipment shall be identified with a permanent tag that provides appropriate school district identification.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 708, 710</p>
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SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: 11/20/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	707. USE OF SCHOOL FACILITIES
1. Purpose	<p>The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available for community purposes without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.</p>
2. Authority	<p>The Board may provide the use of school facilities when permission has been requested in writing and has been approved by the Superintendent or designee.</p> <p>After facilities needs of district school teams and clubs have been satisfied, permission to use district facilities shall be granted to the following categories, in priority order:</p> <ol style="list-style-type: none"> 1. Requests from school-related parent groups such as parent booster groups. 2. Requests from youth groups within the district. 3. Requests from other groups within the district. <p>The use of school facilities shall not be granted for:</p> <ol style="list-style-type: none"> 1. Any commercial or profit-making activity. 2. Partisan political activity. 3. Private social functions (weddings, private parties, etc.). 4. Church services. 5. Any purpose which is prohibited by law. 6. Sunday Usage Exception: Youth sports organizations located within the boundaries of the Interboro School District shall be permitted to use the facilities and pay the cost of a district custodian.

<p>SC 775</p>	<p>The Board may annually establish a schedule of fees for the use of school facilities by approved groups.</p> <p>Requests for civic meetings involving issues of a community-wide nature shall be submitted to the Board for prior approval.</p> <p>Questions involving the categorization of an organization, scheduling, or fees shall be referred to the Superintendent or designee for decision.</p> <p>This policy shall not apply to facilities leased to tenants who are occupying space in district buildings on the basis of a formal, Board approved, Agreement of Lease.</p> <p>3. Delegation of Responsibility</p> <p>The Superintendent or designee shall develop and implement administrative regulations or procedures for requesting and granting permission for use of school facilities and shall distribute the necessary information to individuals affected by them.</p> <p>4. Guidelines</p> <p><u>Limitations</u></p> <p>When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:</p> <ol style="list-style-type: none"> 1. The Board and school district shall be held harmless by the user for any liability that arises from the use of school facilities by any nonschool-related organization, individual or activity. 2. Users shall be financially liable for damages to the facilities, equipment, and/or grounds and for proper chaperonage. 3. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form. 4. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form. 5. All activities must terminate by 9:45 p.m. and must vacate the school premises by 10:00 p.m. 6. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.
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<p>SC 511</p>	<ol style="list-style-type: none"> 7. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the district. 8. Any applicant having the use of any part or parts of the building, including facilities, equipment, and/or grounds shall be required to furnish adequate police, at applicant's expense, if in the judgment of the Superintendent or designee, such protection is necessary. 9. Where large audiences are anticipated, and approval has been obtained for this to occur, applicant will be responsible for proper parking of cars, and payment of additional services needed. 10. The use of the gymnasium floor is restricted to persons wearing appropriate approved footwear. 11. If school is canceled due to weather or an emergency, all scheduled activities shall be canceled. <p>The district reserves the right to restrict and supervise the use of facilities, buildings, equipment and/or grounds in order to effectuate the provisions and intent of the terms and conditions of such use.</p> <p>When the user is an individual or group that is not associated with the regular operations of the school district, the following additional terms and conditions shall apply:</p> <ol style="list-style-type: none"> 1. Each user, unless otherwise stipulated by the Board, shall present evidence of the purchase of organizational liability insurance in an amount determined by the district. Youth organization located within the boundaries of the Interteboro School district are not subject to these requirements. 2. All policies and certificates shall name the Interboro School District as an additional insured. <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"> 1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
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<p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</p> <p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>35 P.S. Sec. 1223.5</p> <p>SC 511</p>	<ol style="list-style-type: none"> 2. Possession of weapons. 3. Disorderly conduct or other conduct that would alter, damage or be injurious to any district property, equipment or furnishings. 4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations. 5. Gambling, or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration. 6. Use of tobacco products. <p>The Board may designate specific areas for tobacco use by the public on property owned, leased or controlled by the district that is at least fifty (50) feet from school buildings, stadiums and bleachers.</p> <p><u>Violations</u></p> <p>The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p> <p>In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.</p> <p><u>Fee Schedule</u></p> <p>Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users except that, at the discretion of the Superintendent or designee. The user shall be responsible for extra custodial and/or police services. Cost to use a district athletic fields is \$250 and is subject to change.</p>
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References:

School Code – 24 P.S. Sec. 511, 775, 779

State Board of Education Regulations – 22 PA Code Sec. 403.1

Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701

Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905

Board Policy – 000

INTERBORO SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: LENDING OF EQUIPMENT
AND BOOKS

ADOPTED: 11/20/2013

REVISED:

	708. LENDING OF EQUIPMENT AND BOOKS
1. Purpose SC 801 Pol. 707	The Board directs that district-owned equipment shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy.
2. Delegation of Responsibility	<p>Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the building principal.</p> <p>The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.</p>
3. Guidelines	<p>When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the district and shall pay the stated cost of services.</p> <p>School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their school or job responsibilities. Prior approval of the principal is required for such removal.</p> <p>Removal of school equipment from school property for personal use by staff or students is prohibited.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 801, 804</p> <p>Board Policy – 707</p>

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: 11/20/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	709. BUILDING SECURITY
1. Purpose	The Board recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.
2. Delegation of Responsibility	<p>Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys and or electronic access cards (EAC's) to school properties.</p> <p>The Superintendent or designee shall determine who is entitled to building(s) keys and who may have after hours access to district facilities.</p> <p>Any individual issued a key will be held responsible for the key and will be held accountable for the use and location of the key and or electronic access cards (EAC).</p>
3. Guidelines	<p>Access to school buildings and grounds shall be established in accordance with the following guidelines:</p> <p><u>Unlimited Access</u></p> <ol style="list-style-type: none"> 1. Superintendent. 2. Directors <p><u>Limited Access</u></p> <ol style="list-style-type: none"> 1. Building Administrators assigned building, and Administration Building 2. Head building custodians to assigned building. 3. Maintenance personnel as authorized by the Director of Operations.

	<p>Possession of keys by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none">1. A log of key and EAC assignments shall be maintained in the Superintendent's or operations office .2. Duplicate keys shall be maintained in a safe or a secured box.3. Individuals assigned keys and EAC may not duplicate or lend them unless specifically authorized to do so. Individuals who lose their assigned keys will be required to pay for their replacement, and, if necessary replacement of the lock.4. All keys must be surrendered when no longer needed or upon request of the Superintendent or designee.5. Loss of a key must be reported immediately to the Superintendent or designee.6. Use of keys and EAC for unauthorized purposes will result in surrender of keys.7. A set of master and/or duplicate keys and EAC shall be kept in the custody of the Superintendent or designee. <p>After hours entry to school buildings shall be controlled in accordance with these guidelines:</p> <ol style="list-style-type: none">1. The Superintendent and Director of Operations shall determine entry points and times.2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.3. Rules for after hours entry shall be prominently posted on each school building. <p><u>Security Of Grounds</u></p> <p>A plan for securing the grounds adjacent to each school building shall be developed by the Director of Operations.</p> <p><u>Vandalism</u></p> <p>Persons who vandalize school district property shall be prosecuted to the fullest extent of the law. Vandals will be required to make full restitution and/or to pay for</p>
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	<p>repairs to damaged property in addition to being subject to fines or other legal penalties.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 705, 907</p>
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INTERBORO SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FACILITIES BY STAFF

ADOPTED: 11/20/2013

REVISED:

710. USE OF FACILITIES BY STAFF	
1. Authority	The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.
2. Guidelines Pol. 707, 708	<p>District facilities and equipment shall be available for staff use only if in accordance with provisions of an applicable collective bargaining agreement or such use is clearly within the authorization granted in Board policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 707, 708</p>

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: 11/20/2013

REVISED:

INTERBORO SCHOOL DISTRICT

715. USE OF FAX MACHINES	
1. Purpose	FAX communications allow for instant communication similar to telephone conversations and also create a permanent record.
2. Authority	FAX transmissions may be considered public documents and, as such, must be treated accordingly. Verification of authenticity, secure handling, time and place of receipt, and use of FAX documents are of utmost concern to the Board.
3. Delegation of Responsibility	The Superintendent or designee shall designate the employees responsible for sending and receiving FAX communications in order to ensure that information reaches its intended destination and remains confidential.
4. Guidelines	<p>All FAX messages shall be properly logged and stored.</p> <p>All FAX messages sent shall be accompanied by a transmittal sheet that includes the district's name and cautions that it is intended to be privileged and confidential and for the use of the individual or entity named on the transmittal sheet.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>

INTERBORO SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: INTEGRATED PEST
MANAGEMENT

ADOPTED: 11/20/2013

REVISED:

716. INTEGRATED PEST MANAGEMENT	
1. Purpose	The district shall utilize integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.
Title 22 Sec. 4.12 Pol. 102	The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.
2. Definitions	Integrated Pest Management (IPM) is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.
SC 772.1	Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.
3. Authority 3 P.S. Sec. 111.21 et seq Title 7 Sec. 128.1 et seq	The Board establishes that the district shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.
SC 772.1 Title 7 Sec. 128.1 et seq	The Board shall adopt an Integrated Pest Management Plan for district buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.
4. Delegation of Responsibility	The Superintendent or designee shall be responsible to implement integrated pest management plan and to coordinate communications between the district and the approved contractor.

<p>SC 772.2</p>	<p>The Superintendent or designee shall be responsible to annually notify parents/guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.</p> <p>Appropriate personnel involved in making decisions relative to pest management shall participate in update training.</p>
<p>5. Guidelines</p>	<p>Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.</p> <p>An integrated pest management decision shall consist of the following five (5) steps:</p> <ol style="list-style-type: none"> 1. Identify pest species. 2. Estimate pest populations and compare to established action thresholds. 3. Select the appropriate management tactics based on current on-site information. 4. Assess effectiveness of pest management. 5. Keep appropriate records. <p>An Integrated Pest Management Plan shall include the education of staff, students and the public about IPM policies and procedures.</p>
<p>SC 772.2</p>	<p>When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:</p> <ol style="list-style-type: none"> 1. Posting a pest control sign in an appropriate area. 2. Providing the pest control information sheet to all individuals working in the school building. 3. Providing required notice to all parents/guardians of students or to a list of parents/guardians who have requested notification of individual applications of pesticides.
<p>SC 772.2</p>	<p>Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent/guardian who has requested such notification.</p>

SC 772.2	<p>The district shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 772.1, 772.2</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.12</p> <p>State Department of Agriculture Regulations – 7 PA Code Sec. 128.1 et seq.</p> <p>Pennsylvania Pesticide Control Act – 3 P.S. Sec. 111.21 et seq.</p> <p>Pesticide Control – 7 U.S.C. Sec. 136 et seq.</p> <p>Board Policy – 102</p>
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Interboro School District

Maintaining the Boroughs of Glenolden, Norwood, Prospect Park and Township of Tinicum

Department of Facilities
900 Washington Avenue
Prospect Park, PA 19076

Mr. George Wolhafa
Director
Phone: 610-461-6700 x 1117

george.wolhafa@interborosd.org

The Interboro School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal in using this approach to pest management is to protect every student from pesticide exposure. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator, who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide application is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your e-mail address if you would like to be notified electronically.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students; gel-type baits placed in cracks, crevices, or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any questions, please contact George Wolhafa, IPM coordinator.

