

Interboro School District



Policies

Number 001

Section LOCAL BOARD PROCEDURES

Title Name and Classification

Adopted July 24, 1985

001. NAME AND CLASSIFICATION

- Section 1. Name The Board of School Directors shall be known officially as the Board of School Directors of the Interboro School District.
- Section 2. Composition The Interboro School District is comprised of all lands that lie within the municipal boundaries of Glenolden, Norwood, Prospect Park, and Tincum Township.
- Section 3. Purpose The Interboro School District is organized for the purpose of providing a program of public education to serve the needs of the Commonwealth.
- Section 4. Intermediate Unit The Interboro School District is assigned to Intermediate Unit No. 25.
- Section 5. Classification The Interboro School District is classified as a school district of the third class.
- Section 6. Address The official address of the Board of School Directors of the Interboro School District shall be 900 Washington Avenue, Prospect Park, Pennsylvania, 19076.

Number 002

Section LOCAL BOARD PROCEDURES

Title Authority and Powers

Adopted July 24, 1985

002. AUTHORITY AND POWERS

Section 1. Authority The authority to establish, equip, furnish, operate and maintain the public schools of the Interboro School District is vested in the Board of School Directors, which is a body corporate and which is constituted and governed by Title 24, the "Public School Code of 1949," Pennsylvania statutes, and Article III of the Constitution.

Section 2. Powers

- ♦ The Board shall establish such schools as are required for the education of every person residing in the Interboro School District between the ages of six and 21 years who may attend such schools; shall equip, furnish, operate, and maintain such 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 such taxes as may be necessary, in addition to the annual State appropriation, for the exercise of aforesaid powers.
- ♦ The Board in accordance with its statutory mandate shall prepare bylaws for its own operation, and policies for the guidance of the Chief School Administrator in the operation of the school district. Such bylaws 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.
- ♦ The Board shall act as the general agent of the General Assembly in carrying out the will of the people of this district in the matter of public education. It shall establish educational goals for the children of this district and govern a program of education designed to meet those goals. The Board shall be responsible for enforcing mandatory laws. The Board shall be the agent responsible for establishing, maintaining, and appraising the public education activities of this school district in accordance with law.
- ♦ The powers of the Board of School Directors are not vested in the individual school director. No such individual is authorized to act on behalf of the Board to carry out any of the Board's statutorily authorized powers, except for those acts stated in law.

Number 003

Section LOCAL BOARD PROCEDURES

Title Functions

Adopted July 24, 1985

003. FUNCTIONS

Section 1. Legislative - The Board shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes or rules of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Board.

Policies and procedures shall be adopted, amended or repealed by a majority vote of the full Board.

The adoption, modification, repeal or suspension of a Board policy shall be recorded in the minutes of the Board. All current procedures and policies shall be printed in the Board policy manual.

Section 2. Executive - The Board shall exercise its executive power by the appointment of a district Superintendent who shall enforce the statutes of the Commonwealth, the rules of the State Board of Education, and the policies of the Board of School Directors.

The Superintendent may prepare procedures for the administration of the school district which are consistent with the statutes or regulations of the State Board and are dictated by the policies of this Board and which shall be binding upon the employees of the district and the students of these schools when issued, but shall be provided to the Board at the next regular monthly public meeting thereof. The Board reserves the right to alter or rescind any such procedure.

Section 3. Review - The Board of School Directors may assume jurisdiction over controversies or disputes arising within this school district and concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.

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.

Number 004

Section LOCAL BOARD PROCEDURES

Title Membership

Adopted July 24, 1985

Revised November 20, 1996

Revised October 16, 2002

004. MEMBERSHIP

Section 1. Number The Board of School Directors does consist of nine (9) members.

Section 2. Qualifications Each member of the Board shall meet:

- ♦ The qualifications specified by law and courts of competent jurisdiction.
- ♦ The following qualifications:
 - a. S/He shall be of good moral character, eighteen years of age, shall have been a resident of the district for at least one year prior to the date of his/her election or appointment, and shall not be a holder of any office or position of profit under any government in the Interboro School District nor shall s/he be a member of the municipal council.
 - b. S/He shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.
 - c. Except as provided by law, s/he 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.
 - d. S/he shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.

Section 3. Election Election of members of the Board of School Directors shall be in accordance with law.

Section 4. Vacancies A vacancy shall occur by reason of death, resignation, removal from a district, or otherwise. Any such vacancy shall be filled by the appointment, by a majority vote of the remaining members of the Board within 30 days of the occurrence of the vacancy, of a person who shall serve until the first Monday in December after the first municipal election occurring more than 60 days following his/her appointment, except that when a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Delaware County.

Section 5. Term The term of office of each school director shall be four years and shall expire on the first Monday of December except that the term of each school director appointed to fill a vacancy shall expire on the first Monday of December after the municipal election occurring more than 60 days after his/her appointment and the term of each school director elected to an unexpired term shall expire at the termination of that term.

Section 6. Removal Whenever a school director shall cease to be a resident of the Interboro School District or a resident of the current region, his/her membership on the Board shall cease forthwith.

The removal of a school director who resigns shall become effective upon the presentation of the resignation to the Board President and upon such date specified therein.

A school director who neglects or refuses to attend two successive regular public monthly meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in his/her official capacity as a school director, may be removed from his/her office on the affirmative vote of a majority of the remaining members of the Board.

If a person elected or appointed as school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten 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.

Section 7. Expenses School directors, a non-member Secretary of the Board, and Board solicitor (s) shall be reimbursed for necessary expenses actually incurred as delegates to any State convention or association of school directors held within the Commonwealth, or for necessary expenses actually incurred in attendance authorized by the Board at any other meeting held within the Commonwealth or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection within sixty (60) days of the convention, however, no later than June 30th of the current school year. No member shall be reimbursed for more than two such out-of-state meetings in one school year. Such expenses shall be reimbursed

only upon presentation of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expenses to be incurred.

Section 8. Orientation The Board believes that the preparation of each school director for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and learn Board procedures. Accordingly, the Board shall give to each new school director for his/her use and possession during the term on the Board the following items:

- ♦ A copy of the school code
- ♦ Budget
- ♦ Employee contracts
- ♦ PSBA publications
- ♦ Act 511 tax information

The Board will provide and maintain a library of publications and reference materials for the use of Board members. Each Board member will be provided with a key to the library and shall have access during his/her term to all of the above listed items. The key shall be turned in when the person is no longer a member of the Board.

Each new Board member shall be invited to meet with:

- ♦ The Board President
- ♦ The Superintendent
- ♦ The Board Secretary

to discuss Board functions, policy, and procedure.

Section 9. Conferences In keeping with its stated position on the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate school board conferences, workshops, and conventions. However, in order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance.

- ♦ The Board will periodically decide which meetings appear to offer the most promise of direct and indirect benefits to the school district.
- ♦ No member of the Board may attend a meeting at Board expense without Board approval.

- ◆ Funds for participation at such meetings will be budgeted on an annual basis.

- ♦ When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting which will be beneficial to the school district.
- ♦ Reimbursement to Board members for their travel expenses will be in accordance with the following guidelines.

The requirement for Board reimbursement to members for travel expenses will be strictly enforced and no payment will be made until the following are presented:

1. All tolls, receipts, parking stubs, etc.
2. A voucher listing the number of days attending and cost per day.
3. Meals will be compensated at their actual cost. Receipts are required for each meal.
4. Room will be compensated at actual cost. Receipts are required.
5. Travel expense will be reimbursed at actual cost for common carrier or at the IRS approved mileage rate for private automobile.
6. Fees related to attendance at an approved event will be compensated at actual cost.
7. School Directors approved to attend an activity and who subsequently fail to attend said activity, shall be responsible for the repayment of all prepaid activity costs, including, but not limited to, registration fees, transportation costs, hotel/motel costs, meals, as well as advances.

The aforesaid reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.

**GUIDELINES FOR BOARD OF SCHOOL DIRECTORS'
ATTENDANCE AT THE NATIONAL SCHOOL BOARDS ASSOCIATION
ANNUAL CONVENTION**

The purpose of these guidelines is to identify the procedures and expense limits appropriate for attendance at the National School Boards Association Annual Convention.

1. Attendance at the National School Boards Convention will be limited to the Superintendent, Solicitor, and School Board Members.
2. The Board President will examine budgetary restraints of the school district in the current fiscal year and will curtail attendance for that year if he/she deems necessary.
3. All persons attending the conference at the district's expense will be required to submit to the Board Secretary within thirty (30) days, a synopsis of the convention and the information gained.

PRE-CONVENTION

1. All Board Members, the Superintendent, and Solicitor ("members") who wish to attend the National School Boards Convention must contact the Board Office in writing by December 1st with the following information:
 - A. Dates of attendance at the convention
 - B. Date of departure and return
 - C. Name of person accompanying the member
2. The Board Office will compile costs for airfare, registration, and lodging and complete a Convention/Conference Request Form for each member.
3. At the December Work Session, members will confirm this information, add an estimate for meals while attending the convention, and sign the Convention/Conference Request Form. The submission of this form indicates the member is responsible to the district for district expenditures whether or not the member attends the convention.

4. The Board Secretary will place two resolutions on the December Board Agenda:
 - A. Request for listed members to attend the Convention
 - B. Request for actual amount of registration, airfare, and lodging and anticipated expenditures of meals
5. After the December Board Meeting, the Board Office will finalize the approved airfare, registration, and lodging arrangements. The Board Office will forward the signed Convention/Conference Request Forms to the Business Office for full payment of airfare and registration, and the lodging deposit for attendees only.
6. If the members wish reservations made for the spouse/guest, the member's own check or credit card information for airfare and lodging for the spouse/guest, must be provided to the Board Office by January 1st.
7. All tickets and reservation information will be given to members at the Work Session before the Convention.

POST-CONVENTION

1. Reimbursement will be made for actual and necessary expenses which a member incurs in the course of attending the convention. Members will submit a CONVENTION CONFERENCE EXPENSE VOUCHER with all receipts to the Board Office within 30 days from the last day of the convention. GENERAL RULE: NO RECEIPT - NO REIMBURSEMENT. The Board Secretary will acknowledge those expenses with a resolution for payment at the succeeding Public Board Meeting, and no later than June 30th of the school year.
2. Reimbursement will be made for the member only. Only an original receipt is acceptable for reimbursement. No copies or facsimiles will be accepted. Said receipt should contain the name of the provider, date the service/commodity was provided, and the amount.
 - * TRAVEL expenses other than airfare to attend the convention, such as private car, rental car, shuttle, etc. shall be limited to the recorded distance from the point of departure to the site of the event and return trip back to the point of departure. No

reimbursement shall be allowed for unrelated trips taken while attending the event.

- * If MEALS are purchased for any persons whose attendance has not been approved, the combined check must be amended prior to submission to reflect only the cost of meals for the authorized person. When a check reflects meals for multiple individuals, the names of the individuals must be clearly stated on the receipt.
- 3. Members approved to attend the convention and who subsequently fail to attend the convention, or who make alternative arrangements that would incur a cost to the district, will be responsible for repayment of prepared convention costs, including but not limited to registration fees, transportation costs, and lodging costs.
- 4. School directors with any overdue balance from attendance at previous conventions, shall be prohibited from attending future conventions at the expense of the district until the account is paid in full.

Travel Guidelines Revised 10/16/02

Reimbursable Expenses

Maximum Reimbursement

>Meals - Breakfast, Lunch, Dinner	The lower of actual cost or the current maximum federal per diem rate method for meals (including room service) and incidental expenses for the appropriate locality as described in IRS Publication #1542.
>Lodging - Hotel/Motel	The lower of actual cost or the current maximum federal per diem rate method for lodging for the appropriate locality as described in IRS Publication 31542. Excess amounts require Board approval.
> Transportation to and from the convention only - Taxi, bus,	Actual costs if reasonably based on the facts and

	rail, airfare, personal car*, car rentals**	circumstances.
>	Registration Fees	As set by National School Boards Association
>	Telephone Charges – Business calls while on your business trip. This includes business communication by fax machine or other communication devices.	Actual costs if reasonably Based on the facts and circumstances.
**	Prior approval required	

Requirements for Reimbursement:

1. Documentary evidence – You must have documentary evidence, such as receipts, cancelled checks, or bills to support your expenses. Documentary evidence will be considered adequate if it shows the amount, date, place, and essential character of the expense.

2. Proving Expenses – You must keep records that show details of the following elements:

Amount: The cost of each separate expense for travel, lodging, and meals. Incidental expenses may be totaled in reasonable categories such as taxis, daily meals for traveler, etc.

Time: Dates you left and returned for each trip and number of days spent on business.

Place or Description: Destination or area of your travel (name of city, town or other destination).

Purpose: Business purpose for the expense or the business benefit gained or expected to be gained.

3. Incidental expenses – These include your costs for laundry, cleaning and pressing of clothing. They also include fees and tips for persons who provide services, such as food servers, and luggage handlers.

4. Travel by airplane, train, bus or car between your home and your business destination. If you were provided a ticket or you are riding free as a result of a frequent traveler or similar program, your cost is zero.
5. Use of personal automobile for business purposes will be reimbursed at the current IRS standard mileage rate as well as business-related tolls and parking. If you rent a car while away from home on business, you are entitled to reimbursement only for the business-use portion of the expenses.

Number 005

Section LOCAL BOARD PROCEDURES

Title Organization

Adopted July 24, 1985

Revised January 26, 1994

Revised October 20, 2004

005. ORGANIZATION

Section 1. Organization Meeting The school directors shall meet and organize annually during the first week in December.

Section 2. Order The organization meeting shall be called to order by the Board Secretary who shall preside over the election of a temporary President from among the hold-over members of the Board. The certificates of the election or appointment of all new school directors shall be read.

The temporary President shall administer the oath of office to newly elected, re-elected, or appointed school directors.

Section 3. Officers Election of officers shall be by a majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes.

- a. The school directors shall annually, during the first week in December, elect from their members a President and Vice-President who shall serve for one year.
- b. The school directors shall annually, during the month of May, elect a treasurer who shall serve for one 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. The school treasurer shall not enter upon his/her duties until he/she has furnished bond in accordance with law and with the approval of the Board. The school treasurer shall be compensated in such a manner and at a rate as the Board shall determine.

- c. The school directors shall, during the month of May in every fourth year, elect a secretary who shall serve a term of four years beginning the first day of July following such election.

Vacancies in any office shall be filled by the school directors and such appointed officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one office of the Board. No employee of the Board shall serve, temporarily or permanently, as an officer of the Board. Officers of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons therefore and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.

Section 4. Appointments The Board shall appoint:

- a. a tax collector, where a tax collector is not elected to collect taxes, or where there is a vacancy or where an elected tax collector refuses to qualify,
- b. a school solicitor,
- c. an independent auditor.

Appointees of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the appointee so charged shall have been given due notice of the reasons therefore and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.

Section 5. Resolutions The Board may at the organization meeting, but shall prior to July 1 next following:

- a. designate a depository for school funds,
- b. designate a newspaper of general circulation as defined in accordance with law, and
- c. designate a day, place and time for regular meetings.

Section 6. Committees Committees of school directors shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

- a. Committees shall be named by the President.
- b. Members shall be appointed by the President who shall serve as an ex-officio member on all committees.
- c. A Board member may request (or refuse) appointment to a committee.
- d. Each Board committee shall be convened by a chairperson who shall report for the committee at every regular public meeting monthly and shall be chosen by the committee from among its members.
- e. No Board member shall serve as chairperson of more than two committees.
- f. Notwithstanding the above the Interboro Board of Education (IBOE) shall have a standing Audit Committee. Shortly after each December reorganization meeting, the Interboro School District Board President shall appoint no more than 3 members. The Board President shall not sit on this committee.

Objectives:

1. To manage relationship with the Interboro School District's outside public accounting firm and other compliance authorities, specifically including, but not limited to: (a.) review areas of inquiry; (b.) review findings; (c.) confer with IBOE legal counsel regarding sensitive inquiry issues; (d.) present recommendation to the IBOE of draft of audit report.
2. To advise the IBOE on retention or replacement of current auditing firm, and where replacement is considered, to solicit proposals and conduct interviews for the purpose of forming a recommendation to the IBOE.
3. To provide a discrete and confidential avenue for the entire Interboro community to report suspected fraud, management abuse, or other irregularities.

4. To review all areas of the Interboro School District's present internal control procedures for completeness, effectiveness, and efficiency, and further, to explore, consider, and recommend improvements thereon to the IBOE.

Ad hoc committees may be created, charged, and assigned a fixed termination date which may be extended from time to time by the President. Members of committees shall serve until the committee is discharged.

Number 006

Section LOCAL BOARD PROCEDURES

Title Meetings

Adopted July 24, 1985

006. MEETINGS

Section 1. Parliamentary Authority - Robert's Rules of Order, Newly Revised, shall govern the Board in its deliberation in all cases in which it is not inconsistent with statute, rules of the State Board, or these procedures.

Section 2. Quorum - A quorum shall be five (5) school directors present at a meeting. No business shall be transacted at a meeting without a quorum, but the directors at such meeting may adjourn to another time.

Section 3. Presiding Officer - The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is present, a school director shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.

Section 4. Notice - Notice of all public meetings of the Board shall be given by the publication of the date, place, and time of such meetings in the newspaper of general circulation designated by the Board and the posting of such notice:

- ♦ at the offices of the Board
 - ♦ at the School District Administration Building
 - ♦ at all school buildings in the district
- a. Notice of regular meetings shall be given by the publication and posting of a schedule showing the date, place, and time of all regular meetings for the fiscal year at least three days prior to the time of the first regular meeting.
 - b. Notice of all special meetings shall be given by publication and posting of notice at least 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.
 - c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least 24 hours prior to the time of the meeting.

- d. Notice of all public meetings shall be given to any newspaper circulating in Delaware County or a radio or television station which so requests.
- e. Reasonable notice of all regular and special meetings of the Board shall be given to school directors by mail or, in the case of an emergency, by telephone.

Section 5. Regular Meetings - Regular meetings of the Board shall be public and shall be held at least once every month.

It shall be the responsibility of the Superintendent and Board President to prepare an agenda of the items of business to come before the Board at each regular meeting.

At the request of three Board members at a work session preceding a regular monthly public meeting, items shall be included on the public meeting agenda.

The agenda, together with all such reports as can be completed, shall be provided each school director at least five days before the meeting.

The order of business shall be as follows, unless altered by the chairperson:

- Call to order
- Roll call
- Invocation
- Pledge of Allegiance
- Minutes of previous meeting
- Solicitor's report
- Correspondence
- Questions and comments from persons in attendance
- Resolutions
- Committee reports
- Old business
- New business
- Questions and comments from persons in attendance
- Date of next meeting
- Adjournment

Section 6. Special Meetings - Special meetings shall be public and may be called for special or general purposes.

- a. The President may call a special meeting at any time and shall call a special meeting upon the presentation of requests in writing, of three school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors.
- b. The order of business shall be as follows unless altered by the chairperson:

Call to order
Roll call
Announcement (Article VI , 5)
Reading of notice of meeting
Transaction of business for which meeting was called
Adjournment

Section 7. Hearing of Citizens - A member of the public present at a meeting of the Board may address the Board in accordance with the Board's rules.

Section 8. Voting - All motions shall require for adoption a majority vote of those school directors present and voting except as provided by statute or these procedures.

The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:

1. transfer of budgeted funds
2. transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another
3. incur a temporary debt or borrow money upon an obligation
4. incur a temporary debt to meet an emergency or catastrophe
5. elect to a teaching position a person who has served as a school director and who has resigned
6. convey land or buildings to the municipality co-terminus with the school district
7. adopt or change textbooks without the recommendation of the Superintendent
8. dismiss, after a hearing, a tenured professional employee

The following actions require the recorded affirmative votes of a majority of the full number of school directors:

1. fixing length of school term
2. adopting textbooks recommended by the Superintendent
3. appointing or dismissing the district Superintendent, assistant district superintendents, principals and teachers.
4. appointing tax collectors and other appointees
5. adopting the annual budget
6. levying and assessing taxes
7. purchasing, selling, or condemning land
8. locating new buildings or changing the location of old ones
9. adopting courses of study
10. establishing additional schools or departments
11. designating depositories for school funds
12. entering into contracts of any kind, including contracts for the purchase of fuel or any supplies, where the amount involved exceeds \$100.
13. fixing salaries or compensation of officers, teachers, or other appointees of the Board
14. combining or reorganizing into a larger school district
15. 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 for by the intermediate unit
16. dismissal, after hearing, of a nontenured employee
17. adoption of a corporate seal for the district

18. determination of the location and amount of any real estate required by the school district for school purposes
19. vacating and abandoning property to which the Board has title
20. determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the schools shall be closed during the whole part of the day
21. removal of a school director
22. declaration that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify
23. removal of an officer of the Board
24. removal of an appointee of the Board
25. adopt, amend or repeal a policy or procedure of the Board

Section 9. Minutes - The Board shall cause to be made and retain as a permanent record of the district, minutes of public meetings of the Board. Said minutes shall be comprehensible and complete and shall show:

- a. the date, place, and time of the meeting, and roll call
- b. the presiding officer
- c. subjects considered
- d. actions taken
- e. recorded votes
- f. administrators present
- g. others, at the discretion of the Secretary of the Board

The secretary shall provide each school director with a copy of the minutes of the last meeting no later than 5 days before the next regular meeting.

Other options associated with the Board minutes:

- ♦ Tape recordings shall be made of each meeting of the Board as an administrative aid and shall be destroyed when said purpose has been served.
- ♦ Board minutes shall reflect that individual Board members made a comment or asked a question. At the request of a Board member, a comment or question, as paraphrased by the Secretary, shall be recorded in the minutes.

- ♦ The minutes of Board meetings shall be approved at the next succeeding meeting.
- ♦ The approved minutes shall be signed by the Secretary of the Board.

Section 10. Adjournment - The Board may at any time recess or adjourn, rescheduling the meeting for a specified date and place upon the majority vote of those present and voting. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided at P.G. 006, 4-c.

Section 11. Executive Session - The Board may recess for an executive session during the course of a public meeting provided that the recess does not exceed thirty minutes and provided that the presiding officer shall first notify members of the public present that the school directors will recess to discuss one of the following:

- a. dismissal, discipline, or proffering of charges against a Board officer, appointee, or employee; or
- b. labor negotiations

Section 12. Board Sessions - The Board may meet as a committee of the whole to discuss issues to be acted upon at a subsequent regular or special meeting of the Board, except that no action may be taken.

- a. 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 school directors.
- b. The secretary shall provide notice of a meeting of the committee of the whole.

Section 13. Committee Meetings - Committee meetings may be called at any time by the committee chairperson with reasonable notice or when requested to do so by two members of the committee.

- ♦ A majority of the total membership of a committee shall constitute a quorum.
- ♦ Committee meetings shall not be open to the public but may be open to other Board members and the

Superintendent except that a majority of the committee or the chairperson may invite Board employees, contractors or other persons who may have special knowledge of the area under investigation.

- ◆ Board members who are not committee members but are permitted to attend committee meetings may not vote on committee matters.

Number 007

Section LOCAL BOARD PROCEDURES

Title Distribution

Adopted July 24, 1985

Revised August 15, 2007

007. DISTRIBUTION

The Board desires to make this manual of Policies and Procedures a useful guide for all directors of the Board, and the administration of this district, therefore, copies of this manual shall be given to the following:

- ♦ All Directors of the Board
- ♦ Superintendent
- ♦ Board Library
- ♦ All heads of central administrative offices
- ♦ Each building principal
- ♦ Board solicitor

Copies of this manual shall be numbered and a record maintained by the Superintendent as to the placement of each copy. Copies of revised pages will be furnished to the holders of copies as changes are made.

The manual of policies shall be considered a public record and shall be open for inspection in the school district administration building.

The Superintendent shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school system.

BYLAWS

Interboro Board of School Directors

Pursuant to School Board Policy #002, the Interboro Board of School Directors adopts the following Bylaws for its own operation.

Introductory Statement

The Interboro Board of School Directors recognizes the importance of participation of all members in Board matters and recognizes that Board members must be involved in the affairs of the School Board and must make strong efforts to understand all issues before the Board. Moreover, the Interboro Board of School Directors acknowledges that it is important for members of the School Board to respect the members of the public when citizens wish to voice their comments or questions. The Board believes that evidencing genuine respect and concern for members of the taxpaying public will encourage attendance and participation by the public at the regular monthly public meetings of the School Board.

Attendance at Public Meetings

The Board shall be guided by Section #319 of the Pennsylvania School Code in dealing with the attendance of the Board members at public meetings. Sickness shall mean that of the individual Board member or a member of the person's family. Business commitments are considered legitimate reasons for absence when such business requires that the Board member be out of the district. The school code shall dictate the manner of handling unexcused absences from public Board meetings.

The following procedures shall be used regarding excused absences:

1. After the roll is called at the beginning of each Board meeting, the President will indicate absences which are excused or unexcused.
2. Where applicable, the President will call attention to the Board member or Board members absent for the third excused absence, and the President will state publicly that if the member is absent from the next public meeting, the seat will be declared vacant.
3. The President will direct the Board Secretary to so inform the member in writing.

4. After the fourth consecutive excused absence from a regular monthly public Board meeting, the President will declare the absent Board member's seat vacant and will direct the Secretary to so inform the Board member in writing.
5. Sporadic attendance at regular monthly public Board meetings will result in a letter from the Secretary asking for the Board member's intentions regarding continued service on the School Board.

Attendance at Work Sessions

The same provisions as stated above will apply to excused and unexcused absences from Board work sessions. These provisions pertain only to the regular work sessions which precede the regular monthly public meetings. It is noted here also, although not necessarily related to the attendance of Board members, that visitors are welcome to attend work sessions and to observe the deliberations, but not to make comments, statements and raise questions. The Board reserves the right to exclude visitors from being present at discussions of personnel and negotiations.

Suggestions for New Policies, Programs and Directions

At the end of each regular monthly work session, Board members will be asked for their ideas for new policies, programs, or directions for the school district.

Board Governance Standards/Code of Conduct

Section1. Standards for Effect School Governance

To promote student growth and achievement, an effective Board...

Advocates for a thorough and efficient system of public education by:

1. Promoting public education as a keystone of democracy.
2. Engaging and promoting community support by seeking input, building support networks and generating action.
3. Allocating resources in a manner designed to facilitate student achievement consistent with school district goals and plans.
4. Maintaining legislative awareness and communicating with members of local, state and federal legislative bodies.
5. Ensuring strong management of the school system by hiring, setting goals with and evaluating the Superintendent.
6. Employing qualified staff to meet student and program needs.

Models responsible governance and leadership by:

1. Staying current with changing needs and requirements by reviewing educational literature, attending professional development opportunities prior to Board service and continuously during Board service, and preparing to make informed decisions.
2. Interacting with school officials in other districts and using resources provided by organizations and agencies committed to effective governance and management of public schools.
3. Leading with respect and taking full responsibility for Board activity and behavior.
4. Adopting and acting in accordance with the PSBA Code of Conduct for Members of Pennsylvania School Boards.
5. Engaging all community stakeholders.
6. Complying with Board policy and all applicable local, state and federal laws and regulations.
7. Operating as a collective Board in making decisions.
8. Participating in annual Board retreats.

Governs through policy by:

1. Seeking input from stakeholders and following an established procedure for consideration.
2. Regularly reviewing and, as necessary, revising and adopting Board policy.
3. Delegating to the Superintendent responsibility for implementation of Board policy.
4. Ensuring public access to adopted Board policy.
5. Purposefully linking its actions to applicable Board policies.

Ensures that effective planning occurs by:

1. Adopting and implementing a collaborative strategic planning process, including regular reviews.
2. Setting annual goals that are aligned with the Strategic Plan.
3. Linking Board actions to the Strategic Plan.
4. Adopting a financial plan that considers short-term and long-term needs.
5. Adopting professional development plans for Board and staff.
6. Adopting a plan to ensure evaluation of student growth and achievement using relevant data.
7. Adopting a master facilities plan conducive to teaching and learning.
8. Adopting a plan for curriculum review and development.

Monitors results by:

1. Using data appropriately to make informed decisions.

2. Ensuring effective practices for evaluation of staff, programs, plans and services.
3. Evaluating its' own performance.
4. Assessing student growth and achievement.
5. Evaluating the effectiveness of the Strategic Plan

Communicates with and engages the community by:

1. Distributing relevant information about the district.
2. Providing methods of communication to the board and appropriate staff.
3. Seeking input through a variety of methods.
4. Including stakeholders in all communications.

Section 2. Code of Conduct for School Board Members

We, as members of our Local Board of Education, representing all the residents of our school district, believe that:

1. Striving toward ideal conditions for effective School Board service to our community, in a spirit of teamwork and devotion to public education, is the greatest instrument for preserving and perpetuating our representative democracy.
2. The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools.
3. In order to maintain a free and strong country, our civic obligation to the community, commonwealth and nation is to maintain free and strong public schools in the United States of America, without surrendering our responsibilities to any other person, group or organization.
4. Boards of School Directors share responsibility for ensuring a "thorough and efficient system of public education" as required by the Pennsylvania Constitution.
5. Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.
6. The public expects that our first and greatest priority is to provide equitable educational opportunities for all youth.

Accordingly:

1. The community should be provided with information about its schools and be engaged by the Board and staff to encourage input and support for the school system.
2. Devoting time, thought and study to our duties and responsibilities as School Board members is critical for rendering effective and credible service.
3. Board members should work together in a spirit of harmony, respect and cooperation, despite differences of opinion.

4. Personal decisions should be based upon all sufficient facts, we should vote our honest conviction without partisan bias, and we will abide by and uphold the majority decision of the Board.
5. Individuals have no legal authority outside the meetings of the Board, and should conduct their relationships with all stakeholders and media on this basis.
6. We will not use our positions as School Directors to benefit ourselves or any individual or agency.
7. School Boards must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.
8. We should recognize that the primary responsibility of the Board is to adopt policies by which the schools are to be administered.
9. We should respect that the Superintendent of Schools and his/her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.
10. Communication with all stakeholders and the media should be conducted in accordance with Board policy.

Ethics for Board Members

The following code of ethics for Pennsylvania School Board members, prepared and disseminated by the Pennsylvania School Board Association, is accepted by the Interboro Board of School Directors:

- I. As a member of my local Board of Education, representing all the citizens of my school district, I recognize:
 - A. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
 - B. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
 - C. That the future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
 - D. That my fellow Board members and I must take the initiative in helping all the people of this community to have all the facts, all the time, about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.

- E. That legally, the authority of the Board is derived from the General Assembly which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
- F. That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

II. In view of the foregoing considerations, it shall be my constant endeavor:

- A. To devote time, thought, and study to the duties and responsibilities of a school Board member so that I may render effective and creditable service.
- B. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
- C. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board.
- D. To remember at all times that as an individual I have no legal authority outside the meetings of the board, and to conduct my relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.
- E. To resist every temptation and outside pressure to use my position as a school Board member to benefit either myself or any other individual or agency apart from the total interest of the school district.
- F. To recognize that it is as important for the Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.

- G. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed Superintendent of Schools and his professional and nonprofessional staff.
- H. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operation and proposed future developments.
- I. To support my state and national School Boards Associations.
- J. Finally, to strive, step-by-step, toward ideal conditions for most effective School Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

Procedures for Handling Citizens' Comments

1. When comments are made or questions are asked by citizens at a public Board meeting, the President will call upon appropriate members of the Administration or School Board to respond. Other Board members may also respond even if they are not called upon to do so. At the end of the public Board meeting, the President or his/her designee will state the unanswered questions which have been raised by citizens with a commitment to respond to those questions at the next regular public Board meeting.
2. Under "old business" at each regular monthly public Board meeting, unanswered questions from previous Board meetings will be addressed by the President or his/her designee.
3. When Board members are approached outside regular monthly public Board meetings by citizens who have questions or comments which merit responses, Board members should contact the Superintendent requesting that the Superintendent provide the Board member with the answer or that the Superintendent or his/her designee respond directly to the individual citizen.

Procedures for Visiting Schools

Board members are encouraged to visit the schools of the district. While Board members are entitled to enter schools at any time, advance notice to the Superintendent is a courtesy which is appreciated. A reasonable time should be provided for such advance notice; at least a half hour should be provided. Board members should exercise good judgment in their conversation with school personnel. Any deficiencies noted should be called to the attention of the Superintendent, rather than to personnel in the individual schools.

Number 008

Section LOCAL BOARD PROCEDURES

Title INACTIVE PERSONNEL RECORDS

Adopted July 16, 1997

008. INACTIVE PERSONNEL RECORDS

The Board of School Directors recognizes the importance of an efficient Human Resources Department. The Superintendent shall develop procedures relevant to the functions of this department.

Interboro employees who resign/retire or are terminated by the District will schedule an exit interview with the Personnel Director. At that time, the employee may request a copy of any information in his/her Personnel file. After the termination date, the employee's personnel file will be removed from Active Status and the hard copy placed intact in Inactive Status for three (3) years. If the employee has not been re-hired within three (3) years from the date of termination, the hard copy file will be destroyed after vital information below has been stored on microfiche:

- Employee Payroll Profile from the AS400
- Employee Personnel Profile
- Employment Application
- Pennsylvania Certification
- Criminal History Check (Act 34)
- Child Abuse Check (Act 151)
- I-9 Form
- Information on Sabbatical/Medical Leaves or Leaves of Absence
- Last Teacher Evaluation
- PHRC/EEOC Claims/Legal Actions/Grievances

Microfiche records will be stored indefinitely in the Administration Offices with a second copy off-site.

If a terminated employee wishes information contained in his/her employee inactive file to be released, the request must be in writing to the Director of Personnel what specific information is to be released and to whom. The district will assess the terminated employee \$.25 per page.

Should the terminated employee become re-hired by the District within three (3) years, the inactive file will be reactivated. If the terminated employee is re-hired *after* three (3) years, a new file is opened with retrieved information from the microfiche records.

Number 009

Section LOCAL BOARD PROCEDURES

Title AUDIT COMMITTEE

First Reading 9/15/04

009. AUDIT COMMITTEE

The Interboro Board of Education (IBOE) shall have a standing Audit Committee. Shortly after each December reorganization meeting the Interboro School District Board President shall appoint no more than 3 members (excluding himself as ex officio member).

Objectives:

1. To manage relationship with the Interboro School District's outside public accounting firm and other compliance authorities, specifically including, but not limited to: (a.) review areas of inquiry; (b.) review findings; (c.) confer with IBOE legal counsel regarding sensitive inquiry issues; (d.) present recommendation to the IBOE of draft of audit report.
2. To advise the IBOE on retention or replacement of current auditing firm, and where replacement is considered, to solicit proposals and conduct interviews for the purpose of forming a recommendation to the IBOE.
3. To provide a discrete and confidential avenue for the entire Interboro community to report suspected fraud, management abuse, or other irregularities.
4. To review all areas of the Interboro School District's present internal control procedures for completeness, effectiveness, and efficiency, and further, to explore, consider, and recommend improvements thereon to the IBOE.

1000

GENERAL

Number 1001

Section GENERAL

Title School District Sexual Harassment

Adopted July 17, 1996

1001. SCHOOL DISTRICT SEXUAL HARASSMENT

- Section 1. Purpose It is the policy of the Interboro School District to maintain a learning and working environment for its students and staff that is free from sexual harassment.
- Section 2. Authority It shall be a violation of this policy for any member of the school district staff to harass another staff member or a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.
- Section 3. Definition Sexual harassment shall consist of unwelcome sexual advances, inappropriate touching, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school district staff to a student, when made by any member of the school district staff to another staff member or when made by any student to another student. Such conduct shall be considered sexual harassment when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or when
 2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or when
 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning

implications; unwelcomed and/or inappropriate touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades or employment status.

Section 4. Procedures Any person who alleges sexual harassment by any staff member or student in the school district may, within a reasonable amount of time, use the district's complaint procedures attached to this policy or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual if designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Section 5. Discipline The school district will act positively to investigate alleged sexual harassment claims and to effectively remedy those claims when an allegation is determined to be valid.

A substantiated charge of sexual harassment against a staff member in the school district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge of sexual harassment against a student in the school district shall subject that student to student disciplinary action, including suspension or expulsion, consistent with the student discipline code and the Pennsylvania School Code of 1949, as amended.

Given the serious nature of accusations of sexual harassment by one individual against another individual, the school district also recognizes that false accusations of sexual harassment can have serious affects on innocent males and females alike. Therefore, false accusations of sexual harassment made towards a staff member or student will result in the same severe disciplinary action against that individual which is applicable to one found guilty of sexual harassment.

Number 1002

Section GENERAL

Title Student Abuse Policy

Adopted October 16, 1996

1002. STUDENT ABUSE POLICY

Section 1. Purpose: It is the purpose of the Interboro School District (School District) to ensure the physical and mental well-being of its students and the School District affirms that the School District's employees shall assist in identifying possible student abuse as well as victimization of students by other school employees by cooperating in the identification and reporting of circumstances of student abuse in compliance with the Child Protective Services Law of 1990, as amended (Act). This policy shall provide for the reporting of suspected student abuse and shall establish procedures in compliance with the Act.

