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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: NAME AND CLASSIFICATION

ADOPTED: April 6, 1999

REVISED:

001. NAME AND CLASSIFICATION	
SC 201, 212	<p>Section 1. <u>Name</u></p> <p>The Board of School Directors shall be known officially as the Board of School Directors of Redbank Valley School District, hereinafter referred to as the "Board".</p>
SC 203	<p>Section 2. <u>Composition</u></p> <p>Redbank Valley School District is comprised of all lands that lie within the municipal boundaries of Hawthorn Borough, New Bethlehem Borough, Porter Township, Redbank Township; part of Monroe Township; and the areas of Madison Township, Mahoning Township, Redbank Township and South Bethlehem Borough in Armstrong County.</p>
Pa. Const. Art. III Sec. 14 SC 501	<p>Section 3. <u>Purpose</u></p> <p>Redbank Valley School District is organized for the purpose of providing a program of public education to serve the needs of the Commonwealth.</p>
SC 951, 952	<p>Section 4. <u>Intermediate Unit</u></p> <p>Redbank Valley School District is assigned to Riverview Intermediate Unit No. 6.</p>
SC 202	<p>Section 5. <u>Classification</u></p> <p>Redbank Valley School District is classified as a school district of the third class.</p>
	<p>Section 6. <u>Address</u></p> <p>The official address of the Board of Redbank Valley School District shall be 920 East Broad Street, New Bethlehem, PA 16242-9042.</p>

REDBANK VALLEY  
SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: AUTHORITY AND POWERS

ADOPTED: April 6, 1999

REVISED:

	<b>002. AUTHORITY AND POWERS</b>
Art. III Sec. 14 SC 211, 301, 501, 507, 510	<p>Section 1. <u>Authority</u></p> <p>The authority to establish, equip, furnish, operate and maintain the public schools of Redbank Valley 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 of the Pennsylvania statutes and Article III of the Constitution.</p> <p>Successful operation of the Board and the school district it represents requires concerted action by the individual Board members. As provided by law, Board members have authority to act only in regular School Board meetings. Therefore, it shall be the policy of this Board to act in concert on all matters over which it has control and cognizance.</p>
SC 211, 406, 407, 501, 502, 503, 507, 510, 511, 803, 1411	<p>Section 2. <u>Powers</u></p> <p>The Board shall establish such schools as are required for the education of every person residing in Redbank Valley School District between the ages of six (6) and twenty-one (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 taxes as may be necessary, in addition to the annual State appropriation, for the exercise of aforesaid powers.</p>
SC 407	<p>The Board, in accordance with its statutory mandate, shall adopt procedures for its own operation and policies for the guidance of the Superintendent in the operation of the school district. Such procedures and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.</p>

002. AUTHORITY AND POWERS - Pg. 2

<p>Pol. 102</p>	<p>The Board shall act as the general agent of the people of this district in the matter of public education. It shall establish educational goals for the students 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 assessing the public education activities of this school district, in accordance with law.</p>
<p>SC 426, 427, 508</p>	<p>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.</p>
<p>Pol. 907</p>	<p>When visiting district schools, Board members shall have no more authority than any other district resident, except when authorized to act on behalf of the School Board.</p> <p>When expressing opinions on school matters upon which the Board has taken no official action, Board members shall state clearly that the opinion being expressed is solely that of the individual.</p>
<p>School Code 211, 301, 406, 407, 426, 427, 501, 502, 503, 507, 508, 510, 511, 803, 1411</p>	
<p>PA Constitution Art. III Sec. 14</p>	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: April 6, 1999

REVISED: June 7, 1999

003. FUNCTIONS	
SC 301, 407, 510, 511	<p>Section 1. <u>Legislative</u></p> <p>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, regulations of the State Board, or ordered by a court of competent authority may be adopted, amended or repealed by the Board.</p> <p>Adoption, amendment or repeal of a policy or procedure shall require two (2) readings. The first reading will be for information purposes and will allow ample time for input from the Board and the public. Formal adoption, amendment or repeal shall be done after the second reading at the next regularly scheduled Board meeting.</p> <p>The Board may, upon a majority vote, cause to suspend at any time the operation of a procedure or policy, when necessary, provided the suspension does not conflict with legal requirements; and such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.</p>
SC 422	<p><b>Procedures</b> of the Board shall be adopted, amended, or repealed by a two-thirds vote of the full Board.</p>
Pol. 006	<p><b>Policies</b> shall be adopted, amended or repealed by a majority vote of the full Board.</p>
Pol. 007	<p>The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board meeting. All current procedures and policies of the Board of Directors shall be maintained in the Board Policy Manual.</p>
SC 1001	<p>Section 2. <u>Executive</u></p> <p>The Board shall exercise its executive power by the appointment of a district Superintendent who shall enforce the statutes of the Commonwealth, the regulations of the State Board of Education, and the educational objectives and policies of the Board. S/He shall manage and supervise all school property and personnel.</p>

<p>SC 510</p>          <p>Act 170 of 1978 65 P.S. 404(d)</p>	<p>The Superintendent shall have a seat on the Board and the right to speak on all matters before it, but not to vote.</p> <p>Functions of the Superintendent shall include those relating to:</p> <ul style="list-style-type: none"><li>a. Business</li><li>b. Child Services</li><li>c. Curriculum</li><li>d. Maintenance and Construction</li><li>e. Personnel</li><li>f. Federal and State Funds</li><li>g. Public Relations</li></ul> <p>The Superintendent shall prepare guidelines for the administration of the school district which are not inconsistent with statutes or regulations of the State Board, are dictated by the policies of this Board, and shall be binding upon the employees and the students of this district when issued, but shall be provided to the Board at the next meeting. The Board reserves the right to alter or rescind any such guideline.</p> <p>The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting.</p> <p>The Superintendent, at his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by the Board. Such delegation of power or duty shall not relieve the Superintendent of responsibility for the action taken under such delegation.</p> <p>The Superintendent shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law. This procedure shall be approved by the Board, and completion of the implementation reported to the Board.</p>
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<p>SC 510, 1126 et seq</p> <p>2 PA C.S. Sec. 551 et seq</p>	<p>Section 3. <u>Review</u></p> <p>The Board may assume jurisdiction over controversies or disputes arising within this school district concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.</p> <p>In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.</p> <p>Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences which may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the school district.</p>
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SECTION: LOCAL BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: April 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

	004. MEMBERSHIP
	Section 1. <u>Number</u>
SC 302, 303, 304, 305	The Board does consist of nine (9) members.
	Section 2. <u>Qualifications</u>
	Each member of the Board shall meet the following qualifications:
SC 322	a. S/He shall be of good moral character, be eighteen (18) years of age, shall have been a resident of the district for at least one (1) year prior to the date of his/her election or appointment, and shall not be a holder of any office or position as specified in Section 322 of the School Code; nor shall s/he be a member of the municipal council.
SC 323	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.
SC 324	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.
SC 321	d. S/He shall, before entering the duties of the office, take and subscribe to the oath or affirmation prescribed by statute.
65 P.S. 404(d) Pol. 003	e. S/He shall file a statement of financial interests with the State Ethics Commission before taking the oath of office or entering upon his/her duties.

<p>SC 301 et seq</p>	<p>Section 3. <u>Election</u></p> <p>The Board has chosen the three-region plan, and members shall be elected in accordance with current State law. The following describes the election districts by region:</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Region Number</th> <th style="text-align: left;">Election Districts</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">I</td> <td>South Bethlehem (A) Mahoning Township (A) Madison Township (A)</td> </tr> <tr> <td style="vertical-align: top;">II</td> <td>New Bethlehem Boro (C) Porter Township (C) Oak Hall Independent (C)</td> </tr> <tr> <td style="vertical-align: top;">III</td> <td>Redbank Township (C) Redbank Township (A) Hawthorn Boro (C)</td> </tr> </tbody> </table> <p>* (A) Armstrong County (C) Clarion County</p>	Region Number	Election Districts	I	South Bethlehem (A) Mahoning Township (A) Madison Township (A)	II	New Bethlehem Boro (C) Porter Township (C) Oak Hall Independent (C)	III	Redbank Township (C) Redbank Township (A) Hawthorn Boro (C)
Region Number	Election Districts								
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III	Redbank Township (C) Redbank Township (A) Hawthorn Boro (C)								
<p>SC 315, 319 65 P.S. 271 et seq SC 315 et seq</p>	<p>Section 4. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal from a district, or otherwise. Any such vacancy shall be filled in accordance with the Sunshine Act and by the appointment, by a majority vote of the remaining members of the Board within thirty (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 sixty (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 Clarion County.</p>								
<p>SC 303, 315</p>	<p>Section 5. <u>Term</u></p> <p>The term of office of each school director shall be four (4) 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 sixty (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.</p>								

<p>SC 315, 319 Pol. 006</p> <p>SC 319 Pol. 006</p> <p>SC 516.1</p>	<p>Section 6. <u>Removal</u></p> <p>Whenever a school director shall cease to be a resident of Redbank Valley School District, his/her membership on the Board shall cease forthwith.</p> <p>The removal of a school director who resigns shall become effective upon the presentation of the resignation to the Board President and upon the date specified therein.</p> <p>A school director who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting neglects or refuses to act 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.</p> <p>If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.</p> <p>Section 7. <u>Compensation</u></p> <p>Members of the Board receive no compensation for carrying out their function as school director. They shall receive no expense for traveling to regularly scheduled Board meetings but may be reimbursed for expenses incurred attending other meetings than regularly scheduled district meetings.</p> <p>Section 8. <u>Expenses</u></p> <p>School directors, a nonmember 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 convention 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, which the Board deems will be of educational or financial benefit to the district.</p> <p>Expenses include travel, travel insurance, lodging, meals, registration fees and necessary incidental fees. Mileage for travel by car shall be reimbursed at the rate stated in the professional staff's current collective bargaining agreement.</p>
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SC 519	<p>All such expenses shall be itemized and made available for public inspection at the next succeeding meeting of the Board. No member shall be reimbursed for more than two (2) such out-of-state meetings in one (1) 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.</p> <p>Section 9. <u>Orientation</u></p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"><li>a. Copy of the School Code.</li><li>b. Copy of the Board Policy Manual.</li><li>c. Current budget statement, audit report and related fiscal materials.</li><li>d. District Strategic Plan.</li></ul> <p>Each new Board member shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, policy and procedure.</p>
SC 516, 516.1	<p>Section 10. <u>Conferences</u></p> <p>In keeping with its stated position on the need for continuing inservice 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 the following guidelines:</p> <ul style="list-style-type: none"><li>a. No member of the Board may attend a meeting at Board expense without prior Board approval.</li><li>b. The Board will decide which meetings appear to offer potential educational and financial benefits to the school district.</li></ul>

- c. Funds for participation at such meetings will be budgeted on an annual basis.
- d. 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 may be beneficial to the school district.