George Wolhafa
Director of Operations

INTERBORO SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: CELLULAR TELEPHONES

ADOPTED: 11/20/2013

REVISED:

	717. CELLULAR TELEPHONES
1. Purpose	<p>The Board recognizes that the use of cellular telephones by district employees may be appropriate and necessary to provide for the effective and efficient operation of the district. In addition, the use of cellular telephones can help to ensure the safety and security of district property, staff, students and others while on district property or engaged in district-sponsored activities.</p>
2. Authority Pol. 624 Pol. 317	<p>The Board authorizes the purchase and employee use of cellular telephones.</p> <p>Cellular telephones provided to employees by the district shall be used for authorized district business purposes. Personal use of such shall be prohibited, except in emergency situations.</p> <p>Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall determine which employees receive district-provided cellular telephones for business purposes.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy, including a uniform and controlled system for identifying employee cellular telephone needs, monitoring employee use, and reimbursement.</p> <p>The Superintendent or designee shall develop administrative regulations for staff use of privately owned cellular telephones for authorized district business.</p> <p>References:</p> <p>Internal Revenue Code – 26 U.S.C. Sec. 1 et seq.</p> <p>Board Policy – 000, 317, 624</p>

SECTION: PROPERTY

TITLE: SERVICE ANIMALS IN
SCHOOLS

ADOPTED: 11/20/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	718. SERVICE ANIMALS IN SCHOOLS
1. Purpose	The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.
2. Definition 28 CFR Sec. 35.104	Service animal means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability.
28 CFR Sec. 35.104	The work or tasks performed by a service animal shall be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
28 CFR Sec. 35.104	The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition.
3. Authority 43 P.S. Sec. 953 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq 28 CFR Sec. 35.130	The Board shall permit individuals with disabilities to use service animals in district buildings; on district property; and on vehicles that are owned, leased or controlled by the school district, in accordance with this policy and applicable state and federal laws and regulations.

<p>4. Guidelines</p> <p>Pol. 103.1, 113</p> <p>28 CFR Sec. 35.130</p> <p>28 CFR Sec. 35.136</p> <p>28 CFR Sec. 35.136</p> <p>3 P.S. Sec. 459-201</p> <p>3 P.S. Sec. 455.1 et seq</p> <p>43 P.S. Sec. 953 28 CFR Sec. 35.136 Pol. 904</p> <p>28 CFR</p>	<p><u>Admission Of Service Animals To Schools</u></p> <p>A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. However, there is no automatic right to be accompanied by a service animal in the school setting.</p> <p>Parents/Guardians of students with disabilities who believe the student needs to bring a service animal to school in order to receive a free and appropriate public education, shall notify the building principal or the Section 504 or IEP team. The appropriate team shall evaluate the request to use the service animal in school, gather necessary information and determine whether the student requires the service animal during the school day or at school activities. This may include a request for parental permission to formally assess the student's education-based needs that might include alternative methods of accommodating needs. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student's IEP or Section 504 Service Agreement.</p> <p>Before a service animal shall be allowed in a district building, or on district property or vehicles, the district shall request the following documentation from the owner or handler of the animal:</p> <ol style="list-style-type: none"> 1. Verification of the need for a service animal. 2. Description of the function(s) the service animal is trained to perform in relation to the individual's disability. 3. Current dog license. 4. Proof of current vaccinations and immunizations of the service animal. <p><u>Admission Of Service Animals To Public Events</u></p> <p>Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.</p> <p>School administrators may inquire of the owner or handler of an animal whether the</p>
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<p>Sec. 35.136</p>	<p>animal is required because of a disability and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.</p>
<p>28 CFR Sec. 35.136</p>	<p>The district shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.</p>
<p>5. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop and disseminate administrative regulations to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles.</p> <p>The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an owner or handler in district buildings or on district property or vehicles are informed of the Board policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.</p> <p>The owner or handler of a service animal shall be solely responsible for:</p>
<p>28 CFR Sec. 35.136</p>	<ol style="list-style-type: none"> 1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal. 2. Control of the animal at all times through the use of a harness, leash, tether or by other effective means. 3. Damages to district buildings, property and vehicles caused by the animal. 4. Injuries to students, employees, volunteers and visitors caused by the animal. 5. Annual submission of documentation of vaccinations and immunizations. <p>The building principal shall receive and forward to the Director of Special Education each completed request by an individual with a disability to be accompanied by a service animal. The Director of Special Education shall respond to the request.</p> <p>District administrators may exclude a service animal from district buildings, property and vehicles under the following circumstances:</p> <ol style="list-style-type: none"> 1. Presence of the animal poses a direct threat to the health and safety of others.

Pol. 103.1, 104, 906	<ol style="list-style-type: none">2. Owner or handler is unable to control the animal.3. Animal is not housebroken.4. Presence of the animal significantly disrupts or interferes with the educational process.5. Presence of the animal would require a fundamental alteration to the program. <p>Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.</p> <p>References:</p> <p>Rabies Prevention and Control in Domestic Animals and Wildlife Act – 3 P.S. Sec. 455.1 et seq.</p> <p>The Dog Law – 3 P.S. Sec. 459-201</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 953</p> <p>Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35</p> <p>Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of Federal Regulations – 29 CFR Part 1630</p> <p>Board Policy – 000, 103, 103.1, 104, 113, 707, 904, 906</p>
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SECTION: OPERATIONS

TITLE: SCHOOL ORGANIZATION

ADOPTED: 12/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	<p style="text-align: center;">802. SCHOOL ORGANIZATION</p>
1. Purpose	<p>The Board recognizes that the district's organizational structure can affect both the instructional program and the operation of the schools.</p>
2. Authority SC 1310 Title 22 Sec. 4.3, 4.41	<p>Upon approval of the Department of Education, the Board directs that district schools be organized as follows:</p> <ol style="list-style-type: none"> 1. Elementary school: grades K through 5. 2. Middle school: grades 6 through 8. 3. High school: grades 9 through 12.
3. Delegation of Responsibility	<p>The Superintendent shall continually monitor the effectiveness of the district's organizational plan and recommend to the Board modifications that benefit the instructional program, effectively utilize district resources, and implement the Board's educational goals.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1310</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.3, 4.41</p>

INTERBORO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL CALENDAR

ADOPTED: 12/18/2013

REVISED:

	<p style="text-align: center;">803. SCHOOL CALENDAR</p>
1. Purpose	<p>The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district.</p>
2. Authority SC 1501, 1502, 1503, 1504 SC 1501 Title 22 Sec. 4.4, 11.1	<p>The Board 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.</p> <p>The school calendar shall normally consist of a minimum of 180 student days.</p> <p>The Board reserves the right to alter the school calendar when it is in the best interests of the district.</p>
3. Delegation of Responsibility	<p>The Superintendent shall prepare annually a school calendar for Board consideration no later than March.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1501, 1502, 1503, 1504</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1</p>

INTERBORO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL DAY

ADOPTED: 12/18/2013

REVISED:

	804. SCHOOL DAY
1. Purpose	The normal school day for the instruction of district students shall be in accordance with law, regulations and Board policy.
2. Authority SC 1504 Title 22 Sec. 4.4, 11.2, 11.3	The Board shall establish the times for the daily sessions of district schools.
3. Delegation of Responsibility Title 22 Sec. 11.25 Pol. 204	<p>The Superintendent may close, delay the opening, or dismiss schools early for emergency reasons and to protect the health and safety of students and staff. The Superintendent or designee shall prepare procedures for proper and timely notification of all concerned, in the event of an emergency closing. In all cases, the Superintendent shall inform the Board President as soon as possible.</p> <p>The Superintendent or designee shall develop rules that allow students to enter and leave schools under exceptional conditions so that variances with the normal school schedule may be accommodated. Such rules shall consider such things as inclement weather, illness, urgent reasons and other circumstances.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 1504</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.2, 11.3, 11.25</p> <p>Board Policy – 204</p>

INTERBORO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: RELATIONS WITH LAW
ENFORCEMENT AGENCIES

ADOPTED: 12/18/2013

REVISED:

	805.1. RELATIONS WITH LAW ENFORCEMENT AGENCIES
1. Purpose	The Board recognizes that cooperation with law enforcement agencies is considered essential for protecting students and staff, maintaining a safe environment in schools, and safeguarding district property.
2. Authority SC 1303-A Title 22 Sec. 10.1	It shall be the policy of the Board to establish and maintain a cooperative relationship between the school district and local police departments in the reporting and resolution of incidents that occur on school property, at any school-sponsored activity, or on any conveyance providing transportation to or from a school or school-sponsored activity.
SC 1303-A Title 22 Sec. 10.11	The Board directs the Superintendent to execute and update, on a biennial basis, a memorandum of understanding with each local police department that has jurisdiction over school property in accordance with state law and regulations.
3. Definition SC 1303-A Title 22 Sec. 10.2 35 P.S. Sec. 780-102	Incident - an instance involving an act of violence; the possession of a weapon by any person; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco by any person on school property; or conduct that constitutes an offense listed under the Safe Schools Act.
4. Guidelines SC 1303-A Title 22 Sec. 10.11 SC 1303-A Title 22 Sec. 10.11	<u>Memorandum Of Understanding</u> In accordance with state law and regulations, the Superintendent shall execute and update, every two (2) years, a memorandum of understanding with each local police department that has jurisdiction over school property. The memorandum of understanding shall be signed by the Superintendent, police chief and each building principal, and be filed with the Office for Safe Schools. In developing and updating the memorandum of understanding, the district shall consult and consider the State Board of Education model memorandum of understanding. If the district's memorandum of understanding with local law enforcement contains substantive differences from the State Board of Education