Section 2. Definitions: For purposes of compliance with the Act, the following terms shall have the following meanings:

- a) Administrator: The person or persons responsible for employment decisions in the School District.
- b) Child Abuse: Serious physical or mental injury which is not explained by the available medical history as being accidental directed to a child under eighteen (18) years of age and caused by the acts or omissions of the child's parents or by a person responsible for the child's welfare or any individual residing in the same house of the child, or a paramour of the child's parent.
- c) County Agency: Delaware County Children and Youth Services.
- d) Department: The Department of Public Welfare for the Commonwealth of Pennsylvania.
- e) School Employee: A person employed by the School District and an independent contractor and employees. The term excludes any individual who has no direct contact with students.

- f) Student: An individual who is under eighteen (18) years of age and is enrolled in the School District.

Section 3. Reporting Procedures:

A. Student Coming to School District

1. General Rule: A school employee who, in the course of his/her employment, comes into contact with a student shall report or cause a report to be made when he/she has reasonable cause to suspect, on the basis of his/her medical, professional or other training and experience, that the student coming before him/her is an abused student.
2. Oral Report: A school employee who suspects student abuse shall immediately notify the school principal or the principal's designated representative. Upon notification, the principal or the principal's designated representative shall report the suspected student abuse to the Superintendent of the School District and the County Agency.
3. Written Report: A written report of student abuse shall be made by the principal or the principal's designated representative within forty-eight (48) hours after the oral report is received and shall be directed to the Department and the County Agency.
4. Individual Reporting: Nothing herein shall be deemed to prohibit the school employee required to report suspected student abuse from reporting suspected student abuse directly to the Department or the County Agency by oral and written report. In such instance, however, the school employee shall notify the principal or the principal's designated representative, of such reporting.
5. Reporting Form: All written reports of suspected student abuse shall be made on the form supplied by the Department.
6. Immunity: Any person required to report student abuse who does so in good faith shall be immune from civil and criminal liability related to such reporting.
7. Failure to Report: Any person required to report

suspected student abuse who willfully fails to do so commits a summary offense for the first violation and a misdemeanor of the third degree for a second or subsequent violation.

8. Privileged Communication: The privileged communication between a person required to report suspected student abuse and a student shall not apply to situations involving student abuse and is not grounds for failure to report.

B. School Employee Suspected Student Abuse:

1. General Rule: A school employee who has reasonable cause to suspect, on the basis of his/her professional or other training and experience that a student is a victim of serious bodily injury or sexual abuse or sexual exploitation by another school employee shall immediately notify the appropriate administrator. If the suspected school employee is an administrator, or the Superintendent of the School District, then the school employee shall immediately report the suspected serious bodily injury or sexual abuse or sexual exploitation of the student to the local law enforcement officials and the Delaware County District Attorney.
2. Report by Superintendent: Upon receipt of a report that a student is suspected of being a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee, the Superintendent shall immediately report the same to local law enforcement officials and the Delaware County District Attorney. The report shall include the following:
 - a) Name, age, address and school of student;
 - b) Name and address of student's parent(s) or guardian(s);
 - c) Name and address of administrator;
 - d) Name, work and home address of school employee;
 - e) Nature of alleged offense; and
 - f) Any specific comments or observations related to alleged incident and individuals involved.

3. Immunity: A school employee or administrator who, in good faith, refers a student abuse report shall be immune from civil and criminal liability arising out of the report.
4. Failure to Report: A school employee who willfully fails to report suspected student abuse or who willfully violates the confidentiality of such a report commits a summary offense and for subsequent willful failure to report suspected student abuse or willful violation of the confidentiality of such report commits a misdemeanor of the third degree. An administrator who willfully fails to immediately report to law enforcement officials and the Delaware County District Attorney any report of serious bodily injury or sexual abuse or sexual exploitation alleged to have been committed by a school employee against a student commits a summary offense and for subsequent failures commits a misdemeanor of the third degree.
5. Confidentiality: A school employee shall not reveal the existence or content of a report of a student who is suspected of being the subject of serious bodily injury or sexual abuse or sexual exploitation by a school employee to any person other than those prescribed in this section.

Section 4. Clearance Statement:

- A. Applicant: A person who applies for employment as a employee with the School District on or after July 1, 1996. The term includes a person who transfers from one position in another school district as a school employee to a position as a school employee in the School District.
- B. Investigation: The Superintendent shall require each applicant for employment with the School District to submit an official Clearance Statement issued within the preceding year by the Department which shall include information as to whether the applicant is a named perpetrator of an indicated or founded report relating to student abuse or is an individual responsible for injury or abuse to a student in an indicated report for school employees or a founded report for school employees.

C. Grounds for Denial of Employment: No applicant may be hired by the School District who is named as the perpetrator in a founded report or who is named as an individual responsible for injury or abuse in a founded report for school employees.

D. Requirement for Clearance Statement:

1. No individual employed by the School District as of July 1, 1996 shall be required to obtain an official Clearance Statement as a condition of continued employment with the School District.
2. A Clearance Statement will not be required for an employee who moves within a school building or from one school building to another school building within the School District but does not change position.
3. After July 1, 1996 any employee of the School District who assumes a supplemental position with the School District will be required to obtain a Clearance Statement.

Number 1003
Section GENERAL
Title LEAVES OF ABSENCE
Adopted May 16, 2001
Revised March 12, 2008

DISTRICT POLICY ON LEAVES OF ABSENCE

Section 1. Purpose

The Interboro School District understands that circumstances will arise where employees may seek to be granted leaves of absence from their employment responsibilities. Where such circumstances exist, the district will process and consider such leaves in a fair and consistent manner. The Superintendent will develop and establish procedures for the review and recommendations of requests for leaves of absence. Employees who seek such requests will be required to follow appropriate procedures for consideration and processing. The Superintendent will determine if the employee's request meets the district's requirements and is in compliance with collective bargaining agreements, the Pennsylvania School Code 1949, the Family and Medical Leave Act, and other applicable state and federal statutes. When such determination is made, the Superintendent will submit a recommendation to be presented to the Board of School Directors for review at its next regularly scheduled public meeting.

The following types of leaves will be considered:

Sabbatical Leaves

- Educational Sabbatical
- Medical Sabbatical

Medical Leaves

- Medical Sick Leave
- Medical Disability Leave
- Medical Unpaid Leave

Other Leaves

- Exchange Teacher Leave
- Professional Study Leave
- Unpaid Child-Rearing Leave
- Unpaid – Illness or Tragedy to Spouse or Child
- Military Service Leave

Section 2. Family and Medical Leave Act

Employees who request leave and meet the requirements for application of the Family and Medical Leave Act will be notified, upon approval of the Board of School Directors, that the leave will be governed by the regulations established in the act.

Eligibility for FMLA

Employee must have been employed by the covered employer for at least twelve (12) months and have worked at least 1,250 hours during the consecutive twelve (12) month period before the leave. Further, the employee must meet one of the following conditions to be eligible for FMLA leave:

1. Birth of a child, care for a newborn or placement of an adopted or foster child with the employee.
2. To care for a spouse, child or parent who has a “serious health condition”.
3. The employees own “serious health condition”.

“Serious Health condition” includes:

- Any illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility,
 - A period of incapacity of more than three (3) consecutive calendar days and requires continuing treatment or supervision by a health care provider,
 - Continuing treatment or supervision by a health care provider for prenatal care, or for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days.
4. Absences covered by worker’s compensation and employer medical leave benefits may be counted as FMLA leave, provided that the reason for an employee’s absence falls within the definition of “serious health condition” and the employer properly informs the employee that such leave will be considered FMLA leave.

Eligible Employees May Take FMLA Leave for the Following Additional Reasons:

1. The care of a “covered service member,” which is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, when the eligible employee is the spouse, son, daughter, parent, or next of kin (i.e., nearest blood relative) of the covered service member; or

2. Any qualifying exigency (as defined by the Department of Labor) arising out of the fact that the employee's parent, child, or spouse is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Certification of "Serious Health Condition" Requirement

Employees requesting leave may be required to provide medical certification from a healthcare provider, or such other certification as the Department of Labor permits to support a request for leave related to the active duty or call to active duty in support of a contingency operation.

In cases where the employee requests a leave of absence for a "serious health condition" for the employee, or his/her spouse, child or parent, the health care provider will certify the following information:

- The date on which the serious health condition commenced,
- The probable duration of the condition,
- The appropriate medical facts/diagnosis of the condition,
- A statement of the regimen of treatment prescribed,
- An indication of whether inpatient hospitalization is required, and
- A statement that the employee either:
 - ✓ Is needed to care for the seriously ill spouse, child or parent; or
 - ✓ Is unable to perform the essential functions of his/her position because of this serious health condition.

A "serious injury or illness" in the case of a covered service member means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Second Opinion – The School District may require, at the expense of the School District, that the eligible employee obtain the opinion of a second health care provider designated by the School District. If the second opinion differs from the first opinion, the School District may require at its expense a third opinion which shall be considered final and binding on both parties.

Recertification – The School District may require that the eligible employee obtain subsequent periodic recertifications.

Return to Work – The employee shall supply the School District with a certification from the health care provider stating the employee may resume work.

Twelve (12) Month Period for Eligibility

The Interboro School District will compute the twelve (12) month leave period during which employees are eligible for twelve (12) weeks of leave by the rolling 12-month period; the remaining leave entitlement would be the balance of the 12 weeks, which has not been taken during the immediately preceding 12 months.

Twelve (12) Week Leave Period

Husband and Wife

Where the husband and wife are both employed by the School District, the amount of leave to which the couple is entitled during the specified twelve (12) month period is limited to twelve (12) workweeks each if the leave is for the birth or placement of a child.

If the District employs both spouses, the aggregate FMLA leave taken by both spouses for the same qualifying reason may not exceed 12 week, or 26 weeks in the event the leave is to be taken to care for a covered service member.

Intermittent Leave

Leaves for the birth of child or placement of a child with an employee or foster care cannot be taken intermittently or on a reduce schedule unless the employer and the employee otherwise agree.

Leaves for the care of an employee's spouse, child, or parent who has a "serious health condition" or due to the employee's own "serious health condition" may be taken intermittently or on a reduced schedule when medically necessary.

Special School Rules

Instructional Employees

- An instructional employee is one whose principal function is to teach and instruct students in class, a small group, or individual setting.

Includes:

- ✓ Teachers
- ✓ Athletic Coaches
- ✓ Driving Instructors
- ✓ Special education assistants such as signers for hearing impaired

Does not include:

- ✓ Teaching assistants
- ✓ Aides
- ✓ Counselors
- ✓ Café Workers
- ✓ Curriculum specialists
- ✓ Psychologists
- ✓ Maintenance workers

Leave Limitations Near the End of the Term

1. Leave More Than Five Weeks Before the End of Term
 - The school district may require the employee to continue leave until the end of the term, if:
 - ✓ Leave will last at least three weeks, and
 - ✓ The employee would return to work during the three weeks prior to the end of the term.
2. Within the Five Weeks Before the End of Term for a Purpose Other Than the Employee's Own Serious Health Condition
 - The school district may require the employee to continue leave until the end of the term, if:
 - ✓ Leave will last more than two weeks, and
 - ✓ Employee would return to work during the two-week period prior to the end of the term.
3. Within the Three-Weeks Before the End of Term for a Purpose Other Than the Employee's Own Serious Health Condition
 - The school district may require the employee to continue leave until the end of the term, if:
 - ✓ Leave will last more than five days

Length of Leave for Covered Service Members:

Eligible employees may take FMLA leave in full week increments, up to 12 consecutive weeks, or up to 26 consecutive weeks in the event the leave is taken to care for a covered service member. Employees may also take intermittent or reduced schedule FMLA leave where medically necessary for a serious health condition of the employee or a sick family member or to care for a covered service member.

Measuring FMLA Period

If an employee chooses, or is required to take leave periods of a particular duration, or is required to take leave until the end of the term, the entire leave period **will count** as FMLA.

Notification of FMLA Leave Designation

The Interboro School District will notify the employee that the leave of absence approved by the Board of School Directors will be designated as FMLA leave at the onset of any qualified FMLA leaves.

Employees request FMLA leave must give 30 days' written notice if the need for the leave is foreseeable or, where the need for leave is foreseeable due to the active duty or impending call or order to active duty of a parent, child, or spouse in support of a contingency operation, employees must give such notice as is reasonable and practicable.

Employee Benefits Under FMLA

- Twelve (12) weeks of leave,
- Notification that the leave of absence is designated as FMLA leave,
- Protection of job from which leave was requested,
- Maintenance of the employee's group health plan coverage for the duration of the leave, including any "supplemental" plans such as dental or vision,
- Continued service for certain vesting and eligibility purposes under employer-sponsored pension plans.

Employee Responsibilities Under FMLA

- Provide the employer with at least thirty (30) days notice of his/her intention to take leave under the FMLA when the leave is foreseeable.
- Provide appropriate certification where a "serious health condition" exists for the employee, his/her spouse, child or parent.
- Make reasonable efforts to schedule such treatments (where required) so as not to disrupt the employer's business operations, subject to the approval of the treating health care provider.
- Report, in a specified time period, the employee's intention to return to work prior the culmination of the twelve (12) week maximum leaves time required by FMLA.
- Make arrangements for partial payment of premiums, where required (part-time employees).

Records

The employer will keep on record the following information:

- payroll information and employee data, including compensation and hours of work,
- date/hours on which FMLA leave has been taken,
- copies of employee notices requesting leave,
- documents describing employee benefits or employee policies and practices regarding paid and unpaid leave,

- records concerning payment of employee benefit premiums,
- records regarding any dispute between the employer and any employee regarding the designation of leave as FMLA leave,
- notice of employee obligations provided to each employee requesting leave,
- employees acknowledgment of receipt of such notice.

Documents relating to medical certifications must be kept in a separate file and treated as confidential.

Section 3. **Application of Compensation for Various Leaves and Employees Classifications**

Whereas benefits vary among Collective Bargaining Units and Employee Compensation Agreements, application of benefits are listed according to unit classifications:

Employees: where applicable by collective bargaining agreements and Pennsylvania State Code

1. Educational Sabbatical Leave
 - Salary - Half Pay
 - Health Benefits - Full Benefits
(Personal Choice, Vision, Prescription, and Dental)
 - Disability Insurance - Full Benefit (Half pay by district is offset to benefit)
 - Life Insurance - Full Benefit (One Year)
 - Retirement Credit - Full Contribution
 - Seniority - Full Accrual
 - Entitlement Days - Full Sick and Personal Day Accrual
 - Job Protection - Up to One (1) Year (School Code)

2. Medical Sabbatical Leave (FMLA) (Apply for Disability) (Extension to 18 months is possible)
 - Salary - Half Pay
 - Health Benefits - Full Benefits
(Personal Choice, Vision, Prescription, and Dental)
 - Disability Insurance - Full Benefit (Half pay by district is offset to benefit)
 - Life Insurance - Full Benefit (One Year) (Apply for premium waiver after six months)
 - Retirement Credit - Full Contribution
 - Seniority - Full Accrual
 - Entitlement Days - Full Sick and Personal Day Accrual
 - Job Protection - Up to One (1) Year (Extension: 18 months) (School Code)

3. Medical Sick Leave (Use of Sick Days) (Apply for Disability)

- Salary - Full Pay
- Health Benefits - Full Benefits
(Personal Choice, Vision, Prescription, and Dental)
- Disability Insurance - Full Benefit
- Life Insurance - Full Benefit (One Year) (Apply for premium waiver after six months)
- Retirement Credit - Full Contribution
- Seniority - As per collective bargaining agreements
- Entitlement Days - Full Sick and Personal Day Accrual
- Job Protection - Through the use of sick days

4. Medical Disability Leave (FMLA) (Social Security) (PSERS)

- Salary - No Pay
- Health Benefits - Full Benefits (One year)
(Personal Choice, Vision, Prescription, and Dental)
- Disability Insurance - Coordinated Benefits from all sources as per Collective Bargaining Agreements / Employee Compensation Plans.
- Life Insurance - Full Benefit (One Year) (Apply for premium waiver after six months)
- Retirement Credit - No Contribution (Special)
- Seniority - As per collective bargaining agreements
- Entitlement Days - No Accrual
- Job Protection - One (1) Year

5. Medical Unpaid Leave (FMLA) (Special)

- Salary - No Pay
- Health Benefits - Twelve (12) Weeks of Benefits (FMLA)
(Personal Choice, Vision, Prescription, and Dental)
- Disability Insurance - No Benefit
- Life Insurance - No Benefit (as per Insurance Company)
- Retirement Credit - No Contribution (Special)
- Seniority - As per collective bargaining agreements
- Entitlement Days - No Accrual
- Job Protection - One (1) Year

6. Exchange Teacher Leave

- Salary - Full Pay
- Health Benefits - Full Benefits
(Personal Choice, Vision, Prescription, and Dental)
- Disability Insurance - Full Benefit
- Life Insurance - Full Benefit (One Year)
- Retirement Credit - Full Contribution
- Seniority - Full Accrual
- Entitlement Days - Full Sick and Personal Day Accrual
- Job Protection - Up to One (1) Year (School Code)

7. Professional Study Leave (Special)

- Salary - No Pay
- Health Benefits - No Benefits
(Personal Choice, Vision, Prescription, and Dental)
- Disability Insurance - No Benefit
- Life Insurance - Full Benefit (One Year)
- Retirement Credit - No Contribution (Special)
- Seniority - No Accrual
- Entitlement Days - No Accrual
- Job Protection - Up to One (1) Year (School Code)

8. Unpaid Child-Rearing Leave (FMLA) (Special)

- Salary - No Pay
- Health Benefits - Twelve (12) Weeks of Benefits (FMLA)
(Personal Choice, Vision, Prescription, and Dental)
- Disability Insurance - No Benefit
- Life Insurance - Full Benefit (One Year)
- Retirement Credit - No Contribution (Special)
- Seniority - As per collective bargaining agreements
- Entitlement Days - No Accrual
- Job Protection - As per collective bargaining agreements

9. Unpaid – Illness or Tragedy to Spouse, Child, or Parent (FMLA) (Special)

- Salary - No Pay
- Health Benefits - Twelve (12) Weeks of Benefits (FMLA)
(Personal Choice, Vision, Prescription, and Dental)
- Disability Insurance - No Benefit
- Life Insurance - Full Benefit (One Year)
- Retirement Credit - No Contribution
- Seniority - As per Collective Bargaining Unit
- Entitlement Days - Pro rated
- Job Protection - Twelve (12) Weeks (FMLA)

Part-time employees will be granted leaves under the same criteria as members of their collective bargaining units or compensation plans. They will, however, continue to make the same contributions they would normally pay for any benefits to which they prescribe.

Section 4. **Military Service Leave (Special)**

The superintendent will determine the appropriate procedures for processing the leave.

Number 1004

Section GENERAL

Title Technology: Acceptable Use Policy

Adopted February 20, 2002

Amended May 18, 2005

1004. TECHNOLOGY: ACCEPTABLE USE POLICY

Purpose:

The Board of Education considers a computer network to be a valuable tool for education, research, projects within the school district, and communication with parents and community members. The Board encourages the use of computers and computer-related technology in the District Classrooms, as well as school labs, offices and homes within the community. The District has the ability to enhance students' education, professional education and research, and communications within the District through the use of computers on the local area network and the Internet. All District users of this technology have the responsibility to use this educational opportunity in accordance with the rules of the District.

Goals:

- To provide technology systems that enable students, teachers, administrators and community members to engage in a dialogue of academic and evaluative discourse in pursuit of the educational ideals of the District and the community.
- To support enhanced research on all projects undertaken by students, teachers, administrators and all other personnel having access to the District's technology systems.
- To provide Internet access to assist students in developing the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with communication technology.
- To encourage students to develop critical thinking and problem solving skills needed as citizens in an increasingly electronic and global society.
- To foster local projects involving inter-generational exchanges of ideas resulting in an enduring and dynamic improvement of the District's communities.

Responsible Use Guidelines:

- The District reserves the right to review files and communications to maintain system integrity and to ensure staff members are using the technology systems responsibly.
- All questions regarding the use of the District's technology systems, modifications of the systems, and installation of software must be directed to Technology Department personnel.
- The District is not responsible for any information that may be lost, damaged or unavailable when employees use the computer systems, the network, E-Mail or the Internet.
- The District is not responsible for any information that may be lost, damaged or unavailable when the District technology personnel upgrade or modify computer systems, the network, E-Mail or the Internet.
- The District is not responsible for any unauthorized charges or fees resulting from access to the Internet.
- Only those people who have successfully completed the Interboro School District'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 School District Internet guidelines and policies.
- The illegal installation of copyrighted software for use on district computers is prohibited.
- Transferring copyrighted materials to or from any Interboro School network and/or district equipment 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 the network, E-Mail, or Internet to access, create or transfer obscene or pornographic material is prohibited.
- Use of the network, E-Mail, or Internet to transmit, create or transfer material likely to be offensive or objectionable to recipients is prohibited.

- Malicious use of the network, E-Mail, or the Internet to develop programs that harass other users or infiltrate computers, computing systems and/or software components of computers or computing systems is prohibited.
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
- 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 an E-mail account is the responsibility of the user and only those contacts 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.
- Any attempt to circumvent system security, guess passwords or in any way gain unauthorized access to local or network resources is forbidden.
- Network users shall not engage in any use of the network or E-Mail for commercial and/or for profit purposes, product advertisement, political lobbying or any illegal activities.
- Users may not move, repair, reconfigure, modify or attach external devices to the systems without the consent of the Director of Technology. This includes program settings and could result in loss of computer privileges.
- Any forms of vandalism and/or “hacking” of school computers or the school district information systems are prohibited.
- The Network Administrator has the right to monitor all accounts.
- Network users shall not disclose, use or disseminate any personal identification information of students, or employees.
- Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules.
- Time restrictions on use of the Internet may be imposed to ensure equity of use.

Number 1005

Section GENERAL

Title Attorney-Client Privilege

Adopted December 17, 2003

1005. ATTORNEY-CLIENT PRIVILEGE

WHEREAS, the privileged nature of the attorney-client relationship is a vital component of effective and frank legal counsel, it is to be the policy of the Interboro Board of Education to conserve this privilege absolutely and in its entirety.

Accordingly, no present or former employee of the District, or present or former member of the Board of Education, is to communicate in any manner whatsoever, in whole or in part, regardless of its source or how obtained, any information constituting legal opinions, discussions, conclusions, strategy, or otherwise counsel to anyone, except for those communications either between present members of the Board of Education and/or present members of the School District Administration, or as explicitly directed by the Board's counsel, or permitted by the Board itself. The Board of Education recognizes the "need to know" basis inherent in much of the legal counsel provided on behalf of the District, and this policy is not meant to impede the flow of meaningful and necessary communication between and among the Board, the Administration, and its constituents. With that said, however, it is the intention of the Board of Education through this policy to reaffirm the privileged nature of the attorney-client relationship and its importance, as well as the legal right to confidentiality of all communications.

Any act(s) that represent willful intent and/or disregard for this policy, its spirit, or its purpose may be grounds for disciplinary action, including possible termination and/or legal action in accordance with all applicable state and federal law.

Number 1006

Section GENERAL

Title Privacy of Medical Records

Adopted March 17, 2004

1006. PRIVACY OF MEDICAL RECORDS

1. Introduction/ Purpose

It shall be the policy of Interboro School District Board of School Directors (the “District”) to protect and safeguard the protected health information (“PHI”) created, acquired, and maintained by the Interboro School District consistent with the Standards for Privacy of Individually Identifiable Health Information (the “Privacy Rule”) promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), and any case law arising from the interpretation thereof, and applicable state laws.

20 U.S.C. § 1232g
34 CFR Part 99

For purposes of this policy, all health information created and maintained by the Interboro School District and its agents that is considered part of a student’s “education record” under FERPA (“Family Educational Rights and Privacy Act”) is not subject to this policy.

45 CFR Part 160
et seq.

The Interboro School District Board and Administration recognize that, as an employer and health plan sponsor, and as a provider of health care services, certain components within the Interboro School District engage in HIPAA-covered functions and must comply with the HIPAA Privacy Rule (hereafter the “Covered Component(s)”); however, there are other components of the Interboro School District that engage in non-covered functions and so are not required to comply with the HIPAA Privacy Rule (hereafter the “non-Covered Component(s).” Therefore, the Interboro School District Board hereby designates itself as a “Hybrid Covered Entity” under HIPAA and its rules and regulations.

2. Responsibility

The Interboro School District Board of Directors will appoint a Privacy Officer, who will, with individuals appointed by the Superintendent as members of a “Privacy Team,” undertake the following tasks to ensure compliance with the HIPAA Privacy Rule:

- a. Conduct a thorough initial assessment of all existing policies, procedures, and practices for creating, maintaining, using, disclosing, and destroying health information to determine where the gaps may be with respect to meeting HIPAA and/or FERPA standards and as to whether there are reasonable administrative, technical, and physical safeguards to protect the privacy of PHI.

- b. Draft, adopt, and maintain administrative policies and procedures to allow the Interboro School District to meet the requirements of the HIPAA Privacy Rule as they may apply to the employee health plan and/or its health care provider Covered Components
- c. Draft and adopt a “Notice of Privacy Practices” that describes, among other things, the uses and disclosures that the Interboro School District is permitted or required to make under the HIPAA Privacy Rule, its obligations under HIPAA, and the rights related thereto for employees, and students who may receive services from the Interboro School District’s health care provider Covered Component. Such notice will be drafted and must be drafted and distributed by April 14, 2004 with respect to the employee health plan and by April 14, 2003 with respect to student services.
- d. Draft and adopt HIPAA-compliant written authorizations to use or disclose PHI for purposes unrelated to treatment, payment, health care operations, and other designated purposes under the HIPAA Privacy Rule, such authorization to be ready for use no later than April 14, 2004 with respect to the employee health plan and as of April 14, 2003 with respect to its health care provider component(s).
- e. Identify Business Associates and enter into Business Associate Agreements with all third parties that access PHI when providing services on behalf of the Interboro School District in relation to its employee health plan and/or health care provider component(s).
- f. Establish a training program for all members of the Interboro School District workforce on HIPAA and the Interboro School District’s policies and procedures related thereto “as necessary and appropriate” for said employees to carry out their functions. Such a training program shall include periodic refresher courses.
- g. Develop a process for handling complaints, such process to include the designation of a specific individual to handle such complaints and appropriate procedures for documenting said complaints and the disposition thereof.

3. Guidelines

The Privacy Officer, in conjunction with the Superintendent or his/her designee, shall ensure the appropriate development and implementation of sanctions against those members of the workforce who fail to comply with the administrative policies and procedures developed hereunder.

In addition to ensuring that appropriate administrative policies and procedures are adopted and implemented to ensure compliance with the HIPAA Privacy Rule, the Interboro School District Board and Administration will mitigate, to the extent possible,

any harmful effects of improper disclosures of PHI and will refrain from any activity that may intimidate, threaten, coerce, discriminate against, or retaliate against an individual for exercising his/her rights under HIPAA.

This Board Policy and the administrative policies and procedures developed and implemented under the authority of the Privacy Officer replace any existing policies and procedures relating to the use and disclosure of PHI. Any separate policies and procedures relating to the use and disclosure of health information can only be maintained to the extent that they do not conflict with these policies and procedures.

NUMBER: **1007**

SECTION: **GENERAL**

TITLE: SECURITY OF ELECTRONIC HEALTH INFORMATION PURSUANT TO THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT of 1996

ADOPTED June 21, 2006

1007.

SECURITY OF ELECTRONIC HEALTH INFORMATION

1. Introduction, Purpose and Applicability.

It shall be the policy of Interboro School District (the “School District”) to protect and safeguard the electronic protected health information (“PHI”) created, acquired, and maintained by the Interboro School District Health Plan (the “Plan”) and/or by the ACCESS program (i.e., the School Districts “health care provider functions”) consistent with the Security Standards (the “Security Rule”) promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), and any case law arising from the interpretation thereof, and applicable state laws.

The Interboro School District Board and Administration recognize that, as an employer and health plan sponsor, and as a provider of health care services, certain components within the Interboro School District engage in HIPAA-covered functions and must comply with the HIPAA Security Rule, and other components of the Interboro School District engage in non-covered functions and so are not required to comply with the HIPAA Security Rule. By prior action of the Interboro School District Board, the Interboro School District has designated itself as a “Hybrid Covered Entity” under HIPAA and its rules and regulations. This policy shall apply to those components of the Interboro School District that have been designated as engaging in HIPAA-covered functions and, thereby, are required to comply with the Security Rule.

For purposes of this policy, any and all health information created and maintained by the Interboro School District that is created, acquired and/or maintained in connection with any of the following is excluded from coverage by this policy: (i) any policy, plan, or program to the extent that it provides, or pays for the cost of, excepted benefits that are listed in section 2791(c)(1) of the PHS Act, 42 U.S.C. 300gg-91(c)(1); or (ii) a government-funded program other than those specifically set forth in HIPAA, whose principal purpose is other than providing, or paying for the cost of health care or whose principal activity is the direct provision of health care to persons or the making of grants to fund the direct provision of health care to persons, In addition, all health information created and maintained by the Interboro School District and its agents that is considered part of a student’s “education record” under FERPA (“Family Educational and Privacy Rights Act”) is not covered

1007. SECURITY OF HEALTH INFORMATION

<p>2. Responsibility</p>	<p>by this policy.</p> <p>The Interboro School District Board of Directors will appoint a Security Officer, who will, with individuals appointed by the Superintendent as members of a “Security Team,” undertake the following tasks to ensure compliance with the HIPAA Security Rule:</p> <ul style="list-style-type: none">a. Conduct a thorough initial assessment of all existing policies, procedures, and practices for creating, maintaining, using, disclosing, and destroying electronic protected health information (“e-PHI”) to determine whether and where gaps may exist between the security standards currently in place and those set forth under the HIPAA Security Rule. The outcome of the initial assessment will be documented and maintained in a location determined by the Security Officer.b. Draft, adopt, and maintain administrative policies and procedures to allow the Interboro School District to meet the requirements of the HIPAA Security Rule as they may apply to the Plan and/or its health care provider component(s).c. Develop and maintain Contingency Plans for responding to emergency or other occurrences that may damage systems that contain e-PHI, including establishing and implementing: data backup plans, discovery recovery plans, emergency mode operation plans, and reasonable and appropriate periodic testing of contingency plans.d. Enter into and/or update Business Associate Agreements with all third parties that access e-PHI when providing services on behalf of the Interboro School District in relation to its Plan and/or health care provider component(s).e. Establish a training program for all members of the Interboro School District workforce on the Security Rule’s standards and the Interboro School District’s policies and procedures related thereto “as necessary and appropriate” for said employees to carry out their functions. Such a training program shall include periodic refresher courses.f. Develop and implement a process for handling complaints regarding breaches in security, such process to include the designation of a specific individual to handle such complaints and appropriate procedures for documenting said complaints and the disposition thereof. <p>The Security Officer, in conjunction with the Superintendent, shall ensure the appropriate development and implementation of sanctions against those members of the workforce who fail to comply with the administrative policies and procedures developed hereunder.</p> <p>In addition to ensuring that appropriate administrative policies and procedures are</p>
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1007. SECURITY OF HEALTH INFORMATION

	<p>adopted and implemented to ensure compliance with the HIPAA Security Rule, the Interboro School District Board and Administration will mitigate, to the extent possible, any harmful effects of improper disclosures of e-PHI and will refrain from any activity that may intimidate, threaten, coerce, discriminate against, or retaliate against an individual for exercising his/her rights under HIPAA.</p> <p>This Board Policy and the administrative policies and procedures developed and implemented under the authority of the Security Officer replace any existing policies and procedures relating to the use and disclosure of e-PHI. Any separate policies and procedures relating to the use and disclosure of e-PHI can only be maintained to the extent that they do not conflict with these policies and procedures.</p>
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Number 101

Section PROGRAMS

Title Philosophy of Education

Adopted December 20, 1989

101. PHILOSOPHY OF EDUCATION

A democratic society is founded on the worth of each individual and the value of his/her unique contribution to that society. The Interboro School Board is committed to providing a system of education that will offer equal educational opportunities in accordance with a student's interests, abilities, and needs consistent with available resources.

The Board, as the agent responsible for the education of the children of the Interboro School District, directs the development of a planned program of learning which meets the needs of the students in the district.

The Interboro School Board recognizes its responsibility to provide a broad educational program consistent with the mental and physical potential of every student in our school community.

The purpose of education in the schools of the Interboro School District is to facilitate the development of the potential of each student to the fullest. Education is the guidance of the student through the learning processes to the end that he/she becomes personally effective in a dynamic society.

MISSION STATEMENT

The Interboro Board of School Directors believes that the mission of the Interboro School District stated in the most straightforward, most easily understandable, and most measurable terms is fourfold:

1. To prepare students to be successful in their pursuit of formal education after their graduation from Interboro High School.
2. To prepare students to enter and function successfully in an employment situation.
3. To prepare students to be successful in combining further formal education with entrance into employment after their graduation from Interboro High School.

4. To facilitate the development of students who emerge from the Interboro schools as moral, ethical, decent human beings, equipped with the life skills necessary to function successfully in society, and in accordance with acceptable social standards.

EDUCATIONAL GOALS

The Interboro Board of School Directors hereby adopts the following twelve (12) goals of quality education:

1. Communication Skills

Quality education shall help every student acquire communication skills of understanding, speaking, listening, reading and writing. Objectives are:

- A. Comprehension of oral, written, and nonverbal communication
- B. Composition of oral and written communication
- C. Interpretation of and facility with language patterns
- D. Comprehension and appreciation of literature and arts
- E. Use of information sources and research techniques

2. Mathematics

Quality education shall help every student acquire knowledge, appreciation, and skills in mathematics. Objectives are:

- A. Knowledge of numeration and computation
- B. Knowledge of geometry and measurement
- C. Knowledge of computer literacy and data management
- D. Development of reasoning, problem solving, and creativity
- E. Knowledge of mathematical life skills and applications

3. Science and Technology

Quality education shall help every student acquire the knowledge, understanding, and appreciation of science and technology. Objectives are:

- A. Knowledge of basic scientific concepts and processes
- B. Understanding of technological applications of scientific principles
- C. Appreciation of interaction of science, technology, and society
- D. Opportunity for inquiry and hands-on activity in science and technology
- E. Understanding and use of scientific methodology

4. Citizenship

Quality education shall help every student learn the history of the United States, understand its systems of government and economics, and acquire the values and attitudes necessary for responsible citizenship. Objectives are:

- A. Knowledge of histories: local, State, national and global
- B. Understanding of systems of government and law
- C. Understanding of systems of economics
- D. Knowledge of individual rights and responsibilities
- E. Knowledge of the participatory nature of the democratic system

5. Arts and the Humanities

Quality education shall help every student acquire knowledge, appreciation and skills in the arts and the humanities. Objectives are:

- A. Comprehension of principles and concepts in art, music, craftsmanship, other discrete arts, and the humanities.
- B. Understanding of the influence of literature, philosophy, and tradition in shaping our heritage.
- C. Development of analytic and performing skills in the arts and humanities.
- D. Application of objective and aesthetic criteria to decision-making.
- E. Participation in intellectual and creative experiences in the arts and humanities.

6. Analytical Thinking

Quality education shall help every student develop analytical thinking. Objectives are:

- A. Development of information management skills
- B. Development of logical thinking skills
- C. Development of problem-solving skills
- D. Development of decision-making skills

7. Family Living

Quality education shall help every student acquire the knowledge, skills and attitudes necessary for successful personal and family living. Objectives are:

- A. Development of personal and family relationships.

- B. Selection, management, and maintenance of personal and family resources.
- C. Understanding of economics of family life.
- D. Development of consumer skills.

8. Work

Quality education shall help every student acquire the knowledge, skills, and attitudes necessary to become a self-supporting member of society. Objectives are:

- A. Development of career awareness.
- B. Development of personal career planning skills.
- C. Development of job-seeking, job-getting, and job keeping skills.
- D. Development of entry level occupational skills.
- E. Development of an awareness of the dignity of work.
- F. Development of current labor market skills to foster economic development.

9. Health

Quality education shall help every student acquire knowledge and develop practices necessary to maintain physical and emotional well-being. Objectives are:

- A. Development of personal and physical health.
- B. Knowledge of community health, disease prevention and control including knowledge from instruction about Acquired Immune Deficiency Syndrome (AIDS), as required by #5.10a (relating to Acquired Immune Deficiency Syndrome (AIDS)).
- C. Knowledge of human growth, development, and good nutrition.
- D. Awareness of the dangers of tobacco, alcohol, and other drugs.
- E. Knowledge of safety and first aid skills.
- F. Development of family and consumer health.

10. Environment

Quality education shall help every student acquire the knowledge and attitudes necessary to maintain the quality of life in a balanced environment. Objectives are:

- A. Knowledge of natural and human resources
- B. Understanding of geographic environments: local, regional, global.