Reimbursement to Board members for their travel expenses will be in accordance with the amount stated in the professional staff's current collective bargaining agreement.

Section 11. Recognition Of Organizations

The Board recognizes the existence of the following associations:

- a. Redbank Valley Education Association
- b. Pennsylvania State Education Association and its related councils
- c. National Educators Association and its related councils
- d. Pennsylvania School Boards Association
- e. National School Boards Association
- f. Pennsylvania Association of Secondary School Principals
- g. Pennsylvania Association of Elementary School Principals
- h. Pennsylvania Association of School Administrators
- i. American Association of School Administrators
- j. Association for Supervision of Curriculum Development
- k. Pennsylvania Association of Federal Program Coordinators
- l. Pennsylvania Association of School Business Officials
- m. Pennsylvania Association of Rural School Systems
- n. Redbank Valley Educational Support Personnel Association Additions

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: CODE OF ETHICS

ADOPTED: June 7, 1999

REVISED:

## 004.1. CODE OF ETHICS

### Section 1. Purpose

The Board recognizes the importance of ethical behavior among its members and, accordingly, endorses the Code of Ethics of The National School Boards Association. It is the policy of the Board to require all of its members to abide by this code of ethics.

### Section 2. Authority

The Board adheres to the belief that its members have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual member except when such statement or action is in pursuance of special instructions from the Board.

Any Board member who attempts to speak for the Board without express permission of the Board, or who in other ways violates the code of ethics, will be subject to censure.

### Section 3. Guidelines

The Code of Ethics of the National School Boards Association, which shall guide the action of Board members in this district, is as follows:

- a. Members of the local Board of Education, representing all the citizens of the school district, recognize that:
  1. Fellow citizens have entrusted them with the educational development of the children and youth of the community.
  2. The public expects their first and greatest concern to be in the best interest of each student without distinction as to who they are or what their background may be.

3. The future welfare of the community, of this state, and of the nation depends in the largest measure upon the quality of education provided in the public schools.
  4. They and their fellow Board members must take the initiative in helping all the people of the 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.
  5. Legally the authority of the Board is derived from the state 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.
  6. They must never neglect their personal obligation to the community and their legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization.
- b. In view of the foregoing consideration, it shall be the constant endeavor of Board members to:
1. Devote time, thought, and study to the duties and responsibilities of a School Board member so that they may render effective and creditable service.
  2. Work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.
  3. Base their personal decisions upon all available facts in each situation; to vote by 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.
  4. Remember at all times that as individuals they have no legal authority outside the meetings of the Board, and that they must conduct their relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.
  5. Resist every temptation and outside pressure to use their position as School Board members to benefit either themselves or any other individual or agency apart from the total interest of school district.



6. 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.
7. 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/her professional and nonprofessional staff.
8. Welcome and encourage active cooperation by citizens, organizations, and the media in establishing policy on current school operation and proposed future developments.
9. Strive, step by step, toward ideal conditions for most effective School Board service to the community, in a spirit of teamwork and devotion to public education.

Section 4. Sanctions

When in the opinion of a majority of Board members the actions of an individual member violate the Ethics Code, the Board may issue sanctions in the form of private or public censure.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: STUDENT REPRESENTATIVE  
TO THE SCHOOL BOARD

ADOPTED: January 4, 1999

REVISED: November 6, 2007

## 004.2. STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

### Section 1. Purpose

The Board of School Directors recognizes that the students attending the Redbank Valley School District are the most important concern of the school district. The Board establishes the positions of student representatives to the Board of School Directors to establish a communications link between itself and the student body, and to present the students' viewpoints and concerns.

### Section 2. Authority

Since the Board has the right to appoint people as it may deem proper and to define their duties, two (2) students from the senior high school will be appointed to serve as nonvoting student representatives to the School Board each year.

### Section 3. Term Of Office

For the 1998-1999 school term, one (1) representative will come from the Junior Class to serve for the remainder of the 1998-1999 school year and the 1999-2000 school year ending in June of 2000. One (1) representative from the Class of 1999 will serve through June 1999. In all succeeding years, one (1) representative will come from the Junior Class and serve for a period of two (2) years. Terms will begin in July and end in June.

Vacancies may arise if a student moves from the district or is released from their position because of disciplinary action or below average grades. All vacancies will be filled by the next person on the selection committee's priority list, providing that this person receives administrative approval.

Section 4. Qualifications

Each student representative to the School Board shall meet the following qualifications:

- a. S/He will be a citizen of the Commonwealth of Pennsylvania, a resident of the school district and attend Redbank Valley High School.
- b. S/He must be a senior or junior during the years that they will serve as a student representative to the Redbank Valley School Board.
- c. S/He must be willing to give his/her time and effort to attend all public meetings and others deemed appropriate by the Board President, and be prepared to discuss items presented on the agenda.
- d. S/He must be nonpartisan in dealing with school matters and not subordinate the education of children and youth to any partisan principle, group interest, or personal ambition.
- e. S/He shall demonstrate prior accomplishments in school and throughout the community.
- f. S/He must have a 3.0 grade point average or higher to be eligible for student representative to the Board.

Section 5. Selection

Students shall submit to a selection committee an essay of 500 words or less indicating their rationale as to why they desire to serve as a student representative to the School Board.

The selection committee will be comprised of four (4) selected student council members and both student council advisors. The essay shall be submitted by number, not name, for evaluation by the committee to determine from the papers which students shall serve as student representatives.

Once the selection committee determines their top choice, that name will be submitted to the administration for final approval. Final approval will be based on academic performance and adherence to the discipline code. All other candidates will be placed in order from best to least. This priority list will be used to fill any vacancies that may arise.

<p>Pol. 004</p>	<p>Section 6. <u>Performance Responsibilities</u></p> <p>Serving as a student representative to the School Board can be vital and rewarding work. Therefore, the student representatives to the School Board should be among the most competent, unselfish and devoted members of the student school community, and shall:</p> <ul style="list-style-type: none"><li>a. Assume the role of student representative to the School Board on behalf of the entire student body and not of a particular segment.</li><li>b. Become thoroughly knowledgeable about the district, policies of operation, and functions of the Board.</li><li>c. Be cognizant of the role of the Board being a policy-making body rather than an administrative body.</li><li>d. Act for the Board only when authorized by the Board to perform a specific task.</li><li>e. Be prepared to study all matters presented to the Board in light of needs that exist rather than through preconceived notions.</li><li>f. Participate in discussions with individuals or groups on a general basis and suggest the requests for action should be referred to the appropriate administrator and taken through proper administrative channels.</li><li>g. Be sworn in and seated by or at the September meeting of the Board of Directors as a nonvoting participant.</li><li>h. Be invited to attend the meeting of the Board of Directors held during the summer recess of the senior high school on a voluntary basis.</li><li>i. Attend meetings with the same obligation as required of elected school directors under the Pennsylvania School Code (may be removed after missing two (2) consecutive regular meetings).</li><li>j. Students will not attend executive sessions unless by invitation by the Board President.</li><li>k. Any infraction of the discipline code could be cause for removal after investigation and further review by a committee of the Board or administration.</li></ul>
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- l. Understand that transportation to and from School Board meetings shall be the responsibility of the student representative to the Board, and the Redbank Valley School District shall not be held liable for accidents and/or injuries from attendance at such meetings.
- m. Understand that sometimes meetings can run late and that parents/guardians should be aware that this situation may arise.

Section 7. Code Of Ethics

The Board hereby sets forth a code of conduct for student representatives that shall be implemented. Failure to abide by these guidelines will result in dismissal from the Board:

- a. The overall guiding principle for all actions by the student representative is to treat all human beings with respect and dignity at all times.
- b. All student representatives of the district shall refrain from profane or abusive language directed at students, parents/guardians, other employees and/or community residents.
- c. All student representatives of the district shall refrain from the use of slang names, derogatory names, nicknames or similar utterances of a degrading and/or belittling nature against any member of the school community or community at large.
- d. All student representatives of the district are expected to retain their composure at all times when dealing with other students, parents/guardians, employees and/or any community members.
- e. The student representative shall not participate in private gain or permit economic interest to affect the discharge of his/her responsibilities or duties.

References:

Board Policy – 004

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: April 6, 1999

REVISED:

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 401	The school directors shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Board by mail at least five (5) days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a regular meeting.
	Section 2. <u>Order</u>
SC 421	The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over members of the Board. The Board Secretary shall be secretary of the meeting. The certificates of election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared.
SC 402	The temporary President shall administer the oath or affirmation of office to such school directors who have not previously taken and subscribed the same.
	Section 3. <u>Officers</u>
	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 (2) candidates who received the greatest number of votes.
SC 404	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 (1) year.
SC 404 (2nd class) (3rd & 4th)	b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Common wealth, and s/he may be a member of the Board.

<p>SC 436, 438</p>	<p>The Treasurer shall not enter upon his/her duties until s/he has furnished bond in accordance with law and with the approval of the Board. The Treasurer shall be compensated in such a manner and at a rate as the Board shall determine.</p> <p>c. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election.</p> <p>Vacancies in any office shall be filled by the school directors, and such appointed officers shall serve for the remainder of the unexpired term.</p>
<p>SC 404, 405, 514 Pol. 006</p>	<p>The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board. 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 and an opportunity for a hearing. Said removal shall be approved by the affirmative vote of a majority of the full number of school directors.</p> <p>Section 4. <u>Appointments</u></p> <p>The Board shall appoint:</p>
<p>SC 683</p>	<p>a. A tax collector, where a tax collector is not elected to collect taxes, where there is a vacancy, or where an elected tax collector refuses to qualify.</p>
<p>SC 1410</p>	<p>b. School physician(s).</p>
<p>SC 1410</p>	<p>c. School dentist(s).</p>
<p>SC 2401</p>	<p>d. Independent auditor.</p>
<p>SC 516</p>	<p>e. Delegates to a State convention or association of school directors.</p>
<p>SC 406</p>	<p>f. Other assistants, clerks and employees as the Board deems proper.</p> <p>g. School solicitor. At the time of appointment, a schedule of compensation shall be agreed upon by the Board.</p>