	<p>model memorandum of understanding, the Superintendent shall provide a written statement which identifies the differences and the reasons for the differences as part of the biennial filing with the Office for Safe Schools.</p>
<p>Pol. 218, 218.1, 218.2, 222, 227</p>	<p>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.</p>
<p>SC 1303-A</p>	<p>The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department that has jurisdiction over the school property.</p>
	<p><u>Students With Disabilities</u></p>
<p>Title 22 Sec. 10.23, 14.104 Pol. 113, 113.2</p>	<p>The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.</p>
<p>Title 22 Sec. 10.23, 14.104, 14.133 Pol. 113, 113.2</p>	<p>The district shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program.</p>
	<p><u>Referral To Law Enforcement</u></p>
<p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21, 10.22 Pol. 103.1, 113.1, 113.2, 218, 218.1, 218.2, 222, 227, 323, 351, 904</p>	<p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>

<p>SC 1303-A</p>	<p><u>Safe Schools Report</u></p> <p>Annually, by July 31, the Superintendent shall report on the designated form, to the Office for Safe Schools, all new incidents as required by state law.</p> <p>Prior to submitting the Safe Schools report, the Superintendent and each police department having jurisdiction over school property shall do all of the following:</p> <ol style="list-style-type: none"> 1. No later than thirty (30) days prior to the deadline for submitting the Safe Schools report to the Office for Safe Schools, the Superintendent shall submit the report to the police department that has jurisdiction over the relevant school property. The police department shall review the report and compare the data regarding criminal offenses and notification of law enforcement to determine whether the report accurately reflects police incident data. 2. No later than fifteen (15) days prior to the deadline for the Superintendent to submit the report to the Office for Safe Schools, the police department shall notify the Superintendent, in writing, whether the report accurately reflects police incident data. Where the police department determines that the report accurately reflects police incident data, the chief of police shall sign the report. Where the police department determines that the report does not accurately reflect police incident data, the police department shall indicate any discrepancies between the report and police incident data. 3. Where a police department fails to take action as required above, the Superintendent shall submit the report to the Office for Safe Schools and indicate that the police department failed to take the required action. <p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A, 1303-A</p> <p>PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.1, 10.2, 10.11, 10.21, 10.22, 10.23, 10.24, 14.104, 14.133</p> <p>Board Policy – 103.1, 113, 113.1, 113.2, 218, 218.1, 218.2, 222, 227, 323, 351, 805, 904, 909</p>
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SECTION: OPERATIONS

TITLE: CHILD ABUSE

ADOPTED: 12/18/2013

REVISED: 1/21/2015

INTERBORO SCHOOL DISTRICT

	806. CHILD ABUSE
1. Authority SC 1205.6 23 Pa. C.S.A. Sec. 6301 et seq Pol. 333, 818	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.
2. Definitions	The following words and phrases, when used in this policy, shall have the meaning given to them in this section:
23 Pa. C.S.A. Sec. 6303	Bodily injury - impairment of physical condition or substantial pain.
23 Pa. C.S.A. Sec. 6303	Child - an individual under eighteen (18) years of age.
23 Pa. C.S.A. Sec. 6303	Child abuse - intentionally, knowingly or recklessly doing any of the following: <ol style="list-style-type: none"> 1. Causing bodily injury to a child through any recent act or failure to act. 2. 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. 3. 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. 4. Causing sexual abuse or exploitation of a child through any act or failure to act. 5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act. 6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.

	<p>7. Causing serious physical neglect of a child.</p> <p>8. Engaging in any of the following recent acts:</p> <ul style="list-style-type: none"> a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child. b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement. c. Forcefully shaking a child under one (1) year of age. d. Forcefully slapping or otherwise striking a child under one (1) year of age. e. Interfering with the breathing of a child. f. Causing a child to be present at a location while a violation of 18 Pa. C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement. g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known: Is required to register as a Tier II or Tier III sexual offender under 42 Pa. C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under eighteen (18) years of age when the crime was committed; has been determined to be a sexually violent predator under 42 Pa. C.S. § 9799.24 (relating to assessments) or any of its predecessors; or has been determined to be a sexually violent delinquent child as defined in 42 Pa. C.S. § 9799.12 (relating to definitions). <p>9. Causing the death of the child through any act or failure to act.</p> <p>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. 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:</p> <ul style="list-style-type: none"> 1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control; 2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
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	<ol style="list-style-type: none"> 3. Is necessary for self-defense or defense of another; 4. Is necessary to prevent the child from self-inflicted physical harm; or 5. 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.
SC 1205.6	Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.
23 Pa. C.S.A. Sec. 6303	Independent contractor - an individual who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children. The term does not include an individual who has no direct contact with children.
23 Pa. C.S.A. Sec. 6303	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, a person responsible for the child's welfare, an individual residing in the same home as the child, an individual fourteen (14) years of age or older who is responsible for the child's welfare or who resides in the same home as the child, or an individual eighteen (18) years of age or older 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.
23 Pa. C.S.A. Sec. 6303	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. The term includes any such person who has direct or regular contact with a child through any program, activity or service sponsored by a school, for-profit organization or religious or other not-for-profit organization.
23 Pa. C.S.A. Sec. 6303	<p>Program, activity or service - a public or private educational, athletic or other pursuit in which children participate. The term includes, but is not limited to, the following:</p> <ol style="list-style-type: none"> 1. A youth camp or program. 2. A recreational camp or program. 3. A sports or athletic program. 4. An outreach program.

23 Pa. C.S.A. Sec. 6303	<p>5. An enrichment program.</p> <p>6. A troop, club or similar organization.</p> <p>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.</p>
23 Pa. C.S.A. Sec. 6303	<p>School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children.</p>
23 Pa. C.S.A. Sec. 6303	<p>Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:</p> <ol style="list-style-type: none"> 1. 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. 2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.
23 Pa. C.S.A. Sec. 6303	<p>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:</p> <ol style="list-style-type: none"> 1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities. 2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.
23 Pa. C.S.A. Sec. 6303	<p>Sexual abuse or exploitation - any of the following:</p> <ol style="list-style-type: none"> 1. 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: <ol style="list-style-type: none"> a. 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. b. 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.

	<p>c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.</p> <p>d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.</p> <p>Paragraph 1. 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.</p> <p>2. 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.</p>
23 Pa. C.S.A. Sec. 6303	Student - an individual enrolled in a district school under eighteen (18) years of age.
23 Pa. C.S.A. Sec. 6344.2	Volunteer - an individual in an unpaid position with a program, activity or service who is individually responsible for the welfare of one or more children or has direct contact with children.
3. Delegation of Responsibility	In accordance with Board policy, the Superintendent or designee shall:
SC 111 23 Pa. C.S.A. Sec. 6344 Pol. 302, 304, 305, 306	1. Require each candidate for employment to submit an official child abuse clearance statement and other background checks as required by law.
23 Pa. C.S.A. Sec. 6344.3, 6344.4 Pol. 309	2. Require each applicant for transfer or reassignment to submit an official child abuse clearance statement 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 official child abuse clearance statement is current.
23 Pa. C.S.A. Sec. 6344.2	3. Require each volunteer to submit an official child abuse clearance statement and other background checks as required by law.
23 Pa. C.S.A. Sec. 6344.4	School employees, independent contractors and volunteers shall obtain and submit new background checks and clearances every thirty-six (36) months.

<p>4. Guidelines</p> <p>SC 1205.6 Pol. 317.1, 333, 818</p> <p>24 P.S. Sec. 2070.1a Pol. 317.1</p> <p>SC 1205.6</p> <p>23 Pa. C.S.A. Sec. 6311</p>	<p>The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.</p> <p>The Superintendent or 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.</p> <p><u>Training</u></p> <p>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. The training shall include, but not be limited to, the following topics:</p> <ol style="list-style-type: none"> 1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct. 2. Provisions of the Educator Discipline Act, including mandatory reporting requirements. 3. District policy related to reporting of suspected abuse and sexual misconduct. 4. Maintenance of professional and appropriate relationships with students. <p>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</p> <ol style="list-style-type: none"> 1. The district shall provide each volunteer with training on child abuse recognition and reporting. <p><u>Duty To Report</u></p> <p>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:</p> <ol style="list-style-type: none"> 1. 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. 2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
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	<p>3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.</p> <p>4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.</p>
23 Pa. C.S.A. Sec. 6311	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.
23 Pa. C.S.A. Sec. 6311	A report of suspected child abuse does not require the identification of the person responsible for the child abuse.
23 Pa. C.S.A. Sec. 6318	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.
23 Pa. C.S.A. Sec. 6319	Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.
18 Pa. C.S.A. Sec. 4906.1	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.
18 Pa. C.S.A. Sec. 4958	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.
23 Pa. C.S.A. Sec. 6320	The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.
	<u>Reporting Procedures</u>
23 Pa. C.S.A. Sec. 6305, 6311, 6313	School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies or an oral report via the statewide toll-free telephone number. 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. 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.

23 Pa. C.S.A. Sec. 6305, 6311, 6313	A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the school principal and if the initial report was made electronically, also provide the principal with a copy of the report confirmation. The school principal shall then immediately notify the Superintendent or 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.
23 Pa. C.S.A. Sec. 6305, 6311, 6313	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. 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. 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 school principal with a copy of the report confirmation promptly after the written electronic report has been filed. The principal shall in turn provide a copy of the report confirmation to the Superintendent or designee.
23 Pa. C.S.A. Sec. 6314	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 school principal shall be notified whenever such photographs are taken.
SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.21, 10.22 Pol. 805.1	<p>If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.</p> <p><u>Investigation</u></p>
23 Pa. C.S.A. Sec. 6311, 6346	The school principal 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.

<p>23 Pa. C.S.A. Sec. 6368</p>	<p>Upon notification that an investigation involves suspected child abuse by a school employee, the principal shall immediately implement a plan of supervision or alternative arrangement for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.</p>
	<p>References:</p>
	<p>School Code – 24 P.S. Sec. 111, 1301-A et seq.</p>
	<p>State Board of Education Regulations – 22 PA Code Sec. 10.1 et seq.</p>
	<p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6</p>
	<p>Child Exploitation Awareness Education - 24 P.S. Sec. 1527</p>
	<p>Educator Discipline Act – 24 P.S. Sec. 2070.1a et seq.</p>
	<p>Endangering Welfare of Children – 18 Pa. C.S.A. Sec. 4304</p>
	<p>False Reports of Child Abuse – 18 Pa. C.S.A. Sec. 4906.1</p>
	<p>Intimidation, Retaliation or Obstruction in Child Abuse Cases – 18 Pa. C.S.A. Sec. 4958</p>
	<p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p>
	<p>Board Policy – 302, 304, 305, 306, 309, 317, 317.1, 333, 805.1, 818</p>
	<p>PSBA Revision 11/14 © 2014 PSBA</p>

INTERBORO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: OPENING EXERCISES/
FLAG DISPLAYS

ADOPTED: 12/18/2013

REVISED:

	807. OPENING EXERCISES/FLAG DISPLAYS
1. Purpose	The Board adopts this policy to ensure that all district schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.
2. Authority SC 771	A United States flag shall be displayed in classrooms and on or near each school building during school hours, in clement weather and at other times determined by the Board.
SC 771	District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.
SC 771 Title 22 Sec. 12.10	Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.
SC 1516.1	The Board shall direct professional employees to conduct a brief period of silent prayer or meditation as part of daily opening exercises. Silent prayer or meditation shall not be conducted as a religious service or exercise.
	<p>References:</p> <p>School Code – 24 P.S. Sec. 771, 1516.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.10</p>

INTERBORO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: 12/18/2013

REVISED:

	808. FOOD SERVICES
1. Purpose	The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.
2. Authority SC 504, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773	The Board shall provide food service for school breakfasts and school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs.
SC 504	A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.
SC 504	Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The charge to the student must be set at a level so that the charge to the student, plus any local, state, and federal reimbursement, does not exceed the cost of operation.
3. Delegation of Responsibility	Operation and supervision of the food services program shall be the responsibility of the Director of Finance.
SC 504, 1337	Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Director of Finance and auditor.
35 P.S. Sec. 655.12a 42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13	The Director of Finance or 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.