- C. Knowledge of interrelationships and interdependence of natural and human systems
- D. Development of personal environmental attitudes and values
- E. Development of environmental problem solving and management skills
- F. Knowledge of and appropriate uses of energy

11. Self-Esteem

Quality education shall help every student develop self-understanding and a feeling of self-worth. Objectives are:

- A. Understanding of personal strengths and limitations
- B. Recognition of one's personal abilities, interests and accomplishments
- C. Awareness of one's personal beliefs and opinions
- D. Development of self-confidence
- E. Development of personal adaptability to change

12. Understanding Others

Quality education shall help every student acquire knowledge of different cultures and an appreciation of the equal worth and rights of all people to include the active roles and contributions of women, minority racial and ethnic groups. Objectives are:

- A. Knowledge of cultural similarity and diversity
- B. Knowledge of individual similarity and diversity
- C. Development of interpersonal relationship skills
- D. Understanding of human interdependence
- E. Knowledge of roles and contributions of racial and ethnic groups and women

Number 102

Section PROGRAMS

Title Employee Ethics

Adopted June 23, 1993

102. EMPLOYEE ETHICS

It shall be the policy of the Interboro Board of School Directors that all Interboro School District employees conduct themselves in a manner which the Board determines to be within the bounds of ethics, morals, and behavior proper for a school district employee.

Employees of the Interboro School District are expected by the Board to display ethical, moral, and professional behavior befitting their unique roles in an educational system which has for its purpose the development of young people.

The Board of School Directors, through the Superintendent, reserves the right to assess the deportment of its employees for propriety in light of the effect employee behavior may have on Interboro students and on other employees.

The Interboro Board of School Directors will not accept behavior which, in its judgment, is unbecoming and/or inappropriate. The Board will impose organizational discipline upon employees whose actions violate ethical bounds, as determined by the Board.

The Board delegates the implementation of this policy to the Superintendent, who shall develop and promulgate specific behaviors deemed to be unethical for teachers, administrators and all other employees of the Interboro School District.

The Board considers employee behavior unethical when employees:

- √ date students
- √ engage in inappropriate and unwelcome touching of students or other employees
- √ initiate conversations with students about their own (the employee's) personal problems
- √ engage students or other employees in personally intrusive conversation
- √ use vulgar, profane language with students
- √ use lewd expressions
- √ make racial slurs
- √ borrow money from students
- √ lend money to students
- √ use, sell, or purchase drugs
- √ wear clothing with messages which promote alcohol, drugs, tobacco, or which contain vulgar language, indecent language, indecent pictures
- √ are intoxicated
- √ give students personal gifts
- √ make sexual remarks, jokes, or innuendoes
- √ write intimate notes to students
- √ make unwelcome advances to other employees
- √ isolate themselves with student in a locked room

The above list is not exhaustive. The Board reserves the right to judge all employee behavior as to whether such behavior is ethical.

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.

Number 113

Section PROGRAMS

Title Special Education

Adopted October 23, 1985

113. SPECIAL EDUCATION

Every exceptional student attending the schools of the Interboro School District shall be offered an educational program that meets his/her individual needs and is suited to his/her unique abilities. Such a program of special education shall be designed to comply with law, conform to the goals of this district and shall, to the extent feasible and consistent with the best interests of the student and other pupils, integrate programs of special education with the regular instructional program of the schools.

Exceptional children to be served by the special education program of this district shall include those school age children as defined by law; resident in the district who so deviate from the average in physical, mental, emotional, or social characteristics that they require special educational programs, facilities or services, and shall include all school-aged persons in detention homes and state schools and hospitals.

The Board will determine which facilities for the instruction of exceptional children shall be furnished by the Interboro School District.

In order to maintain a more effective program of special education, the Board will:

- ♦ participate in special education programs of the Delaware County Intermediate Unit
- ♦ enter into agreement with approved private schools and other school districts for the purpose of sharing special education facilities, transportation and costs
- ♦ provide homebound instruction for children confined in detention homes
- ♦ place students in residential schools
- ♦ act upon recommendations from the Superintendent, originating in the Office of Pupil Services, relating to appropriate placement of students with specific needs

The Superintendent is directed to annually recommend to the Board the employment and retention of such staff, and the provision of such facilities, as may be necessary and feasible to provide for the needs of the exceptional children of this district.

The program to which each exceptional child is assigned shall be that which best assures his/her success in learning and offers him/her the least restrictive environment in accordance with State regulations.

The Board directs that all procedures for the implementation of a program of special education be so designed as to guard the privacy of the student and family and that all public records denote special education cases by code number rather than by name of student.

No exceptional student who is so classified shall be denied, because of handicap, participation in extra-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of this district unless such participation is not practical because of the handicap. The Board reserves the right to require medical clearance in these instances.

All services, e.g., shop, art, physical education, music, home economics, etc., which are extended to the general population of students shall be provided for the exceptional pupil where feasible.

The Superintendent shall develop procedures for the continuing evaluation of the effectiveness of the district's plan for the exceptional pupil and shall periodically report to the Board the criteria by which such evaluations are made and the results of such evaluation.

Number 113A

Section PROGRAMS

Title Special Education – Confidentiality
Of Records for Special Education
Students

Adopted May 18, 2005

113A – SPECIAL EDUCATION – Confidentiality of Records for Special Education Students

The Interboro School District recognizes its obligation to protect the confidentiality of personally identifiable information regarding an exceptional student, or a student thought to be exceptional, or an eligible young child, or a young child thought to be eligible. The Board also recognizes its obligation to provide access to student records to the parents of the student or young child, or a representative of the parents, and to establish procedures to permit the parents to request the destruction of educational records. Accordingly, in order to comply with the Family Educational Rights and Privacy Act of 1974, the Individuals with Disabilities Education Act, and other applicable law, the Board hereby establishes procedures governing the collection, maintenance, dissemination and destruction of student records for exceptional, or thought to be exceptional, students or young child.

The following words and terms, when used in this section, shall have the following meanings, unless the context indicates otherwise.

Destruction – shall mean the physical destruction or permanent removal of personally identifiable information from the educational records of the student so that the information in those records is no longer personally identifiable.

Directory Information – shall mean the student’s name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Education Record or Records – shall include those records covered by the Family Educational Rights and Privacy Act, and the provisions of the General Education Provisions Act, 20 U.S.C. § 1232f-1232i and 34 C.F.R. Part 99 (relating to family educational rights and privacy) of an exceptional student who currently receives or has received special education and

related services from the district or Intermediate Unit, is enrolled or has been enrolled in an approved private school for exceptional students under the provisions of Section 1376 of the Public School Code of 1949 and the regulations, standards and guidelines thereunder, is enrolled or has been enrolled in a program of special education operated by the Pennsylvania Department of Education.

Educational records shall not include records of instructional, supervisory, and administrative personnel and educational personnel writings to those persons that are kept in the sole possession of the owner of the record, and are not accessible or recorded to any other person except a temporary substitute for the maker of the record.

Educational Agency – shall include the school district, or the Delaware County Intermediate Unit, or any component part thereof, which collects, maintains, or uses an exceptional student’s educational records containing personally identifiable information or from which records or information are obtained. It shall also include an approved private school or component thereof, with regard to an exceptional student who is enrolled or has been enrolled according to Section 1376 of the Public School Code of 1949, and the regulations, standards and guidelines thereunder, which collects, maintains or uses the exceptional student’s educational records containing personally identifiable information or from which records or information are obtained. It shall also include the Pennsylvania Department of Education or any component parts thereof, to the extent that the Department collects, maintains or uses an exceptional student’s educational records containing personally identifiable information, or releases records or information.

Personally Identifiable – shall mean data or information including the following:

1. The name of a student or any name of the student’s family member.
2. The address of the student.
3. Personally identifying a piece of information such as the student’s telephone number or social security number.
4. A list of personal characteristics or other information which would make the student’s identify easily traceable.
5. Other similar information which would make the student’s identity easily traceable.

Release – shall mean the giving of access or the transfer, disclosure or communication of the student’s educational records, in whole or in part, which contain personally identifiable information to any part by any means.

Student – shall mean any individual who is or has been in attendance in the district schools with respect to whom the district maintains educational records.

Protection of Confidentiality

The school district shall protect the confidentiality of personally identifiable information at the collection, storage, disclosure and destruction stages of that information.

Parental Access Rights

The school district, upon request of a parent, shall permit the parent to inspect, review or copy educational records relating to an exceptional child or that parent when the record is collected, maintained, or used by the education agency. The education agency shall comply with the request without unnecessary delay, but not exceeding forty-five (45) days after the request is received. When the request is made to the district or to the Intermediate Unit, it shall be complied with prior to a conference regarding an IEP, and prior to a hearing relating to the identification, evaluation or placement of the child.

The right to inspect, review or copy educational records includes the following:

1. The right of a parent to request of and receive from the educational agency a reasonable explanation of information contained in the educational records of the child.
2. The right of a parent to be provided, upon request, with a copy of all or part of the educational records of the child.
3. The right of the parent to designate a representative who will inspect, review or copy the records. The educational agency may charge the parent a reasonable cost, which may not exceed the actual expense of the duplication, reproduction, or photocopying, in response to any request for copies of educational records for a child. The district may not charge a parent if the cost would effectively prevent the parent from inspecting or reviewing the records. No cost may be charged to a parent for the search for or retrieval of records.

A parent has a right to request a list of the types and location of a child's educational records collected, maintained, or utilized by the educational agency.

At the discretion of the educational agency, and for verification and record-keeping purposes only, the district may require the parent to put in writing the following:

1. Their oral request to inspect, review, copy or receive copies of educational records.
2. Their oral designations of a representative.

3. Their oral request for a list of the types and locations of a child's educational records collected, maintained or utilized by the educational agency.

If the education record contains information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information. The parent has the right to copy from or to receive a copy of the educational record originally containing information on more than one child. Prior to the parent copying or receiving a copy of a record on more than one child, the educational agency shall delete, remove or obscure from the record or its copy personally identifiable information concerning any child who is not the child of the parent.

Student Access Rights

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to, and the consent required of the parent of the student, shall thereafter be accorded to and required only of the student.

Access to Records

The district shall keep a record of parties who have obtained access to the educational records of a student that are collected, maintained or used by the agency. The list of access to records shall include the name of the party, the date the access was given, and the purpose for which the party was allowed to use the records. The parent shall have the right to inspect the access record kept for the educational records of his/her child. The record of the authorized employees of the agency or the student's parents who have gained access to the educational records of a student is not required. The district shall maintain, for public inspection, a current list of the names and positions of agents and employees of the educational agency who are authorized by the educational agency to have access to personally identifiable information.

Destruction of Records

The district shall inform the parents of the student when personally identifiable information in the records of the student is no longer relevant to and necessary for the provision of educational services to the student.

Information no longer relevant to or necessary for the provision of educational services of the student shall be destroyed by the district, upon request of the parents. The written record of the student's directory information shall be maintained for at least one hundred (100) years beyond the date the student graduates. This policy shall not require the district to destroy educational records for a student except upon request of the parents.

If the district proposes to destroy personally identifiable information in the records of a student, it shall send written notification to the parents which shall inform the parents of their right to receive a copy of the material to be destroyed, prior to the destruction of the information.

The district shall not destroy educational records containing information necessary for the education of the student who is enrolled or has been enrolled in an education program offered through the district.

Release of Information

Parental consent shall be obtained by the district before educational records or personally identifiable information contained therein is released by the district to any party unless one of the following applies:

1. The release is authorized by provisions of federal law and applicable regulations, including the Family Educational Rights and Privacy Act.
2. The information released is directory information and the release is made under conditions specified hereinafter.
3. The release of information or records is between an approved private school providing educational services to the student and the district of residence, the student's assigned intermediate unit, or the Pennsylvania Department of Education in response to requests from the receiving agency in order to review, reevaluate or monitor the student's placement, educational progress, or enrollment status.
4. The release is to a school district to which the student is enrolled or seeks to be enrolled.

Where parental consent is required for the release of information, the district shall, prior to requesting consent, provide the parents with a concise, written explanation which shall include a general description of the information of record to be released, the form of the release, the reason the release of information was requested, and the party or agency requesting the release, and the party or agency to which the release is to be made.

Directory Information

The district may, without parental consent, release information from the educational records of a student who is no longer enrolled in the district if the information is directory information. Personally identifiable information may be included in the information released if the personally identifiable information falls within the categories included in the definition of directory information.

The district may, without parental consent, release personally identifiable information from the educational records of a student who is enrolled in the district, if that information has been designated as directory information pursuant to this policy.

The school district shall provide public notice of its designation of what shall constitute directory information, identifying the categories of personally identifiable information which the district has designated as directory information, and the right of the parent of the student to refuse to permit the designation of one or more of the categories of personally identifiable information with respect to that student as directory information. Such public notice shall also advise the parent of the student that he/she may prevent the release by the district of personally identifiable information designated as directory information if, within thirty (30) days after the publication of the public notice, the parent informs the district in writing that personally identifiable information is not to be designated as directory information with respect to that student.

Publication of the public notice under this provision may be accomplished by mailing the notice to parents of students in the district.

Dual Enrollment

For the purposes of this policy, a resident student enrolled in an approved private school shall be considered also to be enrolled in the district.

Parent's Request for Amendment of Records

A parent who believes that information and educational records collected, maintained, or used under this policy are inaccurate or misleading, or violate the privacy or other rights of a student, may request that the district amend the information.

At its discretion, the district may require that a parent's request for amendment of the record be made in writing and contain a brief statement which specifies the records to be amended and the reason that the amendment is requested. The district shall decide whether to amend the information in accordance with the request of the parents within forty-five (45) days after receipt by the agency of the request to amend.

If the district decides to refuse to amend the information in accordance with the request of the parent, the district shall inform the parent in writing of its refusal and the specific reasons for the refusal, and shall notify the parent in writing of its refusal and the specific reasons for the refusal, and shall notify the parent in writing of the right to request and receive a hearing regarding the request for amendment.

Upon parental request, the district shall provide a parent with an opportunity for a hearing to challenge the information and educational records if the parent alleges that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. The hearing, to be conducted in accordance with this section, shall be held at a mutually agreed upon time and place, within thirty (30) days after the district receives a request for a hearing from the parent. The parent shall receive notice in writing of the date, place and time of the hearing no later than five (5) days in advance of the hearing. The hearing shall be conducted by a party who does not have a direct interest in the outcome of the hearing. The parent shall be afforded a full and fair opportunity to present evidence relevant to the issue concerning the amendment of the

record. The parent may be assisted or represented, at his/her own expense, by persons of his/her own choosing, including legal counsel at any hearing.

The district shall render a written decision on the issues presented at the hearing within thirty (30) days after the conclusion of the hearing. The decision shall be based solely upon evidence presented at the hearing, and shall include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the educational records accordingly and inform the parent of its decision to do so.

If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall so inform the parent of his/her right to place in the educational record of the student a statement which sets forth the written comments of the parent upon the information in the educational records or reasons for disagreeing with the decision of the district, or both written comments and reasons.

The statement of the parent shall be appended by the district to the educational record so long as the record or the contested portion thereof is maintained by the district. If the educational records of the student or the contested portion thereof is released by the district to any other party, the statement of the parent shall also be released to the party. This section shall not be interpreted to mean that the parent or the agency may not, by mutual agreement, meet prior to a parent request for a hearing, or the hearing itself, to discuss the concerns of the parent regarding the accuracy or inaccuracy of the records of the student.

Maintenance of Records

The district shall designate an official who shall be responsible for ensuring that the district's educational records' confidentiality policies and procedures are enforced and administered. This official shall be the district's Supervisor of Special Education or his/her designee. This official shall annually notify parents of the policies and procedures of the district regarding student education records and the rights of the parents under both state and federal law concerning the confidentiality of education records of exceptional students. The official shall also develop a system of safeguards which will protect the confidentiality of personally identifiable information at the point of collection, storage, release and destruction. He/she shall provide training and instruction in the implementation of federal, state and local records policy requirements for agency personnel who collect or use personally identifiable information. Finally, he/she shall maintain, for public inspection, a current list of the names and positions of agents and employees of educational agencies who are authorized by the district to have access to personally identifiable information.

Number 114

Section PROGRAMS

Title English as a Second Language

Adopted 12/18/02

114. ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

1. Purpose

Chapter 4 of the Regulations of the State Board of Education of the Commonwealth of Pennsylvania requires every school district to provide a program for each student whose dominant language is not English for the purpose of facilitating achievement of English proficiency and the academic standards under Section 4.12 thereof. The Basic Education Circular (22 Pa. Code 4.26) pertaining to Educating Students with Limited English Proficiency (LEP) and English Language Learners (ELL) requires every school district to have clearly delineated procedures for enrolling LEP students.

2. Policy

- a. English as a Second Language (ESL) will be offered as a basic content area (i.e. core curriculum).
- b. ELL students will have access to and will be encouraged to participate in all academic programs and extra-curricular activities.
- c. Adequate resources will be allocated to implement the ESL Program.
- d. ELL students will be provided with appropriately certified staff and adequate instructional time.
- e. ESL Program evaluations will be conducted periodically to foster continued improvement.
- f. ELL Students will participate in PSSA testing and large scale assessments not specifically designed for ELL students.

3. Procedures

The Superintendent of Schools or designee shall prepare clearly delineated, written procedures for enrolling LEP students to provide guidance to school personnel and families regarding the ESL Program and services which will be provided.

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.

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.

Number 201

Section PUPILS

Title Admission of Beginners

Adopted May 18, 1988

Revised November 21, 1995

Revised June 20, 2001

201. ADMISSION OF BEGINNERS

Age of Entrance for Kindergarten and First Grade Students

A child is eligible for admission to Kindergarten only if the child has reached or will have reached the age of five (5) years on or before September 1 during the school year to be attended.

A child is eligible for admission to the First Grade only if the child has reached or will have reached the age of six (6) years on or before September 1 during the school year to be attended.

Transfer Students

Students transferring from other Pennsylvania public schools will be admitted to Interboro schools without regard to the age requirements in this policy provided the minimal requirements in the Pennsylvania School Code have been met.

Students transferring from non-public schools will be required to meet the admission age requirements in this policy.

Early Admission to First Grade

Students will qualify for early admission to first grade based on an individualized intelligence test that demonstrates an I.Q. score of 130 or above.

Procedure for Disenrolling a Non-Resident Student

1. The Interboro School District, through the Office of the Assistant Superintendent, identifies a potential non-resident student.
2. The School District notifies the Prospect Park Police Department of a non-resident student by a telephone call followed by a memo.
3. Once the investigating officer advises that the student does not live in the School District, the Prospect Park Police Department will initiate the criminal process.
4. Affidavit of probable cause will be prepared by the Prospect Park Police Department and will submit to the District Attorney for approval following the police investigation and verification.
5. Upon approval of affidavit of probable cause, an arrest warrant will be issued.
6. The Police Department will execute an arrest warrant and arrest the parent or guardian.
7. At the time of arrest of the parent or guardian, the following will also occur:
 - a. The student will be immediately disenrolled from the School District via the Office of the Assistant Superintendent.
 - b. The School District, through the Solicitor, will file a civil complaint with the District Court to recover tuition.
 - c. The Civil Complaint will be served to the parent or guardian at the time of arraignment in District Court.
8. Restitution of tuition and investigation fees (\$500.00) will be sought through prosecution. The Prospect Park Police Department will bill the School District for their investigation fee.

Number 203

Section PUPILS

Title Communicable Diseases

Adopted July 22, 1987

Amended March 20, 2007

203. **COMMUNICABLE DISEASES**

I. Students

In order to safeguard the school community from the spread of certain communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS), the Interboro Board of School Directors requires that the provisions of this policy regarding student immunization, health records, and attendance be followed.

A. Immunization

All students shall be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious or medical reasons.

No student shall be admitted to school for the first time who has not been immunized against such diseases as are enumerated by the Advisory Health Board and in the manner directed by the Secretary of Health.

The implementation of this policy shall be the responsibility of the Superintendent.

A child shall be exempt from the requirements for immunization whose parent or guardian objects in writing to such immunization for religious grounds or whose physician certifies that the child's physical condition contraindicates immunization.

The Superintendent shall:

- ♦ Annually review the State standards for immunization of pupils and direct the responsible district personnel accordingly,
- ♦ Inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization and the requisite proof of immunization,

- ♦ Investigate and recommend to the Board such district-sponsored programs of immunization as may from time to time be warranted by circumstances and the health of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.

B. Health Records

The Pennsylvania School Health Law requires all children to have a medical examination upon original entry into school, as well as in the *sixth* and *eleventh* grades. Dental examinations are required upon original entry, as well as in the *third* and *seventh* grades.

Parents are urged to have these examinations done by their family physicians and dentists. They are in the best position to recommend immediate steps for any necessary medical care. Examinations done by family physicians and dentists within one year prior to the opening of school and recorded on the Districts Private Physical Examination form will be accepted as the required examinations for the coming school year.

The District shall require that prior to admission to school for the first time the parents or guardian shall complete a medical history report form which shall include information regarding known communicable diseases including AIDS and any other newly discovered communicable disease. The nurse or school physician may use such reports to advise the parent of the need for further medical care.

The school nurses shall report the presence of suspected communicable disease to the appropriate local health authority as required by the Department of Health.

All health records shall be confidential and their contents shall be divulged only when necessary for the health of the child or at the request of the parent or guardian to a physician.

As part of the health record, a certificate of immunization for each child enrolled shall be maintained as established by the Pennsylvania Department of Health.

The District shall require on an annual basis that the parents or guardian complete a medical history report form which shall include information regarding known communicable diseases including AIDS.

The Board shall require that the medical history information submitted with health and dental examinations be periodically revised to reflect recent medical advice as to communicable diseases.

C. Attendance

The following policy shall supplement the Board's Policy #204 on student attendance by establishing guidelines for the attendance of students with communicable diseases.

The Board authorizes that students who have been diagnosed by a physician or are suspected of having the 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.

Students who have been diagnosed by a physician as being absent due to a communicable disease not specifically listed by the Department of Health or who have been diagnosed as a carrier of such disease may be excluded for the protection of the school community under the following procedures. Acquired Immune Deficiency Syndrome (AIDS) is not listed by the Department of Health and therefore falls under this policy

Upon learning from a student's private physician that the student has AIDS, the Board shall direct that the case be considered on an individual basis, consistent with the recommendations of the Centers on Disease Control and the provisions of this policy.

The school physician shall make a preliminary recommendation to the Superintendent as to the health risks associated with diagnosed communicable disease. In the event that potential health risks to the school community would be identified by the school physician due to the admission or continued attendance of the student in question, a panel shall be convened to review the medical history and assess the specific health risks to the identified student and to the school community.

Prior to the panel's assessment and recommendation as to health risks, the Superintendent may preliminarily exclude the child from the educational program based upon the school physician's previous recommendation and after the Superintendent has consulted with the student's parents or guardian and personal physician.

The Board shall designate the Superintendent to convene the panel and inform the Board of the panel's recommendation. The panel shall consist minimally of the Superintendent, the attending physician, the school physician, the student, and the student's parents. At the option of the Superintendent, in consultation with the School Board President, the panel may, as circumstances warrant, be augmented by the School Board President or his/her designee, and a representative of the Centers for Disease Control. The panel shall make an assessment of the potential for transmission of the communicable disease to the school community and the risks of potential infection of the student as a result of contact with other

individuals. The panel shall utilize as a resource the Centers for Disease Control Guidelines on children infected with AIDS causing viruses. As soon as is reasonably possible, the panel shall make a recommendation to the School Board regarding the attendance of the student. The Board shall promptly make a final decision on attendance or alternate placement of the student. Alternate placement shall include the possibility of homebound instruction.

The panel, at the request of the Superintendent, shall meet periodically to assess the recommendations as to attendance. The Superintendent shall maintain contact with the family physician to be kept informed, in writing, regarding the student's medical condition. Based on the written documentation received by the Superintendent from the family physician, the Superintendent shall determine when to request a meeting of the panel.

The Superintendent shall be responsible for organizing and presenting information on communicable diseases, including AIDS, to the school community and general public as necessary to implement this policy.

II. Employees

The Interboro Board of School Directors is committed to the provision of a healthful environment for all employees of the Interboro School District. Pursuant to such commitment, the Board requires that the provisions of this policy regarding employees with AIDS be strictly followed.

A. Continuation of Active Service

Upon learning from an employee's private physician that the employee has AIDS, the Board shall direct that the case be considered on an individual basis, consistent with the recommendations of the Centers on Disease Control and the provisions of this policy.

The school physician, in consultation with the employee's private physician, shall make a preliminary recommendation to the Superintendent as to the health risks associated with the diagnoses of AIDS. In the event that potential health risks to the school community are identified by the school physician due to the continued active service of the employee, a panel shall be convened to review the medical history of the individual employee, the current status of the disease, and specific health risks to the identified employee and to the school community as a result of the individual's continued active service.

Prior to the panel's assessment and recommendation as to continued active service, the Superintendent is authorized to place the employee on a medical leave of absence pending the outcome of the Board's decision based on the panel's recommendations. During the medical leave of absence preceding the Board's

decision regarding the continued active service of an employee, the individual will receive full salary and fringe benefits, where applicable, and in accordance with all statutory and contractual rights.

If the Board rules, upon the recommendation of the panel, that the employee is not permitted to continue in active service, the employee will be entitled to use accumulated sick leave entitlement and income protection benefits as would be the case in the event of any extended medical absence due to injury or illness.

B. Composition of the Panel

The panel shall consist minimally of the Superintendent, the attending physician, the school physician, and the employee. At the option of the Superintendent, in consultation with the School Board President, the panel may, as circumstances warrant, be augmented by the School Board President or his/her designee, a representative of the employee's bargaining unit, where applicable, and a representative of the Center for Disease Control. The Panel shall make an assessment of the potential for transmission of AIDS to the school community and the risks of potential infection of the employee with AIDS as a result of contact with other individuals. The panel shall utilize as a resource, guidelines from the Center for Disease Control regarding AIDS. As soon as is reasonably possible, the panel shall make a recommendation to the School Board regarding the continued active service of the employee.

C. Confidentiality

The identity of employees with AIDS shall be confidential except that the panel in coming to a decision regarding the employee's continued active service, may establish as a condition, the waiver of the physician-patient privilege in order to protect the patient and others.

D. Return to Active Service

First consideration shall be given to returning the employee to his or her regular assignment. Any decision for an alternative assignment must be supported by specific data.

Number 203

Section PUPILS

Title Communicable Diseases

Adopted July 22, 1987

Revised August 15, 2007

203. **COMMUNICABLE DISEASES**

I. Students

In order to safeguard the school community from the spread of certain communicable diseases, the Interboro Board of School Directors requires that the provisions of this policy regarding student immunization, health records, and attendance be followed.

A. Immunization

All students shall be immunized against certain diseases in accordance with Pennsylvania statutes, unless specifically exempt for religious or medical reasons.

No student shall be admitted to school for the first time who has not been immunized against such diseases as are enumerated by the Advisory Health Board and in the manner directed by the Secretary of Health.

The implementation of this policy shall be the responsibility of the Superintendent.

A child shall be exempt from the requirements for immunization whose parent or guardian objects in writing to such immunization for religious grounds or whose physician certifies that the child's physical condition contraindicates immunization.

The Superintendent shall:

- ♦ Annually review the State standards for immunization of pupils and direct the responsible district personnel accordingly,
- ♦ Inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization and the requisite proof of immunization,

- ♦ Investigate and recommend to the Board such district-sponsored programs of immunization as may from time to time be warranted by circumstances and the health of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.

B. Health Records

The District shall require that prior to admission to school for the first time the parents or guardian 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 of the need for further medical care.

The School Nurse shall report the presence of suspected communicable disease to the appropriate local health authority as required by the Department of Health.

All health records shall be confidential and their contents shall be divulged only when necessary for the health of the child or at the request of the parent or guardian to a physician.

As part of the health record, a certificate of immunization for each child enrolled shall be maintained as established by the Pennsylvania Department of Health.

The District shall require on an annual basis that the parents or guardian complete a medical history report form which shall include information regarding known communicable diseases.

The Board shall require that the medical history information submitted with health and dental examinations be periodically revised to reflect recent medical advice as to communicable diseases.

C. Attendance

The following policy shall supplement the Board's Policy #204 on student attendance by establishing guidelines for the attendance of students with communicable diseases.

The Board authorizes that students who have been diagnosed by a physician or are suspected of having the 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.

Students who have been diagnosed by a physician as being absent due to a communicable disease not specifically listed by the Department of Health or who

have been diagnosed as a carrier of such disease may be excluded for the protection of the school community under the following procedures.

The Department of Health in conjunction with the school physician and/or the School Nurse shall make a preliminary recommendation to the Superintendent as to the health risks associated with diagnosed communicable disease. In the event that potential health risks to the school community would be identified, due to the admission or continued attendance of the student in question, the school's health care team comprised of the school physician and/or the School Nurse, and the Department of Health, shall convene to review the medical history and assess the specific health risks to the identified student and to the school community.

Prior to the school health team's assessment and recommendation as to health risks, the Superintendent may preliminarily exclude the child from the educational program based upon the Student's suspected diagnosis, and after the Superintendent has consulted with the student's parents or guardian and personal physician. A final decision on attendance or alternate placement of the student shall be made as determined by the diagnosis of the Department of Health and/or the family physician. Alternate placement shall include the possibility of homebound instruction. If the student is to be excluded from the educational process, an alternative educational placement shall be sought at the district's expense until the student is medically cleared to return to school.

The Superintendent or School Nurse shall maintain contact with the family physician to be kept informed, in writing, regarding the student's medical condition. Every thirty days, a petition for homebound instruction with an update from the family physician shall be rendered. Based on the written documentation received by the Superintendent from the family physician, indicating medical clearance the Superintendent shall determine that the student be readmitted to school.

Number	204
Section	PUPILS
Title	Attendance
Adopted	9/26/84
Revised	9/19/07

204. ATTENDANCE

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. A student may not be denied access to a free and full public education on account of race, sex, color, religion, sexual orientation, national origin, or disability. The goals of education in the state of Pennsylvania are for each child to be known by name, be proficient or advanced in the core subjects, achieve graduation from high school, and to attain equitable outcomes regardless of background. To achieve such goals, students must be present in the school setting and feel connected to and successful within the school environment.

Additionally, the regular contact of pupils with one another in the classroom and participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance shall be required of all students enrolled in the schools during days and hours that the school is in session, except in the case that a principal or teacher excuses a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent conditions which may reasonably cause the student's absence.

Legal Absences

The Board considers the following conditions to constitute reasonable cause for absence from school:

- Illness
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- School sponsored educational tours and trips
- Family educational trips with prior approval from principal under the assurance that the student or students will be responsible for completing all missed school work.

The Board will also recognize other justifiable absences for part of the school day. These will include, but are not limited to:

- Medical or dental appointments
- Family emergency

All absences occasioned by the observance of the student's religion on a day recognized by the Board as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Attendance need not always be within the school facilities, as a student will be considered to be in attendance if present at any place where school is in session by authority of the Board, or at the place where the student is receiving approved tutorial instruction or health care, or at the place where the student is engaged in an approved and properly supervised work-study or career education program, or at home when the student is receiving approved homebound instruction or homeschooling.

The Board shall consider each student assigned to a program of independent study to be in regular attendance at that program, provided that he/she is under the guidance of a staff member so assigned and reports to the given staff member the place in which he/she is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Excusal from Requirements of Attendance at District Schools

Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students.

A student may not be excluded from the public schools or from extracurricular activities because:

- the student is married;
- the student is pregnant;
- the student has a disability as identified by Chapter 15 (relating to protected handicapped students);
- the student is an eligible student identified under Chapter 14 (relating to special education services and programs).

It is thus mandatory for individuals in Pennsylvania of school age to attend a day school that is targeted at the achievement of Pennsylvania state standards except in the following instances excused by the Board:

- 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 so urgent as to preclude regular attendance;
- homebound children unable to participate in the regular school day on the recommendation of a physician and/or psychiatrist and/or a licensed clinician;
- students enrolled in special schools conducted by the Delaware County Intermediate Unit or other programs licensed and/or approved by the Pennsylvania Department of Education;
- students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the schools of this district shall be counted as being in attendance in this district;
- students 15 years of age who have the approval from the district Superintendent and Secretary of Education to attend a private trade or business school or students 16 years of age that have approval from the district Superintendent to attend such a school;
- students who are 14 years of age and have met the highest grade of elementary school in their district and hold a permit approved by the Secretary of Education to engage in farm work or domestic service in a private home or students who are 15 years of age and hold a permit approved by the school district to engage in such activities;
- students 16 years of age regularly employed during the school session and holding a lawfully issued employment certificate. “Regularly employed” is interpreted by the Pennsylvania Department of Education to mean 35 or more hours per week of employment.

Absence Reporting and Allowances

Ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days require an excuse from a physician. According to Pennsylvania law, students who miss ten consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the excuse is legal or if the school is pursuing compulsory attendance prosecution.

The school district is responsible for monitoring and maintaining records of the attendance of students. All absences shall be considered unlawful until a written excuse explaining the reasons for absences is presented. Such excuses should be submitted within three calendar days of the absence. Failure to do so within the specified time frame may result in that absence being permanently counted as unlawful. If parents are neglectful in providing written

excuses or do not meet such requirements in a timely fashion, reasonable allowances should be made to accept parent's explanations for their child's absences without initiating any punitive response.

Unlawful Absences

It shall be the policy of the Board to consider the effectiveness and appropriateness of the educational program to the pupil's needs for a student that habitually and repeatedly absents him/herself from such program. Students who fail to comply with compulsory attendance requirements may be offered alternative education services or other provisions of education, as individuals are entitled to free education until the age of 21 or successful achievement of a high school diploma, whichever occurs first.

The Superintendent shall develop policies for the attendance of students which:

- insure a school session that is in conformity with requirements of the rules of the State Board;
- govern the keeping of attendance records in accordance with rules of the State Board;
- impose on truant students such incremental disciplinary measures as may be appropriate for infractions of school regulations, including, but not limited to suspension and/or expulsion of the student from the regular school program or a particular class in accordance with the policies of the Board;
- identify the habitual truant, investigate the cause(s) of his/her behavior, consider modification of his/her educational program to meet particular needs and interests, and devise a systematic response when such a pattern of truancy has been noted;
- follow state recommendations regarding notification of parents/guardians and students of unlawful absences and necessary actions.

Policy Related to Unlawful Absences

Habitual truancy decreases the offender's ability to achieve goals set forth by the Pennsylvania Department of Education regarding student learning and achievement. A quick and efficient response toward such truancy should thus be undertaken. If district attempts to collaborate with parents to resolve the issue are unsuccessful, the district will take the following steps:

- **First Unlawful Absence:** Parent/Guardian receives a notice of unlawful absence from the district as well as information regarding legal penalties* for violation of compulsory attendance laws. The contact information for the individual who may assist in resolving

the truancy issue shall also be provided. Parents are then able to contact a specific person to request assistance in resolving the child's truant behavior.

- Second Unlawful Absence: Parent/guardian receives a second notice of unlawful absence from the school district. Again, information regarding legal penalties for the violation of compulsory attendance policies and contact information for district representative. Additionally, another offer of assistance should be made to the parent/guardian.
- Third Unlawful Absence – Parent/guardian receives a third notice of unlawful absence by certified mail providing “official notice of child’s third illegal absence.” Attached to this notice are the appropriate penalties for violation of requirements as they pertain to both the student and the parent/guardian. Three days after giving such notice, the student or parent/guardian who further violates the attendance requirements shall be liable without further notice. A school/family conference should additionally be conducted to develop a mutually agreed upon Truancy Elimination Plan to resolve truant behavior.
- Subsequent Unlawful Absence(s): After the Truancy Elimination Plan has been agreed upon or if an agreement has not been reached and three days have passed since the parent/guardian received the official notice of the child’s third illegal absence, an official notice of unlawful absence will be sent home through certified mail if, at any point during the remaining school year, the child is absent. The purpose of this correspondence is to inform the child’s parent/guardian that the child has violated the Truancy Elimination Plan, or if such a plan does not exist, to inform the child’s parent/guardian that the child has again violated the compulsory attendance requirements and advise the parent/guardian that a citation will immediately be sent to the magisterial district judge. After this step, the school is not obligated to inform parents in writing of absences/guardians, but parents/guardians may be informed of additional truant behavior; however, all future incidents will be referred directly to the magisterial district judge in the region.
- Referral to County Children and Youth Agency
 - Children Under 13 Years of Age – If children under age 13 fail to comply with compulsory school attendance laws, they shall be referred by the district to the local county children and youth agency for services, which may be in addition to or in place of sending a citation to the appropriate magisterial district judge.
 - Children Over 13 Years of Age – Children over age 13 who fail to comply with attendance requirements may be referred to local county children and youth agency for services in lieu of being prosecuted.
- School District Response to Charter School Absences: Charter schools must report cases in which the student has accrued three or more days of unlawful absences to the student’s school district of residence. The school district is then responsible for enforcing the compulsory attendance laws in accordance with the Public School Code.