<p>SC 514 Pol. 006</p>	<p>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 charged shall have been given due notice of the reasons and an opportunity for a hearing. Said removal shall be approved by the affirmative vote of a majority of the full number of school directors.</p>
<p>SC 621</p>	<p>Section 5. <u>Resolutions</u></p> <p>The Board may at the organization meeting but shall prior to July1 next following:</p> <p>a. Designate a depository(s) for school funds.</p>
<p>SC 106</p>	<p>b. Designate a newspaper(s) of general circulation, as defined in accordance with law.</p>
<p>SC 421</p>	<p>c. Designate a normal day, place and time for regular meetings.</p>
<p>SC 426, 427</p>	<p>Section 6. <u>Committees</u></p> <p>The Board recognizes that in discharging its various responsibilities it may be advantageous to assign to certain members or groups of members specific tasks to undertake on behalf of the Board. To this end, certain functional committees of the Board may be established by the Board President, at which time the scope of activity for which each committee or Board members shall have cognizance shall be defined.</p> <p>The Board recognizes that committees or board members shall have only the authorization to act for the Board that is expressly granted by the Board at a regular meeting, as reflected in the minutes of the meeting.</p> <p>Special committees may be appointed from time to time to study and report their findings back to the Board. Such committees will be discharged as soon as they have performed their function.</p> <p>Section 7. <u>Duties of Officers/Appointees</u></p> <p>a. President</p> <p>The President shall preside at all meetings and may call special meetings at any time.</p>



	<p>The President shall be the executive officer of the Board and, together with the Secretary when directed by the Board, shall execute any and all deeds, contracts, warrants to tax collectors, reports and other papers requiring his/her signature.</p> <p>After the Board has acted on and approved a bill or account for the payment of money authorized by this act, the President shall sign an order on the Treasurer for the payment of the same. The President shall in no case, except as provided by law, sign any order for any sum unless the same has first been approved by the Board, and the amount and name of the payee properly inserted.</p> <p>The President shall perform such other duties as the Board may direct and as pertain to the office.</p>
SC 428	<p>b. Vice-President</p> <p>In the absence of the President, the Vice-President shall preside at all meetings, call special meetings when so requested, and when directed by the Board shall execute any and all deeds, contracts, warrants to tax collectors and other papers pertaining to the business of the Board and perform all other duties imposed on the President.</p> <p>Upon the request of the President, the Vice-President may be authorized by the Board to sign checks or vouchers for the payment of current expenses and salaries.</p>
SC 433	<p>c. Secretary</p> <p>The Secretary of the Board shall perform the following duties:</p> <ol style="list-style-type: none"><li>1. Keep a correct and proper record of all proceedings of the Board, prepare reports, and keep such accounts as required.</li></ol>
Pol. 616	<ol style="list-style-type: none"><li>2. After the Board has acted on and approved any bill or account for the payment of money, sign an order on the Treasurer for payment of the same. Sign orders on the Treasurer for the payments of amounts owing under contracts which shall previously have been approved by the Board, and by prompt payment of which the district will receive a discount or other advantage without the approval of the Board first having been secured.</li><li>3. Attest in writing the execution of all deeds, contract, reports and other instruments that are to be executed by the Board.</li></ol>

	<ul style="list-style-type: none"><li>4. Furnish, whenever requested, reports concerning the school affairs of the district, on the form and in the manner required by the Department of Education.</li><li>5. Be the custodian of all records, papers, office property and official seal of the school district; at the expiration of the term, s/he shall turn them over to the successor.</li><li>6. Perform such other duties as required by the Board.</li></ul>
SC 439, 440, 442  Pol. 616	d. Treasurer  The Treasurer shall receive all State appropriations, district school taxes and other funds belonging to the school district, and make payments out of the same on proper order approved by the Board and signed by the President.  The Treasurer may pay out of such funds on orders which have been prepared and signed by the Secretary without the approval of the Board first having been secured.  The Treasurer shall deposit the funds belonging to the district in the district depository, as directed by the Board, and shall at the end of each month make a report to the school controller and to the Secretary of the Board, of the amount of funds received and disbursed by him/her during the month. All deposits of school funds by any school Treasurer shall be made in the name of the school district.
SC 406	e. Solicitor  The duties of the solicitor, to be performed in consideration of the agreed retainer, are as follows:  <u>Duties to the Board</u> <ul style="list-style-type: none"><li>1. Answer routine questions and research and furnish opinions of such other questions as may arise.</li><li>2. Answer routine questions and research and furnish opinions so the questions as may be submitted by the Board through the President or Vice-President.</li></ul>

<p>Pol. 006</p> <p>School Code 106, 324, 401, 402, 404, 405, 406, 421, 434, 436, 438, 514, 516, 621, 683, 1401</p>	<p><u>Duties to the Administration</u></p> <ol style="list-style-type: none"><li>1. Confer with members of the district administrative staff on questions of law affecting the district.</li><li>2. Furnish formal legal opinions to administrators of the central administration staff, upon prior approval of the Superintendent.</li><li>3. Confer and advise on local administrative legal problems as they are referred through central administration.</li></ol> <p><u>General Duties</u></p> <ol style="list-style-type: none"><li>1. Review, approve and/or prepare contracts to be entered into by the school district.</li><li>2. Prepare or review all deeds, leases, notes, mortgages and evidences of indebtedness of the school district.</li><li>3. Represent the school district in proceedings before administrative bodies, Justices of the Peace and courts of record in all matters to be instituted or defended by the district.</li><li>4. In matters and cases where the solicitor would be required to leave his/her practice for an appreciable length of time to devote him/herself exclusively to district problems, the matter shall be fully discussed with the Board and a mutually satisfactory arrangement made in advance of such services.</li><li>5. Prepare resolutions and notices relative to taxes to be levied and collected by the district.</li></ol>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: April 6, 1999

REVISED: March 19, 2009

<p>SC 407 65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 422</p> <p>SC 405, 426, 427, 428</p> <p>65 Pa. C.S.A. Sec. 703, 709</p> <p>65 Pa. C.S.A. Sec. 703, 709</p>	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings shall be conducted in an orderly and business-like manner. Robert’s Rules of Order, Newly Revised shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.</p> <p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p> <p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p> <p>Section 4. <u>Notice</u></p> <p>Notice of all public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.</p> <p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar or fiscal year at least three (3) days prior to the time of the first regular meeting.</p>
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<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.</p>
<p>65 Pa. C.S.A. Sec. 703</p>	<p>d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.</p>
<p>65 Pa. C.S.A. Sec. 709</p>	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Clarion &amp; Armstrong Counties and any radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.</p>
	<p>Notice of all regular and special Board meetings shall be given to Board members not later than twenty-four (24) hours prior to the time of the meeting.</p>
	<p>Section 5. <u>Regular Meetings</u></p>
<p>SC 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.</p>
	<p>a. Agenda</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board Secretary and Board President to prepare an agenda of the items of business to come before the Board at each regular meeting.</p> <p>The agenda, together with all relevant reports, shall be provided each Board member at least one (1) day before the meeting.</p>
	<p>b. Order Of Business</p> <p>The order of business for regular meetings shall follow the agenda unless altered by the President or a majority of those present and voting.</p>
	<p>Section 6. <u>Special Meetings</u></p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Special meetings shall be public and may be called for special or general purposes.</p>

<p>SC 426</p>	<p>The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Board members. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p>	<p>Section 7. <u>Public Participation</u></p> <p>District residents present at a Board meeting may address the Board in accordance with law and Board procedures and policy.</p> <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p> <p>All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.</p> <p>a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p>
<p>SC 609, 687</p>	<p>1. Transfer of budgeted funds during the first three (3) months of the fiscal year.</p>
<p>SC 687</p>	<p>2. Incur a temporary debt to meet an emergency or catastrophe.</p>
<p>SC 324</p>	<p>3. Elect to a teaching position a person who has served as a Board member and who has resigned.</p>
<p>SC 707</p>	<p>4. Convey land or buildings to the municipality co-terminus with the school district in accordance with law.</p>
<p>SC 803</p>	<p>5. Adopt or change textbooks without the recommendation of the Superintendent.</p>
<p>SC 1129</p>	<p>6. Dismiss, after a hearing, a tenured professional employee.</p>
<p>SC 508</p>	<p>b. The following actions require the recorded affirmative votes of a majority of the full number of Board members:</p> <p>1. Fixing the length of school term.</p>

<p>SC 508 Pol. 108</p>	<p>2. Adopting textbooks recommended by the Superintendent.</p>
<p>SC 508, 1071, 1076</p>	<p>3. Appointing the district Superintendent and Assistant Superintendent(s).</p>
<p>SC 508</p>	<p>4. Appointing teachers and principals.</p>
<p>SC 508 Pol. 604</p>	<p>5. Adopting the annual budget.</p>
<p>SC 508 Pol. 005, 606</p>	<p>6. Appointing tax collectors and other appointees.</p>
<p>SC 508 Pol. 605</p>	<p>7. Levying and assessing taxes.</p>
<p>SC 508</p>	<p>8. Purchasing, selling, or condemning land.</p>
<p>SC 508</p>	<p>9. Locating new buildings or changing the location of old ones.</p>
<p>SC 508 Pol. 107</p>	<p>10. Adopting planned instruction.</p>
<p>SC 508</p>	<p>11. Establishing additional schools or departments.</p>
<p>SC 508, 621</p>	<p>12. Designating depositories for school funds.</p>
<p>SC 508</p>	<p>13. Expending district funds.</p>
<p>SC 687 Pol. 612</p>	<p>14. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.</p>
<p>SC 508 Pol. 610</p>	<p>15. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).</p>
<p>SC 508</p>	<p>16. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.</p>
<p>SC 224</p>	<p>17. Combining or reorganizing into a larger school district.</p>

<p>SC 508</p>	<p>18. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.</p>
<p>SC 508, 514, 1080</p>	<p>19. Dismissing, after a hearing, a nontenured employee.</p>
<p>SC 212</p>	<p>20. Adopting a corporate seal for the district.</p>
<p>SC 702</p>	<p>21. Determining the location and amount of any real estate required by the school district for school purposes.</p>
<p>SC 708</p>	<p>22. Vacating and abandoning property to which the Board has title.</p>
<p>SC 1503</p>	<p>23. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.</p>
<p>Pol. 004</p>	<p>24. Removing a school director.</p>
<p>Pol. 004</p>	<p>25. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.</p>
<p>Pol. 005</p>	<p>26. Removing an officer of the Board.</p>
<p>Pol. 005</p>	<p>27. Removing an appointee of the Board.</p>
<p>Pol. 003</p>	<p>28. Adopting, amending or repealing Board procedures and policy.</p>
	<p>Section 9. <u>Minutes</u></p>
<p>SC 518 65 Pa. C.S.A. Sec. 706</p>	<p>The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ol style="list-style-type: none"> <li>a. Date, place, and time of the meeting.</li> <li>b. Names of Board members present.</li> <li>c. Presiding officer.</li> <li>d. Substance of all official actions.</li> </ol>



<p>65 Pa. C.S.A. Sec. 705</p>	<p>e. Actions taken.</p> <p>f. Recorded votes and a record by individual members of all roll call votes taken.</p> <p>g. Names of all residents who appeared officially and the subject of their testimony.</p>
<p>SC 407</p>	<p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.</p>
<p>SC 433</p>	<p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.</p>
<p>SC 407 Pol. 800, 801</p>	<p>Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 10. <u>Adjournment</u></p> <p>The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. 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 in Board policy.</p>
<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 11. <u>Executive Session</u></p> <p>The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of a public meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.</p> <p>The Board may discuss the following matters in executive session:</p> <p>a. Employment issues.</p> <p>b. Labor relations.</p> <p>c. Purchase or lease of real estate.</p>

<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p> <p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p> <p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.</p> <p>e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.</p> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p>Section 12. <u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in a public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.</p> <p>Section 13. <u>Committee Meetings</u></p> <p>Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by a majority members of the committee.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p> <p>Unless held as an executive session, standing committee meetings shall be open to the public, other Board members, and the Superintendent.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 800, 801, 903</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: DISTRIBUTION

ADOPTED: April 6, 1999

REVISED:

## 007. DISTRIBUTION

The Board desires to make this Policy Manual a useful guide for all directors of the Board, the administration of this district, all personnel employed by the Board, the students of the district, and all members of the community.