7 CFR
Sec. 210.9,
210.13,
220.7

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.

For the safety and security of the food and facility, access to the food service operations is limited to food service staff and authorized personnel only.

School Meal Accounts

Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias using a point of service system.

The Director of Finance or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:

1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.
2. Method in which students and parents/guardians are notified when the student's account reaches a specified level in accordance with the meal charging policy. At least one (1) advance written warning shall be given to the student and parent/guardian.
3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.

Students and parents/guardians shall be notified annually concerning the contents of this policy and district procedures through the district website and upon request.

References:

School Code – 24 P.S. Sec. 504, 1335, 1337

Public Eating Places – 35 P.S. Sec. 655.12a

Child Nutrition and WIC Reauthorization Act of 2004 – 42 U.S.C. Sec. 1751 notes

School Lunch and Breakfast Programs – 42 U.S.C. Sec. 1751 et seq., 1773

National Food Service Programs, Title 7, Code of Federal Regulations –
7 CFR Part 210, Part 220, Part 215, Part 245

Board Policy – 000, 103, 103.1, 246, 808.1

INTERBORO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FREE/REDUCED-PRICE MEALS
AND FREE MILK

ADOPTED: 12/18/2013

REVISED:

	<p style="text-align: center;">808.1. FREE/REDUCED-PRICE MEALS AND FREE MILK</p>
1. Authority 42 U.S.C. Sec. 1758 7 CFR Part 245	<p>The Board shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.</p>
2. Definition 7 CFR Sec. 210.2	<p>Point of service - the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price or paid lunch has been served to any eligible student.</p>
3. Delegation of Responsibility	<p>The Food Service Director or designee shall review applications for free or reduced-price meals and/or free milk and make determinations of eligibility in accordance with Federal and State regulations.</p> <p>The Director of Finance or designee shall develop and disseminate administrative regulations that establish procedures in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program. Administrative regulations should include the following:</p> <ol style="list-style-type: none"> 1. Application procedures, including procedures for approval, denial and verification of applications. 2. An appeals process for parents/guardians to appeal a district's decision regarding eligibility. 3. Method of retaining records required by this policy. 4. Procedures for disclosure of information, including what information can be disclosed with or without consent from the parent/guardian. 5. Procedures for compliance with nondiscrimination practices as well as procedures for receiving and processing discrimination complaints.

<p>4. Guidelines</p> <p>42 U.S.C. Sec. 1758 7 CFR Sec. 245.5</p> <p>42 U.S.C. Sec. 1758</p> <p>42 U.S.C. Sec. 1758</p> <p>7 CFR Sec. 245.7</p>	<p>6. Procedures for collecting money from students or parents/guardians eligible for reduced-price meals because of an outstanding balance in the student's account.</p> <p>7. Method by which the district will keep an accurate count of meals served in each building.</p> <p><u>General Requirements</u></p> <p>The district shall publish and disseminate information about free and reduced-price meals and/or free milk and the income eligibility guidelines on or before the first day of school by sending a letter to parents/guardians and issuing a public media release to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.</p> <p>Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.</p> <p><u>Application Procedures</u></p> <p>The district shall provide all parents/guardians with program application forms on or before the first day of school, upon enrollment or whenever there is a change in eligibility criteria.</p> <p>The district shall approve, deny and verify applications in accordance with state and federal laws and regulations.</p> <p>The district shall inform parents/guardians of their eligibility status.</p> <p><u>Confidentiality/Disclosure Of Eligibility</u></p> <p>The district shall only release a student's name, eligibility status and other information provided on the application, or obtained through direct certification or verification, if disclosure of such information is specifically authorized by law.</p> <p><u>Appeals</u></p> <p>The district shall establish an appeals process under which a parent/guardian may appeal a decision regarding his/her initial application for benefits, or any subsequent reduction or termination of benefits.</p>
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<p>42 U.S.C. Sec. 1758</p>	<p><u>Meal Pricing</u></p> <p>The district shall set reduced-price charges for lunch and breakfast at or below the maximum reduced price allowed by federal regulations and below the full price of lunch or breakfast.</p>
<p>7 CFR Sec. 210.10 Pol. 103.1</p>	<p>The district shall make meal substitutions at no extra charge to eligible students who require such modifications because of a disability.</p>
<p>7 CFR Sec. 210.7</p>	<p><u>Counting/Claiming</u></p> <p>The district shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster.</p> <p>The district shall implement an approved counting system that provides an accurate count at the point of service of free, reduced-price and paid meals in each building.</p> <p>The district shall claim reimbursement only for reimbursable meals served to eligible students.</p>
<p>SC 1337 7 CFR Sec. 210.9, 210.20, 245.6a Pol. 800</p>	<p><u>Records Retention</u></p> <p>The district shall retain all free and reduced-price meal applications for a minimum of three (3) and not in excess of five (5) years after the final claim is submitted for the fiscal year to which they pertain. If a federal audit is being conducted, records must be kept until the audit is completed.</p>
<p>SC 1337 7 CFR Sec. 210.9, 210.10, 210.20</p>	<p>The district shall retain production and menu records for the meals they produce for a minimum of three (3) and not in excess of five (5) years.</p>
<p>42 U.S.C. Sec. 1758 7 CFR Sec. 245.8 Pol. 103, 103.1</p>	<p><u>Nondiscrimination</u></p> <p>The district shall ensure that, in the operation of the free and reduced-price meals and/or free milk programs, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.</p> <p>The district shall treat students who receive free or reduced-price meals and/or free milk in the same manner as those students who pay full price for their meals.</p>

	<p>The district shall take such actions as are necessary to ensure that the names of students eligible to receive free or reduced-price meals and/or milk shall not be published, posted, or announced in any manner and there shall be no overt identification by the use of special tokens or tickets or any other means.</p>
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References:

School Code – 24 P.S. Sec. 1335, 1337

School Lunch and Breakfast Programs – 42 U.S.C. Sec. 1758

National Food Service Programs, Title 7, Code of Federal Regulations –
7 CFR Part 210, Part 215, Part 220, Part 245

Board Policy – 000, 103, 103.1, 800, 808

SECTION: OPERATIONS

TITLE: TRANSPORTATION -
VIDEO/AUDIO RECORDING

ADOPTED: 11/19/2014

REVISED:

INTERBORO SCHOOL DISTRICT

	810.2. TRANSPORTATION - VIDEO/AUDIO RECORDING
1. Purpose	The District's use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on District-owned, operated, or contracted school buses or school vehicles.
2. Definitions 75 Pa. C.S.A. Sec. 102 75 Pa. C.S.A. Sec. 102	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. 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. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.
3. Authority 18 Pa. C.S.A. Sec. 5704 18 Pa. C.S.A. Sec. 5704	The Board authorizes the use of video and audio recording on school buses and school vehicles, by means of video and audio recording equipment installed and existing on the school bus or school vehicle. The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose. The Board prohibits any audio or video recording that is not consistent with the purpose of this Policy.
4. Delegation of Responsibility 18 Pa. C.S.A. Sec. 5704	The Board directs the Superintendent or designee to ensure that: 1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.

<p>18 Pa. C.S.A. Sec. 5704</p> <p>5. Guidelines Pol. 113.4, 216</p>	<p>2. Parents/Guardians and students are annually informed, by letter mailed to the students' home addresses, of the policy authorizing video and audio recording on school buses and school vehicles.</p> <p>The District shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the District's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Wiretap and Electronic Surveillance Act – 18. Pa. C.S.A. Sec. 5704</p> <p>Vehicle Code – 75 Pa. C.S.A. Sec. 102</p> <p>Board Policy – 113.4, 216, 218, 805.1, 810</p> <p>PSBA New 2/14</p>
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Interboro School District

900 Washington Avenue

Prospect Park PA

Maintained by the Boroughs of Glenolden, Norwood, Prospect Park and Tinicum

Office of the Superintendent

Phone: 610-461-6700

Fax: 610-957-6500

November 20, 2014

Dear Parents/Guardians,

Earlier this year, Governor Corbett signed Act 9 of 2014 which allows school districts to use audio recording equipment, as well as video surveillance, to monitor school buses and school vehicles. This is to notify you that the Interboro School District has elected to utilize such surveillance to further the safety and security of our students, staff, and buses.

Accordingly, the Board of Directors recently approved amendments to the District's existing video surveillance policy to include audio surveillance on District school buses. The District will continue to comply with all state and federal laws concerning privacy and student records. You may review the revised policy at: <http://www.interborosd.org/domain/24>

Please contact my office at 610-461-6700 x1124, should you have any questions.