- Under compulsory attendance laws, the parents/guardians of a student who has accumulated three unlawful absences will result in a citation being filed with the magisterial district judge. The school district of residence should send the notice to parents/guardians immediately upon notification of the third unlawful absence by a charter school. It is recommended that such notice be sent through certified mail. Future unlawful absences should be filed with the magisterial district judge.
- For brick and mortar charter schools, the school district may file truancy documents with the magisterial district judge in whose jurisdiction the charter school is located, which is where the cause of action arose, or where the charter school student resides, which is where the parent/guardian may be served.
- For cyber charter schools, the school district may file truancy documents with the magisterial district judge in whose jurisdiction the charter school student resides, which is where the cause of action arose and where the parent/guardian may be served.

* (ADDENDUM)

Proceedings and Penalties for Violation of Compulsory Attendance Laws

- Possible sentences for parents found to be in violation of compulsory attendance law:
 - Paying a fine up to \$300 for each offense and court costs, or
 - Completing a parenting education program, and
 - In cases where the party convicted fails to pay the fine or complete the parenting education program, a subsequent sentencing to the county jail for no more than five days.
 - Completing in lieu of, or in addition to the previous penalties, community service within the school district for a period of no more than six months.

(Magisterial district judges may suspend all or portions of the sentence if the child is no longer habitually truant.)

- The board of school directors may bring a student before the court. Possible dispositions for children found in violation of compulsory attendance law:
 - If the parent/guardian is not convicted by the magisterial district judge because the parent/guardian took every reasonable step to insure the child's attendance at school and the child has attained the age of 13, the child may be:
 - subject to a fine of no more than \$300 for each offense, or
 - assigned to an adjudication alternative program pursuant to 42 Pa.C.S. 1520 and

- alleged to be dependent under 42 Pa.C.S. 6303(a)(1) by the magisterial district judge if the child fails to pay the fine or comply with the adjudication program.
- Referred by the school district for services or possible disposition as a depended child as defined under 42 Pa.C.S. 6302(5) in lieu of prosecution or assignment to an adjudication alternative program, if the child fails to comply with compulsory attendance provisions and is habitually truant.

(Magisterial district judges may suspend all or portions of the sentence if the child is no longer habitually truant.)

- Any child who has attained the age of 13 who fails to comply with the compulsory attendance requirements and is habitually truant, shall be:
 - Referred by the school district for services or possible adjudication as a dependent child as defined under 42 Pa.C.S. 6302(5).
- For children convicted of violation of compulsory attendance requirements by the magisterial district judge, the court, including a court not of record, must send a certified record of the conviction or other disposition to the Department of Transportation.
 - Upon first conviction, the child's operating privilege for operating an automobile will be suspended for 90 days.
 - Upon the second or subsequent conviction, the child's operating privileges will be suspended for six months.
 - Children who do not yet have a driver's license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for the second and any subsequent conviction.
- If a student of compulsory school age cannot be kept in school on account of truancy, the school district may proceed against the student before the juvenile court.
- General protective services are defined as services to prevent the potential for harm to a child. Under Title 55 Pa Code, Chapter 3490.223, children who are habitually and without justification truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children shall not be referred to the county and youth agency for assessment as possibly needing services until after school district has made a formal effort to involve the family and child in resolving the cause of the truant behavior.

Form developed that accompanies absences...1, 2, 3 unlawful absence.

Truancy elimination plan form created – simple one page.

Attendance Policy

Chapter 12 Requirement: Policy on compulsory attendance including non-exclusion clause from the public schools or from extracurricular activities because: 1) the student is married; 2) the student is pregnant; 3) the student has a disability as identified by Chapter 15 (relating to protected handicapped students); 4) the student is an eligible student identified under chapter 14.

Non Discrimination Clause

Chapter 12 Requirement: Adopt a non-discrimination policy stating a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action* on account of race, sex, color, religion, sexual orientation, national origin, or disability.

*Remainder of statement referring to discipline is located in the section focused on discipline.

Number: 205
Section: PUPILS
Title: Anti-Harassment
Adopted: December 14, 2005

205 – ANTI-HARASSMENT

1. Purpose
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.

2. Authority
Sec. 703 of Title VII of Civil Rights Act of 1964;
Sec. 5(a) PHRC Act;
Title IX of the 1972 Education Amendment
The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.
The Board encourages students who have been harassed to promptly report such incidents to the designated employees.
The Board directs that complaints of harassment 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. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

3. Definitions
OCR Guide-lines on Sexual Harassment, Fed. Reg. Vol. 62, #49; PHRC Guidelines; PA Bulletin March 1997 USDE OCR Policy Memo Vol. II, #5
The term **harassment** means verbal or physical conduct, relating to a student’s sex, race, color, religion, national origin, age or disability when the unwelcome conduct is so severe, pervasive or persistent that it substantially affects a student’s ability to participate in or benefit from an educational program or activity, or otherwise denies a student access to the school’s educational resources.
Harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given protected class that is so severe or pervasive that it substantially affects a student’s ability to participate in or benefit from an educational program or activity, or otherwise denies a student access to the school’s educational resources.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting the student.
3. Such conduct is so severe, persistent or pervasive that it deprives a student of educational aid, benefits, services or treatment.

Examples of conduct which may, depending on surrounding circumstances, constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, which is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or otherwise denies a student access to the school's educational resources.

4. Delegation of Responsibility

The district shall annually inform students, staff, parents, independent contractors and volunteers that harassment will not be tolerated, by means of:

1. Distribution of written policy.
2. Publication in handbooks.
3. Presentation by staff to students.

Each staff member shall be responsible to maintain an educational environment free from all forms of harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of harassment.

Students shall be informed that they may choose to report harassment complaints to:

1. Building principals.
2. Teachers.
3. Counselors.
4. Nurses.
5. Administrators.

All employees who receive harassment complaints from a student shall report such to the building principal.

If the building principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

5. Guidelines

When a student believes that she/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the established complaint procedures.

Complaint Procedures

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

Appeal Procedure

1. If the complainant or accused is not satisfied with the principal's decision, she/he may file a written appeal to the Superintendent and/or Director of Human Resources.
2. The Superintendent and/or Director of Human Resources shall also review the initial investigation and report and may also conduct a reasonable investigation. She/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

**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.

Number 206

Section PUPILS

Title Flag Salute and Pledge of Allegiance

Adopted September 19, 2007

206 - Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

- Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

This policy is based upon the ruling in *West Virginia Board of Education v. Barnette*, 319 U.S.624(1943).

Saluting the Flag/Reciting the Pledge of Allegiance

Chapter 12 Requirement: Adopt a policy on students' right to decline recitation of the Pledge of Allegiance and saluting the Flag on the basis of personal belief or religious conviction.

Number 210

Section PUPILS

Title Special Education Behavior
Management Policy

Adopted June 24, 1998

210. SPECIAL EDUCATION BEHAVIOR MANAGEMENT POLICY

PURPOSE

The Interboro School District believes in the use of positive behavior support. The policy is designed to enable children with individualized educational programs (IEPs), who need a behavior management program, to benefit from their free appropriate educational program (FAPE) within the least restrictive environment (LRE) in accordance with the requirements in Pennsylvania's Regulations and Standards (Chapters 14 and 342).

I. Authority and Practices

- A. Effective techniques to (1) teach socially appropriate alternative skills and (2) reduce problem behavior will be employed. Positive side effects (e.g., improved attendance, grades, etc.) will also be monitored along with improvements in student general health/well being as a result of positive behavior support. A least to most intrusive hierarchy of strategies will be utilized.
- B. The Behavior Support Plan for a child with an IEP must be designed and implemented in accordance with Pennsylvania Department of Education (PDE) Guidelines for Effective Behavior Support. Specifically, a multi-component approach will be used which follows a Functional Behavior Assessment (identification of antecedents and consequences of behavior). The Behavior Support Plan will be designed to: (1) teach alternative skills and (2) to reduce problem behavior.
- C. Physical restraints may only be used as a crisis intervention to control acute aggressive behavior when the student is acting in a manner as to be a clear and present danger to himself/herself, to other students, to employees, or others, and only when less restrictive measures and techniques have proven to be ineffective. These procedures must be documented as a part of a child's Crisis Management Plan in the child's behavior support plan within his/her IEP.

- D. The use of physical restraint, as written in the child's Crisis Management Plan to control aggressive behavior, shall cause a meeting of the IEP team to review the current IEP for appropriateness and effectiveness. For example, the proactive components of the behavior support plan need to be strengthened if the IEP team finds a need for repeated use of the Crisis Management Plan.
- E. The use of the Crisis Management Plan may not be employed as punishment for the convenience of staff, or as a substitute for an educational program.
- F. 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 included in the IEP only when recommended by a qualified medical professional and agreed upon by the student's parents or legal guardian. Mechanical restraints shall prevent a student from injuring himself/herself or others, or promote normative body positioning and physical functioning.
- G. The following aversive techniques of intervening with problem behavior are prohibited in accordance with PA Standards 342.36 (they **may not be used** by Interboro School District personnel):
1. Corporal punishment
 2. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit
 3. Deprivation of basic human rights, such as withholding meals, water, or fresh air
 4. Treatment of student in a demeaning nature
 5. Noxious substances
 6. Serial suspensions
 7. Electric shock
 8. Methods implemented by untrained personnel
 9. Any other unusual or potentially hazardous treatment procedures which cause obvious signs of pain, illness, and/or mental stress to the student or the implementor.
- H. The District must obtain parental approval through the IEP process for all procedures identified within the child's individualized behavior support plan (including crisis management procedures) as a part of the IEP.
- I. The Interboro School District assures that it will provide adequate training and support to appropriate personnel in the use of specific

procedures, methods, and techniques as outlined in Pennsylvania's Special Education Regulations and Standards (Chapters 14 and 342), and PDE Guidelines for Effective Behavior Support. Training will be updated as appropriate.

II. Delegation of Responsibility

The Director of Pupil Services and Special Education is responsible for ensuring: (1) that the agreed upon behavior support plans within IEPs for students are implemented in a consistent manner and (2) that this policy is implemented in compliance with Pennsylvania's Regulations and Standards.

III. General Philosophy

The Interboro School District recognizes that the behavior management policy is extremely important for students in a special education program. Behavior management programs include a variety of techniques to develop and maintain skills that enhance a student's opportunity for learning and building a sense of competence. We believe that:

- Each student exists as a part of the whole community in and out of school;
- Each eligible student in the district is entitled to receive an education in the least restrictive environment;
- All students are entitled to an environment free from restrictions or injuries caused by the challenging behaviors of others;
- Effective behavior management is predicated upon clear, direct, specific, concrete communications among school, students, and family;
- Training for all district staff is essential for an effective behavior management system;
- The wealth of community resources can be tapped when members of the community are provided with an awareness of the behavioral needs of exceptional children; and
- Positive techniques or the development, change, and maintenance of selected behaviors shall be attempted prior to the use of more intrusive or restraining measures.

IV. Intervention Philosophy

The Interboro School District Discipline Policy, an integral part of the behavioral management process, is followed except when issues occur as a result of a manifestation of a child's disability. When specialized intervention is required, the following basic premises are to be pursued:

- Address behavioral concerns via a Functional Behavior Assessment and goals established in the student's IEP;
- Use positive rather than negative measures in designing interventions;
- Use the least restrictive alternative necessary to develop and maintain an appropriate change in behavior;
- Identify appropriate replacement behavior;
- Provide instruction in social/adaptive skills which lead to increased independence and acceptance in the community;
- Provide instruction in task and/or work-related behaviors which lead to increased academic growth and post-secondary school opportunity;
- Use procedures which can be faded - normalizing consequences to a level and type found in the community;
- Use components of the District's Discipline Policy as appropriate; and
- Use a Team Process involving appropriate staff and parents (guardians) when making decisions regarding change in placement.

When strategies are necessary to intervene in dangerous or seriously disruptive behavior, student rights are protected by the use of only clearly delineated and approved procedures (e.g., classroom management strategies, behavior plans). The following safeguards protect student rights and prevent the misuse of procedures:

- Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner as to be a clear and present danger to himself/herself, to other students or to employees, and only when less restrictive measures and techniques have proven to be less effective;
- The use of restraints to control the aggressive behavior of an individual student shall cause a meeting of the IEP team to review the current IEP for appropriateness and effectiveness;
- The use of restraints may not be included in the IEP, employed as punishment for the convenience of staff, or as a substitute for an educational program;
- 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. Mechanical

restraints shall prevent a student from injuring himself or others or promote normative body positioning and physical functioning; and

- The District obtains parent consent prior to the use of highly restraining or intrusive procedures.

If an emergency warrants, the implementor must use the least restrictive intervention believed to be effective to ensure the safety of all involved. *Emergency interventions should be thoroughly documented and expeditiously reviewed.*

V. Levels of Intervention

Functional Behavior Assessments (FBAs) will be conducted to determine antecedents and consequences of problematic behavior(s) and degree of need for interventions. The Interboro School District will use the following *Levels of Disciplinary Responses to Student Misconduct* in concert with the attached *Behavior Support Plan* and *Matrix of Behavioral Strategies*.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVEL I

Proactive Classroom Programming and Management

Introduction

It is the belief of the Interboro School District that effective and appropriate classroom programming and whole class management strategies decrease the likelihood of the occurrence of challenging behaviors and that these strategies are the first method of intervention to be attempted in addressing behaviors of concern that do arise.

Guidelines

Classroom Programming and Management Strategies are designed to:

- facilitate all students' learning through effective teaching techniques;
- provide feedback regarding students' instruction and behaviors;
- create an environment that is flexible and responsive to students' individual needs;
- address challenging behaviors in as normalized manner as possible;
- provide students with opportunities to monitor themselves;
- structure positive and constructive interactions among students and between students and staff.

Strategies

Level I Strategies include:

- effective teaching practices (e.g., functional curriculum, functional communication training, direct instruction, cueing, prompting, etc.)
- instructional activity adjustments (e.g., pacing, length, level of difficulty, etc.)
- peer systems (e.g., cooperative learning)
- natural consequences
- a clear statement of classroom rules and expectations
- environmental adjustments - physical
- feedback adjustments
- redirection
- proximity management
- precision requests
- differential reinforcement of other students

Documentation

Level I interventions do not necessarily need to be identified as part of a student's IEP. However, all classroom procedures should be clearly stated and explained to students and parents at the time of the IEP meeting.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVEL II

Positive, Individualized, Non-Restrictive Procedures

Introduction

When a behavior or group of behaviors is not significantly impacted upon by Level I interventions, Level II interventions are to be considered. Level II interventions are individualized and *may be* reflected within a student's IEP through specific objectives and/or specially designed instruction. The IEP team will determine whether a Behavior Plan needs to be completed.

It is widely recognized that restrictive procedures, while potentially effective in the short term, have shown to be much less effective in the long term. Therefore, it is absolutely necessary that all restrictive interventions be accompanied by both proactive (Level I) and positive (Level II) interventions.

Guidelines

Level II Procedures are designed to:

- provide more structured, classroom and/or individualized support to students whose behaviors warrant such approaches, and
- tie in with classroom strategies to provide consistency and maximize normalization.

Strategies

Level II Strategies include:

- classroom reinforcement systems
- individualized reinforcement systems
- behavior contracts
- self-monitoring systems
- home-school plans
- classroom meetings

Documentation

The IEP team will determine whether Level II interventions need to be included in the IEP as "Specially Designed Instruction". In addition, a Behavior Plan is to be completed only if deemed necessary by the IEP team.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVEL III Skill-Based, Individualized Procedures

Introduction

When every attempt has been made to use less restrictive interventions (Level I and Level II procedures) for a student's behavior and those attempts have been proven to be ineffective on their own, it may be necessary to use more restrictive procedures. The IEP team will determine whether a Behavior Plan needs to be developed.

It is widely recognized that restrictive procedures, while potentially extremely effective in the short term, have shown to be much less effective in the long term. Therefore, it is absolutely necessary that all restrictive interventions be accompanied by both proactive and positive interventions.

Guidelines

Level II procedures will be taught and/or delivered by support staff then reinforced in the natural environment by the classroom teacher.

Strategies

Level III Strategies include:

- social skills training
- anger/stress management training
- conflict resolution training
- scheduled counseling (requires parent permission)

Documentation

Level III procedures may be identified by the IEP team as "Specially Designed Instruction" and included in the IEP. The IEP team will determine the necessity for a Behavior Support Plan.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVEL IV Reductive Procedures

Introduction


When proactive, positive, and skill-based approaches have not resulted in significant changes in the problematic behavior(s), it may be necessary to use reductive techniques. These procedures should be used in concert with positive and proactive interventions.

Guidelines

Level IV procedures may be delivered for behaviors that are identified as resistant to Level I-III interventions.

Strategies

Level III strategies may be delivered in the hierarchical manner (less restrictive to more restrictive) as follows:

- planned ignoring
 - contingent observation
 - contingent separation
 - contingent exclusion
 - response cost
 - overcorrection
 - time out or detention
 - in-school suspension*
 - out-of-school suspension*
- Least Restrictive Intervention
- 
- Most Restrictive Intervention

***Note:** *Functional Behavior Assessment must be conducted if suspension exceeds 10 cumulative days. Behavior Plan must be developed. Suspensions for special education students may not exceed 15 cumulative days per academic year. At 10 cumulative days, IEP must be reviewed and revised.*

Documentation

Level III procedures may be defined by the IEP team as “Specially Designed Instruction” and accompanied by a Behavior Plan.

DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT

LEVEL V Crisis Procedures

Introduction

On rare occasions, behavioral issues that are so severe that they require immediate intervention of a restrictive nature that has not been defined within a Behavior Plan. Such a reaction is defined as the use of an Emergency Procedure.

Guidelines

Emergency procedures should:

- be used only if the student is in clear and immediate danger of injuring himself/herself or others or of causing serious property damage;
- be used only if there is no less restrictive alternative judged to be effective at that point in time;
- be used in conjunction with one another as appropriate (e.g., physical restraint until police can be notified);
- be ended as quickly as possible and intervention is to be shifted to a less restrictive intervention as soon as reasonably possible;
- not include procedures identified as prohibited;
- result in consideration for changes in the student's IEP and/or in the Behavior Plan (if established) or establishment of a Behavior Plan.

Strategies

Emergency procedures include:

- personal restraint
- emergency removal
- suicide prevention
- runaway prevention
- emergency contact with other agencies

Documentation

Emergency procedures are to result in notification of Administrative Personnel and Parents. The incident is to be documented and personnel are to notify appropriate parties when a Behavior Plan is warranted.

BEHAVIOR SUPPORT PLAN (Page 1 of 2 --See Attached Strategies)

STUDENT _____ School Year _____ School _____ Grade _____ Date of Birth _____ Age _____

Description of PROBLEM BEHAVIOR(s)	Frequency/Severity	Functional Analysis of Problem Behavior		Alternative Positive Behavior(s), i.e., GOALS	Evaluation Schedule						
		Antecedents	Consequences		Expected Level of Achievement *	Evaluation Schedule **	Method of Evaluation n ***	Progress Reports ****			
								1	2	3	4

The following codes may be used to identify the evaluation elements of each objective:

*Expected Level of Achievement	**Evaluation Schedule	***Method of Evaluation	****Progress Report (Marking Periods)
MC = 60 - 74% (Minimum Competency) C = 75 - 84% (Competency) M = 86 - 100% (Mastery)	A = Annual W = Weekly M = Monthly Q = Quarterly O = Other	TO = Teacher Observation AR = Anecdotal Reports BC = Behavior Charts RS = Rating Scale	N = Needs Improvement S = Satisfactory progress M = Mastery

MATRIX OF BEHAVIORAL STRATEGIES (Page 2 of 2)

(Circle all that apply to problematic behaviors)

<i>Level 1</i> PROACTIVE	<i>Level 2</i> POSITIVE	<i>Level 3</i> SKILL-BASED*	<i>Level 4</i> REDUCTIVE*	<i>Level 5</i> CRISIS PROCEDURES**
<i>These strategies should always be used in conjunction with proactive & positive programming.</i>				
<p>A. Classroom Expectations Rules and consequences guiding appropriate behavior are posted, taught, and discussed.</p> <p>B. Environmental Adjustments Examples: moving student's desk closer to teacher, color coded organizational folders, study carrel.</p> <p>C. Feedback Adjustments Examples: more frequent feedback, more direct praise, cues, prompts, providing interim dates for segments of a report to be completed.</p> <p>D. Redirection A cue or prompt is given regarding an appropriate alternative behavior when a student is engaging in an inappropriate behavior.</p> <p>E. Proximity Management The teacher moves throughout the classroom in order to anticipate problems and acknowledge responsible behavior.</p> <p>F. Precision Requests A request or direction is started by the teacher in a systematic sequence in order to increase compliance.</p> <p>G. Differential Reinforcement of Other Students When a student is not engaging in a preferred behavior and other students are engaging in that behavior, the students who are behaving appropriately are reinforced by the teacher.</p>	<p>A. Classroom Reinforcement System A planned system of reinforcement (e.g., token economy) that is applied for all students in the classroom.</p> <p>B. Individualized Reinforcement System An established system of expectations and reinforcements for an individual student.</p> <p>C. Behavior Contract An agreement between two or more individuals which lists specific behaviors that the parties will perform and the consequences (positive and negative) that will result from those behaviors.</p> <p>D. Self-Monitoring System Students monitor their own behaviors (e.g., keeping a homework log, recording on-task performances, charting frequency behaviors).</p> <p>E. Home-School Plan A collaboration between teachers and parents for the purpose of promoting positive behaviors (e.g., home-school notes, contingencies).</p> <p>F. Classroom Meetings Structured formats for a classroom to discuss and seek to resolve/provide direction regarding classroom behaviors.</p>	<p>A. Social Skills Training A structured learning approach designed to teach the interpersonal and pro-social skills necessary for interaction with others.</p> <p>B. Anger/Stress Management Training A structured learning approach designed to teach adaptive methods of coping with anger-and stress-producing situations.</p> <p>C. Conflict Resolution Training A systematic approach designed to teach appropriate social responses to potential conflict situations.</p> <p>D. Scheduled Counseling Short-term, solution-oriented counseling designed to assist with problem-solving strategies.</p>	<p>A. Planned Ignoring A systematic process of providing no attention or reinforcement for specific inappropriate behaviors.</p> <p>B. Contingent Observation Removal of a student from an activity for a brief time period to a nearby area where the student may still observe the activity.</p> <p>C. Contingent Separation Removal of a student from one area in the classroom to another area within the classroom where he/she cannot receive the positive reinforcement available from the situation from which he/she was removed.</p> <p>D. Contingent Exclusion Temporary removal of student from group to location away from classroom.</p> <p>E. Response Cost A loss of a designated reinforcement or privilege after demonstration of an inappropriate behavior.</p> <p>F. Overcorrection The student is required to overcorrect the environmental effects of his/her inappropriate behavior (e.g., clean all the desks in the room after writing on one desk).</p> <p>G. Detention A disciplinary procedure whereby students are detained for a specified time period for reflection.</p> <p>H. In-school suspension</p> <p>I. Out-of-School Suspension</p>	<p>A. Personal Restraint The direct restriction of a student's movements by direct physical contact by a staff person as a consequence of the exhibition of endangering behavior.</p> <p>B. Emergency Removal</p> <p>C. Suicide Prevention</p> <p>D. Runaway Prevention</p> <p>E. Emergency contact with other agencies</p>
SUPPORTS NEEDED				
Consultation w/Support Staff	Consultation w/Support Staff	Consultation and/or Direct Service from Support Staff	Consultation and/or Direct Service From Support Staff	Direct service from Support Staff and/or Outside Agencies

* These skills and/or services will be taught and/or delivered by support staff and then reinforced in the natural environment by the classroom teacher.

** These procedures will be used in conjunction with the District Behavior Management Policy.

Matrix of Supports and Services

Domain 1: Curriculum and Instruction

Level 1 <input type="checkbox"/>	<input type="checkbox"/> Requires no services or assistance beyond that which is normally provided to all students
Level 2 <input type="checkbox"/> Requires simple adaptations to curriculum & instruction	<input type="checkbox"/> Consistent classroom routines <input type="checkbox"/> Pre-teach and review critical vocabulary <input type="checkbox"/> Provide advanced organizers in written or diagram form <input type="checkbox"/> Use frequent demonstrations and models to convey new concepts <input type="checkbox"/> Incorporate study skills into contextual learning <input type="checkbox"/> Teach test-taking strategies <input type="checkbox"/> Course syllabus <input type="checkbox"/> Study guides w/key concepts & vocabulary in advance of test <input type="checkbox"/> Provide table of contents for long-term projects, e.g. notebooks <input type="checkbox"/> Use written back-up for oral directions <input type="checkbox"/> Frequent monitoring of progress on long-term projects <input type="checkbox"/> Clearly established scoring guides (rubrics) for grading of class participation, homework, projects, etc. <input type="checkbox"/> Encourage use of assignment book <input type="checkbox"/> Check assignment book for comprehension of directions <input type="checkbox"/> Communication w/ parents on weekly basis via notebook <input type="checkbox"/> Use samples of finished product as models <input type="checkbox"/> Key work outlines of lectures provided to student <input type="checkbox"/> Copies of critical overheads and/or notes on board <input type="checkbox"/> Check frequently for student understanding <input type="checkbox"/> Use cooperative learning arrangements w/ designated responsibilities for reading & writing <input type="checkbox"/> Use computers to enhance learning of basic skills <input type="checkbox"/> Allow word processing in lieu of handwritten notes <input type="checkbox"/> Corrective feedback <input type="checkbox"/> Other <input type="checkbox"/> All of the above
Level 3 <input type="checkbox"/> Requires Accommodations	<input type="checkbox"/> Low-vision aids or use of electronic tools w/ assistance <input type="checkbox"/> Alternate textbooks, materials, and/or equipment <input type="checkbox"/> Regular personal assistance in classroom <input type="checkbox"/> Repetition and review of material <input type="checkbox"/> Corrective feedback frequently <input type="checkbox"/> Other
Level 4 <input type="checkbox"/> Requires Modifications	<input type="checkbox"/> Modifications to curriculum content, process, product <input type="checkbox"/> Direct, specialized instruction or the majority of learning activities <input type="checkbox"/> Instruction delivered within the community, i.e., community-based instruction <input type="checkbox"/> On-the-job training <input type="checkbox"/> Use of assistive technology w/ supervision for majority of learning <input type="checkbox"/> Provide home set of text/materials for preview/review <input type="checkbox"/> Reduce homework assignments <input type="checkbox"/> Other
Level 5 <input type="checkbox"/> Requires Significant Modifications	<input type="checkbox"/> Intensive curriculum modification for most subjects, including on-the-job training and supported employment <input type="checkbox"/> Individual instruction at home, hospital, or administration building <input type="checkbox"/> Ongoing, continuous assistance for participation in learning <input type="checkbox"/> Other

Student Name: _____

Academic Year: _____

Domain 2: Assessment and Grading

Level 1 <input type="checkbox"/>	<input type="checkbox"/> Requires no services or assistance beyond that which is normally provided to all students
Level 2 <input type="checkbox"/> Requires simple adaptations to assessment & grading	<input type="checkbox"/> Allow learning aids during tests (calculators, notes, books, spell-checkers, other _____) <input type="checkbox"/> Provide menu of options for student to demonstrate knowledge <input type="checkbox"/> Reduce distractions during testing, e.g., study carrel <input type="checkbox"/> Allow test retakes & give credit for improvement <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> All of the above
Level 3 <input type="checkbox"/> Requires Accommodations to Assessment & Grading	<input type="checkbox"/> Adapted grading scale <input type="checkbox"/> Pass/Fail grading in _____ (subject) <input type="checkbox"/> Pass/Fail grading in _____ (subject) <input type="checkbox"/> Pass/Fail grading in _____ (subject) <input type="checkbox"/> Grades assigned by _____ (reg. ed. teacher in _____ (subject)) <input type="checkbox"/> Grades assigned by _____ (spec. ed. teacher in _____ (subject)) <input type="checkbox"/> Specialized equipment _____ <input type="checkbox"/> Untimed tests <input type="checkbox"/> Tests may be taken in resource room or guidance office <input type="checkbox"/> Tests should be given orally (to teacher, spec. ed. teacher, instructional assistant) <input type="checkbox"/> Exempt from mid-term exam <input type="checkbox"/> Exempt from final exam <input type="checkbox"/> Scheduling accommodations (frequent breaks, time of day) <input type="checkbox"/> Additional response time (processing) required <input type="checkbox"/> Administer tests over several days (rather than one sitting) <input type="checkbox"/> Other
Level 4 <input type="checkbox"/> Requires Modifications to Assessment & Grading	<input type="checkbox"/> Course competence established by IEP team <input type="checkbox"/> Large print test materials <input type="checkbox"/> Braille test materials <input type="checkbox"/> Other <input type="checkbox"/> Other
Level 5 <input type="checkbox"/> Requires Significant Modifications	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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 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.

Number	218
Section	PUPILS
Title	Student Conduct (Student Discipline)
Adopted	December 19, 1984
Revised	September 19, 2007

218. STUDENT CONDUCT (STUDENT DISCIPLINE)

The Interboro Board of School Directors has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. The Board then holds those powers that are enumerated in the statues of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school. The Board may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose. The Board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

INTERBORO SCHOOL DISTRICT STUDENT RIGHTS

- a. All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
- b. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:
 1. The student is married.
 2. The student is pregnant.
 3. The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
 4. The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

INTERBORO SCHOOL DISTRICT STUDENT RESPONSIBILITIES

- a. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- b. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- c. Students should express their ideas and opinions in a respectful manner.
- d. It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should 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.
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 for the students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of student prescribed by local school authorities.
10. Report accurately in student media.
11. No use obscene language in student media or on school premises.

The Interboro Board of School Directors recognizes that the mission of the Interboro School District is the development of productive, contributing citizens who will be prepared to take their places in the world of work or in a program of post high school education or a combination of the two and who will nurture and perpetuate American democracy. To this end the Board recognizes the need for a comprehensive, relevant, realistic curriculum implemented by competent, qualified professional teachers and administrators who are knowledgeable and capable of providing sound teaching methodology. It is the position of the Interboro Board of School Directors that every teacher, in addition to being knowledgeable of specific subject matter, and in addition to following the Board's mandate to approach the instruction of students in an orderly, systematic, structured fashion embodied in a planned course format, must provide guidance and counsel to some degree in order to develop students who are inner-directed and self-motivated and whose values conform to generally accepted social standards.

In the Interboro School District it is recognized and acknowledged that a quality program of instruction is inextricably linked to sound discipline in the classrooms and throughout the school system. In maintaining order and discipline it is recognized that the influence of parents, family, and community are vitally important, and that a partnership between and among all of these societal units is necessary in the total process of education. With regard to parents it is the policy of the Interboro School District that communication takes place between school administrators, teachers, and parents in order to provide optimal opportunities for learning for students.

The Interboro School Board recognizes the essential relationship between sound discipline and effective instruction. Classrooms in the schools of the Interboro School District should manifest an atmosphere of productivity and a climate in which the teacher is in control and students are motivated. Students in the Interboro schools are expected to accept and recognize the authority of teachers, and teachers are expected to respect each student as an individual and to treat each student in a manner which acknowledges the student's dignity as a human being. A student may not be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability. It is expected that professional staff members responsible for the development of youth will constantly seek to develop their skills in this regard.

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.

It is recognized also that in the normal course of events in the Interboro schools, the individual styles of teachers include touching students and that these forms of physical contact are in no way intended to demean or to harm the student but rather to enhance the relationship between the student and the teacher. The Interboro Board of School Directors feels constrained, with regard to the matter of physical contact between teachers and students, to caution the professional staff in this regard since actions perceived as harmless or innocent by teachers may be construed as offensive to parents who are sensitive in these matters.

The Interboro School District accepts the position of the Pennsylvania State Board of Education that Regulations and Guidelines on Student Rights and Responsibilities are still in effect and incorporates them into this policy. The Interboro School District recognizes also the value of the publication Guidelines for School Discipline and authorizes its use and incorporation into the individual school codes of discipline.

INTERBORO SCHOOL DISTRICT POLICY ON DISCIPLINE

- I. The primary objective of student discipline is to maintain an orderly school environment within which to maximize the teaching-learning process. Discipline may be defined as the control of conduct by the individual himself/herself or by external authority. It includes two major emphases:
 - A. assisting students in becoming responsible, productive and self-disciplined citizens within the school;
 - B. preventing students from threatening the educational opportunities of others;
- II. Codes of Discipline shall be developed and disseminated for each level: Elementary, Middle School, High School and shall be submitted to the Superintendent and Board of School Directors for annual review.
- III. Every effort should be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. For more information regarding exclusion, please refer to Policy 233 R.
- IV. At the recommendation of the principal, a student may be summoned to appear before the Superintendent and the Board of School Directors, or a committee thereof, for a Review. Such Review shall involve an examination of the student's school record of performance and of the disciplinary incident(s) which led to the recommendation to have the student appear before the Review Committee. The Review may result in one of the following outcomes:
 - A. The Board's decision to conduct an expulsion hearing, in which case the student and the parents or guardian accompanying the student will be notified at the conclusion of the Review. This notification will be followed by a formal NOTICE of the scheduled expulsion hearing.
 - B. The Board's decision to permit the student to return to his/her school for a probationary period of time to meet certain specific standards established by the Board. These performance standards will relate to attendance, behavior, punctuality, class participation, completion of assignments, cooperation, adherence to school rules, etc. The student will be instructed to appear before the Review Committee at the end of the probationary period to assess the student's performance during the trial period. At the conclusion of this second Review, the student will again be subject to any one of the three possible outcomes.
 - C. The Board's decision to have the student transferred out of the Interboro School District and/or placed in a special center, private school, or other appropriate setting.
- V. Parents shall be informed and involved when a student is building a history of unacceptable conduct. Records of such involvement shall be maintained in the principal's office. The principal shall be responsible for documenting evidence to support any action of suspension or expulsion as well as efforts to solve the problem. Such documentation shall be in writing.
- VI. The authority of the Board of School Directors to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in ARTICLE 13, Section 1318 of the School Code. Section 1318 authorizes suspension for disobedience or misconduct.

Assuming the responsibility granted to it by the law, the Board of School Directors establishes the following categories of misconduct (while a student is under jurisdiction of the school) as those which may result in suspension, or expulsion from the Interboro Public Schools. These categories are general in nature and are not

deemed to be all inclusive. They are further elaborated and supplemented by the individual school codes and by pages 6 and 7 of Guidelines for School Discipline (PDE, October, 1976)

A. Matters relating to public and private property.

Examples:

1. Theft
2. Misuse of books, materials and equipment
3. Defacing property
4. Trespassing (unauthorized presence in a building)

B. Matters pertaining to citizenship.

Examples:

1. Violation of state laws, local ordinances, approved safety and fire codes, laws pertaining to civil disobedience
2. Use of profanity, obscene and vulgar language
3. Possession of weapons, explosives or other harmful devices

C. Matters pertaining to attendance.

Examples:

1. Truancy
2. Persistent tardiness
3. Failure to attend school regularly if above compulsory school age

D. Matters pertaining to safety of others.

Examples:

1. Physical attacks or threats to students or school employees
2. Fighting
3. Extortion

E. Use and/or possession of drugs and/or alcoholic beverages on school premises at any time.

F. Persistent disobedience and/or breaking of school rules and regulations.

G. Gross misbehavior - conduct detrimental to the normal functioning of the school or school activities.

VII. The basis of the present status of school law, the principals of Interboro Public Schools are delegated the authority to suspend a student from school. Please refer to Policy 233 R for information regarding suspensions.

VIII. Recommendation for the expulsion of a student from school shall be made to the Board of School Directors by the Superintendent. Such action is generally taken upon the recommendation of the principal. The principal's recommendation shall be communicated to the Superintendent in writing, signed by the principal and accompanied by the student's cumulative file. Except in cases stemming from extreme overt behavior, it is

expected that parental conferences would have been held at the building level prior to the exclusion recommendation. Please refer to Policy 233 R, related to suspension and expulsion, and Policy 219 R, related to the hearing process for information regarding appropriate procedures.

- IX. 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.
- X. Student Interrogation: Students are not to be interrogated by the police or any outside agency unless an administrator is present. In all instances, an attempt is to be made to contact the parent before questioning begins. No student is to be taken from the school without first notifying the parent/guardian.
- XI. Student Searches: Refer to Policy 222 for information related to student searches.
- XII. Hazing: Under no circumstances shall paddling or other forms of physical violence upon each other be engaged in by the students of the Interboro School District as part of any initiation or other activities of student organizations under the jurisdiction of the Interboro School District.

Number 219

Section PUPILS

Title Student Hearing Process

Adopted August 28, 1985

Revised September 19, 2007

219. **STUDENT HEARING PROCESS**

Student Complaint

The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.

For purposes of this policy, a student “complaint” shall be any such that arises out of actions that directly affect the student’s participation in an approved educational program.

The Board or its employees will recognize the complaints of the students of this district provided that such complaints are made according to procedures established by Board policy.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her guidance counselor and both shall attempt to resolve the issue informally and directly.