Therefore, copies of this manual shall be given to the following:

- a. All directors of the Board.
- b. Superintendent.
- c. Board Secretary.
- d. Business Manager.
- e. Each building principal.
- f. Appropriate administrators.
- g. Board solicitor.
- h. Each school library.

Copies of revised pages shall be provided to the holders of manuals as changes are made.

The Policy Manual shall be considered a public record and shall be available for inspection in the Board offices and in each school building during regular office hours.

The Superintendent is designated to review existing policy in light of Board actions and revisions to State statutes and regulations, and to recommend to the Board changes necessary to maintain the Board Policy Manual in a current status.

65 P.S.  
271 et seq  
Pol. 801

<p>Other Cites 65 P.S. 271 et seq</p>	<p>The Policy Manual is the property of the school district; therefore, all manuals shall be returned to the Board Secretary upon termination of employment or term of office.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: BOARD GOVERNANCE  
STANDARDS/CODE OF  
CONDUCT

ADOPTED:

REVISED: July 5, 2011

## 011. BOARD GOVERNANCE STANDARDS/CODE OF CONDUCT

### Section 1. Standards For Effective School Governance

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

a. 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.

b. 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.

	<ol style="list-style-type: none"><li>3. Leading with respect and taking full responsibility for Board activity and behavior.</li><li>4. Adopting and acting in accordance with the <i>PSBA Code of Conduct for Members of Pennsylvania School Boards</i>.</li><li>5. Engaging all community stakeholders.</li><li>6. Complying with Board policy and all applicable local, state and federal laws and regulations.</li><li>7. Operating as a collective Board in making decisions.</li><li>8. Participating in annual Board retreats.</li></ol> <p>c. Governs through policy by:</p> <ol style="list-style-type: none"><li>1. Seeking input from stakeholders and following an established procedure for consideration.</li><li>2. Regularly reviewing and, as necessary, revising and adopting Board policy.</li><li>3. Delegating to the Superintendent responsibility for implementation of Board policy.</li><li>4. Ensuring public access to adopted Board policy.</li><li>5. Purposefully linking its actions to applicable Board policies.</li></ol> <p>d. Ensures that effective planning occurs by:</p> <ol style="list-style-type: none"><li>1. Adopting and implementing a collaborative strategic planning process, including regular reviews.</li><li>2. Setting annual goals that are aligned with the Strategic Plan.</li><li>3. Linking Board actions to the Strategic Plan.</li><li>4. Adopting a financial plan that considers short-term and long-term needs.</li><li>5. Adopting professional development plans for Board and staff.</li></ol>
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	<ul style="list-style-type: none"><li>6. Adopting a plan to ensure evaluation of student growth and achievement using relevant data.</li><li>7. Adopting a master facilities plan conducive to teaching and learning.</li><li>8. Adopting a plan for curriculum review and development.</li></ul> <p>e. Monitors results by:</p> <ul style="list-style-type: none"><li>1. Using data appropriately to make informed decisions.</li><li>2. Ensuring effective practices for evaluation of staff, programs, plans and services.</li><li>3. Evaluating its own performance.</li><li>4. Assessing student growth and achievement.</li><li>5. Evaluating the effectiveness of the Strategic Plan.</li></ul> <p>f. Communicates with and engages the community by:</p> <ul style="list-style-type: none"><li>1. Distributing relevant information about the district.</li><li>2. Providing methods of communication to the Board and appropriate staff.</li><li>3. Seeking input through a variety of methods.</li><li>4. Including stakeholders in all communications.</li></ul> <p>Section 2. <u>Code Of Conduct For School Board Members</u></p> <p>a. We, as members of our local Board of Education, representing all the residents of our school district, believe that:</p> <ul style="list-style-type: none"><li>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.</li><li>2. The future welfare of this community, commonwealth and nation depends upon the quality of education we provide in the public schools.</li></ul>
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	<ol style="list-style-type: none"><li>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.</li><li>4. Boards of School Directors share responsibility for ensuring a “thorough and efficient system of public education” as required by the Pennsylvania Constitution.</li><li>5. Our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.</li><li>6. The public expects that our first and greatest priority is to provide equitable educational opportunities for all youth.</li></ol> <p>b. Accordingly:</p> <ol style="list-style-type: none"><li>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.</li><li>2. Devoting time, thought and study to our duties and responsibilities as School Board members is critical for rendering effective and credible service.</li><li>3. Board members should work together in a spirit of harmony, respect and cooperation, despite differences of opinion.</li><li>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.</li><li>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.</li><li>6. We will not use our positions as School Directors to benefit ourselves or any individual or agency.</li><li>7. School Boards must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.</li><li>8. We should recognize that the primary responsibility of the Board is to adopt policies by which the schools are to be administered.</li></ol>
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	<ul style="list-style-type: none"><li>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.</li> <li>10. Communication with all stakeholders and the media should be conducted in accordance with Board policy.</li></ul>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: STRATEGIC PLAN

ADOPTED: June 7, 1999

REVISED:

100. STRATEGIC PLAN	
<p>1. Purpose</p>	<p>The Board recognizes the importance of establishing a comprehensive plan to guide the educational program and operation of the district. Participation by all segments of the school community is a critical element of such planning.</p>
<p>2. Authority Title 22 Sec. 4.4, 4.13</p>	<p>The Board shall develop and approve a Strategic Plan for the school district based upon an analysis of internal and external needs and specifying priorities for actions and action plans. The plan shall be formulated in accordance with State regulations.</p>
<p>Title 22 Sec. 4.13 (d)</p>	<p>The Board shall ensure active participation by Board members, administrators, teachers, other district personnel, students, parents and representatives from business and the community.</p>
<p>Title 22 Sec. 4.13 (c)</p>	<p>The Board directs that the Strategic Plan be reviewed and revised during the third year of the six-year plan.</p>
<p>Title 22 Sec. 4.13 (e)</p>	<p>Prior to approval by the Board, the Strategic Plan, and any revisions, shall be made available for public inspection in the administrative offices and the public library until the next regular Board meeting.</p>
<p>3. Delegation of Responsibility Title 22 Sec. 4.13 (e)</p>	<p>The Superintendent shall be responsible for recommending the Strategic Plan to the Board and for submitting the plan to the State Department of Education.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: PHILOSOPHY OF  
EDUCATION/MISSION  
STATEMENT

ADOPTED: July 12, 1999

REVISED: December 14, 2006

<p>1. Authority Title 22 Sec. 4.13</p>	<p style="text-align: center;">101. PHILOSOPHY OF EDUCATION/MISSION STATEMENT</p> <p>We believe that the purpose of education in the Redbank Valley School District is to develop each student mentally, physically and socially for participation in the American democratic way of life. Attaining this goal requires the cooperative efforts of school, home, church and community.</p> <p>We believe that each student must have an understanding of democratic principles, must recognize his/her privileges and his/her obligations as a citizen, and must realize and respect the worth of the individual.</p> <p>We believe that education should be available to all children regardless of individual differences and that the child should have the opportunity to develop to his/her capacity through the mastery of needed knowledge, skills, understandings, attitudes, appreciations and ideals.</p> <p>We believe that a well-balanced program of cocurricular and extra-curricular activities should be offered to help the child develop his/her personality and talents to the fullest and to teach him/her a sense of responsibility and the need to work well with others.</p> <p>We believe that the school has an obligation to acquaint students with job opportunities and requirements and to help them arrive at self-satisfactory vocational decisions.</p> <p>The School Board administration and faculty of the Redbank Valley School District are striving to reinforce this philosophy through the educational process.</p>
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101. PHILOSOPHY OF EDUCATION/  
MISSION STATEMENT - Pg. 2

Title 22 Sec. 4.13	<p><u>Mission Statement</u></p> <p>The mission of the Redbank Valley School District community is to instill the knowledge, attitudes, and skills needed for each student to become a productive member of society and achieve at his/her highest potential while providing a safe, disciplined, and inviting environment.</p> <p>Endorsed by the Strategic Planning Committee and Board of Directors on August 7, 2006.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ACADEMIC STANDARDS

ADOPTED: December 6, 1999

REVISED:

<ol style="list-style-type: none"> <li>1. Purpose Title 22 Sec. 4.4, 4.13 Pol. 100</li> <li>2. Definition Title 22 Sec. 4.3, 4.11</li> <li>3. Authority Title 22 Sec. 4.12, 4.13</li> </ol>	<p style="text-align: center;">102. ACADEMIC STANDARDS</p> <p>The Board recognizes that education is a vital function of the State and community. The community, through the strategic planning process, shall be encouraged to participate in the development of the educational goals established for this school district.</p> <p><b>Academic standards</b> - shall be defined as what a student should know and be able to do at a specified grade level; they shall describe the knowledge and skills students will be expected to demonstrate in order to graduate.</p> <p>The Board shall establish academic standards for district students to attain, in accordance with those adopted by the State Board of Education, in the following content areas:</p> <ol style="list-style-type: none"> <li>1. Reading, Writing, Speaking and Listening.</li> <li>2. Mathematics.</li> <li>3. Science and Technology.</li> <li>4. Environment and Ecology.</li> <li>5. Social Studies - to include history, geography, civics and government, and economics.</li> <li>6. Arts and Humanities.</li> <li>7. Career Education and Work.</li> <li>8. Health, Safety and Physical Education.</li> </ol>
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9. Family and Consumer Science.