Sincerely,

Bernadette C. Reiley
Superintendent

/mc

INTERBORO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: PROPERTY INSURANCE

ADOPTED: 12/18/2013

REVISED:

	<p>812. PROPERTY INSURANCE</p>
1. Purpose	<p>The Board recognizes its responsibility under law to insure the real and personal property of this school district.</p>
2. Authority SC 774	<p>The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests in its buildings and properties. Such coverage shall insure for actual cost value and/or replacement cost.</p> <p>In placing insurance, the Board shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.</p> <p>The Board shall appoint an insurance advisor, who may be the agent of record.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 774</p>

INTERBORO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: OTHER INSURANCE

ADOPTED: 12/18/2013

REVISED:

	813. OTHER INSURANCE
1. Purpose	Proper school district operation requires that adequate, basic insurance programs be provided for the protection of the district and its employees.
2. Authority SC 513, 774	The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests.
SC 513, 774 29 U.S.C. Sec. 1161-1169	<p>The Board shall offer insurance coverage to administrators and regularly employed staff members in accordance with state and federal law, and provisions of any applicable administrative compensation plan, individual contract, collective bargaining agreement, employee handbook, or Board resolution.</p> <p>In placing insurance, the Board shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.</p> <p>The Board shall appoint an insurance advisor, who may be the agent of record.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 513, 774</p> <p>COBRA – 29 U.S.C. Sec. 1161-1169</p>

INTERBORO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: COPYRIGHT MATERIAL

ADOPTED: 12/18/2013

REVISED:

	814. COPYRIGHT MATERIAL
1. Authority 17 U.S.C. Sec. 101 et seq	The Board emphasizes that federal law makes it illegal for anyone to duplicate copyrighted materials without permission. The Board acknowledges that severe penalties are provided for unauthorized copying of audio, visual, software, online or printed materials unless the copying falls within the bounds of the fair use doctrine.
2. Definition	<p>Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) standards must be met:</p> <ol style="list-style-type: none"> 1. <i>Purpose And Character Of The Use</i> – The use must be for such purposes as teaching or scholarship and must be nonprofit. 2. <i>Nature Of The Copyrighted Work</i> – Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers. 3. <i>Amount And Substantiality Of The Portion Used</i> – Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if appropriate guidelines are followed. 4. <i>Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work</i> – If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.
3. Delegation of Responsibility	Staff may make copies of copyrighted school district materials that fall within the established administrative regulations. Where there is reason to believe the material to be copied does not fall within the administrative regulations, prior permission shall be obtained from the principal.

Staff members who fail to adhere to this policy may be held personally liable for copyright infringement.

Staff members shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.

References:

U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.

Board Policy – 000

INTERBORO SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SUICIDE PREVENTION

ADOPTED: 9/17/2014

REVISED:

	819. SUICIDE PREVENTION
<p>1. Purpose</p> <p>2. Delegation of Responsibility</p> <p>Pol. 236</p>	<p>The Board recognizes that suicide is an area of increasing concern for the whole school community. The district shall use every means available to help prevent such an occurrence in our school population.</p> <p>The Superintendent or designee shall prepare administrative regulations for the identification and referral of suicidal students in the schools which shall:</p> <ol style="list-style-type: none"> 1. Establish curriculum, the Student Assistance Program, community support and resources, strong administrative and faculty commitment, and consistent rehabilitative efforts. 2. Strive to educate, prevent, and intervene in the potential suicide. 3. Establish procedures for dealing with suicidal students. 4. Establish procedures for the instruction and readmission to school of students who have undergone therapy. 5. Establish procedures for the students and personnel after a completed suicide. <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 236</p>

SECTION: OPERATIONS

TITLE: FRAUD

ADOPTED: 12/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	828. FRAUD
1. Authority	The Board expects all Board members, district employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school district to act with integrity, due diligence, and in accordance with law in their duties involving the district's resources. The Board is entrusted with public funds and no one connected with the district shall do anything to erode that trust.
2. Definitions	<p>Fraud, financial improprieties, or irregularities include but are not limited to:</p> <ol style="list-style-type: none"> 1. Forgery or unauthorized alteration of any document or account belonging to the district. 2. Forgery or unauthorized alteration of a check, bank draft or any other financial document. 3. Misappropriation of funds, securities, supplies or other assets. 4. Impropriety in handling money or reporting financial transactions. 5. Profiteering because of insider information of district information or activities. 6. Disclosure of confidential and/or proprietary information to outside parties. 7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors or persons providing services to the district. 8. Destruction, removal, or inappropriate use of district records, furniture, fixtures or equipment. 9. Failure to provide financial records to authorized state or local entities. 10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.

If the Superintendent is involved in the complaint, the Board President is authorized to initiate investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

The Board shall determine the final disposition of the matter, if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and/or regulatory agency for independent investigation.

Confidentiality

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts.

All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation.

Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

Prevention

In order to prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

1. Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.
2. Payments - Payments shall be made only by checks. No cash transactions shall be permitted except for petty cash per the Board policy. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction. All checks shall have at least three (3) signatures in accordance with Board policy.

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| | <ol style="list-style-type: none">3. Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.4. Access to Checks - Physical and electronic access to school district checks and accounts shall be limited to those employees with designated business functions.5. Capital Assets - The business office shall maintain updated lists of district capital assets.6. Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention. |
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References:

Whistleblower Law – 43 P.S. Sec. 1421 et seq.

Sarbanes Oxley Act of 2002 – 15 U.S.C. Sec. 7201 et seq.

Whistleblower Protection – 18 U.S.C. Sec. 1513

Board Policy – 317

INTERBORO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC RELATIONS
OBJECTIVES

ADOPTED: 9/18/2013

REVISED:

	901. PUBLIC RELATIONS OBJECTIVES
1. Purpose	The purpose of the school-community relations program is to establish and maintain communication that informs the parents/guardians and public and involves them in the educational goals and programs of the district's schools.
2. Authority	To achieve this purpose, the Board shall provide parents/guardians and other district residents opportunities to receive information and orientation regarding the schools. The Board will utilize all appropriate means and media to achieve its public relations objectives.
3. Guidelines	<p>The objectives of the district's public relations program shall be to:</p> <ol style="list-style-type: none"> 1. Explain the programs, achievements and needs of the schools to parents/guardians and the community as a whole. 2. Determine which particular areas of the school program, policies or operations need further clarification or explanation. 3. Keep students and staff members fully informed about district policies and procedures and the reasons for them and system-wide activities. 4. Operate in public session, as speedily and efficiently as circumstances permit and with appropriate public participation. 5. Recognize students and their achievements.
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006, 903</p> <p>4. Delegation of Responsibility</p>	<p>It shall be the responsibility of all district staff to:</p> <ol style="list-style-type: none"> 1. Acquaint parents/guardians and residents with the work of the schools and students. 2. Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints.

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| | <ol style="list-style-type: none">3. Make parents/guardians, volunteers and visitors feel welcome in the school and in the classroom.4. Cooperate with parent-teacher and other community groups.5. Maintain student relations that encourage cooperation of the home.6. Observe interstaff relations conducive to high morale that merit the respect of students and citizens. |
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References:

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Board Policy – 006, 903

INTERBORO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: 9/18/2013

REVISED:

	902. PUBLICATIONS PROGRAM
1. Purpose	The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations.
2. Authority	The Board shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.
3. Delegation of Responsibility	<p>Matters of a routine nature may be released by the Superintendent as they have been recorded in the minutes of Board meetings and upon request of media representatives.</p> <p>All publications, releases, photographs and the like depicting the accomplishments of district students and staff may be approved at the discretion of the Superintendent.</p> <p>The responsible district administrator shall direct an information program designed to acquaint the public with the achievements, programs and needs of the schools. The information program shall include as a minimum:</p> <ol style="list-style-type: none"> 1. District newsletter. 2. District activities calendar. 3. Board policies. 4. Financial information. 5. Assessment results. 6. School newspaper. 7. Yearbook.
Pol. 803	
Pol. 007, 801	
Pol. 127	

	<p>8. Employee handbook.</p> <p>9. Student handbook.</p> <p>10. Parent handbook.</p> <p>11. District web site.</p> <p>The Superintendent or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of school publications, including provisions for personal release.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511</p> <p>Board Policy – 007, 105, 106, 127, 801, 803</p>
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INTERBORO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC PARTICIPATION IN
BOARD MEETINGS

ADOPTED: 10/16/2013

REVISED:

	903. PUBLIC PARTICIPATION IN BOARD MEETINGS
1. Purpose	The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.
2. Authority 65 Pa. C.S.A. Sec. 710	The Board shall adopt policy to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.
65 Pa. C.S.A. Sec. 710.1	In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action or deliberation before the Board prior to official action by the Board.
65 Pa. C.S.A. Sec. 710.1 3. Delegation of Responsibility SC 407 Pol. 006	The Board will allow for sufficient public comment as needed. The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.
4. Guidelines	Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the district. The Board requires that public participants be residents or taxpayers of this district, anyone representing a group in the community or school district, any representative of a firm eligible to bid on materials or services solicited by the Board, any district employee, or any district student.

	<p>Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.</p> <p>No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.</p> <p>All statements shall be directed to the presiding officer; no participant should address or question Board members individually.</p> <p>The presiding officer may:</p> <ol style="list-style-type: none">1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.2. Request any individual to leave the meeting when that person does not observe reasonable decorum.3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.5. Waive these rules with the majority of those Board Members present and voting. <p>Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established by the Board.</p> <p>No placards or banners will be permitted within the meeting room.</p> <p>The meeting agenda and all pertinent documents shall be available to the press and public at the meetings.</p> <p>References: School Code – 24 P.S. Sec. 407 Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq. Board Policy – 006</p>
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SECTION: COMMUNITY

TITLE: PUBLIC ATTENDANCE AT
SCHOOL EVENTS

ADOPTED: 9/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	904. PUBLIC ATTENDANCE AT SCHOOL EVENTS
1. Purpose	The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.
2. Definition 35 P.S. Sec. 1223.5	For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material and smokeless tobacco in any form.
3. Authority SC 511, 775	The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.
4. Guidelines	A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.
35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	<p><u>Tobacco</u></p> <p>The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p>
35 P.S. Sec. 1223.5	The Board may designate specific areas for tobacco use by the public on property owned, leased or controlled by the school district that is at least fifty (50) feet from school buildings, stadiums and bleachers.
SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 805.1	The Superintendent or designee may report incidents involving the sale of tobacco to minors by any person on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

904. PUBLIC ATTENDANCE AT SCHOOL EVENTS - Pg. 2

<p>SC 1303-A Pol. 805.1</p> <p>35 P.S. Sec. 1223.5</p> <p>43 P.S. Sec. 953 28 CFR Sec. 35.136 Pol. 718</p>	<p>In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by any person on school property to the Office for Safe Schools on the required form.</p> <p>The district shall annually notify staff, parents/guardians and members of the public about the district's tobacco policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.</p> <p><u>Free Admittance</u></p> <p>Senior citizens who are district residents and are 65 years of age or older shall be admitted</p> <p>(X) without charge</p> <p>() at a reduced fee</p> <p>(X) to all school events.</p> <p>(X) to all school athletic events.</p> <p>District personnel will be admitted</p> <p>() to all school events</p> <p>(X) at no charge.</p> <p>() at a reduced fee.</p> <p>(X) to all school athletic events.</p> <p>Free passes to school/athletic events will be available to each Board member.</p> <p>(X) and a guest.</p> <p>The Board will honor athletic passes from all districts that are members of conferences in which teams of this district compete and honor the passes of this district.</p> <p><u>Service Animals</u></p> <p>Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.</p>
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References:

School Code – 24 P.S. Sec. 511, 775, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22, 403.1

Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305

School Tobacco Control – 35 P.S. Sec. 1223.5

Pennsylvania Human Relations Act – 43 P.S. Sec. 953

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal
Regulations – 28 CFR Part 35

Board Policy – 718, 805.1

PSBA Revision 4/13

INTERBORO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: CITIZEN ADVISORY
COMMITTEES

ADOPTED: 9/18/2013

REVISED:

	<p>905. CITIZEN ADVISORY COMMITTEES</p>
1. Purpose	<p>Citizen advisory committees can be useful in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific school issues.</p>
2. Authority	<p>In creating an advisory committee, the Board shall define the committee assignment and shall:</p> <ol style="list-style-type: none"> 1. Appoint residents who are interested and can make some special contribution to the committee's function. 2. Seek the widest range of community interest and backgrounds. 3. Appoint a chairperson. <p>Recommendations of advisory committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations.</p> <p>Meetings of an advisory committee are not regular meetings of the Board and shall be open to the public only upon invitation of the committee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>

SECTION: COMMUNITY

TITLE: PUBLIC COMPLAINTS

ADOPTED:

REVISED:

INTERBORO SCHOOL DISTRICT

	906. PUBLIC COMPLAINTS
1. Purpose	<p>The Board welcomes inquiries, suggestions, and constructive criticism regarding the district's programs, personnel, operations and facilities. Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint. The Board intends to provide a fair and impartial method for seeking appropriate resolution.</p>
2. Authority	<p>Attempts to resolve public concerns and complaints of district residents shall begin with informal, direct discussions among the affected parties, following the established guidelines and district organizational structure. Only when informal meetings fail to resolve the issue shall more formal procedures be utilized.</p>
20 U.S.C. Sec. 7844	<p>In accordance with law, the Board shall adopt a written procedure that provides parents/guardians, public agencies, other individuals, and organizations a means to submit and resolve complaints alleging violations in the administration of educational programs under the No Child Left Behind Act. The complaint procedure shall be available to the public, a copy maintained in each school, and be distributed annually to parents/guardians and staff.</p> <p>Any requests, suggestions or complaints directed to individual Board members and/or the Board shall be referred to the Superintendent for consideration and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with the following procedures.</p>
3. Guidelines	<p><u>General Complaint Procedure</u></p> <p>General complaints about Board policy and district procedures, programs, operations, facilities and personnel shall be processed in accordance with the following procedure.</p> <p>First Level - Complaints and requests shall be addressed initially to the concerned employee, who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee's authority.</p>

<p>20 U.S.C. Sec. 7844</p>	<p>As appropriate, the staff member shall report the matter and the resolution to the building principal or immediate supervisor.</p> <p>Second Level - If the issue cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.</p> <p>Third Level - If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent or designee. The principal or supervisor shall provide to the Superintendent or designee a report that includes the specific nature of the complaint, brief statement of relevant facts, how the complainant has been affected adversely, the action requested, and the reasons why such action should be taken or not taken.</p> <p>Fourth Level - Should the matter not be resolved by the Superintendent or designee or is beyond his/her authority and requires Board action, the Superintendent or designee shall provide the Board with a complete report.</p> <p>Final Level - After reviewing all information relative to the complaint, the Board shall provide the complainant with its written decision and may grant a hearing before the Board or a committee of the Board.</p> <p>The complainant shall be advised of the Board's decision, in writing, no more than ten (10) days following the hearing.</p> <p><u>NCLB Complaint Procedure</u></p> <p>Complaints alleging violations of law in the district's administration of NCLB education programs shall be processed in accordance with the following procedure.</p> <p>The complaint must be filed with the district as a written, signed statement that identifies:</p> <ol style="list-style-type: none"> 1. Alleged NCLB violation. 2. Facts supporting the alleged violation. 3. Supporting documentation, such as information on discussions, correspondence or meetings with the district regarding the complaint. <p>Complaints shall be referred to the Federal Programs Coordinator, who will notify the Superintendent or designee.</p>
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906. PUBLIC COMPLAINTS - Pg. 3

The Federal Programs Coordinator will conduct an independent investigation, which could include but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for each side to question parties of other side and witnesses.

When the investigation is completed, the Federal Programs Coordinator will prepare a report with a recommendation for resolving the complaint. The report will include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.
4. Recommended resolution.
5. Reasons for the recommended resolution.

The Federal Programs Coordinator will submit the report to the Superintendent or designee, who will determine whether further investigation is required and/or the district's final response.

All parties involved in the complaint will be notified of the resolution of the complaint by the Superintendent or designee.

The Federal Programs Coordinator will ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint will not exceed sixty (60) calendar days, unless circumstances require additional time.

Either party may appeal the final resolution to the Pennsylvania Department of Education.

Division of Federal Programs
PA Department of Education
333 Market Street
Harrisburg, PA 17126-0333

906. PUBLIC COMPLAINTS - Pg. 4

References:

No Child Left Behind Act – 20 U.S.C. Sec. 7844

**Complaint Procedures for NCLB Programs
Interboro School District
900 Washington Avenue
Prospect Park, PA 19076**

Introduction

The No Child Left Behind Act of 2001 (NCLB) legislation requires Local Educational Agencies (LEAs) to adopt written procedures for "receiving and resolving any complaint alleging violations of the law in administration of programs." In accordance with this legislative requirement, the Interboro School District has adopted the following procedures.

Definition

A "complaint" is a written, signed statement filed by an individual or an organization. It must include:

- a. A statement that PDE or a Local Educational Agency has violated a requirement of federal statute or regulations which apply to programs under the No Child Left Behind Act.
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings or correspondence with PDE or the LEA regarding the complaint.

Local Complaint Procedures

- 1) **Referral** - Complaints against the Interboro School District will be received in writing by the Title I Elementary Building School Principal.
- 2) **Acknowledgement** – The Elementary Principal will acknowledge receipt of the complaint in writing.
- 3) **Investigation** – The Elementary Principal will thoroughly investigate the complaint and attempt to resolve the complaint informally. **If an informal resolution satisfactory to the complainant is reached no further investigation or action by the District is required.** If the problem cannot be informally resolved, it will be referred to the Federal Program Coordinator.
- 4) **Opportunity to Present Evidence** – The Federal Program Coordinator may, in his or her discretion, provide for the complainant and/or the complainant's representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
- 5) **Report and Recommended Resolution** – Once the Federal Program Coordinator has finished further investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Federal Programs Coordinator will issue the report to the complainant, complainant's representative, Superintendent, and Elementary Principal.
- 6) **Right to Appeal** – In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of the Education of the Commonwealth.
- 7) **Follow-Up** – The Federal Programs Coordinator will insure that the resolution of the complaint is implemented.
- 8) **Time Limit** – The period between Interboro School District's receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

Filing a Complaint

Complaints should be addressed as follows:

1. Your Building Reading Specialist
2. Your Building Principal
3. Anna Pruitt
Interboro School District Title I Federal Program Coordinator
91 Seneca Ave.
Tinicum, PA 19029
pruittab@interborosd.org 610.521.4450. x 3104
4. Susan McCrone
Chief Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: 9/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	907. SCHOOL VISITORS
1. Authority SC 510	<p>The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.</p>
2. Delegation of Responsibility	<p>The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.</p>
3. Guidelines	<p>Upon arrival at the school, visitors must register at the office where they will sign in and sign out, receive a pass, and instructions.</p> <p>All staff members shall be responsible for requiring a visitor demonstrate that s/he has registered at the school office and received authorization to be present for the purpose of conducting business.</p> <p>No visitor may confer with a student in school without the approval of the principal.</p> <p>Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.</p> <p>Failure to comply with these procedures shall result in more limited access to the school as determined by the building principal, consistent with Board policies, school rules and federal and state law and regulations.</p>

<p>SC 510 Title 22 Sec. 14.108</p>	<p><u>Classroom Visitations</u></p> <p>Parents/Guardians may request to visit their child’s classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.</p> <p>The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.</p> <p>Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.</p> <p>The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.</p> <p>Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.</p>
<p>24 P.S. Sec. 2402 Pol. 250</p>	<p><u>Military Personnel</u></p> <p>Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:</p> <ol style="list-style-type: none"> 1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures. 2. Wear official military uniforms while on district property.

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 14.108

Military Visitors – 24 P.S. Sec. 2402

Board Policy – 000, 250

SECTION: COMMUNITY

TITLE: RELATIONS WITH PARENTS/
GUARDIANS

ADOPTED: 9/18/2013

REVISÉD:

INTERBORO
SCHOOL DISTRICT

	908. RELATIONS WITH PARENTS/GUARDIANS
1. Purpose Pol. 917, 918	The Board believes that the education of students is a joint responsibility that is shared by the parents/guardians. To ensure that the best interests of each student are served in the educational process, a strong program of communication and cooperation between home and school must be maintained, and parental involvement encouraged.
2. Authority Pol. 235	The Board feels that it is the parents/guardians who have the ultimate responsibility for their children's behavior in school, including the behavior of students who have reached the legal age of majority but are, for all practical purposes, under parental authority.
3. Delegation of Responsibility SC 1317	During school hours, the Board acts in loco parentis or in place of the parents/guardians, through its designated administrators.
4. Guidelines	Parents/Guardians are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.
Pol. 212	<p>The Board directs that the following activities be implemented to encourage parent-school cooperation:</p> <ol style="list-style-type: none"> 1. Parent-teacher conferences to permit two-way communication between home and school. 2. Open houses in district schools to provide parents/guardians the opportunity to see the school facilities, meet the faculty, and witness school programs. 3. Special events of a cultural, ethnic or topical nature that are initiated by parent groups; involve the cooperative effort of students, staff and parents/guardians; and are of general interest to the schools or community.