For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

- the specific nature of the complaint and a brief statement of the facts giving rise to it,
- the manner in which and extent to which the student believes he/she has been adversely affected,
- the relief sought by the student,
- the reasons why the student feels he/she is entitled to the relief sought.

The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board:

- and with a suitable period of time allowed at each level for the hearing of the complaint and the preparation of a response,
- and at each level, the student shall be afforded the opportunity to be heard personally by the school authority.

At each step beyond the first, the school authority hearing the complaint may call in the student's parent.

The student may seek the help of a parent or guardian at any step.

Informal Hearing: The purpose of the informal hearing is to enable the student to meet with the appropriate school official(s) to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

- 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 guardians 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 behalf.
 - e) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

Formal Hearing: Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the 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. The following due process requirements shall be observed with regard to the formal hearing:

- a) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
- b) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- c) The hearing shall be held in private unless the student or parent requests a public hearing.
- d) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
- e) The student has the right to be presented with the names of witnesses against him, and copies of the statements and affidavits of those witnesses.
- f) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- g) The student has the right to testify and present witnesses on his own behalf.
- h) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- i) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible.
 - a. Laboratory reports are needed from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act.
 - c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- j) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Student/Parent Complaint – Response

Number 220

Section PUPILS

Title Confidential Communications

Adopted September 19, 2007

220 - CONFIDENTIALITY AND PRIVILEGED COMMUNICATIONS

- A. Confidential Communications to School Personnel – Use of a student’s confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. (42 Pa. C.S.A. relating to confidential communications to school personnel):
1. No guidance counselor, school psychologist, or home or school visitor who, while in the course of his or her professional duties has acquired information from a student in confidence shall be compelled to disclose such information in any legal proceeding without the consent of his/her parents or guardian, or the student if the student is over 18.
 2. The protection of confidential information disclosed by the doctrine of “privileged Communications” or the “counselor/client privilege” is relevant only in the context of a legal proceeding, and does not guarantee the same level of confidentiality in other situations.
 3. The counselor/client privilege protects the client not the counselor, and therefore the privilege belongs solely to the client and can be waived only by him or her at any time.
- B. Non-privileged Communications – In most situations confidential communications can be disclosed to the parents, but do not have to be disclosed. Information received in confidence from a student may be revealed to the student’s parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy. When a student requests that information not be disclosed to his or her parents consideration should be given to the age and maturity of the student and how the disclosure might inhibit the student from seeking further help.
1. In deciding whether to disclose information to the parents, counselors/school officials should consider the following:
 - a. The nature of the threat to the student’s health and welfare, including the student’s general vulnerability.
 - b. The implications and consequences of having or not having parental involvement.
 - c. The age and maturity of the student.

- d. The student's understanding of agency services and the consequences of the involvement.
 - e. The potential for assistance through the agency.
 - f. The ultimate need of the parent/guardian to know in order to protect the student.
 - 2. Teachers and SAP members may disclose information to the appropriate authorities that is educationally necessary to their performance of duties.
 - 3. An obligation to share information with other agencies does not exist.
- C. When a serious threat against the safety, health, or welfare of the student or another individual is made, it may be reported to the parents, principal, or other appropriate authority (22 Pa. Code 12.12)
- D. Confidential communications involving drug or alcohol treatment may not be revealed. This does not apply to situations where the student is caught using or distributing drugs and/or alcohol.
- E. School officials are mandated to report suspected child abuse to the appropriate authorities.
- F. Parental Notification/Consent for Outside Agencies – Parental involvement and consent is preferable in most situations involving the delivery of social services. However, parental consent is not always required. Situations in which consent is and is not needed are explained below.
 - a. Parental consent is not required if the district refers the student to an outside social services agency by providing the student with information about the agency.
 - b. Parental consent is sometimes required if the district makes contact with the outside agency on behalf of the student and arranges for the student's direct involvement.
 - c. Parental consent is usually required if the district allows agency personnel to meet with the student in school.
 - d. Parental consent is required if the district releases the student during the school day for an agency contact outside of the school.

* In deciding whether parental consent and notice are necessary in c and d above, factors such as the age and maturity of the student, the student's understanding of services offered, and the ultimate need of the parent to know should be considered.

* Parental consent should always be in writing if the student leaves the school during the school day. Notification and oral consent is usually sufficient in the other situations described above.

Confidential Communications

Chapter 12 Requirement: Adopt a plan for the collection, maintenance, and dissemination of student records in accordance with federal and state law. (Confidential Communications accompany this requirement.) Please refer to example until policy is modified to fit the needs of I.S.D.

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.

Corporal Punishment Policy

Chapter 12 Requirement: Adopt a policy prohibiting the use of corporal punishment. Policy includes exceptions that teachers and school authorities may use reasonable force under [the circumstances explained in the revised policy].

Note: This will be included in section on discipline, but also as a separate policy.

Number 222

Section PUPILS

Title Student Searches

Adopted September 19, 2007

222 - STUDENT SEARCHES

The School Board has adopted the following policies and procedures regarding student searches. Students and their parents or guardians will be notified of these policies and procedures.

I. What is a “search”:

The following are examples of searches:

- a. Examining private items or places that are not in the open and exposed to public view.
- b. Physically examining or patting down a student’s body or clothing, including the student’s pockets.
- c. Opening and inspecting personal possessions such as purses, backpacks, bags, books, notes, calendars, appointment books, and closed containers.
- d. Handling or feeling any closed, opaque item to determine its contents when they cannot be inferred by the item’s shape or other publicly exposed physical properties.
- e. Using extraordinary means to enlarge view or hearing into closed or locked areas, containers or possessions.

II. What is not a “search”:

The following are not searches:

- a. Observing an object in plain view where it is exposed to the public.
- b. Examining an object after a student denies ownership of the object.
- c. Examining an object abandoned by a student.
- d. Detecting anything openly exposed to the senses of sight, smell or hearing, as long as school officials are located in a place where they have a right to be and they do not use extraordinary means to gain a vantage point.
- e. Using extraordinary means to enhance sensory perceptions in open areas.

III. General Rules for Student Searches by School Officials on School Property:

- a. Students have a constitutional right to be protected from unreasonable searches by public school officials.
- b. The unique nature of the public school environment and the fact that students have lower privacy expectations at schools than in other public places means that the rules governing student searches by public school officials are different from the rules governing searches in other public places.
- c. Student searches by school officials, school safety officers, and school resource officers on public school property or school buses and at school events must be based on *reasonable suspicion*.

IV. Defining Reasonable Suspicion:

- Reasonable suspicion means that the person initiating the search has a well-founded suspicion – based on objective facts that can be articulated – of either criminal activity or a violation of school rules.

V. Two-part Test for Student Searches:

- a. Search Justified at its Inception: The search must be justified at its inception, that is, there must be a reasonable suspicion that the search will reveal evidence of a crime or school rule violation.
- b. Reasonable Scope: The search must be reasonably related in scope to the circumstances that justified the initial suspicion. In other words, a search is proper when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive given the type of infraction and the age and gender of the student.

VI. Authority to Initiate a Student Search - *Reasonable Suspicion*:

To initiate a lawful search, a public school official, school safety officer or school resource officer must have a reasonable suspicion of all of the following:

- a. A crime or school rule violation has been or is being committed;
- b. A particular student has committed a crime or school rule violation;
- c. Physical evidence of the suspected crime or school rule violation is likely to exist; and
- d. Physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or school rule violation.

VII. Factors Justifying a Student Search:

The following are examples of relevant factors in determining whether a reasonable suspicion exists to initiate a student search. Sometimes one factor by itself is sufficient to create a reasonable suspicion; other times, multiple factors must be present.

Factors Generally Sufficient by Themselves

- A crime or school rule violation is observed in progress.
- A weapon or portion of weapon is observed on a student.
- A student has told others that he/she has a weapon on campus.
- A student has been seen in possession of illegal items.
- A student has been seen in possession of stolen items.
- A student is found with incriminating items.
- The smell of burning tobacco or marijuana is detected.
- A student appears to be under the influence of alcohol or drugs.
- A student admits to committing a crime or school rule violation.
- A student fits a detailed or unusual description of the suspect of a recently reported crime or school rule violation.
- An emergency situation exists where school official can provide immediate assistance to avoid serious injury if a student search is conducted.
- A student provides oral or written voluntary consent to conduct a search. Such consent cannot be the result of fraud, duress, fear or intimidation.

Factors Generally Not Sufficient by Themselves

- A student flees from the vicinity of recent crime or school rule violation.
- A student flees upon the approach of a school official.
- Imprecise information about a crime or school rule violation has been provided to school officials.
- A student threatens others with words or behavior without an indication that the student possesses a weapon (a reasonable indication that a student possesses a weapon always provides reasonable suspicion justifying a search).
- A student has a history of previous similar criminal or school rule violations.
- A report has been made of a stolen item, including a description and value of the item and place from which it was stolen.
- A student was seen leaving an area where crimes or school rule violations are often committed.
- A student became unduly nervous or excited when approached by a school official.
- A student made a suspicious movement. (Note: To provide the basis for a search, a witness must be able to describe the exact conduct and why it was suspicious.)

VIII. Procedure for Searching Students:

Once a reasonable suspicion justifying a search has been established, the following general guidelines should be followed:

- a. Remove Student to a Private Area: School official(s) should personally escort the student to be searched directly to the office or other private location. He/she should maintain visible contact with the student from the time the individual is retrieved from the classroom, or other school area, to the time he/she reaches the search location to ensure he/she does not abandon contraband or evidence. At least two staff members should escort the student as a precaution against the student fleeing or resisting school officials. Stops along the way to the search location should not be permitted.
- b. Always Watch Student's Hands: If a student is suspected of having a weapon or drugs, the student may try to discard it if the opportunity arises. This can occur from the time the student is told to accompany a school official to the office up to and including the time when the student is actually in the office and being searched. The student should never be allowed to follow behind a staff member where the student cannot be observed.
- c. Always Have a Witness: From the inception of the search until the evidence is properly secured, another school official should be present as a witness.
- d. Have Searcher and Witness of Same Gender as Student: Searches of a student's person should be conducted and witnessed by school officials of the same gender as the student.
- e. Keep Searches Discreet: Searches should be conducted discreetly and with an eye toward causing the least possible amount of embarrassment to the student. Only the searcher, witnesses and student should be present. A student should never be searched in front of another student. Student searches should be conducted in a private area where there will be no interruptions.
- f. Give Students a Chance to Surrender Item Sought: The student should be told what is being looked for and given a chance to surrender the item. Prior to beginning the search, the student should be asked if he/she has anything in possession that is illegal or violates school rules. If the student hesitates, he/she will be advised that a reasonable suspicion exists that he/she is in possession of such an item. The student will also be informed that a search will be performed. This type of questioning by a school official is not custodial interrogation that requires reading the Miranda warnings.
- g. Direct Student to Remove Outer Clothes and Empty Pockets: The student should first remove all outer clothing such as coats, sweaters, hats and shoes. The student should remove all objects from his/her pockets. These items should be laid aside until the student search is completed. The student's bodying will be searched from top to bottom on each side. After searching the student's person, items that have been set aside should be examined. Items that could conceal relevant contraband or evidence should be searched.

- h. Seize Illegal Items or Evidence: Any item that is illegal or is evidence of a crime or school rule violation should be seized. Each seized item should be placed inside a separate sealed envelope. The envelope should be marked with inventory information including a description of the item seized, the date and time of the seizure, source of the item, the name of the person who seized the item and the name of the person(s) who witnessed the search. Seized evidence should be secured in a locked storage area with restricted access. Illegal items and evidence of crimes should be handed over to law enforcement authorities in a timely manner.
- i. Special Considerations for Weapons: Refer to Policy 237 for the district's policy for dealing with students who possess weapons on school property, in school buses and at school events.

IX. Right of School Officials to Search a Student's Locker:

The justification to search a student's locker depends on the school's reason for the search and the expectation of privacy of the student. Prior to a locker search, the student shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in school, student lockers may be searched without prior warning. Furthermore, school districts may conduct random canine sniffs of student lockers where sufficient information exists regarding a drug problem in the student population.

X. Use of Metal Detectors:

School districts are allowed to utilize metal detectors to conduct suspicionless searches of students as a precondition to enter a school, without violating the Constitution.

XI. Use of Drug-sniffing Dogs

A "canine sniff" of a person or object is not a search for constitutional purposes. A trained drug-sniffing dog may be walked around school lockers, school grounds, or vehicles in a school parking lot without violating any student's constitutional rights – provided that the students themselves are not being detained (without reasonable suspicion) while the dog is sniffing. An alert by a trained drug-sniffing dog that drugs are present in a particular location provides school officials and law enforcement officers alike with probable cause to conduct a search of the person or place to which the dog alerted. As a general rule, a school official or any law enforcement officer may conduct a reasonable search of a student or student's property, including a motor vehicle on school grounds based upon an alert by a drug-sniffing dog without first obtaining a search warrant.

XII. Strip Searches of Students

Strip searches are highly invasive law enforcement procedures that are generally not appropriate for school officials to perform especially under the reasonable suspicion standard generally applied to student searches.

Student Search Policy

Chapter 12 Requirement: Adopt a policy and/or procedures and notification of students and their parents or guardians of the policies and procedures regarding student searches in accordance with Chapter 12.

Number 225

Section Pupil

Title School Uniform Policy/Student Dress Code

Adopted May 17, 2000

Revised August 15, 2007

225. SCHOOL STANDARD OF DRESS POLICY/STUDENT DRESS CODE

The Interboro School District Board of Education wishes to adopt a **mandatory** school Standard of Dress policy for all students in **grades kindergarten through eight beginning in September 2000**. The policy for **grades nine through twelve will be optional**.

The Interboro School District Board of Education strongly believes that the following issues would support such a Standard of Dress policy:

1. Standards of Dress would create security through identification, enabling school officials to recognize intruders.
 2. A more positive atmosphere conducive to education will be established.
 3. Similar clothing will eliminate peer pressure dealing with student attire.
 4. Standards of Dress would promote a statement of identity.
 5. A sense of school unity will be created.
 6. Students will be instilled with a sense of discipline.
 7. School spirit will be enhanced.
- 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 or 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 types 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, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.
 - Students have the responsibility to keep themselves, their clothes and their hair 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.
 - The Standard of Dress mandated for students in grades kindergarten through eight and optional for students in grades nine through twelve is as follows:

MALE STUDENTS

PANTS – Trouser-style, cotton twill/polyester blend. Long pants or shorts may be worn with a belt. Colors will be **black or khaki**. No baggy or cargo-type pants will be permitted.

SHIRTS – Golf style long or short sleeve. Turtleneck long or short sleeve. Colors will be **black, white, or gold**. All shirts must be tucked in.

SWEATERS – V-neck, sweater vest, or cardigan worn over shirt or turtleneck. Colors will be **black, white, or gold**.

SWEATSHIRTS – Plain or “Interboro specific” (see below) worn alone or over shirt or turtleneck. Colors will be **black, white, or gold**.

FEMALE STUDENTS

PANTS - Trouser-style, cotton twill/polyester blend. Long pants, shorts, skort or skirt. Colors will be **black or khaki**. No baggy or cargo-type pants will be permitted.

SHIRTS – Golf style long or short sleeve. Turtleneck long or short sleeve. Colors will be **black, white, or gold**. All shirts must be tucked in.

SWEATERS – V-neck, sweater vest, or cardigan worn over shirt or turtleneck. Colors will be **black, white, or gold**.

SWEATSHIRTS – Plain or “Interboro specific” (see below) worn alone or over shirt or turtleneck. Colors will be **black, white, or gold**.

NOTE: Any logo on a shirt, sweater, turtleneck, or sweatshirt must be “Interboro specific”. For example: “Bucs”, Bucs Football, Prospect Park School, Student Council, etc.

The Interboro School District recognizes that certain parents who, for religious or other reasons, may choose to have their child not conform to the Standard of Dress. Such parents shall have the opportunity to meet with the school principal to discuss their concerns, provide specific reasons for their child’s non-participation, and sign a waiver allowing their child to opt out of the required Standard of Dress, but adhere to a specific dress code as established by the principal.

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, and

A special fund shall be established to provide support for children from disadvantaged families to purchase school apparel as specified in the Standard of Dress. A family’s qualification for participation in this program will be determined by the guidelines for the free school lunch program.

The Superintendent shall develop procedures for implementation of the Standard of Dress policy.

227. DRUG AWARENESS

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. The Board shall take every legal means available to eliminate the misuse of drugs in the schools of this district.

For purposes of this policy, "drugs" shall mean:

- ♦ All dangerous controlled substances prohibited by law and identified in Public Law 91-513 Comprehensive Drug Abuse Prevention and Control Act of 1970 (Federal Law The Controlled Substance Drug, Device and Cosmetic Act of April 14, 1972 (P.L. 233, No. 64) and Amendments.
- ♦ Anabolic steroids. All provisions of Act 93 of 1989 (SB 454) are incorporated into this policy. Act 93 includes the following specific provisions:
 - (1) prohibits the use of anabolic steroids
 - (2) mandates education regarding steroid use
 - (3) imposes penalties for the use of steroids

A copy of Act 93 of 1989 is attached and shall be regarded as part of this Policy.

- ♦ Look-alike drugs: substances manufactured or designed to resemble drugs, mood altering substances, narcotics, or other health endangering compounds.
- ♦ All alcoholic beverages.
- ♦ Any prescription or patent drug, except those for which permission to use in school has been granted by authorized administrative and health personnel.

The Board prohibits the use, possession or distribution of any drug:

- ♦ during school hours,
- ♦ on school property (school buildings and grounds),
- ♦ at any school sponsored event,
- ♦ on school buses.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors, members of the SAP team, and clerical workers shall be respected. No confidential communication made to any such employee shall be required to be revealed without the consent of the student or their parent unless the best interests of the student can be served only by doing so.

The Superintendent shall prepare rules for the identification, amelioration and control of drug abuse in the schools which shall:

- ♦ Establish curriculum, the Student Assistance Program, community support and resources, strong and consistent administrative and faculty commitment, rehabilitative efforts, and disciplinary procedures.
- ♦ Strive to educate, prevent, and intervene in the use and abuse of all drugs, alcohol, and mood altering substances by students.
- ♦ Establish procedures for dealing with students suspected of drug use (Refer to DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES AND BOARD POLICY ON DISCIPLINE).
- ♦ Establish procedures for dealing with students suspected of the possession or distribution of drugs in school (Refer to DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES AND BOARD POLICY ON DISCIPLINE).
- ♦ Establish procedures for the readmission to school of students convicted of drug offense. A second conviction for a drug offense shall lead to an expulsion hearing.
- ♦ Require that the police be notified if any drugs are found on a student's person, in a student's locker, or in a student's automobile.

Rules developed by the Superintendent shall follow these guidelines:

- ♦ In all cases involving the students and drugs, the need to protect the school community from undue harm and exposure to drugs shall be recognized.
- ♦ The Board recognizes the Student Assistance Program which seeks to identify and rehabilitate the potential drug user. No student will be referred for treatment without his/her intelligent, voluntary and aware consent of the student.

Att.

THE GENERAL ASSEMBLY OF PENNSYLVANIA

Attachment #1

SENATE BILL

No. 454

Session of 1989

INTRODUCED BY GREENLEAF, SHAFFER, ANDREZESKI, WENGER, SALVATORE,
O'PAKE, AFFLERBACH, PETERSON, PORTERFIELD, LYNCH AND RHOADES,
FEBRUARY 7, 1989

AS REPORTED FROM COMMITTEE ON EDUCATION, HOUSE OF
REPRESENTATIVES AS AMENDED, DECEMBER 5, 1989

AN ACT

1 Requiring school directors to prohibit the use of steroids by
2 pupils involved in athletics; requiring education regarding
3 the use of anabolic steroids; requiring penalties for
4 unauthorized use of anabolic steroids; and providing for
5 dispensing anabolic steroids and for prescriptions for
6 anabolic steroids.

7 The General Assembly of the Commonwealth of Pennsylvania

8 hereby enacts as follows:

9 Section 1. School directors to prohibit steroids.

10 The board of school directors in every school district in
11 this Commonwealth shall prescribe, adopt and enforce rules and
12 regulations to prohibit the use of anabolic steroids, except for
13 a valid medical purpose, by any pupil involved in school-related
14 athletics. Body building, muscle enhancement, increasing muscle
15 bulk or strength or the enhancement of athletic ability is not a
16 valid medical purpose. HUMAN GROWTH HORMONE (HGH) SHALL NOT BE ←
17 INCLUDED AS AN ANABOLIC STEROID UNDER THE PROVISIONS OF THIS
18 ACT.

1 Section 2. Education regarding steroid use.

2 The Board of school directors in every school district shall
3 include education regarding the dangers of anabolic steroids
4 with any other drug and alcohol program required by law.

5 Section 3. Penalties.

6 (a) Violations of rules and regulations. --The board of
7 school directors shall prescribe the following minimum penalties
8 for any pupil found in violation of the rules and regulations
9 required under section 1:

10 (1) For a first violation, suspension from school
11 athletics for the remainder of the season.

12 (2) For a second violation, suspension from school
13 athletics for the remainder of the season and for the
14 following season.

15 (3) For a third violation, permanent suspension from
16 school athletics.

17 (b) Eligibility for participation in school athletics
18 limited. --No student shall be eligible to resume participation
19 in school athletics unless there has been a medical
20 determination that no residual evidence of steroids exists. The
21 board may require participation in any drug counseling,
22 rehabilitation, testing or other program as a condition of
23 reinstatement into a school athletic program.

24 Section 4. Violations.

25 No physician, or other person regulated by the act of
26 December 20, 1985 (P.L. 457, No. 112), known as the Medical
27 Practice Act of 1985, shall dispense, inject or prescribe an
28 anabolic steroid for the purpose of hormonal manipulation
29 intended to increase muscle mass, strength, weight without a
30 medical necessity to do so, or for the intended purpose of:

1 improving performance in any form of exercise, sport or game.

2 The State Board of Medicine shall promulgate guidelines
3 providing specific periods of license suspension or revocation
4 for dispensing, injecting or prescribing anabolic steroids in
5 violation of this section.

6 Section 5. Prescriptions

7 Any prescription for an anabolic steroid written in this
8 Commonwealth shall state the purpose for which the drug is
9 prescribed.

10 Section 6. Effective date.

11 This act shall take effect in 60 days.

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.
 - 1.1 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.
 - 1.2 If there is ever a question of a student's safety, professional medical personnel will be notified immediately.
 - 1.3 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.
 - 1.4 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.
 - 1.5 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.
 - 1.6 Parents will be immediately notified of the incident as a medical emergency.
 - 1.7 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.
 - 2.1 It is the responsibility of the staff to report an incident or request advice from the school counselor, nurse, or administrator.

- 2.2 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.
- 2.3 The staff member involved in such circumstances is obligated to guard the confidentiality of the student.
- 2.4 There is no need for disciplinary action in this situation.
- 2.5 Parents may be notified only with the written consent of the student.
- 2.6 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.
 - 3.1 The staff member should send advice, through the intervening student, that the student with a problem should personally contact someone who can help.
 - 3.2 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.
 - 4.1 Investigation of such a suspected situation will be conducted by the SAP team.
 - 4.2 If evidence of a problem exists, the student will be informed of available help and encouraged to seek assistance.
 - 4.3 The suspecting staff member is obligated to guard such suspicions.
 - 4.4 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.
 - 4.5 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.

- 5.1 Investigation will be conducted by the staff member, student, principal, nurse, counselor, and SAP team.
- 5.2 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.
- 5.3 Any counselor presently working with this student will become an adjunct member of the SAP team
- 5.4 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.
 - 6.1 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.
 - 6.2 Help will be provided through an appointment with a school counselor, Sap team, or outside drug/alcohol agency.
 - 6.3 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.
 - 6.4 Discipline will be enforced in accordance with the Board approved school discipline code.
 - 6.5 Parents shall be notified immediately by the principal and completely informed of the circumstances. The principal will request the parents presence at the school.
 - 6.6 Law enforcement authorities will be contacted so the school can turn over the drug substance. (See item 6.1)

- 6.7 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.
 - 7.1 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.
 - 7.2 Help will be provided through a mandated appointment with SAP team or outside drug/alcohol agency.
 - 7.3 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.
 - 7.4 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.
 - 7.5 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:
 - 8.1 Investigation of volunteered information will be conducted by the staff member contacting the principal, school counselor, or school nurse for substantiation.
 - 8.2 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:

- 9.1 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.
- 9.2 After disciplinary action has been taken, it is the principal's responsibility to refer the student to the SAP team.
- 9.3 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.
- 9.4 Discipline will be consistent with School Board approved discipline code.
- 9.5 Parents will be notified as soon as adequate supportive information is collected.
- 9.6 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:
 - 10.1 Investigation will be the primary responsibility of the school principal with full cooperation from all school staff members.
 - 10.2 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.

Number: 228

Section: PUPILS

Title: Automatic External Defibrillator (AED) Procedures

Adopted: June 23, 2004

228. AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) PROCEDURES

The automatic external defibrillator will enable trained responders in the school setting to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Responders' use of the AED should not replace the care provided by emergency medical services (EMS) providers, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for ambulance personnel to arrive. Upon arrival of the EMS providers, patient care should be transferred.

TRAINED SCHOOL PERSONNEL

An initial core team shall be trained in a CPR and AED certification program. This team should consist of at least one of the following school personnel from each building: administrator, nurse and physical education teacher. All athletic coaches will receive training. Other interested staff may be trained if desired.

LOCATION OF AED'S

The AED units will be located as follows:

- High School – near the gymnasium
- Elementary School – near the gymnasium

PROTOCOL FOR USE OF AUTOMATIC EXTERNAL DEFIBRILLATOR

Immediately upon arrival, check the scene for safety, and then verify sudden cardiac arrest:

- 1) Verify unconsciousness
- 2) If no response, call or have someone else call 911
- 3) Open airway
- 4) Verify no breathing
- 5) Deliver two (2) rescue breaths
- 6) Verify no carotid pulse

Contraindications

AED is not to be used on children less than 55 lbs. Or less than eight (8) years of age.

After verification of sudden cardiac arrest:

- 1) Perform CPR if there is a delay in obtaining or using AED
- 2) Move the patient if lying on or near metal
- 3) Turn on the AED
- 4) Bare and prepare chest (cut or tear away clothing). If excessive chest hair, shave or clip. Dry the chest if wet. Never use alcohol pads.
- 5) Follow verbal and visual prompts
- 6) Apply defibrillator pads as per diagram on machine

Allow AED to analyze – if “shock” advised:

- 1) Clear patient verbally and visually prior to shock delivery
- 2) Deliver a shock when prompted by pushing the shock button
- 3) Defibrillate up to three (3) times

If no shock advised:

- 1) Check pulse – if no pulse, perform CPR until the AED reanalyzes. If pulse is present, assess vital signs, support airway and breathing until EMS arrives.
- 2) Continue until AED prompts, “Do not touch the patient...” following instructions until EMS arrives.

POST-USE PROCEDURE

After any AED use:

- 1) The AED operator will notify the school nurse. The nurse will notify the school physician.
- 2) The AED operator will complete an incident report.
- 3) The school nurse will conduct an incident debriefing, as needed.

AED MAINTENANCE

School nurse will:

- 1) Check units daily. Inspect the exterior and connector for dirt or contamination. Clean AED, if needed.
- 2) Restock any used electrode pads, batteries, razors or gloves. Inspect unused supplies for any damage or old expiration dates.
- 3) Remove and replace battery in the AED and do a battery insertion test prior to replacing the AED into service.

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 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.

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.

#234 - 12/12/85

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

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 R

Section PUPILS

Title Student Distribution of Non-School Material

Adopted January 22, 1992

Revised

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.

Free Expression/Distribution of Non-School Material

Chapter 12 Requirements: Adopt a policy on student right to free expression including use of publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication. Said policy outlines under what circumstances that the expression shall be denied i.e. materially and substantially interferes with the education process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

Number 237

Section PUPILS

Title Weapons

Date Adopted January 3, 1996

Date Revised May 17, 2000

237. WEAPONS

Any student found to have possessed or be in possession of or transporting or have transported a weapon on school property during school hours or activities; or on property being used by the school or any school function or activity, or while the student is on his/her way to or from activity, regardless of intent, will immediately be reported to the local police; scheduled for an informal hearing with the Superintendent and his/her designee. This hearing will determine the appropriate level of discipline to be carried out. This could include up to a ten-day out-of-school suspension; and presented to the School Board for formal expulsion proceedings in accordance with the Pennsylvania School Code.

The term weapon shall include, but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, metal knuckles, poisons, drugs, ammunition, firearm, sling shot, throwing stars, and any other tool, instrument or implement capable of or designed to harm, threaten or harass students, staff members, parent and patrons of the District.

The term firearm means any instrument which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such instrument; any firearm muffler or firearm silencer; or any destructive device.

The term destructive device means any explosive, incendiary, or poison gas, including, but not limited to, any bomb, grenade, rocket, missile, mine, or device similar to any of the aforementioned instruments.

Violations of this policy will immediately be reported to the appropriate law enforcement agencies for investigation of violations of and possible prosecution under the Federal Gun Free Schools Act of 1994 and/or the Pennsylvania School Code. Notwithstanding referrals of violations to law enforcement agencies, the school officials are authorized to conduct investigations relating to disciplinary action for violations of this policy and further authorized to take any immediate actions required to protect the health, safety, and welfare of the school community.

Any violation of this policy by a student of the Interboro School District shall result in an administrative recommendation to the Board for expulsion from the schools of the Interboro School District for a period of not less than one (1) year, subject to the review of the

Superintendent, on a case-by-case basis, and fulfillment of all due process requirements under the Pennsylvania Public School Code of 1949, as amended, and the implementing regulations of the State Board of Education.

Weapons under the control of authorized law enforcement personnel shall be permitted on school property and within a school zone. The Superintendent may authorize other persons to possess weapons on school property or within a school zone subject to special conditions or procedures as prescribed by the Superintendent.

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 _____

Number	<u>239</u>
Section	<u>PUPILS</u>
Title	<u>Student Activity Fee</u>
Adopted	<u>August 28, 2002</u>
Amended	<u>September 18, 2002</u>
Amended	<u>June 18, 2003</u>
Rescinded	<u>August 18, 2004</u>

A. DEFINITION OF SCHOOL FEES

School fees or fees mean any monetary charge collected by the school from a student or the parents or guardian of a student as a prerequisite for the student’s participation in a co-curricular program of the school. A school does not impose a “fee” when it requires that a student provide his or her own ordinary supplies or materials (e.g., pencil, paper, notebooks), which are necessary to participate in any curricular or co-curricular program. The fee for each student will be enumerated in the chart in Section H per school year for the first activity and no charge for any additional activities. Activities subject to the fee are attached to this policy.

B. STUDENTS ELIGIBLE FOR WAIVER

Students under extenuating circumstances – Students who suffer extenuating circumstances are eligible for waiver of school fees. The principal shall decide waivers under extenuating circumstances on a case by case basis in a non-discriminatory fashion and shall rely upon documentation submitted by the applicant. The principal’s decision is appealable to the District Superintendent.

C. RESOLUTION OF DISPUTES

If an application for waiver is denied, then the principal shall mail a copy of the decision, stating the reason for the denial, to the parents or guardian within thirty (30) calendar days of receipt of the request.

The decision shall inform the parents or guardian of their right to appeal, within the time provided, to the District Superintendent. The decision of the District Superintendent is final and unappealable.

The denial notice shall inform the parents or guardian that they may reapply for a waiver during the school year if their circumstances change or if the basis of the decision or reason for which they were denied a waiver changes.

D. CONFIDENTIALITY

School records and information from School Records that identify individual students as applicants for or recipients of fee waiver are confidential and may not be disclosed except as provided under the law of Pennsylvania or Federal Law.

E. INTERNAL AUDIT

All waivers of student fees are subject to audit by Internal Audit.

F. NON COMPLIANCE

In the event a student that is not eligible and approved for a waiver fails to pay the required student fee, the student shall not participate in any of the attached activities.

G. EFFECTIVE DATE

H. PAYMENT SCHEDULE

2002-2003	\$35.00
2003-2004	\$28.00
2004-2005	\$21.00
2005-2006	\$14.00
2006-2007	\$ 7.00

**ACTIVITIES LIST FOR ACTIVITY FEE (\$35.00)
MIDDLE SCHOOL AND HIGH SCHOOL**

Football

Soccer
Cross Country Boys and Girls
Soccer – Girls
Hockey – Girls
Basketball – Boys
Basketball – Girls
Wrestling – Boys
Baseball – Boys
Outdoor Track – Boys
Outdoor Track – Girls
Outdoor Track – Girls and Boys
Indoor Track – Boys
Indoor Track – Girls
Lacrosse – Boys
Lacrosse – Girls
Softball – Girls
Swimming – Boys and Girls
Golf – Boys and Girls
Cheerleaders
Middle School Football – Boys – Ninth Grade
Middle School Hockey – Girls
Middle School Basketball – Boys
Middle School Basketball – Girls
Middle School Soccer – Boys
Middle School Wrestling – Boys
Middle School Baseball – Boys
Middle School Lacrosse – Girls
Yearbook
Student Council
Hi Q Team
Newspaper
Honor Society
Marching Band
High School Chorus
Jazz Band
S.A.D.D.
Drama Club
Key Club
Art Service Club
French Club
Latin Club
Spanish Club
German Club
FBLA
Student Council Middle School
Math Counts
Middle School Chorus
Middle School Band
Spelling Bee

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) _____

Overnight/Foreign Travel Field Trip Approval Request
Page 2

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

Number 246

Section PUPILS

Title STUDENT WELLNESS

Adopted June 21, 2006

Revised June 20, 2007

246. STUDENT WELLNESS

- I. Authority
- II. Preamble
- III. School Health Councils
- IV. Nutritional Quality of Foods and Beverages Sold and Served on Campus
- V. Foods and Beverages sold individually
- VI. Nutrition Education and Promotion
- VII. Physical Activity and Physical Education
- VIII. Monitoring and Policy Review
- IX. Footnotes

UU

I. Authority: P. L. 108-265, sec. 204

Ull. Preamble

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;
Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Interboro School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Interboro School District that:

The Interboro School District will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.

All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.

Qualified professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of student: and will provide clean, safe, and pleasant settings and adequate time for students to eat. To the maximum extent practicable, all schools in our district will participate in the National School Lunch Program. .

The Interboro School District will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

To Achieve These Policy Goals:

III. School Health Council

The Interboro School District will create, strengthen, or work within the existing school health council to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The council also will serve as a resource to school sites for implementing these policies (A school health council consists of a group of individuals representing the school and community, and should include parents, students, the representatives of the School Food Authority, members of the school board, school administrators, teachers, health professionals, representatives of the food service department and members of the public).

IV. Nutritional Quality of Foods and Beverages sold and Served on Campus.

The Interboro School District will strive to increase participation in Federal Child Nutrition Programs including the National School Lunch program and will rely on Pennsylvania Department of Education, Division of Food and Nutrition "Guidelines for Nutritional Standards for Competitive Foods in Pennsylvania Schools" revised 2/07. ("Guidelines"). Meals served through the National School Lunch Program will be appealing and attractive to children; be served in clean and pleasant settings; meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations; offer a variety of fruits and vegetables;² serve a variety of flavored lower-fat (2%, and 1%) and fat-free milk³ and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and promote whole grains

The Interboro School District should engage students and parents, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, schools should share information about the nutritional content of meals with parents and students. Such information may be made available upon request.

The Interboro School District will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Free and Reduced-priced Meals 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 meals⁵. Toward this end, schools may utilize electronic identification and payment systems; promote the availability of school meals to all students; and/or to the extent possible use nontraditional methods for serving school meals, such as "grab-and-go".

Meal Times and Scheduling

The Interboro School District will strive toward providing students with at least 20 minutes after sitting down for lunch; should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities; will, to the extent possible, schedule lunch periods to follow recess periods (in elementary schools); will strive toward providing cafeterias with enough serving areas so that students do not have to spend too much time waiting in line; will strive toward providing dining areas that are attractive and have enough space for seating all students; will, to the extent possible, provide students access to hand washing or hand sanitizing before they eat meals or snacks; and should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff Qualified professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development.

Sharing of Foods and Beverages Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Food Safety and Security All foods available in schools will comply with state and local safety and sanitation guidelines. 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.

V. Foods and Beverages Available Individually (i. e. foods and beverages sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte, snack lines, fundraisers, school stores, etc.)

Community Schools and Kindergarten Academy

The Interboro School District's food service program will approve and provide all food and beverage sales to students in elementary schools. If available, foods and beverages available individually should comply with the Dietary Guidelines for Americans.

Beverages

All beverages available individually or through vending machines in grades K-8 will be water, 100% juice or milk. See Guidelines, Better page 4

Foods

All food items available individually or through vending (excluding those sold as part of the NSL program: See Guidelines, pages 2 through 4 inclusive

- Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters)
- Will not have sugar as the first ingredient
- Provide minimal trans fatty acid
- Packages will be single serve
- Will not include any foods of minimal nutritional value according to Federal National School Lunch Guidelines
- Will strive to include items that contain greater than 2 grams of fiber per serving.