10. World Languages.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
SCHOOL AND CLASSROOM  
PRACTICES

ADOPTED: June 7, 1999

REVISED: August 29, 2011

<p>103. NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES</p>	
<p>1. Authority SC 1310 Title 22 Sec. 4.4, 12.1, 12.4, 15.1 et seq 24 P.S. Sec. 5004 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 20 U.S.C. Sec. 6321 29 U.S.C. Sec. 794 Title VI 42 U.S.C. Sec. 2000d et seq 42 U.S.C. Sec. 12101 et seq Pol. 103.1</p>	<p>The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.</p> <p>The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.</p> <p>The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.</p>
<p>2. Delegation of Responsibility</p>	<p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer.</p>

103. NONDISCRIMINATION IN SCHOOL AND  
CLASSROOM PRACTICES - Pg. 2

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.



103. NONDISCRIMINATION IN SCHOOL AND  
CLASSROOM PRACTICES - Pg. 3

<p>3. Guidelines</p>	<p><u>Complaint Procedure – Student/Third Party</u></p> <p><b>Step 1 – Reporting</b></p> <p>A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.</p> <p><b>Step 2 – Investigation</b></p> <p>Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the building principal shall inform law enforcement authorities about the incident.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p><b>Step 3 – Investigative Report</b></p> <p>The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p>
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103. NONDISCRIMINATION IN SCHOOL AND  
CLASSROOM PRACTICES - Pg. 4

<p>20 U.S.C. Sec. 6321</p>	<p>The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition.</p> <p><b>Step 4 – District Action</b></p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.</p> <p>Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"><li>1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.</li><li>2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.</li><li>3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.</li></ol> <p><u>Equivalence Between Schools</u></p> <p>The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds.</p> <p>Curriculum materials, instructional supplies and percentages of highly qualified personnel shall be equivalent between all district schools when compared on a grade-span by grade-span basis or a school-by-school basis. Records documenting such compliance shall be updated biannually.</p> <p>The Board understands that equivalence between programs and schools shall not be measured by:</p> <ol style="list-style-type: none"><li>1. Changes in enrollment after the start of the school year.</li></ol>
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103. NONDISCRIMINATION IN SCHOOL AND  
CLASSROOM PRACTICES - Pg. 5

<p>Pol. 906</p>	<ol style="list-style-type: none"><li>2. Varying costs associated with providing services to students with disabilities.</li><li>3. Unexpected changes in personnel assignments occurring after the beginning of the school year.</li><li>4. Expenditures on language instruction education programs.</li><li>5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.</li></ol> <p>Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1310</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.4, 15.1 et seq.</p> <p>Unfair Educational Practices – 24 P.S. Sec. 5004</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6321</p> <p>Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Federal Anti-Discrimination and Civil Rights Laws –</p> <ul style="list-style-type: none"><li>20 U.S.C. Sec. 1681 et seq. (Title IX)</li><li>42 U.S.C. Sec. 2000d et seq. (Title VI)</li></ul>
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103. NONDISCRIMINATION IN SCHOOL AND  
CLASSROOM PRACTICES - Pg. 6

Federal Anti-Discrimination and Civil Rights Regulations –

28 CFR Part 35, Part 41

34 CFR Part 100, Part 104, Part 106, Part 110

Board Policy – 103.1, 701, 906

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION –  
QUALIFIED STUDENTS WITH  
DISABILITIES

ADOPTED: October 26, 2009

REVISED: August 29, 2011

<p>1. Authority Title 22 Sec. 4.4, 12.1, 12.4, 15.1 et seq 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq 28 CFR Part 35 34 CFR Part 104 Pol. 103</p> <p>2. Definitions Title 22 Sec. 15.2 42 U.S.C. Sec. 12102</p>	<p style="text-align: center;">103.1. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES</p> <p>The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.</p> <p>The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.</p> <p>The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.</p> <p>The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective action be taken for substantiated allegations. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.</p> <p>The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.</p> <p><b>Qualified student with a disability</b> - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district’s educational programs, nonacademic services or extracurricular activities.</p>
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<p>Title 22 Sec. 15.1 et seq 34 CFR Part 104</p>	<p><b>Section 504 Team</b> - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student’s parents/guardians.</p>
<p>Title 22 Sec. 15.7</p>	<p><b>Section 504 Service Agreement (Service Agreement)</b> - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school’s educational programs, nonacademic services, and extracurricular activities.</p>
<p>Pol. 248</p>	<p><b>Disability harassment</b> - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the school’s educational programs, nonacademic services, or extracurricular activities.</p>
<p>3. Delegation of Responsibility 34 CFR Sec. 104.7</p>	<p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district’s Section 504 Coordinator.</p> <p>In addition, each school within the district shall have a Section 504 building administrator. The building principal is designated Section 504 building administrator.</p>
<p>Title 22 Sec. 15.4 34 CFR Sec. 104.32</p>	<p>The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district’s website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district’s responsibilities under applicable laws and regulations, and that the district does not discriminate against qualified individuals with disabilities.</p>
<p>4. Guidelines  34 CFR Sec. 104.32 Pol. 113</p>	<p><u>Identification And Evaluation</u></p> <p>The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district’s IDEA child find efforts, in order to not duplicate efforts.</p>

<p>Title 22 Sec. 15.5, 15.6 34 CFR Sec. 104.35</p>	<p>If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student’s current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.</p>
<p>34 CFR Sec. 104.35</p>	<p>The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.</p>
<p>34 CFR Sec. 104.35</p>	<p>The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.</p> <p>The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:</p> <ol style="list-style-type: none"> <li>1. Have been validated and are administered by trained personnel.</li> <li>2. Are tailored to assess educational need and are not based solely on IQ scores.</li> <li>3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student’s impaired sensory, manual or speaking skills (except where those skills are what is being measured).</li> </ol>
<p>Title 22 Sec. 15.7</p>	<p><u>Service Agreement</u></p> <p>If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.</p>
<p>Title 22 Sec. 15.7</p>	<p>The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.</p>
<p>Title 22 Sec. 15.5</p>	<p>The district shall not modify or terminate a student’s current Service Agreement without the parent’s/guardian’s written consent.</p>

<p>Title 22 Sec. 15.3 34 CFR Sec. 104.34</p>	<p><u>Educational Programs/Nonacademic Services/Extracurricular Activities</u></p>
<p>Title 22 Sec. 15.3 34 CFR Sec. 104.34, 104.37 Pol. 112, 122, 123, 810</p>	<p>The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student’s home.</p>
<p>Pol. 218, 233</p>	<p>The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.</p>
	<p><u>Discipline</u></p>
	<p>When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.</p>
	<p><u>Parental Involvement</u></p>
<p>Title 22 Sec. 15.6, 15.7, 15.8 34 CFR Sec. 104.35</p>	<p>Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.</p>
	<p><u>Confidentiality Of Student Records</u></p>
<p>Title 22 Sec. 15.9 Pol. 216</p>	<p>All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.</p>



<b>PROCEDURAL SAFEGUARDS</b>	
<p>Title 22 Sec. 15.8 34 CFR Sec. 104.36</p>	<p>The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student’s parent/guardian, and a review procedure.</p>
<p>Title 22 Sec. 15.6</p>	<p>A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.</p> <p><u>Parental Request For Assistance</u></p>
<p>Title 22 Sec. 15.8</p>	<p>Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:</p> <ol style="list-style-type: none"> <li>1. The district is not providing the related aids, services and accommodations specified in the student’s Service Agreement.</li> <li>2. The district has failed to comply with the procedures and state regulations.</li> </ol>
<p>Title 22 Sec. 15.8</p>	<p>PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents’/guardians’ request shall be in the parents’/guardians’ native language or mode of communication.</p> <p><u>Informal Conference</u></p>
<p>Title 22 Sec. 15.8</p>	<p>At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student’s need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.</p> <p><u>Formal Due Process Hearing</u></p>
<p>Title 22 Sec. 14.162, 15.8</p>	<p>If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.</p>

<p>Title 22 Sec. 15.8</p> <p>Pol. 103</p>	<p><u>Judicial Appeals</u></p> <p>The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.</p> <p style="text-align: center;"><b>COMPLAINT PROCEDURE</b></p> <p>This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.</p> <p><u>Step 1 – Reporting</u></p> <p>A student or parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator.</p> <p>If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district’s Section 504 Coordinator.</p> <p><u>Step 2 – Investigation</u></p> <p>Upon receiving a complaint of discrimination, the Section 504 building administrator shall immediately notify the district’s Section 504 Coordinator. The Section 504 Coordinator shall authorize the Section 504 building administrator to investigate the complaint, unless the Section 504 building administrator is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the Section 504 building administrator shall inform law enforcement authorities about the incident.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p>
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Step 3 – Investigative Report

The Section 504 building administrator shall prepare and submit a written report to the Section 504 Coordinator within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

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

Step 4 – District Action

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

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

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Section 504 building administrator who conducted the initial investigation.

References:

State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.4, 14.162, 15.1 et seq.

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

Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. Sec. 794

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

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35

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

Nondiscrimination on the Basis of Handicap, Title 34, Code of Federal Regulations – 34 CFR Part 104

Board Policy – 103, 112, 113, 122, 123, 216, 218, 227, 233, 248, 810

103.1-AR. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

Definitions

**ADA** - Americans With Disabilities Act of 1990.

**Chapter 15** - Pennsylvania Board of Education Regulation which implements the requirements of Section 504 of the Rehabilitation Act.

**Section 504** - Section 504 of the Rehabilitation Act of 1973.

**Disability** - means, with respect to a student, a physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment.

**Physical or Mental Impairment** - any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

**Substantially Limits** - means that the student is unable to perform a major life activity that the average student of approximately the same age can perform or that the student is significantly restricted as to the condition, manner or duration under which a particular life activity is performed as compared to the average student of approximately the same age.

**Record Of Such An Impairment** - the student has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

**Regarded As Having Such An Impairment** - the student establishes that s/he has been subjected to an action prohibited under law because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This shall not apply to impairments that are transitory and minor. A **transitory impairment** is an impairment with an actual or expected duration of six (6) months or less.

**Episodic Impairment** - An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

## 103.1-AR. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

**Temporary Impairment** - does not constitute a disability unless its severity is such that it results in a substantial limitation of one or more major life activities for an expected duration of six (6) months or more.

**Major Bodily Function** - a major life activity includes the operation of a major bodily function, including the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

**Major Life Activities** - the list includes caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

**Mitigating Measures** - includes but is not limited to the use of medications; medical supplies, equipment or appliances; low-vision devices; prosthetics (including limbs and devices); hearing aids and cochlear implants or other implantable hearing devices; mobility devices; oxygen therapy equipment and supplies; assistive technology; reasonable accommodations, auxiliary aids or services; or learned behavioral or adaptive neurological modifications.