<p>Pol. 212</p>	<p>The Board believes that parents/guardians have a responsibility to support and encourage their child's career in school through the following actions:</p> <ol style="list-style-type: none">1. Require that students comply with district policies and school rules and regulations and accept responsibility for their behavior.2. Send students to school with proper attention to their health, personal cleanliness and dress.3. Maintain an active interest in the student's daily work and provide appropriate supervision for completion of assigned homework.4. Read, sign and return promptly all communications from school, when requested.5. Attend conferences for the exchange of information on the student's progress in school.6. Participate in school activities and special functions. <p>References:</p> <p>School Code – 24 P.S. Sec. 1317</p> <p>Board Policy – 212, 235, 917, 918</p>
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SECTION: COMMUNITY

TITLE: MUNICIPAL GOVERNMENT
RELATIONS

ADOPTED: 9/18/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	909. MUNICIPAL GOVERNMENT RELATIONS
1. Purpose	It is the policy of the Board that school district officials and municipal officials maintain a close and harmonious association. Such liaison is requisite for dealing with school/community concerns and issues in a satisfactory manner while assuring prudent expenditure of tax dollars.
2. Authority PA Const. Art. III Sec. 14	<p>The Board recognizes that its authority derives directly from the General Assembly, but it also is aware that the municipality and the school district must work together for the welfare of the residents.</p> <p>The Board, as an independent body, has no statutory relationship to other local governmental bodies. However, the Board may cooperate with local government units and other appropriate organizations in matters that affect district responsibilities. Such organizations may include, but not be limited to, health agencies, public libraries, museums, police and fire departments, township supervisors, borough council, planning commissions and the courts.</p> <p>In matters affecting the budgets of such agencies, the Board shall neither seek special consideration nor assume costs that properly fall outside its jurisdiction, except as prescribed by law.</p>
SC 502, 521, 706, 775, 790	The Board advocates joint expenditures of district and municipal or county funds to provide facilities from which the entire community may derive benefits. In accordance with this policy, the Board may, as either opportunity or need arises, and as it is entitled to do by law, enter into joint action agreements with the local municipal governing body in acquiring or leasing, improving, equipping, operating or maintaining such jointly used facilities.

<p>3. Delegation of Responsibility SC 1302.1-A, 1303-A Title 22 Sec. 10.11 Pol. 805.1</p>	<p>The Superintendent and each local police department that has jurisdiction over school property shall enter into, and update on a biennial basis, a memorandum of understanding which shall be developed and executed in accordance with state law and regulations.</p> <p>To maintain cooperation with the municipality for fiscal and facilities planning, the</p> <p style="padding-left: 40px;">{X} Board or its member representative</p> <p style="padding-left: 40px;">{X} Superintendent or designee</p> <p style="padding-left: 40px;">{ } Board Secretary</p> <p style="padding-left: 40px;">{ } Business Manager</p> <p>will meet periodically with municipal officials to discuss issues of common interest.</p> <p>The Board recognizes that the public library can and should play an important role in the intellectual and educational development of district students, serving as a resource to reinforce and augment the school library and provide services and materials that may go beyond those which the school library can provide. To help achieve this end, the school district shall communicate with the local libraries and work together as needed.</p> <p>References:</p> <p>Pennsylvania Constitution – PA Const. Art. III Sec. 14</p> <p>School Code – 24 P.S. Sec. 502, 521, 706, 775, 790, 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 10.11, 10.24</p> <p>Disaster Prevention – 35 Pa. C.S.A. Sec. 7701</p> <p>Board Policy – 613, 805, 805.1</p> <p>NOTES:</p> <p>Intergovernmental Cooperation – 53 Pa. C.S.A. 2301 et seq.</p> <p>PSBA Revision 4/13</p>
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INTERBORO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: COMMUNITY ENGAGEMENT

ADOPTED: 9/18/2013

REVISED:

	910. COMMUNITY ENGAGEMENT
1. Purpose	<p>The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses, and community organizations are encouraged and invited to be involved stakeholders in the school community. Such engagement strengthens broad-based community support for the school district's mission, goals, operations and educational programs.</p>
2. Definition	<p>Community engagement is defined as an ongoing collaborative process in which the school district works with the public to build understanding, guidance, and active support for the education of students in the community.</p>
3. Authority	<p>The Board endorses the concept that community engagement is essential for the school district and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for district students. The Board intends, through this two-way communication, to identify the community's concerns, needs and suggestions, and to be responsive to the community through the Board's actions.</p> <p>The Board also recognizes that the public offers resources of training and experience useful to the schools. The quality of the district's operations and programs can be strengthened when these resources are used in an advisory capacity.</p> <p>The Board, with assistance from the administration, shall determine the appropriate strategy when utilizing the community engagement process.</p> <p>The Board, in consultation with the Superintendent, shall identify a team of individuals who will be responsible for developing, implementing and delivering a community engagement program.</p> <p>After the community engagement process is concluded, the Board shall make the final decision regarding an issue.</p> <p>The Board shall annually assess the effectiveness of the community engagement program.</p>

<p>4. Delegation of Responsibility</p>	<p>The Board directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, businesses and community organizations to participate in dialogue and decision-making related to district-wide and school-based issues.</p> <p>The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about district and school programs and the available opportunities to become actively involved.</p>
<p>5. Guidelines</p>	<p>Students, parents/guardians and community members must submit to the Superintendent's office any communications and questions addressed to the Board.</p> <p>The Board and administration shall give substantial weight to the input received from the community. When evaluating the community's suggestions, the Board and administration will consider the impact on the district's goals, operations, educational programs, and financial resources. Recommendations made by the community shall not reduce the authority or responsibility of the Board, which may accept or reject such recommendations.</p> <p>The district shall communicate to the community the Board's decision and its rationale regarding an issue involving community engagement.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>

INTERBORO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: NEWS MEDIA RELATIONS

ADOPTED: 9/18/2013

REVISED:

	911. NEWS MEDIA RELATIONS
1. Purpose	Representatives of the local press, radio and TV are an important link in communications between school and community. Maintenance of good working relationships with media representatives is essential to meeting the objectives of the school-community relations program.
2. Authority	<p>The Board shall have final approval for all procedures regarding relations between the news media and the district.</p> <p>The Board reserves the right to negotiate for radio broadcasting, televising, filming, or sound recording of any school event by an outside agency. These rights, if sold, shall be contracted under conditions that bring the most favorable terms to the school district.</p>
3. Delegation of Responsibility	<p>The chief communications representative for the Board shall be the Superintendent.</p> <p>The communications representative shall be responsible to:</p> <ol style="list-style-type: none"> 1. Be readily available to media representatives. 2. Keep media representatives informed of all aspects of the school district so that reporting will be done on the basis of a complete and valid overview. 3. Submit and suggest feature stories or articles of interest or relevance. 4. Assist various school-related groups in their relations with the news media. 5. Assist the Board in preparing regular and special publications for the public.
4. Guidelines	Staff members shall not give school information or interviews requested by news media representatives without prior approval of the district's communications representative. Staff members in violation of these guidelines may be subject to disciplinary action.

Students shall not be permitted to give school information or interviews requested by news media representatives without prior approval of the district's communications representative.

Submission of photographs to news media or permission for news media representatives to photograph district subjects, personnel, or students shall be authorized by the communications representative and the individuals involved or their parents/guardians.

Photographs of a controversial nature, or that are questionable with regard to individual rights of privacy, shall not be sanctioned.

References:

School Code – 24 P.S. Sec. 510

INTERBORO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH
EDUCATIONAL INSTITUTIONS

ADOPTED: 9/18/2013

REVISED:

	912. RELATIONS WITH EDUCATIONAL INSTITUTIONS
1. Authority	It is the policy of the Board that lines of communication be maintained by the school district with other districts and institutions that provide programs, training or services not otherwise available to district students and with districts whose resident students are enrolled in programs of this district.
2. Delegation of Responsibility	Maintaining cordial and constructive relationships with other educational institutions shall be the responsibility of the Superintendent or designee.
3. Guidelines	<p><u>Receiving District</u></p> <p>In order to receive students from other districts, the receiving district shall:</p> <ol style="list-style-type: none"> 1. Provide an orientation program for incoming students from sending districts. 2. Assure that behavioral and medical issues concerning individual students entering this district have been made known to appropriate staff members. 3. Inform the sending district of any serious discipline problems encountered with students from their district. <p><u>Sending District</u></p> <p>In order to send students to other districts, the sending district shall:</p> <ol style="list-style-type: none"> 1. Establish programs to ensure that students of this district are properly prepared to enter the schools of the receiving district. 2. Establish procedures to inform students of program options in the receiving districts. 3. Monitor the progress of district students during their attendance in receiving schools.

<p>SC 1332, 1354</p>	<p><u>Parochial/Private Schools</u></p> <p>In order to receive parochial/private school students, the receiving district shall:</p> <ol style="list-style-type: none">1. Establish appropriate student accounting procedures to satisfy district and state requirements in the areas of enrollment, attendance, transportation and other special services.2. Maintain liaison with the administrators of private and parochial schools in order to be aware of any planned program or student population changes that could affect this district. <p><u>Institutions Of Higher Education</u></p> <p>In order to develop relationships with institutions of higher education, the district shall:</p> <ol style="list-style-type: none">1. Welcome representatives of institutions of higher education to speak to students interested in attending their institutions upon completion of secondary education.2. Cooperate in the placement and evaluation of student teachers in accordance with Board policy.3. Honor all proper requests for transcripts and student records in accordance with Board policy. <p>References:</p> <p>School Code – 24 P.S. Sec. 1332, 1354</p> <p>Board Policy – 216, 307</p>
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INTERBORO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: NONSCHOOL
ORGANIZATIONS/GROUPS/
INDIVIDUALS

ADOPTED: 10/16/2013

REVISED: 03/19/2014

	913. NONSCHOOL ORGANIZATIONS/GROUPS/INDIVIDUALS
1. Purpose	Any requests from nonschool organizations, groups or individuals seeking to have students participate in or be informed of the opportunity to participate in nonschool-sponsored activities, awards or scholarships shall be governed by this policy.
2. Definitions	<p>Nonschool organizations, groups or individuals - those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. When employees, students or Board members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them. Students are governed by a separate and district Board Policy regarding students expression and distribution and posting of materials.</p> <p>Nonschool materials - any printed or written materials prepared by nonschool organizations, groups or individuals for posting or general distribution which are not prepared as a part of the curricular or approved extracurricular programs of the district. This includes such things as fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization websites and the like.</p> <p>Distribution - handing nonschool written materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool written materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool written materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy.</p> <p>Posting - publicly displaying nonschool written materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored websites, through other district-owned technology and the like.</p> <p>Prohibited activities and materials - activities and materials which:</p> <ol style="list-style-type: none"> 1. Are libelous, defamatory, obscene, lewd, vulgar, or profane.