High School

In the High School, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards: See Guidelines, pages 2 through 4 inclusive.

Beverages

A minimum of 75% of the beverages sold will be water, 100% juice or milk. Those not allowed include carbonated beverages. See Guidelines, pages 2 through 4 inclusive.

Foods

The School Food Authority will strive to sell food items that meet the following criteria (excluding those sold as part of the NSL program.): See Guidelines, pages 2 through 4 inclusive.

- Have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters)
- Not have sugar as the first ingredient
- Provide minimal trans fatty acids
- Packages will be single serve
- Not include any foods of minimal nutritional value according to Federal National School Lunch Guidelines
- Strive to include items that contain greater than 2 grams of fiber per serving

A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat guidelines).⁹

Fundraising Activities

To support children's health and school nutrition-education efforts, school fundraising activities will: See Guidelines, Better pages 8 and 9

- The school district will encourage fundraising activities that promote physical activity.
- The school district will limit foods sold during the school day as fundraisers to those that meet appropriate nutritional standards, as outlined by the National School Lunch Guidelines.
- The school district will not allow foods of minimal nutritional value, as defined by the National School Lunch Guidelines, to be sold during the school day.
- The school district will not allow any food items sold as part of a fundraising activity be available during any school lunch periods.
- The school district will encourage that foods sold as fundraisers and available for sale outside of the school day will support healthy eating habits by limiting high sugar and high fat foods.
- The School district will make available suggestions for non-food fundraising options and food fundraising options that promote a positive nutritional message.

Snacks

- The Interboro School District will encourage that snacks served during the school day will make a positive contribution to the children's diet and health, with an emphasis on serving fruits and vegetables as the primary snacks and water, juice or milk as the primary beverages. See Guidelines, Better pages 12 and 13
- The Interboro School District will make available a list of acceptable snacks.

Rewards/Punishments

- No school will use foods or beverages as rewards, unless the reward promotes a positive nutrition message.
- No school will withhold food as punishment.
- The Interboro School District will make available a list of suggestions for alternative rewards.
- See Guidelines, Best page 10

Celebrations

- All schools will encourage celebrations that include healthful snack alternatives.
- The Interboro School District will make available a list of acceptable choices.
- See Guidelines, Best page 10

Foods from Home – See Guidelines, Best page 11

School Store Foods and Beverages – See Guidelines, Best pages 12 through 14 inclusive

Faculty Lounges – See Guidelines, Best page 15

Other – See Guidelines, Best page 15

VI. Nutrition Education and Promotion

The Interboro School District aims to teach, encourage, and support healthful eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- Meet the Health, Physical Education and Safety as well as the standards from Family and Consumer Sciences
- The standards will direct the Nutrition education in a sequential and comprehensive manner
- Is age-appropriate and will provide students with knowledge and skills needed to make healthful eating choices
- Focuses on changing behavior
- Incorporates the food service personnel into classroom planning
- Shall be taught across the curriculum supporting the health standards, not replacing them.
- Links physical activity and nutrition education to teach healthful lifestyle choices
- Send positive nutritional messages throughout the school district

Certified staff, receiving continued professional development, will provide current nutritional information. Community service programs will provide students the opportunity to work on nutrition-related projects.

Communications with Parents

The district/school will support parents' efforts to provide a healthful diet. Activities may include hosting healthy eating seminars for parents, sending home nutrition information, and posting nutrition tips on school websites. Schools should encourage parents to pack healthful lunches and snacks. The district/school will make available to parents ideas for healthful snacks, celebrations/parties, rewards, and fundraising activities.

Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).¹¹ School-based marketing of brands promoting predominantly low-nutrition foods and beverages¹² is prohibited. The promotion of healthful foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.

VII. Physical Activity and Physical Education

Physical Activity

- All schools shall provide opportunities for physical activities during the school day.
- All schools shall provide the students with the opportunity to participate in at least 60 minutes of physical activity on most days of the week.
- A safe environment that is physically and socially appropriate will be provided for activity.
- Physical activity every two hours is recommended.
- Grades K-8 will be provided with breaks in the day to enjoy physical activity.
- Community members, parents/guardians will work in conjunction with the school to institute programs that support physical activity.
- Using physical activity as a punishment is prohibited.
- School spaces and facilities should be available to students, staff and community members before, during, and after the school day, on weekends and during

school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

Physical Education

- Quality physical education instruction shall be based on the learning continuum for lifelong physical activity.
- Physical Education classes shall provide the means through which students learn the appropriate skills and knowledge for health-enhancing physical activity.
- The State Board of Education curriculum regulations for health, physical education, and safety shall be incorporated into the physical education program.
- Planned instructional time shall be allocated for students to achieve the level of proficiency to meet the health, physical education and safety education standards.
- An assessment system shall be implemented to track student progress in physical education.
- A moderate to vigorous activity level should be maintained as much as possible during physical education class. Medical conditions and disabilities should be accommodated.
- Facilities and equipment shall be maintained to provide safe and adequate activity during physical education class.
- All physical education classes shall be taught by a certified health and physical education teacher.
- Professional development shall be provided to all members of the Physical Education staff.
- The established student to teacher ratio for grade level classrooms shall be maintained for physical education.
- The use of physical activity as a form of punishment shall be prohibited.

Communications with Parents

The district/school may provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports may include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Staff Wellness

The Interboro School District highly values the health and well-being of every staff member and will encourage activities and policies that support personal efforts by staff to maintain a healthful lifestyle. The district should establish and maintain a wellness committee composed of at least one staff member, school health council member, local hospital representative, dietitian or other health professional, and recreation program representative and promote staff health and wellness.

VIII. Monitoring and Policy Review

Monitoring - The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal) or the school district designee. In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. The superintendent or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

Policy Review - To help with the initial development of the district's wellness policies, each school in the district will conduct a yearly assessment of the school's existing nutrition and physical activity environments, policies, and practices¹³ The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

based on the assessments, the Interboro School District will review its nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

IX. Footnotes

² To the extent possible, schools will offer at least two non-fried vegetable and two fruit options each day and will offer five different fruits and five different vegetables over the course of a week. Schools are encouraged to source fresh fruits and vegetables from local farmers when practicable.

³ As recommended by the *Dietary Guidelines for Americans 2005*.

⁴ A whole grain is one labeled as a "whole" grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include "whole" wheat flour, cracked wheat, brown rice, and oatmeal.

⁵ It is against the law to make others in the cafeteria aware of the eligibility status of children for free, reduced-price, or "paid" meals.

⁶ School nutrition staff development programs are available through the USDA, School Nutrition Association, and National Food Service Management Institute.

7 Surprisingly, seltzer water may not be sold during meal times in areas of the school where food is sold or eaten because it is considered a "Food of Minimal Nutritional Value" (Appendix B of 7 CFR Part 210).

8 If a food manufacturer fails to provide the *added* sugars content of a food item, use the percentage of weight from total sugars (in place of the percentage of weight from *added* sugars), and exempt fruits, vegetables, and dairy foods from this total sugars limit.

9 Schools that have vending machines are encouraged to include refrigerated snack vending machines, which can accommodate fruits, vegetables, yogurts, and other perishable items.

10 Unless this practice is allowed by a student's individual education plan (IEP).

11 Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

12 Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

13 Useful self-assessment and planning tools include the *School Health Index* from the Centers for Disease Control and Prevention (CDC), *Changing the Scene* from the Team Nutrition Program of the U.S. Department of Agriculture (USDA), and *Opportunity to Learn Standards for Elementary, Middle, and High School Physical Education* from the National Association for Sport and Physical Education.

Number	<u>301</u>
Section	<u>Administrative Employees</u>
Title	<u>Conferences & Travel</u>
Adopted	<u>12/18/02</u>

301. District Policy on Conference and Travel for Administrative Employees

Section 1. Conferences In keeping with its stated position on the need for continuing in-service training and development for its administrative employees, the Board encourages the participation of all administrative employees at appropriate conferences, workshops, and conventions. However, in order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance.

- The Board will periodically decide which meetings appear to offer the most promise of direct and indirect benefits to the school district.
- No administrative employee may attend a meeting at District expense without Board approval.
- Funds for participation at such meetings will be budgeted on an annual basis.
- When a conference, convention, or workshop is attended by an administrative employees, those who participate will be requested to share information, recommendations, and materials acquired at the meeting which will be beneficial to the school district.

Section 2. Reimbursement to administrative employees for their travel expenses will be in accordance with the following guidelines:

Travel Guidelines Revised 10/16/02

<u>Reimbursable Expenses</u>	<u>Maximum Reimbursement</u>
Meals - Breakfast, Lunch, Dinner	The lower of actual cost or the current maximum federal per diem rate method for meals (including room service) and incidental expenses for the appropriate locality as described in IRS Publication #1542. *Note 1
Lodging - Hotel/Motel	The lower of actual cost or the current maximum federal per diem rate method for lodging for the appropriate locality as described in IRS Publication #1542. Excess amounts require Board approval.
Transportation to and from the convention only - Taxi, bus, rail, airfare, personal car, car rentals.*	Actual costs if reasonably based on the facts and circumstances. *Notes 2 & 3.
Registration Fees	As set by the sponsoring organization.
Telephone Charges – Business calls while on your business trip. This includes business communication by fax machine or other communication devices.	Actual costs if reasonably based on the facts and circumstances.
* Prior approval required	

Requirements for Reimbursement:

Documentary evidence – You must submit documentary evidence, such as receipts, cancelled checks, or bills to support your expenses. Documentary evidence will be considered adequate if it shows the amount, date, place, and essential character of the expense.

Proving Expenses – You must submit records that show details of the following elements:

Amount: The cost of each separate expense for travel, lodging, and meals. Incidental expenses may be totaled in reasonable categories such as taxis, daily meals for traveler, etc.

Time: Dates you left and returned for each trip and number of days spent on business.

Place or Description: Destination or area of your travel (name of city, town or other destination).

Purpose: Business purpose for the expense or the business benefit gained or expected to be gained.

*Notes:

1. Incidental expenses – These include your costs for laundry, cleaning and pressing of clothing. They also include fees and tips for persons who provide services, such as food servers, and luggage handlers.
2. Travel by airplane, train, bus or car between your home and your business destination. If you were provided a ticket or you are riding free as a result of a frequent traveler or similar program, your cost is zero.
3. Use of personal automobile for business purposes will be reimbursed at the current IRS standard mileage rate as well as business-related tolls and parking. If you rent a car while away from home on business, you are entitled to reimbursement only for the business-use portion of the expenses.

Number: 303
Section: ADMINISTRATIVE
EMPLOYEES
Title: Unlawful Harassment
Adopted: December 14, 2005

303 – UNLAWFUL HARASSMENT

1. Purpose: The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

2. Authority
Sec. 703
of Title
VII of
Civil Rights
Act of 1964;

Sec. 5(a)
PHRC Act;
Title IX of
The 1972
Education
Amendments
The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment 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 nor retaliation shall occur as a result of good faith charges of harassment.

3. Definitions
OCR
Guidelines on
Sexual
Harassment,
Fed. Reg.
Vol. 62,
#49; PHRC
The term **harassment** includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability which create an intimidating, hostile or offensive working environment.

Guidelines;
PA Bulletin
Vol. II, #5
Policy Memo
Office of
Civil Rights
USDE
March 1997

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile or offensive working environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Acceptance of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is a term of 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 has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with an employee's ability to work or which creates an intimidating, hostile or offensive learning or working environment.

The district shall annually inform all administrative personnel that unlawful harassment will not be tolerated, by means of:

1. Distribution of written policy.
2. Publication in handbooks.
3. Administrative Staff Meetings.
4. Posting of notice/signs.

The district shall provide training for administrative staff concerning all aspects of unlawful harassment.

4. Delegation
of
Responsibility

Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.

Each employee shall be responsible to respect the rights of district staff and ensure an atmosphere free from all forms of unlawful harassment.

The building principal shall be designated to receive harassment complaints. If the building principal is the subject of the complaint, the complainant shall report the complaint directly to the Superintendent or the Director of Human Resources.

5. Guidelines

When an employee believes that she/he is being harassed, the employee should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the established complaint procedures.

Complaint Procedure

1. An employee shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the employee of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.

4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that an employee has made false accusations, such employee shall be subject to disciplinary action, including termination.

Appeal Procedure

If the complainant or accused is not satisfied with the principal's decision, she/he may file a written appeal to the:

1. Superintendent.
2. Director of Human Resources.
3. The Superintendent and/or Director of Human Resources shall review the initial investigation and report and may also conduct a reasonable investigation. She/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

INTERNAL GUIDELINES FOR HANDLING SEXUAL HARASSMENT COMPLAINTS (EMPLOYEE)

STEP I: THE COMPLAINT

1. **Initial Meeting with Complainant.** A committee of at least three (3) individuals, assigned by the Superintendent, should meet with the Complainant within five (5) workdays of the date in which a complaint is made regarding sexual harassment. The purpose of this meeting is to assist the Complainant in formulating a written complaint and to explain the sexual harassment procedures.

2. **Notification of Charges of Respondent.** A letter will be sent to the Respondent within ten (10) workdays of the filing of the Complaint advising the Respondent that charges have been filed and forwarding a copy of the Complaint to the Respondent. In addition, the letter should advise the Respondent of the investigation procedures and that the Respondent may file a written response to the Complaint within ten (10) calendar days of receipt of the Complaint. Notice to the Respondent will be sent by certified mail, return receipt requested, or in lieu of sending a letter by certified mail, the Human Resources, Title IX Coordinator can meet in person with the Respondent.

STEP II: INVESTIGATION

1. **Meeting with Complainant.** The Committee will meet within thirty (30) to forty (40) calendar days from the date of filing of the Complaint. If possible, the meeting should not be scheduled until the time period has elapsed for the Respondent to submit a written response to the Complaint. The purpose of the meeting is to ask questions of the Complainant, to clarify the allegations made, and to obtain the supporting facts.

In addition, at that meeting, the Committee should be prepared to discuss both the Complaint and the written response filed, if any, with the Complainant.

2. **Meeting with Witnesses.** If there are witnesses to any alleged incident of sexual harassment, the Committee should make arrangements to meet with those witnesses.

3. **Meeting with Respondent.** The Committee will make arrangements to meet with the Respondent to discuss the Complaint and Respondent's answer, if any. The meeting should be held within ten (10) workdays of the date of the meeting with the Complainant. The purpose of the meeting is to elicit additional facts from the Respondent and to obtain a clarification as to Respondent's position on the charges filed. If appropriate, alternative methods of conciliation should be discussed with the Respondent.

STEP III: FINDINGS

1. **Decision.** In consultation with the Solicitor, a decision should be reached whether there is or is not probable cause for the charges of sexual harassment by the Committee.

2. **Findings of Fact and Conclusions of Law.** After a decision has been reached whether or not there is probable cause for the charges alleged, the Solicitor shall prepare a report under the signature of the district's Title IX Coordinator. The report should detail specific findings of fact and conclusions of law which support the decision whether or not there is probable cause for the charges alleged.

3. **Notice of Report.** The report should be submitted to the following persons:
 - (a) Complainant

 - (b) Respondent

 - (c) Superintendent of the School District

STEP IV: CONCILIATION/DISCIPLINE

If the investigation reveals that sexual harassment has occurred, the district Title IX Coordinator should notify the Respondent to cease and desist from the specific discriminating acts or practices. The Superintendent will review the Committee's report and make a determination of appropriate action that should be taken against the person who has violated the Sexual Harassment Policy of the Interboro School District.

**INTERBORO SCHOOL DISTRICT
EMPLOYEE SEXUAL HARASSMENT COMPLAINT FORM**

DEFINITIONS

Complainant Person filing a charge of sexual harassment.

Respondent Person or persons responsible for alleged sexual Harassment.

Sexual Harassment Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct or written communication of a sexual nature when made by any member of the Interboro School District to another staff member when:

1. Submission to such conduct is either made explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, etc.

Number	<u>401</u>
Section	<u>Professional Employees</u>
Title	<u>Conferences & Travel</u>
Adopted	<u>12/18/02</u>

401. District Policy on Conference and Travel for Professional Employees

Section 1. Conferences In keeping with its stated position on the need for continuing in-service training and development for its professional employees, the Board encourages the participation of all professional employees at appropriate conferences, workshops, and conventions. However, in order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance.

- The Board will periodically decide which meetings appear to offer the most promise of direct and indirect benefits to the school district.
- No professional employee may attend a meeting at Board expense without Board approval.
- Funds for participation at such meetings will be budgeted on an annual basis.
- When a conference, convention, or workshop is attended by a professional employees, those who participate will be requested to share information, recommendations, and materials acquired at the meeting which will be beneficial to the school district.

Section 2. Reimbursement to professional employees for their travel expenses will be in accordance with the following guidelines:

Travel Guidelines Revised 10/16/02

<u>Reimbursable Expenses</u>	<u>Maximum Reimbursement</u>
Meals - Breakfast, Lunch, Dinner	The lower of actual cost or the current maximum federal per diem rate method for meals (including room service) and incidental expenses for the appropriate locality as described in IRS Publication #1542. *Note 1
Lodging - Hotel/Motel	The lower of actual cost or the current maximum federal per diem rate method for lodging for the appropriate locality as described in IRS Publication #1542. Excess amounts require Board approval.
Transportation to and from the convention only - Taxi, bus, rail, airfare, personal car, car rentals.*	Actual costs if reasonably based on the facts and circumstances. *Notes 2 & 3
Registration Fees	As set by the sponsoring organization.
Telephone Charges – Business calls while on your business trip. This includes business communication by fax machine or other communication devices.	Actual costs if reasonably based on the facts and circumstances.
* Prior approval required	

Requirements for Reimbursement:

Documentary evidence – You must have documentary evidence, such as receipts, cancelled checks, or bills to support your expenses. Documentary evidence will be considered adequate if it shows the amount, date, place, and essential character of the expense.

Proving Expenses – You must keep records that show details of the following elements:

Amount: The cost of each separate expense for travel, lodging, and meals. Incidental expenses may be totaled in reasonable categories such as taxis, daily meals for traveler, etc.

Time: Dates you left and returned for each trip and number of days spent on business.

Place or Description: Destination or area of your travel (name of city, town or other destination).

Purpose: Business purpose for the expense or the business benefit gained or expected to be gained.

1. Incidental expenses – These include your costs for laundry, cleaning and pressing of clothing. They also include fees and tips for persons who provide services, such as food servers, and luggage handlers.
2. Travel by airplane, train, bus or car between your home and your business destination. If you were provided a ticket or you are riding free as a result of a frequent traveler or similar program, your cost is zero.
3. Use of personal automobile for business purposes will be reimbursed at the current IRS standard mileage rate as well as business-related tolls and parking. If you rent a car while away from home on business, you are entitled to reimbursement only for the business-use portion of the expenses.

Number: 403
Section: PROFESSIONAL
EMPLOYEES
Title: Unlawful Harassment
Adopted: December 14, 2005

#403 – UNLAWFUL HARASSMENT

1. Purpose The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

2. Authority The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

 The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators.

 The Board directs that complaints of harassment 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. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

 Sec. 5(a)
 PHRC Act;
 Title IX of
 The 1972
 Education
 Amendments

3. Definitions The term **harassment** includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap-disability which create an intimidating, hostile or offensive working environment.

 OCR
 Guidelines
 On Sexual
 Harassment,
 Fed. Reg.
 Vol. 62,
 #49; PHRC

Guidelines;
PA Bulletin
Vol. II, #5
Policy Memo
Office of
Civil Rights
USDE
March 1997

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile or offensive working environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Acceptance of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is a term of 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 has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with an employee's ability to work or which creates an intimidating, hostile or offensive learning or working environment.

The district shall annually inform all administrative personnel that unlawful harassment will not be tolerated, by means of:

1. Distribution of written policy.
2. Publication in handbooks.
3. Presentation at an induction program.
4. Faculty presentation.

The district shall provide training for professional staff concerning all aspects of unlawful harassment.

4. Delegation
of
Responsibility

Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.

Each employee shall be responsible to respect the rights of district staff and ensure an atmosphere free from all forms of unlawful harassment.

The building principal shall be designated to receive harassment complaints. If the building principal is the subject of the complaint, the complainant shall report the complaint directly to the Superintendent or the Director of Human Resources.

5. Guidelines

When an employee believes that she/he is being harassed, the employee should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the established complaint procedures.

Complaint Procedure

1. An employee shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the employee of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that an employee has made false accusations, such employee shall be subject to disciplinary action, including termination.

Appeal Procedure

If the complainant or accused is not satisfied with the principal's decision, she/he may file a written appeal to the:

1. Superintendent.
2. Director of Human Resources.
3. The Superintendent and/or Director of Human Resources shall review the initial investigation and report and may also conduct a reasonable investigation. She/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

INTERNAL GUIDELINES FOR HANDLING SEXUAL HARASSMENT COMPLAINTS (EMPLOYEE)

STEP I: THE COMPLAINT

1. **Initial Meeting with Complainant.** A committee of at least three (3) individuals, assigned by the Superintendent, should meet with the Complainant within five (5) workdays of the date in which a complaint is made regarding sexual harassment. The purpose of this meeting is to assist the Complainant in formulating a written complaint and to explain the sexual harassment procedures.

2. **Notification of Charges of Respondent.** A letter will be sent to the Respondent within ten (10) workdays of the filing of the Complaint advising the Respondent that charges have been filed and forwarding a copy of the Complaint to the Respondent. In addition, the letter should advise the Respondent of the investigation procedures and that the Respondent may file a written response to the Complaint within ten (10) calendar days of receipt of the Complaint. Notice to the Respondent will be sent by certified mail, return receipt requested, or in lieu of sending a letter by certified mail, the Human Resources, Title IX Coordinator can meet in person with the Respondent.

STEP II: INVESTIGATION

1. **Meeting with Complainant.** The Committee will meet within thirty (30) to forty (40) calendar days from the date of filing of the Complaint. If possible, the meeting should not be scheduled until the time period has elapsed for the Respondent to submit a written response to the Complaint. The purpose of the meeting is to ask questions of the Complainant, to clarify the allegations made, and to obtain the supporting facts.

In addition, at that meeting, the Committee should be prepared to discuss both the Complaint and the written response filed, if any, with the Complainant.

2. **Meeting with Witnesses.** If there are witnesses to any alleged incident of sexual harassment, the Committee should make arrangements to meet with those witnesses.

3. **Meeting with Respondent.** The Committee will make arrangements to meet with the Respondent to discuss the Complaint and Respondent's answer, if any. The meeting should be held within ten (10) workdays of the date of the meeting with the Complainant. The purpose of the meeting is to elicit additional facts from the Respondent and to obtain a clarification as to Respondent's position on the charges filed. If appropriate, alternative methods of conciliation should be discussed with the Respondent.

STEP III: FINDINGS

1. **Decision.** In consultation with the Solicitor, a decision should be reached whether there is or is not probable cause for the charges of sexual harassment by the Committee.
2. **Findings of Fact and Conclusions of Law.** After a decision has been reached whether or not there is probable cause for the charges alleged, the Solicitor shall prepare a report under the signature of the district's Title IX Coordinator. The report should detail specific findings of fact and conclusions of law which support the decision whether or not there is probable cause for the charges alleged.
3. **Notice of Report.** The report should be submitted to the following persons:
 - (a) Complainant
 - (b) Respondent
 - (c) Superintendent of the School District

STEP IV: CONCILIATION/DISCIPLINE

If the investigation reveals that sexual harassment has occurred, the district Title IX Coordinator should notify the Respondent to cease and desist from the specific discriminating acts or practices. The Superintendent will review the Committee's report and make a determination of appropriate action that should be taken against the person who has violated the Sexual Harassment Policy of the Interboro School District.

**INTERBORO SCHOOL DISTRICT
EMPLOYEE SEXUAL HARASSMENT COMPLAINT FORM**

DEFINITIONS

Complainant Person filing a charge of sexual harassment.

Respondent Person or persons responsible for alleged sexual Harassment.

Sexual Harassment Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct or written communication of a sexual nature when made by any member of the Interboro School District to another staff member when:

1. Submission to such conduct is either made explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, etc.

Number 404-A

Section PROFESSIONAL EMPLOYEES

Title Hiring and Evaluation of Athletic Coaches

Adopted December 22, 1986

404 A. **HIRING AND EVALUATION OF ATHLETIC COACHES**

It shall be the Policy of the Board to consider Coaching Assignments as important teaching assignments.

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 Interboro School District. Therefore, the principles of good sportsmanship, good conduct, respectable representation of school and school district are paramount.

Therefore, in identifying persons for coaching assignments the following order of preference shall be implemented:

1. Interboro Teachers
2. Teachers
3. Non Teachers

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.

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.

Coaches shall report directly to, and be evaluated by, the School District 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.

Number 423

Section ALL EMPLOYEES

Title Smoke-Free Schools

Adopted March 25, 1992

423. SMOKE FREE SCHOOLS

The Board recognizes that smoking in school buildings, on the adjacent grounds, and in school buses presents a health hazard which can have serious consequences for both smokers and non-smokers alike.

Accordingly, the Board prohibits smoking in all Interboro School District buildings, on the grounds adjacent to Interboro School District buildings, and on Interboro school buses, thereby creating a smoke-free environment for all persons occupying these school district premises.

For the purpose of this policy, "smoking" shall mean all uses of tobacco, including cigars, cigarettes, and pipes.

The prohibition enacted by this policy shall apply to all persons, at all times, and in all places within Interboro School District buildings, on the grounds adjacent to such school buildings, and on Interboro School District buses.

This policy shall become effective as of September 1, 1992.

Number 425

Section PROFESSIONAL EMPLOYEES

Title Dress and Grooming

Adopted October 22, 1986

425. DRESS AND GROOMING

Teachers set an example in dress and grooming for their students to follow. A teacher should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of classroom discipline.

The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. All staff members shall, when assigned to district duty, be physically clean, neat and well groomed. They should dress in a manner reflecting their professional assignment.

If a teacher feels that an exception to this policy because of special circumstances would enable him/her to carry out assigned duties more effectively, a request should be made to the Principal.

Number 432

Section PROFESSIONAL EMPLOYEES

Title Assignment of Regular Classroom Teachers
Grades 9-12, to Daily Instructional Periods

Adopted May 28, 1986

**432. ASSIGNMENT OF REGULAR CLASSROOM TEACHERS,
GRADES 9-12, TO DAILY INSTRUCTIONAL PERIODS**

Grades 9-12

The Board anticipates that, given current conditions, and barring any unforeseen events which could cause an influx of students into the Interboro schools, student enrollment at Interboro High School will continue to decline over the next five years. Based upon the foregoing premise that fewer students will be enrolled in grades 9-12 each year for at least the next five years, the Board shall address, by means of this policy, the objective of reducing the number of teachers at Interboro High School who are required to teach six instructional periods a day.

The Board's plan shall be to retain the current 59 regular classroom teaching positions, grades 9-12, for the 1986-87, 1987-88, and 1988-89 school years. Retention of the current 59 regular classroom teaching positions during a period of declining student enrollment will enable the Superintendent, and he is so directed, to schedule, in conjunction with the High School Principal, more teachers each year for five instructional periods a day and fewer teachers each year for six instructional periods a day.

Effective the beginning of the 1989-90 school year, all regular classroom teachers assigned to grades 9-12 will be assigned to no more than five instructional periods a day, unless they agree to teach six periods a day. Teachers who request six periods a day in grades 9-12 will be considered for such assignment.

Number: 503
Section: CLASSIFIED
EMPLOYEES
Title: Unlawful Harassment
Adopted: December 14, 2005

503 – UNLAWFUL HARASSMENT

1. Purpose The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

2. Authority The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

 The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators.

 The Board directs that complaints of harassment 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. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

 Sec. 5(a)
 PHRC Act;
 Title IX of
 The 1972
 Education
 Amendments

3. Definitions The term **harassment** includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap-disability which create an intimidating, hostile or offensive working environment.

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March 1997

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile or offensive working environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Acceptance of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is a term of 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 has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with an employee's ability to work or which creates an intimidating, hostile or offensive learning or working environment.

The district shall annually inform all classified personnel that unlawful harassment will not be tolerated, by means of:

1. Distribution of written policy.
2. Posting of notice/signs.

The district shall provide training for classified staff concerning all aspects of unlawful harassment.

4. Delegation
of
Responsibility

Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.

Each employee shall be responsible to respect the rights of district staff and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal shall be designated to receive harassment complaints. If the building principal is the subject of the complaint, the complainant shall report the complaint directly to the Superintendent or the Director of Human Resources.

5. Guidelines

When an employee believes that she/he is being harassed, the employee should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the established complaint procedures.

Complaint Procedure

1. An employee shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the employee of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.

3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.

4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that an employee has made false accusations, such employee shall be subject to disciplinary action, including termination.

Appeal Procedure

If the complainant or accused is not satisfied with the principal's decision, she/he may file a written appeal to the:

1. Superintendent.
2. Director of Human Resources.
3. The Superintendent and/or Director of Human Resources shall review the initial investigation and report and may also conduct a reasonable investigation. She/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

INTERNAL GUIDELINES FOR HANDLING SEXUAL HARASSMENT COMPLAINTS (EMPLOYEE)

STEP I: THE COMPLAINT

1. **Initial Meeting with Complainant.** A committee of at least three (3) individuals, assigned by the Superintendent, should meet with the Complainant within five (5) workdays of the date in which a complaint is made regarding sexual harassment. The purpose of this meeting is to assist the Complainant in formulating a written complaint and to explain the sexual harassment procedures.

2. **Notification of Charges of Respondent.** A letter will be sent to the Respondent within ten (10) workdays of the filing of the Complaint advising the Respondent that charges have been filed and forwarding a copy of the Complaint to the Respondent. In addition, the letter should advise the Respondent of the investigation procedures and that the Respondent may file a written response to the Complaint within ten (10) calendar days of receipt of the Complaint. Notice to the Respondent will be sent by Certified Mail, Return Receipt Requested, or in lieu of sending a letter by Certified Mail, the Human Resources, Title IX Coordinator can meet in person with the Respondent.

STEP II: INVESTIGATION

1. **Meeting with Complainant.** The Committee will meet within thirty (30) to forty (40) calendar days from the date of filing of the Complaint. If possible, the meeting should not be scheduled until the time period has elapsed for the Respondent to submit a written response to the Complaint. The purpose of the meeting is to ask questions of the Complainant, to clarify the allegations made, and to obtain the supporting facts.

In addition, at that meeting, the Committee should be prepared to discuss both the Complaint and the written response filed, if any, with the Complainant.

2. **Meeting with Witnesses.** If there are witnesses to any alleged incident of sexual harassment, the Committee should make arrangements to meet with those witnesses.

3. **Meeting with Respondent.** The Committee will make arrangements to meet with the Respondent to discuss the Complaint and Respondent's answer, if any. The meeting should be held within ten (10) workdays of the date of the meeting with the Complainant. The purpose of the meeting is to elicit additional facts from the Respondent and to obtain a clarification as to Respondent's position on the charges filed. If appropriate, alternative methods of conciliation should be discussed with the Respondent.

STEP III: FINDINGS

1. **Decision.** In consultation with the Solicitor, a decision should be reached whether there is or is not probable cause for the charges of sexual harassment by the Committee.
2. **Findings of Fact and Conclusions of Law.** After a decision has been reached whether or not there is probable cause for the charges alleged, the Solicitor shall prepare a report under the signature of the district's Title IX Coordinator. The report should detail specific findings of fact and conclusions of law which support the decision whether or not there is probable cause for the charges alleged.
3. **Notice of Report.** The report should be submitted to the following persons:
 - (a) Complainant
 - (b) Respondent
 - (c) Superintendent of the School District

STEP IV: CONCILIATION/DISCIPLINE

If the investigation reveals that sexual harassment has occurred, the district Title IX Coordinator should notify the Respondent to cease and desist from the specific discriminating acts or practices. The Superintendent will review the Committee's report and make a determination of appropriate action that should be taken against the person who has violated the Sexual Harassment Policy of the Interboro School District.

**INTERBORO SCHOOL DISTRICT
EMPLOYEE SEXUAL HARASSMENT COMPLAINT FORM**

DEFINITIONS

Complainant Person filing a charge of sexual harassment.

Respondent Person or persons responsible for alleged sexual Harassment.

Sexual Harassment Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct or written communication of a sexual nature when made by any member of the Interboro School District to another staff member when:

1. Submission to such conduct is either made explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, etc.

Number 504

Section CLASSIFIED EMPLOYEES

Title Employment of Classified Personnel

Adopted October 22, 1986

Proposed Revisions April 15, 1998

504. EMPLOYMENT OF CLASSIFIED PERSONNEL

The Board recognizes the role that qualified and competent classified employees play in the effective operation of the programs of the district.

The Board shall approve the employment and fix the compensation for all classified personnel. It shall also establish the term of employment and other conditions that may reflect the difference between full time and part-time employment. Board approval shall normally be given to those candidates for employment recommended by the Superintendent.

The Board believes that each full time position in the Interboro School District requires a full measure of energy from the employee in discharging the duties of the position. Therefore, a full time, salaried employee should not be employed in the Interboro School District in any other capacity, on a full time, part-time hourly, or substitute basis, unless the Superintendent can justify the need for a full time employee to be assigned part-time responsibility in another position.

When any recommended candidate has been rejected by the Board, the Superintendent shall make an alternate recommendation.

All recommendations for employment shall be referred to the Superintendent.

No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.

Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

The utilization of classified employees prior to employment approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next regular meeting.

The Superintendent shall develop procedures for the recruitment, screening, and recommendation of candidates for employment.

The administration may have administered such screening tests as may bear upon the candidate's ability to perform the tasks for which she/he is being considered.

The administration shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.

The Superintendent shall annually report to the Board at its regular meeting in August the number and category of classified employees in the district.

Number 508

Section CLASSIFIED EMPLOYEES

Title Employment Contract

Adopted April 26, 1989

Proposed Revisions April 15, 1998

508. EMPLOYMENT CONTRACT

For the mutual benefit and protection of each regularly employed classified staff member and the Interboro School District, there shall be established by contract or Board resolution the specifics as listed below of such employment.

The Board has the authority under law to prescribe employment conditions for the personnel of the Interboro School District. Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employee.

Each employment contract or resolution shall specify:

1. The salary at which the person is employed,
2. The intervals at which the salary will be paid,
3. The conditions of the probationary period,
4. A provision for termination of employment for just cause or due to a reduction in force,
5. A time frame method used to evaluate performance,
6. Such other matters as may be necessary to a full and complete understanding of the contract or resolution.

Should an employee terminate without giving at least two weeks notice, the school district shall issue an unsatisfactory referral to any future employers requesting such referrals.

In employing classified personnel, first preference will be given to persons residing within the geographic boundaries of the Interboro School District, when the qualifications of the applicants are approximately equal.

508. EMPLOYMENT CONTRACT

The following positions will receive fringe benefits detailed in collective bargaining agreements specified or as otherwise specified:

Administrator Compensation Plan

Superintendent of Schools
Assistant Superintendent
Business Manager

Manager Compensation Plan

Interboro Education Personnel Association

Administrative Assistant to the Superintendent
Administrative Assistant to the Assistant Superintendent
Central Registration/Personnel Assistant to the Assistant Superintendent
Administrative Assistant to the Business Manager
Administrative Assistant to the Director of Pupil Services and Special Education
Administrative Assistant to the Director of Facilities
Transportation Operations Manager

Interboro Education Association

Psychologists

Number 601

Section **Business Operations - FINANCE**

Title **INVESTMENT OF FUNDS**

Adopted **September 15, 2004**

601. INVESTMENT OF FUNDS

1. **Purpose**

It shall be the policy of the Interboro School District to optimize its return through investments of its cash balances in such a way to minimize non-invested balances and to maximize return on investments.

2. **Objectives**

The primary objectives of investment activities shall be:

- a. **Legality** – All investments shall be made in accordance with applicable laws of Commonwealth of Pennsylvania, including but not limited to, the Pennsylvania Public School Code, as amended, and applicable federal laws. 24 P.S. § 4-440.1.
- b. **Safety** – Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be insured through the mitigation of credit risk and interest rate risk.
- c. **Liquidity** – Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash-flow projection shall be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands. This projection shall be maintained, analyzed and updated at least quarterly for purposes of planning investments.
- d. **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 investment risk constraints and liquidity needs. Return on investments shall be of secondary importance compared to the safety and liquidity objectives described above.

3. **Authority**

All investments of the School District made by a Board Officer and/or an employee of the District shall be made in accordance with the Board approved investment program. 24 P.S. § 4-440.1, § 661, § 662.

4. **Delegation of Responsibility**

All investments of the Interboro School District shall be made by the Director of Finance and/or Accounting Supervisor. The Director of Finance and Accounting Supervisor shall receive ongoing training in investment finance. The Board of School Directors shall approve all investments.