**Low-Vision Devices** - devices that magnify, enhance, or otherwise augment a visual image.

**Ordinary Eyeglasses or Contact Lenses** - lenses that are intended to fully correct visual acuity or eliminate refractive error.

**Section 504 Service Agreement (Service Agreement)** - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which will be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.

**Section 504 Team** - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, school nurses, psychologists, outside care providers and the student's parents/guardians.

### Identification

A parent/guardian, teacher, or other knowledgeable person may submit a written request or a referral to the school's Section 504 building administrator, if s/he suspects a student should be identified as a qualified student with a disability or should no longer be identified as such.

If the request originates with the district, the district will provide the parent/guardian with written notice in the parent's/guardian's native language or mode of communication, unless it is clearly not feasible to do so.

If the request originates with the parent/guardian, the district will review the information submitted by the parent/guardian and respond within twenty-five (25) days of receipt of written request.

## 103.1-AR. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

The district's response will be in the parent's/guardian's native language or mode of communication, unless it is clearly not feasible to do so, and will state whether or not the parent's/guardian's request is being granted or denied in whole or in part.

### Evaluation

The Section 504 Team, as part of the preliminary evaluation, will draw upon, document, and carefully consider pertinent information from a variety of sources and factors, which may include student work samples; aptitude and achievement tests; teacher, parent/guardian, and physician recommendations; physical condition; social and cultural background; and adaptive behaviors.

The district may request and keep on file relevant and current medical information provided by the student's parent/guardian, physician, psychologist, psychiatrist, or other professional.

If the district requires a formalized evaluation, the district must obtain written consent from the parent/guardian. The district may use the procedural safeguards to override a parent's/guardian's denial of consent.

The district's eligibility analysis will take into account the following criteria:

#### **Step 1 - Does the student have a physical or mental impairment?**

If not, the analysis ends, the student is not a qualified student with a disability under Section 504.

If so, the Section 504 Team must specify the mental or physical impairment. If the impairment is related to current use of illegal drugs or alcohol, the student is not eligible for Section 504.

#### **Step 2 - Does the impairment affect one or more of the student's major life activities such that the student is excluded or substantially limited in participation in any programs or activities of the district?**

The Section 504 Team cannot consider the ameliorative effects of mitigating measures in determining whether a student has a physical or mental impairment that substantially limits a major life activity. The use of ordinary eyeglasses or contact lenses can be considered.

If no major life activity is affected by the physical or mental impairment, the analysis ends, the student is not a qualified student with a disability under Section 504.

If so, the Section 504 Team must document how the major life activity is affected.

#### **Step 3 - Is the student substantially limited in the identified major life activity(ies)?**

If the team determines the student's impairment does not substantially limit the identified major life activity, the analysis ends, the student is not a qualified student with a disability under Section 504.

## 103.1-AR. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

**Step 4** - Is an aid, service, or accommodation needed as a result of the disability to enable a student to attend or participate in an educational program, nonacademic service or extracurricular activity in a manner consistent with attendance and participation of a student without a disability?

If the Section 504 Team answered “yes” to all four (4) eligibility questions, the student is a qualified student with a disability and is entitled to aids, services, and accommodations under Section 504.

### Service Agreement

If the student is determined to be a qualified student with a disability, a written Section 504 Service Agreement will be developed and executed by the district and parent/guardian. The Service Agreement will describe the specific related aids, services, or accommodations the district will provide as well as the date the services will begin, the date the services will be discontinued, and, if appropriate, the procedures to be followed in the event of a medical emergency.

If the parent/guardian and the district cannot agree on the terms of the Service Agreement, either party may use the procedural safeguards specified in Board policy to resolve the dispute.

The district will provide a written copy of the Service Agreement to the parent/guardian.

### Placement

#### *Residential Placement –*

Residential placement, including nonmedical care and room and board, must be provided by the district at no cost to the parent/guardian only if necessary to provide a free and appropriate public education (FAPE).

#### *Private Placement –*

If the district has made available a free appropriate public education, which conforms to the requirements of Section 504, but the parent/guardian chooses to place the student elsewhere, the district is not responsible for the student’s educational expenses such as tuition incurred by the parent/guardian.

Under some circumstances, through use of dual enrollment in public and private schools provided for in 24 P.S. §5-502 or provision of auxiliary services required by 24 P.S. §9-972.1, a district may have the obligation to provide certain services to qualified students with disabilities who are attending private school. Specific circumstances must be reviewed to determine whether and in what manner such services are to be provided.



## 103.1-AR. NONDISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

### *Transportation –*

If the district places a student in a program not operated by the district, the district must assure that adequate transportation to and from the program is provided at no greater cost than the parent/guardian would have paid to transport the student to the district-operated program.

### *Counseling Services –*

The district may not counsel students with disabilities toward more restrictive career objectives than students without disabilities with similar interests and abilities.

### *Physical Education And Athletics –*

The district must provide equal opportunity for students with disabilities to participate in physical education courses and interscholastic, club, or intramural athletics without discrimination and to the maximum extent appropriate to the student's needs. The district may offer these activities separately for students with disabilities only if necessary.

### Reevaluation

The district will reevaluate qualified students with disabilities every three (3) years or more frequently if conditions or the student's Service Agreement warrant, or if the student's parent/guardian or district staff request a reevaluation. Findings will be documented in writing. The district will update assessments as needed to ensure that eligibility and accommodation planning is based on information that defines the student's disability accurately and reflects the student's current needs.

If significant changes in eligibility, services or placement are proposed, the district will first evaluate current information and conduct additional evaluations as necessary to support such changes.

**REPORT FORM FOR COMPLAINTS OF DISCRIMINATION**

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

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

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

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

Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## PROCEDURAL SAFEGUARDS NOTIFICATION

### **Dear Parent/Guardian:**

As part of the protections available to you if we cannot agree as to what related aids, services, or accommodations should or should no longer be provided to your child, one or more options available through the procedural safeguard system may be used to resolve the dispute.

### **Parental Request For Assistance –**

Parents/Guardians may file a written request for assistance with the Department of Education if you believe the school district is not providing the related aids, services, and accommodations specified in the Service Agreement and/or the school district has failed to comply with Chapter 15 of the State Board of Education Regulations.

The Department of Education will investigate and respond to requests for assistance and, unless exceptional circumstances exist, will, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and school district a written response to the request.

Written requests should be addressed to:

Pennsylvania Department of Education  
Bureau of Special Education  
333 Market Street  
Harrisburg, PA 17126  
717-783-6913

### **Informal Conference –**

Parents/Guardians may file a written request with the school district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services, or accommodations. Within ten (10) school days of receipt of the request, the school district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.

### **Formal Due Process Hearing –**

Parents/Guardians may file a written request with the school district for an impartial due process hearing.

1. The hearing shall be held before an impartial hearing officer.
2. The hearing shall be held in the local school district at a place reasonably convenient to the parents/guardians. At the request of the parents/guardians, the hearing may be held in the evening.
3. The hearing shall be an oral, personal hearing and shall be open to the public unless the parents/guardians request a closed hearing.

4. If the hearing is open, the decision issued in the case, and only the decision, shall be available to the public.
5. If the hearing is closed, the decision shall be treated as an educational record of the student and may not be available to the public.
6. The decision of the hearing officer shall include findings of fact, discussion and conclusions of law. The decision shall be based solely upon the substantial evidence presented at the hearing. The hearing officer shall have the authority to order that additional evidence be presented.
7. A written transcript of the hearing shall, upon request, be made and provided to parents/guardians at no cost.
8. Parents/Guardians may be represented by legal counsel.
9. A parent/guardian or a parent's/guardian's representative shall be given reasonable access to all educational records, including any tests or reports upon which the proposed action is based.
10. Any party may prohibit the introduction of any evidence at the hearing that has not been disclosed to that party at least five (5) days before the hearing.
11. A parent/guardian or a parent's/guardian's representative has the right to compel the attendance of and question witnesses of the school entity or agency who may have evidence upon which the proposed action might be based.
12. Any party has the right to present evidence and testimony, including expert medical, psychological or educational testimony.

The following timeline applies to due process hearings:

1. A hearing shall be held within thirty (30) calendar days after a parent's/guardian's initial request for a hearing.
2. The hearing officer's decision shall be issued within forty-five (45) calendar days after the parent's/guardian's request for a hearing.

### **Judicial Appeals –**

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction. Under some circumstances, you may raise these claims directly under Section 504 without going through the due process hearing.

If, within sixty (60) calendar days of the completion of the administrative due process proceedings under this chapter, an appeal or original jurisdiction action is filed in state or federal court, the administrative order shall be stayed pending the completion of the judicial proceedings, unless the parents/guardians and school district agree otherwise.

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**Please indicate the type of procedural safeguard you are requesting:**

Informal Conference

Formal Due Process Hearing

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Parent(s)/Guardian(s) Signature

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Date

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Section 504 Building Administrator Signature

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Date

**NOTICE OF DISTRICT-INITIATED EVALUATION AND PROVISION OF SERVICES  
FOR QUALIFIED STUDENTS WITH DISABILITIES**

Dear \_\_\_\_\_:  
(Parent/Guardian)

The school district believes that \_\_\_\_\_:

- 1. \_\_\_\_\_ should be identified as a qualified student with a disability.
- 2. \_\_\_\_\_ should no longer be identified as a qualified student with a disability.
- 3. \_\_\_\_\_ requires a change or modification of his/her Service Agreement.

The basis for the belief that the student is or is no longer a qualified student with a disability is:

\_\_\_\_\_

The procedures and types of tests that will be used in the evaluation are:

\_\_\_\_\_

The proposed change or modification in the Service Agreement is:

\_\_\_\_\_

If you have any additional information or medical records which will assist in this evaluation, please forward them to me or call me at \_\_\_\_\_ to discuss this information.

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

**Directions: Please check the applicable option and sign the form.**

**Evaluation** – complete this section if the district checked item 1 above.

- \_\_\_\_\_ I give my permission to proceed with the evaluation.
- \_\_\_\_\_ I do not give my permission to proceed with the evaluation.  
My reason for disapproval is: \_\_\_\_\_
- \_\_\_\_\_ I request an informal conference to discuss the evaluation.

**Termination** – complete this section if the district checked item 2 above.

- \_\_\_\_\_ I give my permission to proceed with the termination of services.
- \_\_\_\_\_ I do not give my permission to proceed with the termination of services.  
My reason for disapproval is: \_\_\_\_\_
- \_\_\_\_\_ I request an informal conference to discuss the termination of services.

**Modification** – complete this section if the district checked item 3 above.

- \_\_\_\_\_ I give my permission to proceed with the modification of the Service Agreement.
- \_\_\_\_\_ I do not give my permission to proceed with the modification of the Service Agreement.  
My reason for disapproval is: \_\_\_\_\_
- \_\_\_\_\_ I request an informal conference to discuss the modification of the Service Agreement.