<p>3. Authority Pol. 707</p> <p>SC 510, 511</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>	<ol style="list-style-type: none"> 2. Violate federal, state or local laws. 3. Violate Board policy or district regulations. 4. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs. 5. Incite violence. 6. Advocate use of force or urge violation of federal, state or municipal law, Board policy or district regulations. 7. Interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs. <p>It is the policy of the Board that district facilities be used in accordance with the guidelines established in Board policy.</p> <p>The Board prohibits the use of students and staff members for advertising or promoting nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or events not otherwise open to nonschool organizations, groups or individuals.</p> <p>The Superintendent or designee shall be responsible for carrying out the provisions of this policy, unless otherwise specifically noted in this policy.</p> <p><u>Nonschool Activities/Materials</u></p> <p>The Board recognizes the social and educational values that may be derived from student participation in various activities sponsored by nonschool organizations, groups or individuals, but specifies that unreasonable demands on the time and energies of students and staff by such entities during school hours, or at school-sponsored activities be prevented.</p> <p>Requests for student participation in nonschool organizations, groups or individually sponsored activities must be made in writing to the Superintendent or designee in accordance with administrative regulations, written announcements and this policy.</p>
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	<p>Activities sponsored by nonschool organizations, groups or individuals may not occur, and nonschool written materials may not be used, during instructional time or school-sponsored activities unless they are of educational value to the school program, they benefit district students or the school community, and they are factually accurate. Prohibited activities or materials may never be used.</p> <p>Where the nonschool entity is a for-profit entity that will benefit commercially from an activity or distribution of its material during instructional time, other factors must outweigh the commercial benefit to the nonschool entity; and the Board must approve proposals that would commercially benefit a for-profit entity.</p> <p>A review of any activities or nonschool written materials under this policy shall not discriminate on the basis of content or viewpoint, except that prohibited activities or materials will be rejected, as will any activities or materials that do not comply with Board policy, administrative regulations, or written announcements relating to the proposed nonschool-sponsored activity or materials.</p>
Pol. 121	<p>Participating students may not leave the school district unless the Board policy for field trips has been followed or the Board has granted special permission.</p> <p><u>Fundraising</u></p>
SC 775	<p>Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the school.</p> <p>Where activities or materials otherwise comply with this policy, administrative regulations and written announcements, fundraising activities may be announced.</p> <p>Directory information regarding students or staff may only be released in accordance with law and Board policy. Directory information for students or staff members will not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.</p> <p><u>Scholarships/Awards</u></p>
Pol. 216	<p>The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established criteria be observed.</p> <p>No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.</p>

	<p>The scholarship or award, and any pertinent restrictions, shall be approved by the Board.</p> <p>All pertinent information regarding the scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.</p> <p><u>Travel Services/Foreign Trips</u></p> <p>Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.</p> <p>Sellers of travel services to students must meet the following criteria:</p> <ol style="list-style-type: none">1. Belong to an association of certified sellers of travel.2. Provide proof of insurance.3. Submit references.4. Provide proof of a performance bond.5. Include in all information provided to students and parents/guardians that use of tobacco, alcohol and controlled substances will be prohibited.6. Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event. <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511, 775, 779</p> <p>Board Policy – 000, 121, 216, 707</p>
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INTERBORO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH
INTERMEDIATE UNIT

ADOPTED: 9/18/2013

REVISED:

	914. RELATIONS WITH INTERMEDIATE UNIT
1. Authority SC 951, 952	<p>Each school district has an opportunity to participate in the services and programs offered by the assigned intermediate unit.</p> <p>It is the policy of this Board that cooperation and communication be maintained with Delaware County Intermediate Unit Number 25 to ensure maximum effectiveness of programs and services.</p>
SC 970	<p>The Board shall annually review district programs that involve intermediate unit services and make whatever determinations such a review suggests. This review will normally take place prior to the district's approval of the proposed intermediate unit budget.</p>
SC 960	<p>In order to maintain a constructive relationship with the intermediate unit, the Board member elected by the Board is designated as the official liaison between the district and Delaware County Intermediate Unit No. 25.</p>
2. Delegation of Responsibility	<p>The duties of the Board representative are to ensure that the Board receives necessary information and data that will lead to sound and valid judgments regarding decisions that involve participation by the district in the various programs and services offered by the intermediate unit.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 951, 952, 960, 970</p>

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: 10/16/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	916. SCHOOL VOLUNTEERS
1. Purpose	The Board recognizes that the services of community volunteers can enrich the educational program, assist teaching staff members in the performance of their duties and enhance the relationship between the school district and the community. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative regulations.
2. Definition	A volunteer is defined as one who voluntarily offers a service to the school district without compensation.
3. Authority	The building principal shall be responsible for the recruitment of volunteers and may delegate the assignment of volunteers to specific tasks. Residents of the community who are especially qualified because of training, experience or personal characteristics shall be encouraged to take a part in school affairs.
SC 111 23 Pa. C.S.A. Sec. 6301 et seq	All volunteers, as a condition of active participation within the district's schools, shall complete a Volunteer Disclosure Statement that provides information related to one's background, especially as it relates to the conviction of a crime and/or other serious incident(s) that may or may not be known to school officials. Volunteer chaperones, who stay overnight during the course of a district sponsored event, will be required to have both the request for Criminal Record Check (Act 34) and the Pennsylvania Child Abuse History Clearance (Act 151). These clearances will be reviewed and maintained in the Human Resources office.
Pol. 813	Volunteers shall work under the supervision of a staff member and/or personnel. The Board will maintain a separate liability insurance policy for volunteers carrying out the district's prescribed functions under the supervision of professional staff members.

<p>SC 111 23 Pa. C.S.A. Sec. 6355</p>	<p>At the discretion of the Superintendent and/or designee, long-term volunteers shall comply with the legally mandated employee requirements and procedures for a criminal history/child abuse report. If, under the pertinent laws or regulations, his/her criminal history/child abuse report would preclude him/her from being hired as an employee, that person may not serve as a volunteer.</p>
<p>Pol. 218</p>	<p>Volunteers will not stand in loco parentis status to students and are not legally empowered to regulate behavior by performing or imposing disciplinary measures.</p>
<p>4. Guidelines</p>	<p>The basic desired qualifications or characteristics for a person offering volunteer services shall be an interest in the educational program, enjoyment in helping children, and a sincere belief that, by volunteering, a contribution will be made to the learning process. Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties. Volunteers serve only in a support capacity; only teaching staff members are responsible for educational planning and decisions and the teaching of new concepts. Volunteers shall respect the confidentiality, individuality, dignity and worth of each child and are not permitted access to student records.</p>
<p>Pol. 317</p>	<p>Volunteers shall meet any standards which may be established by federal, state or local government, or by the Board and/or administration. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative regulations governing the conduct of the school district's professional employees and support staff.</p> <p>The volunteer position is not a right, but rather a privilege which is conferred by the Board. As such, volunteers must exercise the utmost discretion in discussing their school activities with others in the community and failure to adhere to this important guideline may result in dismissal from the volunteer program. Volunteers shall receive no financial remuneration from the Board.</p> <p>The Superintendent shall report periodically to the Board on the number of volunteers serving in the schools of the district, the duties performed by volunteers and the number of volunteer hours served, by school.</p>

References:

School Code – 24 P.S. Sec. 111, 510

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 218, 317, 813

INTERBORO SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PARENTAL/FAMILY
INVOLVEMENT

ADOPTED: 9/18/2013

REVISED:

	917. PARENTAL/FAMILY INVOLVEMENT
1. Purpose	The Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. The district is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.
2. Definition	Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.
3. Authority	The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.
4. Guidelines	<p>Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.</p> <p>The parental and family involvement program may include the following:</p> <ol style="list-style-type: none"> 1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles. 2. Promotion of clear two-way communication between the school and the family about school programs and student progress. 3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.

4. Involvement of parents/guardians, with appropriate training, in instructional and support roles at the school.

References:

School Code – 24 P.S. Sec. 510

SECTION: COMMUNITY

TITLE: DISTRICT/SCHOOL
REPORT CARDS

ADOPTED: 10/16/2013

REVISED:

INTERBORO SCHOOL DISTRICT

	<p style="text-align: center;">919. DISTRICT/SCHOOL REPORT CARDS</p> <p>To provide pertinent information regarding the academic performance of the district and its schools, the Board shall annually develop and publicly disseminate a district report card and report cards for the individual schools, in accordance with federal and state laws and regulations. The Board, at its discretion, may include additional information not required by law on the district report card.</p> <p><u>District Report Cards</u></p> <p>District report cards shall contain the following information:</p> <ol style="list-style-type: none"> 1. Aggregate data on student achievement at each proficiency level on state academic assessments and disaggregated data reflecting race, ethnicity, sex, disability, migrant status, English proficiency and status as economically disadvantaged. 2. Comparison of above student groups regarding achievement levels on state assessments. 3. Percentage of students not tested, disaggregated by student groups. 4. Most recent two-year trend data in achievement by subject area and grade level in areas where assessments are required. 5. Aggregate data as determined by the Pennsylvania Department of Education. 6. Graduation rates for secondary schools, disaggregated by student groups. 7. Information on the number of students to whom the state standardized test was administered who were enrolled in the district for less than two (2) school years as of the day the test was administered.
<ol style="list-style-type: none"> 1. Authority SC 220 Title 22 Sec. 4.61 20 U.S.C. Sec. 6311 2. Guidelines SC 220 20 U.S.C. Sec. 6311 	

<p>3. Delegation of Responsibility</p> <p>20 U.S.C. Sec. 6311</p> <p>20 U.S.C. Sec. 6311</p>	<ol style="list-style-type: none"> 8. Information on the number of students to whom the state standardized test was administered who were classified as Limited English Proficient as of the day the test was administered. 9. Information on the number of students to whom the state standardized test was administered who were classified as students with a disability as of the day the test was administered. 10. Information on the district's performance (as determined by the Pennsylvania Department of Education) with the number, percentage and names of schools identified for improvement, including how long they have been so identified. 11. Professional qualifications of teachers and percentage of teachers with emergency or provisional credentials. 12. Percentage of classes not taught by highly qualified teachers, in the aggregate and disaggregated by schools in the top quartile and bottom quartile of poverty. 13. Comparison of district students' achievements on state assessments to students in the state as a whole. <p><u>School Report Cards</u></p> <p>School report cards shall contain the following information:</p> <ol style="list-style-type: none"> 1. Same information contained on the district report card. 2. Whether the school has been identified for improvement. 3. Information that compares the school's students' achievement on state assessments and indicators determined by the Pennsylvania Department of Education, to students in the district and the state as a whole. <p>The Superintendent or designee shall be responsible to ensure:</p> <ol style="list-style-type: none"> 1. Required information is annually updated and posted. 2. District report card and school report cards are provided to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand. 3. District and school report cards are made available to the public through posting on the Internet, distribution to the media, and distribution to public agencies.
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<p>SC 220 Title 22 Sec. 4.61</p>	<p>4. Public access is provided to the state report card and the school profile maintained by the state.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 220</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.61, 403.1</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6311</p>
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