After meeting the objectives of the investment of funds, the Director of Finance and/or Accounting Supervisor shall authorize the financial entity to invest for the specific fund in the name of the Interboro School District. Perpetual investment records shall be maintained on all investments including placement of the investment, investment date, the cost and rate of interest.

A disclosure of the District's investments shall be incorporated in the monthly Treasurer's Report to the Board of School Directors. The report shall include the following:

- (a) Names of the institutions where investments and related collateral are placed.
- (b) Type, amount, date of maturity and interest rate of each investment.
- (c) Amount of funds invested.
- (d) Interest earned and received to date.
- (e) Anticipated interest earnings.
- (f) Current market value of funds invested.

5. **Definitions**

- (a) **Short Term** – any period twelve (12) months or less, or 397 days or less.
- (b) **Mid-Term** – any period between short and long term, not exceeding forty-eight (48) months' duration.
- (c) **Long-Term** – any period exceeding forty-eight (48) months' duration.
- (d) **Interest Rate Risk** – the risk that the market value of securities will fall due to the changes and general interest rates.

- (e) **Credit Risk** – the risk of loss due to the failure of the security issuer or backer.
- (f) **Investment Program** – the specifically enumerated and Board-approved investment strategy.

6. **Guidelines**

a. **Permitted investments**

Investments permitted by this policy are those defined in Pennsylvania School Code § 4-440.1, as amended, which are collateralized in accordance with applicable laws.

The District may participate in investment pools that have been organized in accordance with the provisions of Section 3 of the Pennsylvania Intergovernmental Cooperation Act No. 180 of the 1972 General Assembly and Section 521 of Article V of the Act No. 14 of the 1949 Session of the General Assembly of the Commonwealth of Pennsylvania, as amended (the “School Code”).

All securities shall be purchased in the name of the school district, with the exception of all permissible pooled investments, and custody of the securities shall be specified within the District’s investment agreements. Safekeeping receipts must be received for each investment.

The District must require that investment advisers, investment service providers and/or investment entities guard against making investments with banks and companies that may have hidden terrorist links.

All investment advisers, investment service providers and/or investing entities shall verify in writing that they have received a copy of this policy. Such written statement shall indicate that they have read and understand this policy and all applicable statutes related to School District investments, along with their intent to comply fully with these requirements.

All investment advisers, investment service providers and/or investing entities shall be required to submit annually any or all of the following, as appropriate:

- Audited financial statements either on a quarterly, semi-annually and annually basis.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of SEC and/or Pennsylvania Securities Commission registration.

Additionally, all investment advisers, 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.

b. **Disclosure**

Designated board 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. 24 P.S. § 4-440.1

c. **Audit**

The Board of School Directors requires that all investment records be subject to annual audit by the District's independent auditors. 65 P.S. § 401 et seq.

The audit shall include, but not be limited to, independent verification of all investments and corresponding collateral, and of amounts and records of all transactions as deemed necessary by the independent auditors.

It shall be the responsibility of the investment advisor, investment service provider and/or investing entity to maintain necessary documents to permit independent audit of the District's investments.

d. **Bond Proceeds**

Bond proceeds shall be invested in accordance with § 4-440.1 of the Pennsylvania School Code, and where applicable, the Local Government Unit Debt Act, federal and state laws, all subject to approval by the solicitor, and/or bond counsel, and the Board of School Directors.

Investment transactions arising from bond proceeds shall be reported monthly to the Board, in accordance with this policy. 53 Pa. C.S.A. § 8001 et seq.; 53 Pa. C.S.A. § 8224.

e. **Investment Agreements**

All investment agreements must be approved by the District solicitor and Board prior to investment of funds.

All new investment options and/or advisors must be approved by the District solicitor and Board.

All investment agreements must be signed by the Board President/Vice President and Board Secretary.

Number 605

Section FINANCES

Title Check Writing Policy –
Non-Payroll and Non-Payroll Related Checks and Other Expenditures

Adopted June 26, 2002

605. CHECK WRITING POLICY

1. **Purpose** – It is the purpose of the board to effect the prompt payment of bills, but at the same time, ensure compliance with Section 4-439 of the Public School Code of 1949 requiring board pre-approval of such bills, as well as establishing that due care has been taken in the review of such bills by all appropriate parties. It is the intention of the Board that this Policy specifically not cover payroll and payroll-related checks.
2. **Authority** – Each bill or obligation of this Board must be fully itemized, verified, and passed upon by the Board, except that the Director of Finance, with the written approval of three School Board Members, namely, 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:
 - a) Items that prompt payment of which will accrue to the advantage of the District;
 - b) Progress payments to contractors as specified in a contract already approved by the Board;
 - c) All bills in months during which the Board does not meet.
3. **Delegation of Responsibility** – It shall be the responsibility of the Director of Finance upon receipt of an invoice to verify that the purchase invoice is in order, the goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the items is one for which the Board budgeted, and the invoice is for the amount contracted.

Should the invoice vary from the acknowledged purchase order, the Director of Finance shall document on the invoice the reason for such variance.

All claims for payment shall be submitted to the Board in the form of a listing including the check number, check date, to whom paid, amount of remittance, reason for remittance, and account charged.

The check list shall be placed in the official minutes of the Board.

Prior to the Board's consideration of the bills for payment, each invoice shall be reviewed by the Director of Finance.

Upon approval of an order, the Director of Finance shall prepare a check for payment, and cancel the commitment placed against the appropriate account.

All checks approved by the Board shall be signed by the School Board Secretary, Board President, and the Board Treasurer.

The Vice President may sign for the President.

Signatures of the President, Treasurer, and Board Secretary may be engraved on a signature plate or through the use of a facsimile signature stamp, subject to the requirements set forth in this policy.

No check shall be made out to cash.

4. **Procedures** – The Superintendent 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.

Number 606

Section FINANCES

Title Delinquent Tax Collection

Adopted August 26, 1987

606. DELINQUENT TAX COLLECTION

The Interboro Board of School Directors recognizes that the major source of revenue for school district operations is the local real estate property tax.

The Board recognizes, also, that it is of critical importance to the education of thousands of Interboro students that all taxes due are received from Interboro taxpayers. Therefore, by means of this policy, the Board intends to maximize the receipt of taxes due by establishing a series of actions, the purpose of which is to take a more proactive role in (1) the collection of current real estate taxes due, and (2) more emphatically and directly related to this policy, the collection of delinquent real estate taxes due. The Board recognizes its responsibility to all Interboro taxpayers to take an aggressive role in collecting delinquent taxes.

The Interboro School District Business Office will be charged with the responsibility of monitoring the provisions of this policy and, in so doing, shall report to the Superintendent who, in turn, shall keep the Board fully informed as to the progress of actions taken to collect delinquent taxes due the Interboro School District.

This Policy is intended to address three categories of taxes:

1. Taxes which have been declared "Delinquent" prior to the adoption of this policy,
2. Current taxes; that is, taxes due and owing during the regular tax season; namely, July 1 to October 31, which taxes fall into a penalty period between November 1 and January 31,
3. Taxes which are declared "Delinquent" subsequent to the adoption of this policy.

The following courses of action will be employed in the implementation of this policy:

1. Letters will be sent during the current tax collection period, July 1 to October 31, advising taxpayers of payment due.

2. When tax accounts go into the penalty period due to non-payment by October 31, the following actions will be taken:
 - a) A letter shall be issued from the Business Office advising taxpayers that their real estate tax remains unpaid and that they are now in the penalty period.
 - b) If such tax remains unpaid through January 31, on February 1 such tax shall be declared "Delinquent" and notice sent to the Tax Claim Bureau of Delaware County as to such delinquency.

3. Those accounts which have been declared "Delinquent" shall be subject to the following actions by the School Board and the School District Administration:
 - a) Delinquent accounts will be published in the newspaper with amounts due, and the years during which accounts have been delinquent. Cost of the newspaper notice shall be assessed to the delinquent tax accounts.
 - b) Announcement will be made at every public Board Meeting as to the status of such delinquent tax accounts, and any collections on those accounts. The announcement will include the specific names of taxpayers who have settled their accounts and those whose taxes are still due.
 - c) Taxpayers will be permitted to settle delinquent tax accounts directly with the Business Office. The Business Office will subsequently settle with the Tax Claim Bureau in Media.
 - d) Selected accounts will be identified by the Board to be turned over to a collection agency. The delinquent taxpayer will be identified by the Board to be turned over to a collection agency. The delinquent taxpayer will be charged the collection agency fee.
 - e) The Solicitor will be directed to initiate legal action against delinquent taxpayers whose delinquent accounts persist after efforts by the collection agency have been exhausted.

- f) Postage for correspondence sent to delinquent taxpayers "return receipt requested" will be charged to the delinquent taxpayers.
- g) The Business Office is directed to submit monthly reports to the School Board advising the Board of the status of real estate tax collections.
- h) The Superintendent shall be authorized to take the steps necessary to implement the Policy.

Number 618

Section FINANCES

Title Enterprise and Student Activity Funds

Adopted February 27, 1985

618. ENTERPRISE AND STUDENT ACTIVITY FUNDS

It is the purpose of this policy to establish financial supervision and controls for the administration of the various activities that involve Enterprise and Student Activity Funds.

The Enterprise Funds of this district are:

- ♦ Principal's Funds
- ♦ Interscholastic Athletics Funds

The Student Activity Funds of this district shall include the following:

- ♦ Student Government Activity Fund
- ♦ funds of student clubs
- ♦ funds of other student activities as recommended by the Superintendent and approved by the Board.

Each student activity fund covered by this policy must be recognized and budgeted by the finance committee of the student body organization before funds can be collected or disbursed in the name of said activity. Said committee shall be composed of school staff and students representing the following categories:

- ♦ school principal or his/her designee
- ♦ student body advisor
- ♦ appointed faculty members
- ♦ elected student body officers

Enterprise Funds and Student Activity Funds are not part of district funds, but shall be approved by the Board and supervised by the Superintendent.

Enterprise and Student Activity Funds shall be controlled and budgeted in accordance with this policy and in accordance with procedures developed and disseminated by the Superintendent. Such procedures shall be attached to and considered part of this policy.

In order to ensure proper supervision of all Enterprise and Student Activity Funds using the name of the Interboro School District or one of the Interboro schools, the Board establishes the following guidelines:

- ♦ Funds shall be deposited or invested in banks whose accounts are insured by FDIC.
- ♦ Funds collected shall be turned in to the Building Principal before the end of each school day, to be safeguarded until they are deposited as soon thereafter as possible.

All records shall be maintained in accordance with generally accepted accounting principals and procedures which include but are not limited to the following:

- ♦ Disbursements from such funds shall be made by check only upon the request of the authorized advisor and the approval of the Building Principal, in consultation with the Superintendent.
- ♦ All checks shall be signed by the person authorized to approve such disbursements.

The Principal's Fund shall require the following conditions:

- ♦ a bond posted by each Principal, premiums for which may be paid for from the fund,
- ♦ an accounting system approved by the Board,
- ♦ adherence to bidding requirements prescribed in Pennsylvania School Laws,
- ♦ use of funds for the direct benefit of the schools.

Contracts for materials or supplies whether on purchase or rental may be made for a one-year period only by the Building Principal, in consultation with the Superintendent.

All Student Activity Funds must be closed out annually and any residual funds shall:

- ♦ revert to the school district upon the authorization of school staff and student officers in charge of the fund,

- ♦ be refunded to the members of the group upon authorization of appropriate school staff and student officers,
- ♦ be carried over into the succeeding year with special approval of the School Board.

Residual funds from Principal's Funds and Interscholastic Athletics Funds may be carried over into the succeeding fiscal year upon full disclosure of the status of fund accounts to, and approval of, the School Board.

A financial report of the condition of each Enterprise Fund, Student Activity Fund, and Principal's Fund shall be submitted to the Board at least quarterly.

The Board reserves the right to review, and accept or reject, the purchase of items by community groups, parent organizations, booster groups, etc. to be used in the schools of the district.

While the Board appreciates the good intentions of community and student groups, the Board does reserve the right to control methods of fund raising used by parents, students, and staff in the name of the school district.

Number 707

Section PROPERTY

Title Use of School Facilities

Adopted February 26, 1986

(Effective Date: April 1, 1986)

(Revised: July 26, 1989)

(Revised: July 24, 1991)

(Revised: August 21, 1996)

(Revised: May 20, 1998)

(Revised August 15, 2001)

707. Use of School Facilities

School facilities of the Interboro School District will be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The Board will provide the use of school facilities when permission has been requested in writing and has been approved by the Superintendent of Schools or his designee. The Superintendent shall establish application procedures for requesting the use of school district facilities, and shall delegate approval authority to school principals, the Director of Plant Operations, and/or the Director of Athletics as he deems appropriate.

After facilities needs of Interboro school teams and clubs have been satisfied, permission to use district facilities shall be granted to the categories, as listed below, in accordance with the following:

CATEGORIES

1. Requests from parent groups:
 - (a) parent booster groups
 - (b) home and school associations

2. Requests from youth groups:
 - (a) Glenolden Youth Club, Norwood Athletic Club, Prospect Park Youth Club, Tinicum Township Youth Groups Sponsored by the Tinicum Township Recreation Board, and the Glenolden Young People's Performing Arts Club

- (b) Interboro Soccer Club
- (c) Youth groups sponsored by churches located within the Interboro School District
- (d) Youth groups sponsored by Board approved, recognized organizations located within the Interboro School District

3. Requests from other groups:

- (a) Adult groups sponsored by organizations or businesses located within the Interboro School District
- (b) Adult groups sponsored by churches located within the Interboro School District
- (c) All other organizations not listed in categories one (1) and two (2)

The Use of school facilities shall not be granted for:

- ♦ any commercial or profit-making organizations
- ♦ partisan political activity
- ♦ private social functions (for example, weddings, private birthday parties, etc.)
- ♦ church services
- ♦ any purpose which is prohibited by law

Requests for civic meetings involving issues of a community-wide nature shall be submitted to the Board of School Directors for prior approval.

Questions involving the category of organization, scheduling, or fees may be referred to the Superintendent for adjudication.

The accompanying instructions to apply for use of Interboro School District facilities shall promulgate rules and regulations for such use and is part of this policy.

The Board shall establish annually a schedule of fees for the use of school facilities based upon the following factors:

- ♦ The use of school facilities for activities related to the educational program and district operations should be without cost to the users except that, at the discretion of the Superintendent, or his designee, costs for additional custodial service and/or police may be assessed to the users.
- ♦ The use of school facilities shall be without cost to the following:
 1. all category 1 and 2 organizations using school facilities up to 10:00 P.M. on weekday evenings,
 2. parent organizations using school facilities on Saturdays for fund raisers, when money raised will be used to purchase items for the students,
 3. category 1 and 2 organizations using fields or inside facilities on Saturday,
 4. category 1 and 2 organizations using fields on Sunday
 5. all churches/church organizations within the Interboro School District
 6. all Fire Companies/Fire Company organizations with the Interboro School District
- ♦ *All organizations in category three (3), shall be charged a flat fee for field use and an hourly rate for use of inside facilities on Saturday and Sunday.*

This policy does not pertain to facilities leased to tenants who are occupying space in school district buildings on the basis of a formal, Board approved, Agreement of Lease.

Procedures and guidelines to this policy will be developed and implemented by the Superintendent.

BOARD APPROVED COMMUNITY YOUTH CLUBS

The following are exempt from the insurance provisions of **Policy #707. Use of School Facilities:**

- ♦ Glenolden Youth Club
- ♦ Norwood Athletic Club
- ♦ Prospect Park Youth Club
- ♦ Tincum Township Youth Groups Sponsored by the Tincum Township Recreation Board
- ♦ Interboro Soccer Club
- ♦ Glenolden Young People's Performing Arts Club

The above community youth organizations will be required to submit Hold- Harmless agreements, as prepared by the School Board, with each "APPLICATION FOR PERMISSION FOR USE OF SCHOOL PROPERTY AND/OR FACILITIES-FEE REQUIRED" and "APPLICATION FOR PERMISSION FOR USE OF SCHOOL PROPERTY AND/OR FACILITIES-NO FEE REQUIRED".

INSTRUCTIONS TO APPLY FOR USE OF
INTERBORO SCHOOL DISTRICT FACILITIES

- A) The following categories have been approved in **Policy #707. USE OF SCHOOL FACILITIES:**

CATEGORIES

1. Requests from parent groups:
 - (a) parent booster groups
 - (b) home and school associations
 2. Requests from youth groups:
 - (a) Glenolden Youth Club, Norwood Athletic Club, Prospect Park Youth Club, Tincum Township Youth Groups Sponsored by the Tincum Township Recreation Board, and Glenolden Young People's Performing Arts Club
 - (b) Interboro Soccer Club
 - (c) Youth groups sponsored by churches located within the Interboro School District
 - (d) Youth groups sponsored by Board approved, recognized organizations located within the Interboro School District
 3. Requests from other groups:
 - (a) Adult groups sponsored by organizations or businesses located within the Interboro School District
 - (b) Adult groups sponsored by churches located within the Interboro School District
 - (c) All other organizations not listed in categories one (1) and two (2)
- B) When permission is granted to those group categories listed to use the Interboro School District facilities, the user(s) shall be subject to the following terms and conditions:
1. The Interboro School District's application form, as required, shall be completed and submitted to the Director of Plant Operations.
 2. Any school equipment that is to be used by category three (3) applicants in conjunction with the requested facilities, shall be identified at the time of the request. The user(s) of school equipment must accept liability for any damages or loss to such equipment that occurs while it is in their

use. Where rules so specify, no item of equipment may be used except by a qualified operator (e.g., score board controls) as approved by the district.

3. The Board shall be held harmless by the user for any liability that arises from the use of school facilities by any non-school related organization, individual or activity.
4. Users shall be financially liable for damage to the facilities, equipment, and/or grounds and for proper chaperonage.
5. All activities must terminate by 9:45 P.M., and the school district premises vacated by 10:00 P.M. After 10:00 P.M., users are subject to a higher per hour fee, in accordance with the annually approved fee schedule.
6. The use of Interboro School District facilities shall not be granted for:
 - ♦ any commercial or profit-making organizations
 - ♦ partisan political activity
 - ♦ private social functions (for example, weddings, private birthday parties, etc.)
 - ♦ church services
 - ♦ any purpose which is prohibited by law

Requests for civic meetings involving issues of a community-wide nature shall be submitted to the Board of School Directors for prior approval.

Questions involving the category of organization, scheduling, or fees may be referred to the Superintendent for adjudication.

7. Smoking is not permitted inside any building
8. The use of intoxicating beverages or drugs anywhere in or on the premises of any school property is prohibited.
9. Recreational programs shall have one adult supervisor for every ten children. Referees are not to be considered supervisors. Participants may assemble outside buildings but will not be admitted, and should not enter, without, or until, accompanied by required supervision.
10. Spectators (except parents, guardians, and siblings) are not permitted. Only participants in a program will be admitted to the area requested by the sponsoring organization. All persons not participating in the game or other activity must remain in the stands or in designated area(s).
11. Participants and spectators attending any program using Interboro School District facilities shall be confined to the area and designated rest rooms requested for use by the sponsoring

organization. Access to the general school proper, rooms, machines, and/or vending machines is denied unless prior approval is obtained. The activity is to be concluded by 9:45 P.M. and the premises must be cleared by 10:00 P.M.

12. Participants and spectators are not permitted to use school district locker room facilities.
13. The use of any part or parts of the school district buildings, including facilities, equipment, and/or grounds shall be restricted to the purpose for which its use was permitted. The School 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 these terms and conditions.
14. 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 own expense, if in the judgment of the Superintendent or his designee, such protection is necessary.
15. 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.
16. The use of the gymnasium floor is restricted to persons wearing appropriate approved footwear, (e.g., gymnasium shoes, non-marring material on the sole).
17. Disorderly conduct of any kind is prohibited and is punishable by ejection from the building and grounds by the school district employee on duty at the time.
18. If school is canceled due to an emergency; e.g., snow day, all scheduled activities shall be canceled.
19. Failure to adhere to the aforementioned terms and conditions, abuse or damage to buildings, facilities, equipment or grounds, or unauthorized use of areas or equipment, will result in the loss of the sponsoring organization's privilege to use the facilities of the Interboro School District. The applicant will be given one (1) warning, in writing, at which time the applicant's continued use of the facilities will be determined by the School District.

When the user is an individual or a group which is not associated with the regular operations of the Interboro School District; for example, youth clubs, scouting organizations, 4 H clubs, organizations sponsored by local businesses, etc., the following additional terms and conditions shall apply:

Each user, with the exception of certain Board-approved community youth clubs, shall present evidence of the purchase of organizational liability insurance in the following minimum amount:

- ♦ *Full comprehensive general liability insurance, \$500,000 combined single limit.*
- ♦ *All policies and certificates should indicate that Interboro School District is named as ADDITIONAL INSURED where any property is concerned.*

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

It is hereby agreed by and between the Interboro School District (hereinafter "School District") and (hereinafter "Indemnitor"), that Indemnitor shall indemnify and hold harmless the School District from any and all claims, losses, damages, costs and/or expenses which the School District may hereafter suffer or incur as a result of utilization by Indemnitor of School District facilities, and Indemnitor does further agree to pay and discharge forthwith, on demand of School District, each and every claim, loss, damage, cost and/or expense which shall be made against School District by any party as a result of such utilization of said facilities by Indemnitor.

And Indemnitor further agrees to instruct the parent(s) of each child participating in any activities under the supervision, direction and/or control of Indemnitor while using School District facilities that in the event of any injury, damage or harm caused to said child thereon, that the parent(s) shall make claim for medical insurance carrier or through that provided by the Indemnitor herein, but that they shall not make claim for such medical insurance coverage through the School District.

By: _____
INTERBORO SCHOOL DISTRICT: INDEMNITEE

By: _____
INDEMNITOR

Date: _____

INTERBORO SCHOOL DISTRICT
900 Washington Avenue
Prospect Park, Pennsylvania 19076

APPLICATION FOR PERMISSION FOR USE OF SCHOOL
PROPERTY AND/OR FACILITIES - FEE REQUIRED

School requested

Applicant

Rooms

Organization

Time

Address

Dates

Telephone

Gentlemen:

Application is hereby made by the organization listed above for permission to use Interboro property, subject to the rules and the regulations governing the use of school buildings and grounds or parts thereof adopted by the School Board and subject to any amendments thereto.

The purpose for which the said or parts of building, facilities and equipment or grounds will be used is _____

and for no other purpose.

Additionally, the following School District Equipment is requested:

This application includes the permit fee of _____ dollars to be paid by check made payable to the Interboro School District.

It is agreed that the applicant shall comply and be bound by the regulations of the School District set forth in the Rules and Regulations.

(Signed) _____
Applicant

DO NOT WRITE BELOW THIS LINE

PERMIT APPROVED

3

PERMIT DENIED

3

Comments: _____

Director of Plant Operations

Athletic Director

Principal - Return to Athletic Director

Payment Received

Signature

Date

Account Number

Permit Issued

Signature - Director of Plant Operations

Date

c: Superintendent

INTERBORO SCHOOL DISTRICT
900 Washington Avenue
Prospect Park, Pennsylvania 19076

APPLICATION FOR PERMISSION FOR USE OF SCHOOL
PROPERTY AND/OR FACILITIES - NO FEE REQUIRED

School requested

Applicant

Rooms

Organization

Time

Address

Dates

Telephone

Gentlemen:

Application is hereby made by the organization listed above for permission to use Interboro property, subject to the rules and the regulations governing the use of school buildings and grounds or parts thereof adopted by the School Board and subject to any amendments thereto.

The purpose for which the said or parts of building, facilities and equipment or grounds will be used is _____

_____ and for no other purpose.

Additionally, the following School District Equipment is requested:

It is agreed that the applicant shall comply and be bound by the regulations of the School District set forth in the Rules and Regulations.

(Signed) _____
Applicant

DO NOT WRITE BELOW THIS LINE

PERMIT APPROVED

3

PERMIT DENIED

3

Comments: _____

Director of Plant Operations

Athletic Director

Principal

Permit Issued

Signature

Date

c: Superintendent

FEE SCHEDULE FOR USE OF INSIDE AND OUTSIDE
SCHOOL DISTRICT FACILITIES

Outside Facilities (fields) \$250/Per Organization Per Field

Inside Facilities (school buildings: classrooms, auditoriums, cafeterias)

Up to 10:00 P.M.	\$25.00 per hour
After 10:00 P.M.	\$40.00 per hour
On Saturday	\$40.00 per hour
On Sunday	\$50.00 per hour

Revised: July 24, 1996

Number 709

Section PROPERTY

Title Security of Buildings and Grounds

Adopted February 27, 1985

709. SECURITY OF BUILDINGS AND GROUNDS

Access to Buildings and Assignment of Keys

The Board recognizes the need to maintain security of school facilities for reasons of vandalism and theft. Toward this end, a program of building security shall be administered by the Superintendent with the cooperation of the individual building principals. The need for access shall be the underlying principle in determining who shall have keys for access to school properties. Distribution of keys within the school district should be kept to the barest minimum which allows for the smooth functioning of school district operations. 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.

The Superintendent shall determine, in accordance with these guidelines, who will be entitled to building keys and who may have after hours access to the facilities of this district.

The Superintendent shall direct the school principals to formulate and disseminate rules regarding proper use by students and staff of panic bolts on the doors in the school buildings, thereby limiting access to designated areas and preventing trespassers from entering the buildings.

Access to school buildings and grounds may be established by the Superintendent in accordance with the following:

Unlimited Access

- ♦ The Superintendent
- ♦ Director of Logistical Support Services

Limited Access

- ♦ Building principals to their assigned buildings
- ♦ Head Custodians to their assigned buildings

- ♦ Maintenance personnel as authorized by the Director of Logistical Support Services

Possession of keys shall be in accordance with the following principle:

- ♦ A log of key assignments shall be maintained by the office of the Superintendent or other designated office.
- ♦ Duplicate keys unassigned shall be maintained in a safe or a secured box.
- ♦ Individuals assigned keys shall not duplicate them or allow others to use their key 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, at a cost to be determined by the Director of Logistical Support Services.
- ♦ All keys must be surrendered when there is no longer a need or upon request of the Superintendent.
- ♦ The loss of a key must be reported to the Superintendent or his designee upon discovery.
- ♦ Overnight key loans may be made by request to the Superintendent or his designee.
- ♦ Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.
- ♦ A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his designee.

After hours entry to school buildings shall be controlled in accordance with these rules:

- ♦ The building custodian on duty shall restrict entry to one controlled point.
- ♦ All persons entering a school building after hours (except for organized activities) shall sign a log indicating: name, time of entry, reason for entry, and time of departure.
- ♦ Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.

- ♦ Rules for after hours entry to school buildings shall be prominently posted on each school building along with an explanation of how to request after hours entry to that building.
- ♦ Members of the Board of School Directors shall be admitted to all school buildings at any time.

Security of Grounds

A plan for securing the grounds adjacent to each school building shall be developed by the Superintendent in cooperation with local police authorities and submitted to the Board for approval.

Vandalism

Persons who deface school district property (vandals) will be prosecuted to the fullest extent of the law. Vandals will be required to make full restitution and/or to pay for repairs to damaged property in addition to being subject to fines or other legal penalties.

The school district will make vigorous efforts to protect its property and to apprehend vandals. To that end, the discipline codes in all schools will be strictly enforced and the Board will make full use of all legal measures available.

This Board policy shall apply to all vandals, whether they are Interboro students or whether they are members of the general public, regardless of age. In the case of juvenile vandals, the Board will prosecute parents or guardians.

Number 711

Section PROPERTY

Title Fixed Assets

Adopted September 19, 2001

Amended February 19, 2003

711. Fixed Assets

Capital Assets:

Definitions: In accordance with Governmental Accounting Standards Board Statement number 34, Capital assets includes land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, 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 year with reasonable care and maintenance.

Requirements:

Purchased capital assets:

- 1) Purchased capital assets greater than \$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.
- 2) 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.
- 3) If determining historical costs is not practical due to inadequate records, reporting should be based on estimates of original cost at the date of construction or purchase.
- 4) Fixed asset records must include the acquisition date, cost, useful life, depreciation method and salvage value for capital asset classifications and groups.
- 5) Individual items less than \$3,000 but purchased in the aggregate totaling \$10,000 shall be capitalized and depreciated as a unit over the useful life for the asset class.
- 6) Due to changes in technology, computer software is considered a supply and is expensed at the time of purchase. Components such as monitors, 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.

Donated capital assets:

- 1) 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.
- 2) 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.

Assets Acquired by Capital Lease:

- 1) 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.

Collections:

- 1) 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.
- 2) 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:

Definition: 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 parking lots, sidewalks.

- 1) Infrastructure assets should be depreciated over the useful lives.
- 2) Routine repairs and maintenance costs are charged to operations as incurred. Expenditures that extend the useful life of the infrastructure are capitalized as part of the 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	Asset Class	Years
School Buildings	40-50	Custodial Equipment	05-07
Portable Classrooms	20-25	Furniture and Accessories	15-20
HVAC Systems	20-25	Business Machines	05-10
Interior Construction	25-30	Copiers	03-05
Sprinkler/Fire System	20-25	Communication Equipment	05-10

Outdoor Equipment	15-20	Computers	03-05
Machinery & Tools	10-15	Audio Visual	07-10
Kitchen Equipment	10-15		

Depreciation Expense:

- 1) Depreciation expense should be reported in the statement of activities. Depreciation expense than 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.
- 2) Depreciation is to be allocated to expense in a systematic and rational manner. Using any depreciation method permitted under Generally Accepted Accounting Principles (GAAP).
- 3) Depreciation may be calculated for a class of assets, a network of assets or individual assets.

Disposals:

- 1) 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.
- 2) 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.
- 3) The items that have value shall be properly inventoried and then based on the following order offered:
 - a. For use by district staff at other locations.
 - b. 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.
 - c. 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.)
 - d. 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.

Number 713

Section PROPERTY

Title Integrated Pest Management

Adopted 12/18/02

713. INTEGRATED PEST MANAGEMENT

Purpose

The School 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.

The District shall integrate IPM education into the curriculum in accordance with relevant academic standards.

Definition

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 a least two (2) or more strategies to achieve long-term solutions.

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.

Authority

The Board establishes that the School District shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness and costs.

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.

Delegation of Responsibility

The Superintendent or designee shall be responsible to implement integrated pest management procedures and to coordinate communications between the District and the approved contractor.

The Board shall designate the Facilities Director as IPM coordinator for the District.

The Superintendent or designee shall be responsible to annually notify parents and guardians of the procedures for requesting notification of planned and emergency applications of pesticides in school buildings and on school grounds.

Appropriate personnel involved in making decisions relative to pest management shall participate in update training.

Guidelines

Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.

An integrated pest management decision shall consist of the following five (5) steps:

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.

An Integrated Pest Management Plan shall include the education of staff, students and the public about IPM policies and procedures.

When pesticide applications are scheduled in school buildings and on school grounds, the District shall provide notification in accordance with law, including:

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 and guardians of students or to a list of parents and guardians who have requested notification of individual applications of pesticides.

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 and guardian who has requested such notification.

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.

Number 801

Section OPERATIONS

Title PUBLIC RECORDS

Adopted March 19, 2003

801. PUBLIC RECORDS

1. Purpose

The Board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right under law to inspect and to procure copies of public records, with certain exceptions, subject to Board policy. The Board also recognizes its obligation to maintain the confidentiality of student records and personnel records.

2. Definition

The **public records** of this district shall mean any account, voucher or contract dealing with the receipt of disbursement of funds; acquisition, use or disposal of services, supplies, materials, equipment or other property; or any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.

Public records shall not include the following:

1. Any report, communication or other paper whose publication would disclose the institution, progress or result of an investigation undertaken in the performance of official duties.
2. Any record, document, material, exhibit, pleading, report, memorandum, or other paper to which access or publication is prohibited, restricted or forbidden by law, regulation, court order or decree of court; would operate to the prejudice or impairment of a person's reputation or personal security; or would result in the loss of federal funds, except the record of a conviction for any criminal act.
3. Education records concerning individual students, in accordance with federal and state laws.
4. Personnel files, in compliance with applicable laws.

3. Authority

The Board shall make the district's public records available for inspection and duplication to any Pennsylvania resident, in accordance with Board policy and district procedures, with the exception or records exempted by law.

The Board exempts from public inspection any material whose disclosure would constitute an invasion of privacy, unless the individual concerned, or the parent/guardian of a minor student, consents in writing to public disclosure of the materials.

4. **Guidelines**

The public may inspect and procure copies of the public records of the district during the regular business hours of the district offices.

A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium.

The district is not required to create a public record that does not exist nor to compile, maintain, format or organize a public record in a manner different from that currently maintained by the district. If a public record is maintained only in an electronic format, the district shall duplicate the record on paper, upon request.

Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.

No public record shall be removed from the control or supervision of the designated official.

Request for Access – A request for access to a public record shall be submitted to the Office of the Superintendent. Requests may be submitted in writing, by mail, by facsimile, or by e-mail. Each request must include the following information: (1) identification of the requested record, in sufficient detail, (2) medium in which the record is requested, and (3) name and address of the person to receive the district's response.

Response to Request – The Superintendent or designee shall review the request and respond promptly, within five (5) business days of receiving the request.

If the district determines that the request will be granted, a response shall be sent within five (5) business days. The response shall include the regular business hours of the district office, the medium in which the record is provided, and the assessed fees.

If the district determines that more than five (5) business days are required to respond to the request, in accordance with the exceptions stated in law, notice shall be sent indicating that the request is being reviewed, the reason for the review, and a date when the response will be provided.

Denial of Request - If the district denies a request for access to a public record, a response shall be sent within five (5) business days of receiving the request. The response denying the request shall include the following: (1) description of the record requested, (2) specific reasons for denial, including a citation of supporting authority, (3) name, title, business address and

telephone number, and signature of the employee who denied the request, (4) date of the response, and (5) procedure to appeal denial of access.

The district shall not deny access to a public record based on the intended use by the requestor.

Appeal of Denial – If a request for access to a public record is denied or deemed denied, the requester may file a written exception within fifteen (15) business days of the mailing date of the response or a deemed denial.

Upon receipt of the exception, the Superintendent or designee shall make a final determination of the request within thirty (30) days of the mailing date. If denied, a written explanation shall be provided.

The final determination shall be the final order of the school district.

The requester may appeal the district's final order, in accordance with the provisions of law.

Fees – Duplicates of public records shall be provided by the district upon payment of applicable fees.

A list of fees that may apply shall be provided to each requestor, posted in the district office, and be available electronically.

The district shall require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.

5. **Delegation of Responsibility**

The Superintendent or designee shall ensure that the Board policy governing access to public records and the list of applicable fees are posted at the district office.

The Superintendent or designee shall develop procedures to implement this policy, which include:

- (a) Preparation of a retention schedule that: conforms to law, required permanent safeguarding of Board minutes, annual audit reports and permanent student records; and mandates retention of all fiscal records required for audit until the audit has been received and approved.
- (b) A list of reasonable fees applicable to all requests for inspection and duplication of public records, in accordance with law.
- (c) Provisions to guard the confidentiality of records exempted from the availability of public records.
- (d) Training of appropriate staff regarding public access to public records.

Number 810.1

Section OPERATIONS

Title Transportation Personnel-
Drug and Alcohol Testing

Adopted January 3, 1996

Revised December 16, 1998

Amended February 19, 2003

810.1 TRANSPORTATION PERSONNEL - DRUG AND ALCOHOL TESTING

1. Purpose

This policy is adopted to comply with federal regulatory mandates and to establish programs and practices designed to help prevent accidents and injuries resulting from the misuse of alcohol or controlled substances by school bus drivers.

2. Authority

The authority granted to boards by the PA Public School Code of 1949, as amended, permits the board to adopt reasonable rules and regulations regarding the management of school district affairs and the conduct and department of employees during the time they are engaged in the performance of their duties.

3. Policy

A. Employee Prohibitions

1. No covered school bus driver shall report for duty or remain on duty while:
 - a. having an alcohol concentration of 0.02 or greater;
 - b. possessing alcohol;
 - c. using alcohol; or
 - d. within four (4) hours after using alcohol.
2. No covered school bus driver shall report for duty or remain on duty when the driver uses any controlled substance (except when the use is pursuant to the written instructions or prescription of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate the school bus) or tests positive for controlled substances.

3. No covered school bus driver required to take a post-accident alcohol test under this policy shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
4. No covered school bus driver shall refuse to submit to a post-accident alcohol or controlled substances test required under this policy, a random alcohol or controlled substances test required under this policy, a reasonable suspicion alcohol or controlled substances test required under this policy, or a follow-up alcohol or controlled substances test required under this policy.
5. No individual shall be hired by the school district as a school bus driver covered by this policy or transferred into a covered school bus driver position after December 31, 1995 unless:
 - a. he/she has undergone and passed pre-employment testing for a controlled substances in accordance with this policy;
 - b. he/she has either certified that he/she has not been employed for the previous two (2) years or has given written consent and authorization for the school district to obtain information from the individual's employers during the preceding two (2) years pertaining to the driver's alcohol tests showing concentration results of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two (2) years, which are maintained by the driver's previous employers; and
 - c. the school district has received the required information from the driver's previous employer, if any.