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Section 504 Building Administrator Signature

\_\_\_\_\_  
Date

**PARENT/GUARDIAN REQUEST FOR EVALUATION, TERMINATION, OR  
MODIFICATION UNDER SECTION 504**

Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Male: \_\_\_\_\_ Female: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Parent/Guardian Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Referral Information

The parent/guardian believes that the above named student:

**1. \_\_\_\_\_ should be identified as a qualified student with a disability.**

The basis for the belief that the student is a qualified student with a disability is:

\_\_\_\_\_

Describe how the disability affects the student's access to or benefit from the school's educational programs, nonacademic services, or extracurricular activities:

\_\_\_\_\_

Describe the requested aids, services, or accommodations:

\_\_\_\_\_

**2. \_\_\_\_\_ should no longer be identified as a qualified student with a disability.**

The basis for the belief that the student is no longer a qualified student with a disability is:

\_\_\_\_\_

**3. \_\_\_\_\_ requires a change or modification of his/her Service Agreement.**

The proposed change or modification of the Service Agreement is:

\_\_\_\_\_

If you have any additional information or medical records which will assist in this process, please forward them to the Section 504 Building Administrator.

Notice Of Rights

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

Verification

By submitting this request, I am requesting that the district review the referral information above, and any additional information I attached. I understand that the district, its agents, and its employees are relying on the accuracy of the information that I have provided in this form, and any information attached thereto, to determine whether and to what extent my child will be provided with accommodations under Section 504.

\_\_\_\_\_  
 Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
 Date Submitted

**DO NOT WRITE BELOW  
(FOR DISTRICT USE ONLY)**

Reviewed by: \_\_\_\_\_  
Name (Please Print) Title

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

**The Parent/Guardian Request for Evaluation, Termination, or Modification is:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Referred for Further Review \_\_\_\_\_

Reason Request Approved or Denied:

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\_\_\_\_\_  
**Signature - Reviewer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature - Section 504 Building Administrator**

\_\_\_\_\_  
**Date**

Notice Of Rights

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold consent to the evaluation and/or provision of services.

Procedural Safeguards

Parents/Guardians may also use one or more of the procedural safeguard options, listed in Board policy, to resolve a dispute related to the identification or evaluation of a student as a qualified student with a disability, or the student's need for related aids, services, or accommodations.



**PERMISSION TO EVALUATE – CONSENT FORM**

Student’s Name: \_\_\_\_\_

Name and Address of Parent/Guardian:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

The district received a Section 504 referral, and we would like to conduct an initial evaluation to determine if your child is a qualified student with a disability.

The first step in the process is to conduct an individual evaluation of your child, which will consist of a variety of tests and assessments. We must have your consent before we can begin.

The procedures and types of tests that will be used in the evaluation are:

\_\_\_\_\_  
\_\_\_\_\_

A Section 504 Team will conduct the proposed evaluation. Any information you can provide is important to us. Please send your ideas and concerns to us in writing or contact the person listed below if you prefer to discuss your concerns in person. If a team meeting is held, you will be notified. Information from all team members will be considered during the evaluation process.

If your child *is* determined to be a qualified student with a disability, you will be invited to participate in developing a Section 504 Service Agreement (Service Agreement) that will set forth the specific related aids, services, or accommodations needed by the individual student.

Giving your consent for evaluation does not mean you give consent to placement or services. If your child is eligible for a Section 504 Service Agreement, you will be asked to give written consent for services to begin.

Please read the enclosed *Procedural Safeguards Notice* that explains your rights, and **keep a copy of both forms for your records.**

If you have any questions, please contact the Section 504 Building Administrator.

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

**DIRECTIONS:** Please check one (1) of the options and sign the form.

- 1.  I give consent to start an initial evaluation as you propose.
- 2.  I do not give consent to the proposed initial evaluation.
- 3.  I would like to schedule an informal meeting with school personnel to discuss this request.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone

**PLEASE RETURN THIS ENTIRE FORM TO:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**REPORT FORM FOR COMPLAINTS OF DISCRIMINATION**

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

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

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

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

Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
EMPLOYMENT/CONTRACT  
PRACTICES

ADOPTED: June 7, 1999

REVISED: August 29, 2011

<p>1. Authority 43 P.S. Sec. 336.3 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 U.S.C. Sec. 206 29 U.S.C. Sec. 621 et seq 29 U.S.C. Sec. 794 42 U.S.C. Sec. 1981 et seq Title VII 42 U.S.C. Sec. 2000e et seq 42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12101 et seq</p> <p>2. Delegation of Responsibility</p>	<p>104. NONDISCRIMINATION IN EMPLOYMENT/CONTRACT PRACTICES</p> <p>The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, handicap/disability, or genetic information. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.</p> <p>The Board encourages employees and third parties who have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.</p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Superintendent as the district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.</p>
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<p>3. Guidelines</p>	<p>The Compliance Officer is responsible to monitor the implementation of nondiscrimination procedures in the following areas:</p> <ol style="list-style-type: none"> <li>1. Development of position qualifications, job descriptions and essential job functions.</li> <li>2. Recruitment materials and practices.</li> <li>3. Procedures for screening, interviewing and hiring.</li> <li>4. Promotions.</li> <li>5. Disciplinary actions, up to and including terminations.</li> </ol> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of discrimination:</p> <ol style="list-style-type: none"> <li>1. Inform the employee or third party of the right to file a complaint and the complaint procedure.</li> <li>2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</li> <li>3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</li> </ol> <p><u>Complaint Procedure – Employee/Third Party</u></p> <p><b>Step 1 – Reporting</b></p> <p>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p><b>Step 2 – Investigation</b></p> <p>Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p>
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The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

If the investigation results in a determination that the conduct being investigated may involve a violation of criminal law, the building principal shall inform law enforcement authorities about the incident.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Step 3 – Investigative Report**

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

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

### **Step 4 – District Action**

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

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

#### Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.

3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

References:

Human Relations Commission Regulations – 16 PA Code Sec. 44.1 et seq.

Pennsylvania Equal Pay Law – 43 P.S. Sec. 336.3

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

Equal Pay Act – 29 U.S.C. Sec. 206

Age Discrimination In Employment Act – 29 U.S.C. Sec. 621 et seq.

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.

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

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 1981 et seq.

42 U.S.C. Sec. 2000e et seq. (Title VII)

Federal Anti-Discrimination Regulations, Title 28, Code of Federal Regulations – 28 CFR Sec. 35.140, Part 41

Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of Federal Regulations – 29 CFR Parts 1600-1691

**REDBANK VALLEY SCHOOL DISTRICT  
REPORT FORM FOR COMPLAINTS OF DISCRIMINATION**

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

Alleged discrimination was based on: (circle those that apply)

- |          |            |                    |
|----------|------------|--------------------|
| Race     | Color      | National Origin    |
| Gender   | Disability | Religion           |
| Ancestry | Age        | Sexual Orientation |

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

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

Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date





REDBANK VALLEY  
SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CURRICULUM DEVELOPMENT

ADOPTED: June 7, 1999

REVISED:

<b>105. CURRICULUM DEVELOPMENT</b>	
<p>1. Purpose Title 22 Sec. 4.4, 4.13</p>	<p>The Board recognizes its responsibility for the development, assessment and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, adapted and developed on a continuing basis and in accordance with a plan for curriculum improvement.</p>
<p>2. Definition Title 22 Sec. 4.3</p>	<p>For purposes of this policy, <b>curriculum</b> shall be defined as a series of planned instruction that is coordinated, articulated and implemented to result in achievement of specific knowledge and skills, and application of such knowledge, by all students.</p>
<p>3. Authority Title 22 Sec. 4.4, 4.12 Pol. 102</p>	<p>The Board is responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the Board. All curriculum shall be consistent with State and Federal guidelines.</p>
<p>Title 22 Sec. 4.4, 4.13 Pol. 106</p>	<p>In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and a remediation plan for students not achieving proficiency.</p>
<p>4. Guidelines          Pol. 112</p>	<p>The district's curriculum shall provide the following:</p> <ol style="list-style-type: none"><li>1. Continuous learning through effective articulation among the schools of this district.</li><li>2. Continuous access for all students to sufficient programs and services of a library/media facility and classroom collection to support the educational program.</li><li>3. Guidance and counseling for all students to assist in career and academic planning.</li></ol>

105. CURRICULUM DEVELOPMENT - Pg. 2

<p>Pol. 113</p>	<p>4. A continuum of educational programs and services for all handicapped children, pursuant to law and regulation.</p>
<p>Title 22 Sec. 4.26</p>	<p>5. Bilingual programs for students whose dominant language is not English, pursuant to law and regulation.</p> <p>6. Compensatory education programs for students, pursuant to law and regulation.</p>
<p>Pol. 103</p>	<p>7. Equal educational opportunity for all students, pursuant to law and regulation.</p>
<p>Pol. 115</p>	<p>8. Career awareness and vocational education, pursuant to law and regulation.</p>
<p>Pol. 114</p>	<p>9. Educational opportunities for exceptionally gifted and talented students.</p>
<p>SC 1517, 1518 Pol. 805</p>	<p>10. Regular and continuous instruction in required safety procedures.</p>
<p>5. Delegation of Responsibility 105-AG</p>	<p>As educational leader of the district, the Superintendent shall be responsible to the Board for the development of curriculum. S/He shall establish procedures for curriculum development which ensure effective participation of administrative and teaching staff members and utilization of available resources.</p>
<p>Title 22 Sec. 4.4(d) (1)</p>	<p>A listing of all curriculum materials shall be made available for the information of parents, students, staff and Board members.</p>
<p>Title 22 Sec. 4.4, 4.82</p>	<p>With prior Board approval, the Superintendent may conduct pilot programs deemed necessary to the continuing improvement of the instructional program.</p> <p>The Superintendent shall report periodically to the Board each pilot program, along with its objectives, evaluative criteria, and costs.</p> <p>The Board encourages, where it is feasible and in the best interest of district students, participation in State-initiated pilot programs of educational research.</p> <p>The Board directs the Superintendent to pursue actively State and federal aid in support of research activities.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CURRICULUM REVIEW BY  
PARENTS AND STUDENTS