A school bus driver candidate shall not be recommended for hire if the Supervisor of Transportation obtains information on the candidate's alcohol test with a concentration of 0.04 or greater, verified positive controlled substances test result, or refusal to be tested, without obtaining records of a subsequent substances abuse professional's evaluation and/or determination under the law.

6. Any covered school bus driver shall be deemed to have consented to such testing as is required of him/her by this policy. Consent is implied by agreeing to continue to drive a covered school bus after notification of this policy.

7. No covered school bus driver shall be entitled to claim that the consumption of any hemp product is an acceptable alternative medical explanation for testing positive for marijuana or its derivatives.

B. Duties of Covered School Bus Drivers

1. Covered school bus drivers shall comply with all mandates and prohibitions in this policy.
2. Covered school bus drivers shall cooperate fully with all required testing and shall promptly report to all required testing as required.
3. Covered school bus drivers are required to notify the Supervisor of Transportation if they are taking any therapeutic drugs and shall supply a written certification on a form provided by the District from the physician prescribing the drug(s) that the substance(s) will not adversely affect the driver's ability to safely operate a bus or motor vehicle.

C. Consequences for Drivers Engaging in Substance Use-Related Conduct

1. Consistent with contractual, legal and constitutional requirements, a determination shall be made as to the appropriate disciplinary action, if any, to be imposed upon any covered school bus driver who violates any of the prohibitions or mandates set forth in this policy. Nothing in this policy shall be construed to limit the authority of the school district to impose discipline, including discharge, as it shall determine so long as the minimums set forth in this policy are satisfied.
2. Any covered school bus driver tested under this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall be suspended without pay at least until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of test.
3. Any covered school bus driver: (1) who reports or remains on duty while having an alcohol concentration of 0.04 or greater; possessing alcohol; using alcohol or having used alcohol within four (4) hours of reporting to work; or (2) who reports or remains on duty when the driver uses or has used any controlled substance (except when the use is pursuant to the written instructions or prescription of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely drive the bus and the driver as so advised the Supervisor of Transportation in accordance with this policy) or tests positive for controlled substances; or (3) who consumes alcohol in contravention of a post-accident alcohol test requirement or refuses to submit to any drug or alcohol test required under this policy; and who is not to be discharged,

shall be suspended without pay and shall not be reinstated until after the following requirements have been met:

- a. the driver has been advised of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances, including the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs; and
 - b. the driver has been evaluated by a substance abuse professional (S.A.P.) who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use; and
 - c. the driver has undergone a return-to-duty alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance; and
 - d. if the driver has been identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use, the driver shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed; and
 - e. the driver serves the length of the suspension and meets any other conditions of reinstatement that may have been imposed by the district.
4. The minimum suspensions without pay under section 3 above shall be as follows. The district may impose discipline which exceeds the following minimums:
- A driver with an alcohol concentration of 0.02 or greater but less than 0.04 shall be suspended without pay until the next scheduled duty period that is at least twenty-four (24) hours following the administration of the test.
5. Where alcohol testing shows a concentration of 0.10 or greater after a driver has been driving or controlled substances testing shows a positive result and the driver has not advised the district of therapeutic drug use prescribed by a physician in accordance with this policy, the matter shall be turned over to the police.

D. Duties of the Supervisor of Transportation

1. The Supervisor of Transportation shall take action to insure that covered school bus drivers do not violate the prohibitions and mandates set forth in

this policy. If the Supervisor of Transportation or his/her designee has reasonable suspicion that a school bus driver has violated any prohibition or mandate, the following actions shall be taken:

- a. The employee shall be promptly contacted and an informal hearing shall be conducted. The school bus driver shall be advised of the allegations and be given an opportunity to tell his/her side of the story.
- b. If the suspicion relates to the bus driver's alcohol concentration levels or use of alcohol during or prior to reporting to work, the driver shall be required to submit to an alcohol test in accordance with the section on Reasonable Suspicion Testing of this policy.
- c. If the suspicion relates to the bus driver's use of controlled substances during or prior to reporting to work, the driver shall be required to submit to a controlled substances test in accordance with the section on Reasonable Suspicion Testing of this policy.
- d. If after investigation, testing as may be required, and consideration of the driver's input, it is determined by the Supervisor of Transportation that a driver violated any of his/her obligations, the matter shall be referred to the

Superintendent
Assistant Superintendent
Director of Personnel

for appropriate action.

2. The Supervisor of Transportation shall insure that the following tests are performed:

Pre-employment testing Prior to recommending to the Board that any individual be hired as a school bus driver, the candidate shall undergo testing for controlled substances. No individuals shall be recommended to the Board to be hired as a school bus driver who has not undergone such testing or who has not been administered such tests with a result indicating a negative controlled substances result.

Post-accident testing As soon as practicable following a school bus accident involving loss of human life or where the driver receives a citation under State or local law for a moving traffic violation arising from the accident, the covered school bus driver shall be tested for alcohol and controlled substances.

-A driver who is subject to post-accident testing under this policy shall remain readily available for such testing or may be deemed by the district to have refused to submit to testing.

-If a post-accident alcohol test is not administered within two (2) hours following the accident, the Supervisor of Transportation or his/her designee shall prepare and maintain a record stating the reasons the test was not promptly administered. If the test is not administered within eight (8) hours following the accident, attempts to administer the alcohol test shall cease and the Supervisor of Transportation or his/her designee shall prepare and maintain the same record.

-If post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, attempts to administer the test shall cease and the Supervisor of Transportation or his/her designee shall prepare and maintain a record stating the reasons why the test was not administered within the required time.

-A breath or blood test for the use of alcohol or a urine test for the use of controlled substances conducted by Federal, state or local officials or police having authority to conduct such testing shall be considered to meet the requirements of this policy or the results of the test will be turned over to the district.

Random testing Random alcohol controlled substances testing shall be conducted on that percentage of drivers as mandated from time to time by the federal government. The selection of drivers for random testing shall be by a scientifically valid method so that each driver shall have an equal chance of being tested each time selections are made. These tests shall be unannounced and the tests shall be spread reasonably throughout the year.

-Each driver who is notified of selection for random testing shall proceed to the test site immediately.

-Random alcohol testing may be conducted only just before the driver is to begin driving a school bus or just after the driver has finished driving a school bus.

Reasonable suspicion testing A driver shall be required to submit to an alcohol and/or controlled substances test when the Supervisor of Transportation or his/her designee(s) has reasonable suspicion that the driver is using or has used alcohol or controlled substances in violation of the prohibitions or mandates of this policy. Notwithstanding anything to the contrary, such suspicion may be formed after an accident.

-The determination that reasonable suspicion exists to require a driver to undergo testing must be based on specific, contemporaneous, articulable

observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances. Reasonable suspicion as to alcohol use may be based only on observations made while the driver is driving or just before the driver begins driving or just after the driver has ceased driving.

-The Supervisor of Transportation and supervisors he/she designates shall obtain necessary training that covers the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances. Only those so trained are permitted to make the determination that can lead to reasonable suspicion testing.

-Reasonable suspicion testing may not be performed by the individual who made the determination that there was reasonable suspicion for the testing.

-A written record shall be prepared and maintained setting forth the basis and observations for the reasonable suspicion leading to the testing. With respect to suspicion related to controlled substances, such records shall be made and signed by the supervisor who made the observations within twenty-four (24) hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.

-Reasonable suspicion alcohol testing shall be required while the driver is driving, just before the driver is to drive or just after the driver has ceased driving. If an alcohol test is not administered within two (2) hours following the determination that reasonable suspicion exists, the Supervisor of Transportation shall prepare and maintain a record stating the reasons the test was not promptly administered. If the test is not administered within eight (8) hours following the reasonable suspicion, attempts to administer the alcohol test shall cease and the Supervisor of Transportation shall prepare and maintain the same record. Notwithstanding the absence of a reasonable suspicion alcohol test, where there was reasonable suspicion of alcohol use, the driver shall not be permitted to drive until:

an alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

Return-to-duty testing No school bus driver may return to work after engaging in conduct prohibited by this policy until after he/she has, as appropriate, undergone an alcohol test with a result indicating an alcohol concentration of less than 0.02 or a controlled substances test with a result indicating a verified negative result for controlled substances use.

Follow-up testing Any driver who is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances shall be subject to unannounced follow-up testing as directed by a substance abuse professional. Follow-up alcohol testing shall be conducted only when the driver is driving, just before the driver is to drive or just after the driver has stopped driving.

3. The Supervisor of Transportation shall be the District's representative for purposes of receiving and handling alcohol and drug test results. Those results shall be handled by the Supervisor of Transportation in a confidential manner in accordance with applicable federal, state and local law and regulations.
4. The Supervisor of Transportation shall advise a driver of the results of random, reasonable suspicion and post-accident tests if the test results show an alcohol concentration in excess of 0.02 or are verified as positive in the case of controlled substances. The driver shall be advised which controlled substance or substances were verified as positive. The Supervisor of Transportation shall (1) make reasonable efforts to contact and request each driver who submitted a specimen under this policy, regardless of the driver's employment status, to contact and discuss the results of the controlled substances test with a medical review officer who has been unable to contact the driver; and (2) notify within twenty-four (24) hours the medical review officer that the driver has been notified to contact the medical review officer.
5. The Supervisor of Transportation shall develop and implement procedures for the preparation, maintenance, retention and disclosure of records as required by law.
6. The Supervisor of Transportation shall recommend the actions necessary to insure that the school district can perform the testing described in this policy and has the services of a qualified medical review officer, a qualified substance abuse professional, and a certified laboratory.
7. The Supervisor of Transportation shall develop and provide educational materials that explain the requirements of this policy and the school district's policies and procedures with respect to meeting said requirements. Materials in compliance with law shall be distributed to each driver prior to the start of the school district's testing under this policy and to each driver subsequently hired or transferred into a school bus driving position.

A copy shall also be provided to the employee's bargaining representative.

Each driver shall be required to sign a statement certifying that he/she has received a copy of the material and the Supervisor of Transportation shall maintain the original copy of the signed certification.

8. The Supervisor of Transportation shall ensure that access is provided to all school district facilities utilized in complying with the requirements of the Federal Highway Administration, the Secretary of Transportation, any Department of Transportation agency, or any state or local official with regulatory authority over the school district or any of its drivers.

E. Miscellaneous

1. A “covered school bus driver” under this policy shall mean any person who is an employee of the district and who drives or operates for the district a motor vehicle:
 - a. with a gross vehicle weight rating of 26,001 or more pounds; or
 - b. designed to transport sixteen (16) or more passengers, including the driver; or any other district employee who is regularly assigned to drive a school district vehicle of any size or kind.

The phrase includes drivers and mechanics who operate such vehicles, including staff, regularly employed individuals; casual, intermittent or occasional individuals; and leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the district or who operate a bus owned or leased by the district.

2. This policy shall not be construed to limit the authority of the district to conduct drug or alcohol testing on individuals not covered by this policy or to conduct such testing on individuals covered by this policy at times other than stated in this policy.

Number 901

Section COMMUNITY

Title Taxpayer Bill of Rights

Adopted December 16, 1998

901. LOCAL TAXPAYER BILL OF RIGHTS

As a local taxing authority, the School Board recognizes the School District's responsibility to comply with the requirements of the Tax Reform Act of 1998.

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.

The School Board shall adopt a Local Taxpayers' Bill of Rights that includes the following components:

1. Taxpayer rights and the School 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 a tax decision
3. Procedures for filing and processing refund claims and taxpayer complaints
4. Enforcement procedures.

The School Board shall ensure that taxpayers are notified about the School District's Local Taxpayers' Bill of Rights any time they are contacted regarding assessment, audit, determination, review and collection of any tax other than property taxes.

It shall be the responsibility of the Superintendent, Business Manager, and/or other designated School District employee to develop procedures to implement this policy and shall include:

1. Preparation and dissemination of the required notice of availability of the Local Taxpayers' Bill of Rights
2. Preparation of a Local Taxpayer Bill of Rights

3. Preparation of a procedure for the School 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.

The School District shall respond to taxpayer requests for Local Taxpayer Bill of Rights by making copies available at the School District offices or mailing at School District expense.

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 School Board, he/she shall be subject to fines and dismissal from office or discharge from employment.

Appeals Process

The School 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 School Board in executive session.

Number 906-A

Section COMMUNITY

Title Inquiry Into Instructional Material

Adopted May 28, 1986

Revised October 24, 1990

Revised May 16, 2001

906-A **INQUIRY INTO INSTRUCTIONAL MATERIAL/LIBRARIES**

The Board recognizes that opinions differ concerning the appropriateness of instructional materials, and that any Interboro resident or community group has the right to present an inquiry concerning a book or other form of instructional material used in the Interboro schools. Such inquiries should be addressed, initially, to the school principal who is most directly concerned. If the matter is not resolved satisfactorily through discussion with the principal, the person presenting the inquiry shall call the matter to the attention of the Superintendent.

In processing the inquiry, the Superintendent shall:

- (1) Obtain a full written report of the conference between the person presenting the inquiry and the principal.
- (2) Discuss the matter with the person presenting the inquiry to gather more information as to the nature of the inquiry, and to attempt to respond satisfactorily to the inquiry.
- (3) If the inquiry is not resolved, provide to the person presenting the inquiry the form entitled Citizen's Criticism of a Book or Other Instructional Material, with a request for completion and return to the Superintendent.
- (4) Commission a Review Panel of eight persons to include: a principal, an administrator from the Office of Curriculum and Instruction, a librarian, a teacher, a Board member, a Home and School Association officer, and two parents to study the inquiry, research all issues thoroughly, and recommend a response. To assist the Review Panel, the Superintendent shall provide all documentation prepared thus far.
- (5) Advise the person presenting the inquiry of the Review Panel's decision and of the Superintendent's adjudication of the inquiry.

If the person presenting the inquiry is not satisfied with the Superintendent's adjudication of the inquiry, the person presenting the inquiry shall have the right to refer the matter to the Board by writing

to the Board Secretary. In processing the inquiry, the Board shall be furnished, by the Superintendent, with a complete report of all that has occurred previously with reference to the inquiry.

LIBRARIES

Philosophy

The Interboro School District Libraries are an integral part of the educational system that strive to meet the individual needs of students and teachers. These needs are met by providing access to various formats of media selected to assist users of all ability levels.

The mission of the school library media program is to enable all students and staff to be effective users of information. Hence, the library media program goals are as follows:

- Students will learn to access information effectively and efficiently.
- Students will evaluate information critically and competently.
- Students will use information accurately and creatively.
- Students will use information skills learned through the library media program to access information related to personal interests.
- Students will develop an appreciation of literature.
- Students will generate and communicate knowledge to others.
- Students will recognize the importance of information in a democratic society.
- Students will display ethical behavior in regard to information and information technology.
- Students will participate effectively in groups to pursue and generate information.

These goals are in compliance with the standards established by the American Association of School Librarians and the Association for Educational Communications and Technology.

Therefore, district libraries must provide materials that will stimulate growth in factual knowledge, literacy appreciation, and ethical standards. The information accessed and the information literacy skills taught will enable students to make informed decisions in daily life and formulate personal opinions based on critical evaluation of information. Professional librarians will guide individual students to select appropriate materials for their needs, interests, and abilities from the wide range of information available.

Responsibility

The School Board is legally responsible for all matters relating to the operation of the library media centers. Final responsibility for the selection of library materials, however, is delegated to the building librarian. Professional librarians are responsible for identifying, ordering, and organizing materials which will implement, enrich and support the educational program of the school and meet the needs, interests, and abilities of individual students. Furthermore, a dynamic and balanced library collection must represent contrasting viewpoints on controversial topics as well as the literature of various religious and ethnic groups.

Selection Criteria

The following factors must be considered during the selection process:

1. Supply materials to enhance and extend all district curricular areas.
2. Seek materials requested or recommended by staff or administration.
3. Provide materials to engage students in recreational reading.
4. Replace lost or stolen materials.
5. Replace damaged or discarded materials.
6. Supply materials for all students of all academic and reading abilities.
7. Update materials to reflect current information.
8. Provide students with a spectrum of literature reflecting various ethnic and cultural backgrounds.
9. Provide students with a spectrum of literature and information reflecting various religious and philosophical points of view.
10. Consider format, appearance, and appeal of material.
11. Consider authority and integrity of authors, editors, and publishers.
12. Enlist selection aids appropriate to grade level. (i.e. *Booklist*, *School Library Journal*, *Book Report*, etc.)

Gifts and Memorials

Gifts to the library must be evaluated to determine their value to the collection. It will be at the discretion of the librarian to accept or reject gifts of reading materials.

Collection Maintenance

Materials will be withdrawn from the collection according to the following criteria:

1. Condition is poor and repair is impossible.
2. Outmoded in format, content, or use.
3. Not circulated in many years.
4. There are duplicate copies of titles that are no longer in demand.

5. Contains information that is outdated or inaccurate.

Materials withdrawn from the collection will be offered to staff or students. Unwanted materials will be discarded.

Challenged Materials

The librarian will not arbitrarily remove challenged materials from the library collection. The review of questioned materials should be treated objectively and unemotionally, considering the best interests of the students, school and community.

Consideration of a materials challenge will be as follows:

1. The complainant shall contact the office of the superintendent to express concern.
2. The complainant shall complete the proper form.
3. An appointed committee will review the challenged material.
4. The committee will make a recommendation to the school board.

**Request for Review of Instructional Materials
Interboro School District**

1. Author: _____

2. Title: _____

3. Request initiated by: _____

4. Address: _____

5. Telephone: _____

6. Requestor represents:

a. Self: _____

b. Organization: _____

c. Other: _____

7. To what do you object? Please be specific, citing pages or images:

8. Have you read the entire book? If no, what parts have you seen or read?

9. What do you believe to be the theme of this book? _____

10. Is there anything positive about this book? _____

11. For what age group would you recommend this material? _____

12. What action do you wish the district to take? _____

Citizen's Inquiry Into Interboro School District
Personnel, Program, or Operations
(Pursuant to Policy 906)

1. What school district personnel, program, or operation is the subject of your inquiry?

2. What has happened regarding the above named person, program, or operation to give rise to your inquiry? (Please be specific, providing dates, places, and other such pertinent information. Attach additional pages, if necessary.)

3. What corrective action are you suggesting?

4. Person presenting the inquiry:

Name _____

Address _____

Borough/Township _____

Signature of Person Presenting the Inquiry

Forward the completed form to:

Superintendent
Interboro School District
900 Washington Avenue
Prospect Park PA 19076

INTERBORO SCHOOL DISTRICT
CITIZEN'S INQUIRY INTO A BOOK OR
OTHER INSTRUCTIONAL MATERIAL

Author _____ Hardcover _____ Paperback _____ Other _____

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

Borough/Township _____

Person Presenting the Inquiry represents
(individual or organization)

1. To what in the book or instructional material is your inquiry directed? (Please be specific)

2. What do you feel might be the result of reading this book or of being exposed to this material?

Page 2. Citizen's Inquiry Into a Book or Other Instructional Material

3. For what age group would you recommend this book or material?

4. Is there anything good about this book or material?

5. If the inquiry is about a book, did you read the entire book?

_____ What parts? _____

6. Are you aware of the judgment of this book or material by literary critics or educational leaders?

7. What do you believe is the theme of this book or material?

8. What would you like your school to do about this book or material?

_____ do not assign to my child

_____ withdraw it from all students as well as from my child

_____ other

Number 907

Section Community

Title School Volunteers

Adopted 6/20/07

907. School Volunteers

Purpose: The Board of School Directors recognize 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 procedures.

Definition: A volunteer is defined as one who voluntarily offers a service to the school district without compensation.

Authority: The 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. Volunteers must be persons of known character responsibility and integrity.

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).** 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.

At the discretion of the Superintendent and/or his/her 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.

Volunteers will not stand in loco parentis status to students and are not legally empowered to regulate behavior by performing or imposing disciplinary measures.

Guidelines: 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 pupil records.

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 guidelines governing the conduct of the school District's professional employees and support staff.

The volunteer position is not a right, but rather a privilege which is conferred by the Board of School Directors. 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.

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.

INTERBORO SCHOOL DISTRICT CODE OF CONDUCT

I. Rules and Regulations

1. Students who are participants in extracurricular activities will be suspended from those activities, including membership on any teams, for a period of not less than ninety (90) calendar days or the remainder of the school year, as proscribed by the school principal, if found to have committed any of the following:

- a) Breaking into a school building;
- b) Stealing School District property;
- c) Possessing a weapon or other unauthorized equipment;
- d) Conviction for committing a criminal offense;
- e) Admitting the commission of a criminal offense;
- f) Suspended from school or fined for smoking or possessing tobacco products, drugs and/or alcohol;
- g) Smoking during a sport season; and
- h) Knowingly attending a function where alcoholic beverages and/or illegal drugs are being served or used.

2. The school principal shall have the authority to exclude or suspend a student from membership from any extracurricular activity who, because of his/her conduct, fails to represent the School District in a proper manner.

Examples of conduct which could result in exclusion or suspension from membership in extracurricular activities are as follows:

- a) Disrespectful conduct, including improper language, directed toward an administrator, teacher or other School District employee;

b) Disrespectful conduct, including improper language, directed toward any coaches, officials, sponsors or members of other teams or organizations;

c) Violation of school rules, i.e., lateness, truancy, etc.

d) Misconduct on field trips or on buses.

3. Academic and disciplinary requirements of the School District supersede participation in extracurricular activities, including athletic practices and contests. If a teacher deems it necessary for a student to miss an extracurricular activity or an athletic practice or contest, he/she shall contact the activity sponsor or head coach. If the matter cannot be resolved, the teacher shall contact the school principal or athletic director.

4. Any member of a team who is ill and is not in school by 10:00 AM, may not attend or participate in a game on that day. A member who is absent on a Friday because of illness must have a note from his/her parent(s) prior to the activity, stating the reason for the absence and giving permission for the student to participate in an activity or contest on Saturday, provided he/she has written proof as to the reason for his/her absence. Reasons for such absence may include the following: attendance at a funeral, dentist appointment, college visitation, etc.

5. Any student who discontinues his/her participation in any extracurricular activity or sport during a season will not be allowed to engage in any other activity or sport in the same season without permission from the athletic director and both coaches or sponsors.

6. Any student who is removed from an activity or team by a sponsor or coach may not go out for another activity or sport in the same season without the agreement of that sponsor or coach and the athletic director.

7. Students are responsible for knowing and obeying the School District Code of Conduct and all rules and regulations established by their respective sponsors and coaches.

8. Any student who is removed from an activity or team by a sponsor or coach is not permitted to participate in any post season contests, sporting events or activities.

I have read this Code of Conduct

_____ Student

_____ Parent

_____ Date



Interboro School District

900 Washington Avenue
Prospect Park, PA

Phone: 610-461-6700

School Volunteer Disclosure Statement

The Interboro Board of School Directors recently approved a policy, #907, School Volunteers, adopted on June 20, 2007, that formally recognizes that the services of community volunteers can enrich the educational program, assist teaching staff members in the performance of their duties and can enhance the relationship between the school district and the community.

As a component of this policy, 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.

With regard to the above provision, please carefully and fully complete the sections as noted below:

Name of Parent: _____
Please Print

Name of School(s) for which volunteer services are being provided: _____
Please Print

Name of Child(ren) in attendance in the Interboro School District:

Child's name - Please Print Grade Teacher's Name - Please Print

Child's name - Please Print Grade Teacher's Name - Please Print

Child's name - Please Print Grade Teacher's Name - Please Print

DISCLOSURE STATEMENT - Please check and/or complete one of the following:

_____ There is **no information**, on record, 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, that would adversely affect my ability to provide volunteer services in the School District.

_____ The following information represents a disclosure of any record, 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. Please fully describe any conviction and/or serious incident(s) that may adversely affect your ability to provide volunteer services in the School District.

Parent Signature: _____

Principal Signature: _____

Date: _____

INTERBORO SCHOOL DISTRICT

NOTICE TO ALL EMPLOYEES

The Interboro School District hereby certifies that, as a local education agency receiving Federal grants, the school district will provide a drug-free workplace in accordance with the Drug-Free Workplace Act. The Interboro School District further certifies that it will comply with all provisions of the Act as follows:

DRUG-FREE WORKPLACE ACT

Compliance Requirement

All grantees receiving grants, including cooperative agreements, from any Federal agency must certify that they will provide a drug-free workplace, or, in the case of a grantee who is an individual, certify to the agency that his or her conduct of grant activity will be drug-free. Making the required certification has been a precondition of receiving a grant from a Federal agency since March 18, 1989. Every grantee, except a State or State agency, is required to make this certification for each grant. A State or a State agency may elect to make a single annual certification to each Federal agency from which it obtains grants if the Federal agency has designated a central location for submission.

The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace;
 - The grantee's policy of maintaining a drug-free workplace;
 - Any available drug counseling, rehabilitation, and employee assistance programs; and employment;
 - be held accountable for their actions in accordance with paragraph (a) above
 - notify the Superintendent, in writing, of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

Lois Snyder, Ed.D.
Superintendent of Schools

INTERBORO SCHOOL DISTRICT

900 Washington Avenue
Prospect Park PA 19076

I understand that as a condition of employment under the DRUG-FREE WORKPLACE ACT, I will abide by the terms of the statement and notify the employer in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. I also understand that any such violation may result in personnel action against me, up to and including termination; or require me 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.

Signature

DUAL OCCUPANCY REQUIREMENTS

- **Parent AND child/children being registered** must reside within Interboro School District.
- **Resident of Interboro School District** must come in to sign affidavit and produce a deed or lease. Resident is advised that, if the District discovers the parent and child/children being registered do not live at the address on the affidavit, the **resident** is responsible for tuition.
- **Parent** residing with Interboro School District resident **must also be present** to sign an affidavit and complete registration forms for child/children being registered.
- **Parent** must produce immunization records, social security card, and birth certificate belonging to child/children being registered. **Parent must produce their own** social security card and driver's license (or acceptable photo identification).

September, 1997

Dear Parent or Guardian:

Interboro School District is making Internet access available to Interboro students.

The Internet is an international interconnected network of computer networks. Governments, industries, colleges and universities, schools and individuals contribute to the rich mix of entities that are the Internet. Access to the Internet will allow students to exchange information and ideas with peers or mentors from other countries. We look forward to continuing our long-standing tradition of excellence in education by offering this service.

In order for your child to use Interboro's Internet resources, you must read the attached documents and sign the Internet User Agreement that is part of the package. Please share this information with your child. We have appended a resource titled ***Child Safety on the Information Highway*** for your information and to assist you in reviewing Internet access with your student.

Please read the information regarding acceptable use of the Interboro Network and Internet connection. If you decide to grant permission to your child for the use of the Network, please sign and return the page to his/her homeroom teacher or elementary class teacher where we will keep it on record. All other pages are yours to keep for review or reference.

Our goal in providing Internet access is to help students develop the ability to evaluate and synthesize information from myriad sources and to enable them to work effectively with communication technology. We encourage them to develop the critical

thinking and problem solving skills that they will need as citizens in an increasingly electronic and global society.

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. However, we believe that 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.

We have developed a set of guidelines to govern use of the Internet at Interboro. Please read the attached guidelines and discuss each part with your child. If you or your student is uncomfortable with the responsibility described in the accompanying documents, please do not sign the agreement forms. If you do not sign the attached Internet Access Agreement, your child may not use the Internet through Interboro facilities.

Students, staff and administration of Interboro have the opportunity to access the Internet to facilitate educational and personal growth in technology, information gathering and communication skills. The following statements apply to all users when they access any Interboro network connection.

INTERBORO SCHOOL DISTRICT RESPONSIBLE USE GUIDELINES

- Only those people who have successfully completed Interboro'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 Internet guidelines and policies, and to the Interboro Code of Conduct.

- Transferring copyrighted materials to or from any Interboro 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 harrass, 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.

**INTERBORO SCHOOL DISTRICT
RESPONSIBLE USE GUIDELINES
(continued)**

- Network users may not allow any other person to use their password or to share their account.
- 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. This includes program settings and could result in loss of computer use privileges.
- 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.
- Time restrictions on use of the Internet may be imposed to ensure equity of use.

- Students need staff authorization to access the Disk Operating System (DOS). Unauthorized access will result in loss of computer privilege.

**COMPUTER NETWORK ACCESS AGREEMENT
INTERBORO SCHOOL DISTRICT 1997-98**

THIS SECTION MUST BE SIGNED BY THE STUDENT.

I have read, I understand and I will abide by the Interboro Responsible Use 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.

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

PARENT/GUARDIAN SIGNATURE _____
DATE _____

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** _____

CHILD SAFETY ON THE INFORMATION HIGHWAY

Some call it cyberspace, others call it the “digital highway”. Whatever its called, millions of people are now connecting their personal computers to telephone lines so that they can go online. Traditionally, online services have been oriented towards adults, but that’s changing. An increasing number of schools are going online and, in many homes, children are logging on to commercial services, private bulletin boards, and the Internet. As a parent you need to understand the nature of these systems.

- Online services are maintained by commercial, self-regulated businesses that may screen or provide editorial/user controls, when possible, of the material contained on their systems.
- Computer Bulletin Boards, called BBS systems, can be operated by individuals, businesses, or organizations. The material presented is usually theme oriented offering information on hobbies and interests. While there are BBS systems that feature “adult” oriented material, most attempt to limit minors from accessing the information contained in those systems.
- The Internet, a global “network of networks”, is NOT governed by an entity. This leaves no limits or checks on the kind of information that is maintained by and accessible to Internet users.

THE BENEFITS OF THE INFORMATION HIGHWAY

The vast array of services that you currently find online is constantly growing. **REFERENCE INFORMATION** such as news, weather, sports, stock quotes, movie reviews, encyclopedias, and airline fares are readily available online. Users can conduct **TRANSACTIONS** such as trading stocks, making travel reservations, banking and shopping online. Millions of people **COMMUNICATE** through electronic mail (E-mail) with family and friends around the world and others use the public message boards to make new friends who share common interests. As an **EDUCATIONAL AND ENTERTAINMENT** tool, users can learn about virtually any topic, take a college course, or play an endless number of computer games with other users or against the computer itself. User “**COMPUTING**” is enhanced by accessing online thousands of shareware and free public domain software titles.

Most people who use online services have mainly positive experiences. But, like any endeavor-traveling, cooking, or attending school-there are some risks. The online world, like the rest of society, is made up of a wide array of people. Most are decent and respectful, but some may be rude, obnoxious, insulting, or even mean and exploitative. Children and teenagers get a lot of benefit from being online, but they can also be targets of crime and exploitation in this as in any other environment. Trusting, curious, and anxious to exploit this new world and the relationships it brings, children and teenagers need parental supervision and common sense advice on how to be sure that their experiences in “cyberspace” are happy, healthy, and productive.

PUTTING THE ISSUE IN PERSPECTIVE

Although there have been some highly publicized cases of abuse involving computers, reported cases are relatively infrequent. Of course, like most crimes against children, many cases go unreported, especially if the child is engaged in an activity that he or she does not want to discuss with a parent. **THE FACT THAT CRIMES ARE BEING COMMITTED ONLINE, HOWEVER, IS NOT A REASON TO AVOID USING THESE SERVICES.** To tell children to stop using these services would be like telling them to forgo attending college because students are sometimes victimized on campus. A better strategy would be for children to learn how to be “street smart” in order to better safeguard themselves in any potentially dangerous situation.

WHAT ARE THE RISKS?

There are a few risks for children who use online services. Teenagers are particularly at risk because they often use the computer unsupervised and because they are more likely than younger children to participate in online discussions regarding companionship, relationships, or sexual activity. Some risks are:

- **EXPOSURE TO INAPPROPRIATE MATERIAL** - One risk is that a child may be exposed to inappropriate material of a sexual or violent nature.
- **PHYSICAL MOLESTATION** - Another risk is that, while online, a child might provide information or arrange an encounter that could risk his or her safety or the safety of other family members. In a few cases, pedophiles have used online services and bulletin boards to gain a child's confidence and then arrange a face-to-face meeting.
- **HARASSMENT** - A third risk is that a child might encounter E-mail or bulletin board messages that are harassing, demeaning, or belligerent.

HOW PARENTS CAN REDUCE THE RISKS

To help restrict your child's access to discussions, forums, or bulletin boards that contain inappropriate material, whether textual or graphic, many of the commercial online services and some private bulletin boards have systems in place for parents to block out parts of the service they feel are inappropriate for their children. If you are concerned, you should contact the service via telephone or E-Mail to find out how you can add these restrictions to any accounts that your children can access.

The Internet and some private bulletin boards contain areas designed specifically for adults who wish to post, view, or read sexually explicit material. Most private bulletin board operators who post such material limit access to people who attest that they are adults but, like any other safeguards, be aware that there are always going to be cases where adults fail to enforce them or children find ways around them.

The best way to assure that your children are having positive online experiences is to stay in touch with what they are doing. One way to do this is to spend time with your children while they're online. Have them show you what they do and ask them to teach you how to access the service.

While children and teenagers need a certain amount of privacy, they also need parental involvement and supervision in their daily lives. The same general parenting skills that apply to the "real world" also apply while online.

If you have cause for concern about your children's online activities, talk to them. Also seek out the advice and counsel of other computer users in your area and become familiar with the literature on these systems. Open communication with your children, utilization of such computer resources, and getting online yourself will help you obtain the full benefits of these systems and alert you to any potential problem that may occur with their use.

GUIDELINES FOR PARENTS

By taking responsibility for your children's online computer use, parents can greatly minimize any potential risks of being online. Make it a family rule to:

- Never give out identifying information - home address, school name, or telephone number - in a public message such as chat or bulletin boards, and be sure you're dealing with someone

you know and trust before giving it out via E-mail. Think carefully before revealing any personal information such as age, marital status, or financial information. Consider using a pseudonym or unlisting your child's name if your service allows it.

- Get to know the services your child uses. If you don't know how to log on, get your child to show you. Find out what types of information it offers and whether there are ways for parents to block out objectionable material.
- Never allow a child to arrange a face-to-face meeting with another computer user without parental permission. If a meeting is arranged, make the first one in a public spot, and be sure to accompany your child.
- Never respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable. Encourage your children to tell you if they encounter such messages. If you or your child receives a message that is harassing, of a sexual nature, or threatening, forward a copy of the message to your service provider and ask for their assistance.

Should you become aware of the transmission, use, or viewing of child pornography while online, immediately report this to the National Center for Missing and Exploited Children by calling 1-800-843-5678. You should also notify your online service.

- Remember that people online may not be who they seem. Because you can't see or even hear the person, it would be easy for someone to misrepresent him-or herself. Thus, someone indicating that "she" is a "12 year old girl" could in reality be a 40 year old man.
- Remember that everything you read online may not be true. Any offer that's "too good to be true" probably is. Be very careful about any offers that involve coming to a meeting or having someone visit your house.
- Set reasonable rules and guidelines for computer use by your children (see "My Rules for Online Safety" on last page as sample). Discuss these rules and post them near the computer as a reminder. Remember to monitor their compliance with these rules, especially when it comes to the amount of time your children spend on the computer. A child or teenager's excessive use of online services or bulletin boards, especially late at night, may be a clue that there is a potential problem. Remember, that personal computers and online services should not be used as electronic baby-sitters.

Be sure to make this a family activity. Consider keeping the computer in a family room rather than the child's bedroom. Get to know their "online friends" just as you get to know all of their other friends.

MY RULES FOR ONLINE SAFETY

- I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.
- I will tell my parents right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will make sure that it is in a public place and bring my mother or father along.

- I will never send a person my picture or anything else without first checking with my parents.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away so that they can contact the online service.
- I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

For further information on child safety, please call the National Center for Missing and Exploited Children at 1-800-THE LOST (1-800-843-5678)

This brochure was written by Lawrence J. Magid, a syndicated columnist for the Los Angeles Times, who is author of *Cruising Online: Larry Magid's Guide to the New Digital Highway* (Random House, 1994) and *The Little PC Book* (Peachpit Press, 1993).

Child Safety on the Information Highway was jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association (8403 Colesville Road, Suite 865, Silver Spring, MD 20910).

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PUBLIC RECORDS NOT AVAILABLE

- (1) Any report, communication or other paper whose publication would disclose the institution, progress or result of an investigation undertaken in the performance of official duties.
 - (2) Any record, document, material, exhibit, pleading, report, memorandum, or other paper to which access or publication is prohibited, restricted or forbidden by law, regulation, court order or decree of court; would operate to the prejudice or impairment of a person's reputation or personal security; or would result in the loss of federal funds, except the record of a conviction for any criminal act.
 - (3) Education records concerning individual students, in accordance with federal and state laws.
 - (4) Personnel files, in compliance with applicable laws.
-

Student Rights & Responsibilities

Salute The Flag and Pledge of Allegiance

- It is the responsibility of every citizen to show proper respect for his country and its flag.
- Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.