ADOPTED: June 7, 1999

REVISED: May 5, 2003

<p>1. Authority Title 22 Sec. 4.4 20 U.S.C. Sec. 1232h</p> <p>2. Guidelines</p> <p>Pol. 102</p>	<p style="text-align: center;">105.1. CURRICULUM REVIEW BY PARENTS AND STUDENTS</p> <p>The Board adopts this policy to ensure that parents have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.</p> <p>The rights granted by this policy are granted to parents of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.</p> <p>Upon request by a parent or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.</p> <p>The following conditions shall apply to any request:</p> <ol style="list-style-type: none"> <li>1. No more than one (1) request per semester may be made by any parent or student for each enrolled child.</li> <li>2. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.</li> <li>3. The written request will be sent to the building principal.</li> <li>4. The district will respond to the parent or student within ten (10) school days by designating the time and location for the review.</li> <li>5. The district may take necessary action to protect its materials from loss, damage or alteration and to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.</li> </ol>
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<p>3. Delegation of Responsibility</p> <p>PA Code Title 22 Sec. 4.4</p> <p>20 U.S.C. Sec. 1232h</p> <p>Board Policy 102, 127</p>	<p>6. No parent or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents and students is permitted.</p> <p>The Superintendent or designee shall annually notify parents and students regarding the contents of this policy and their rights.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: EXEMPTION FROM  
INSTRUCTION

ADOPTED: June 7, 1999

REVISED: April 4, 2005

<p>1. Authority Title 22 Sec. 4.4, 11.7</p> <p>2. Guidelines</p>	<p style="text-align: center;">105.2. EXEMPTION FROM INSTRUCTION</p> <p>The Board adopts this policy to ensure that parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs.</p> <p>The rights granted by this policy are granted to parents/guardians of students enrolled in this district when the students are under the age of eighteen (18) and to the students themselves when the student is eighteen (18) or over.</p> <p>The district shall excuse any student from specific instruction, subject to the following conditions:</p> <ol style="list-style-type: none"><li>1. To assist the school district in ensuring that the student is excused from the correct specific instruction, the request must be made in writing and must detail the specific instruction from which the student is to be excused.</li><li>2. The written request to be excused shall be sent by the parent/guardian or student to the classroom teacher and/or building principal.</li></ol> <p>One (1) copy of the request shall be retained in the student's permanent school records, one (1) copy kept by the school principal, and one (1) copy submitted to the teacher from whose instruction the student is to be excused.</p> <ol style="list-style-type: none"><li>3. It shall not be the responsibility of the district or any of its employees to ensure that the student exercises his/her right to be excused in accordance with a parental request. It shall be the responsibility of the student to request permission to leave class when the specific instruction objected to is presented.</li></ol> <p>When the student seeks to be excused, the teacher shall excuse the student if the teacher or principal has a copy of the written request and the written request adequately describes the specific instruction.</p>
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<p>Pol. 102, 217</p>	<ol style="list-style-type: none"><li>4. The written request must contain a statement that the specific instruction described conflicts with the religious beliefs of the student or of the parents/guardians.</li><li>5. The parent/guardian and/or student may request suggested replacement educational activities. The only permissible educational activity for this purpose shall be in the nature of replacement instruction that is consistent with the goals set for the course and does not require the provision of any extra resources by the district.</li><li>6. The building principal shall determine where the student shall report during the time the student is excused.</li><li>7. All students excused from specific instruction shall be required to achieve the academic standards established by the district as necessary for graduation.</li></ol> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.7</p> <p>Board Policy – 102, 217</p>
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No. 105-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

105-AR CURRICULUM REVIEW CYCLE

Curriculum Review

5 - Year Rotation

Home	1999 - 2000	Physical Ed./Health, Vo Ag., Economics
Driver Ed.	2000 - 2001	Social Studies, Business,
	2001 - 2002	Science, Music, Industrial Arts
	2002 - 2003	English/Language Arts/Reading/Foreign Language Arts
	2003 - 2004	Science and Computer Science

I. Programs will be coordinated K-12

II. Administrators will schedule time during the school year to permit work sessions between elementary, junior high and senior high faculty to confer and work on curriculum.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED  
INSTRUCTION

ADOPTED: June 7, 1999

REVISED:

106. GUIDES FOR PLANNED INSTRUCTION	
1. Authority SC 1511, 1512 Title 22 Sec. 4.4 Pol. 107	Guides shall be prepared for all planned instruction adopted by the Board in order to direct and assist the professional staff toward the attainment of academic standards by that course of study.
2. Guidelines	Each guide shall contain, as appropriate to that planned instruction: <ol style="list-style-type: none"><li>1. Objectives of the instruction.</li><li>2. Concepts and skills to be taught.</li><li>3. Appreciations to be developed.</li><li>4. Suggested activities designed to achieve the objectives.</li><li>5. Suggested methods of instruction.</li><li>6. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.</li></ol>
3. Delegation of Responsibility	<p>Each teaching staff member shall conduct the assigned planned instruction in accordance with the guide. Any deviation from its content must be approved in advance by the Superintendent or designee.</p> <p>Each guide shall be construed as providing a basic framework for the planned instruction. Within this framework, each teacher shall use the guide in a manner best designed to meet the needs of students.</p> <p>Each teacher shall use the course guide as the core of the course s/he has been assigned to teach.</p>



<p>School Code 1511, 1512</p> <p>PA Code Title 22 Sec. 4.4 4.11 4.13</p>	<p>The Superintendent or designee shall be responsible for development and implementation of a plan for preparation of such guides that includes:</p> <ol style="list-style-type: none"><li>1. Participation of appropriate staff members and resource personnel.</li><li>2. Continuing research in instructional methods, materials, activities and assessment strategies.</li><li>3. Systematic review of all guides to ensure their continuing usefulness in achieving established academic standards.</li></ol> <p>A system of administrative review shall be implemented to ensure that guides are being followed by teaching staff members to the degree of conformity required.</p> <p>Copies of all current guides for planned instruction shall be kept on file in the office of the Superintendent and administration.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADOPTION OF PLANNED  
INSTRUCTION

ADOPTED: June 7, 1999

REVISED:

107. ADOPTION OF PLANNED INSTRUCTION	
1. Purpose Title 22 Sec. 4.13 Title 22 Sec. 4.11	<p>The Board shall provide a comprehensive program of planned instruction to enable district students to strive for academic goals and attain academic standards. Planned instruction shall consist of at least the following:</p> <ol style="list-style-type: none"><li>1. Objectives to be achieved by all students.</li><li>2. Content, including materials, activities and instructional time.</li><li>3. Relationship between objectives of a planned course and the established academic standards.</li><li>4. Procedure for measurement of the objectives.</li></ol>
2. Authority SC 508, 1511, 1512 Pol. 006	<p>No planned instruction shall be taught in district schools unless it has been adopted by a majority vote of the full Board. The Board reserves the right to determine which units of the instructional program constitute such planned instruction and are subject to adoption by the Board.</p>
3. Delegation of Responsibility	<p>The Superintendent is responsible for the continuous evaluation of the effectiveness of the planned instruction and shall recommend to the Board new courses of study s/he deems to be in the best interests of district students.</p> <p>The Superintendent shall invite the participation of district administrative and professional staff members at appropriate levels in the formulation of his/her recommendation.</p>
4. Guidelines	<p>The Superintendent's recommendation may include the following information about the proposed planned instruction:</p> <ol style="list-style-type: none"><li>1. Applicability to students and an enumeration of those groups of students to be affected by it.</li></ol>

107. ADOPTION OF PLANNED INSTRUCTION - Pg. 2

<p>School Code 508, 1511, 1512</p> <p>PA Code Title 22 Sec. 4.11 4.13</p>	<ol style="list-style-type: none"><li>2. Description and content, including the instructional method where such method departs significantly from the traditional and is an integral part of the course.</li><li>3. Rationale in terms of district goals and academic standards and justification when it is proposed to take the place of an existing course.</li><li>4. Resources that its implementation will require such as textbooks, materials, equipment, personnel.</li><li>5. Assessment methods and criteria by which its effectiveness will be monitored and measured.</li><li>6. Developmental history with data on its use elsewhere, if available.</li></ol>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADOPTION OF TEXTBOOKS

ADOPTED: July 12, 1999

REVISED:

108. ADOPTION OF TEXTBOOKS	
1. Authority SC 508, 801, 803	It is the responsibility of the Board to adopt all textbooks used for instruction in the educational program of this district.
2. Definition	<p>For purposes of this policy, <b>textbooks</b> shall be defined as those books which are purchased in classroom quantity or more and which are issued to each student in the class.</p> <p>For purposes of this policy, <b>textbooks</b> shall be defined as those books which are to be used as the basic source of any information in any class.</p>
3. Delegation of Responsibility SC 803	<p>The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbook shall be made without his/her recommendation, except by a two-thirds vote of the Board.</p> <p>The Superintendent or designee shall develop and implement a plan for the selection of textbooks.</p>
4. Guidelines	<p>Guidelines for selecting textbooks shall include the following:</p> <ol style="list-style-type: none"><li>1. Professional staff members selected by the Superintendent or designee shall participate in the selection process.</li><li>2. The staff shall continually research new sources of textbooks.</li><li>3. Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance.</li></ol> <p>In considering the approval of any proposed textbook, the Board will evaluate its:</p> <ol style="list-style-type: none"><li>1. Suitability for the maturity level and educational accomplishment of the students who will be using the book.</li><li>2. Freedom from bias.</li></ol>

108. ADOPTION OF TEXTBOOKS - Pg. 2

<p>School Code 508, 801, 803</p>	<ol style="list-style-type: none"><li>3. Relationship to the curriculum.</li><li>4. Cost.</li><li>5. Appearance and durability.</li></ol> <p>A list of all approved textbooks shall be prepared and maintained. It shall be reviewed periodically by the Superintendent and made available for the information of the professional staff, Board members, students and parents.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: RESOURCE MATERIALS

ADOPTED: August 2, 1999

REVISED:

109. RESOURCE MATERIALS	
1. Purpose	<p>The philosophy of education at Redbank Valley embraces the belief that each student has the right, regardless of individual differences and abilities, to a balanced education that will develop each student intellectually, socially, emotionally and physically to prepare him/her to function successfully in a democratic, contemporary society.</p> <p>The school library media centers strive to support and enrich the district's educational goals and academic standards. Resources must be available to answer ready-reference questions, to sufficiently develop research projects, and to entertain the readers of current and popular fiction, nonfiction, and periodicals in all grades. Each library user has the right to enjoy intellectual freedom. Therefore, the selection of resources will be guided by the National Council of Teachers of English's statement <u>The Student's Right to Read</u> and by the American Library Association's <u>Library Bill of Rights</u> and their supporting statements concerned with <u>The Freedom to Read</u> and the <u>Freedom to View</u>. These statements are on file in each of the school district's libraries.</p>
2. Definition	<p><b>Resource materials</b> shall include reference books, supplementary titles, multimedia materials, maps, library books, software and instructional material.</p>
3. Delegation of Responsibility SC 803	<p>The Superintendent, after consultation with the teaching staff, shall be responsible for the selection, recommendation, and maintenance of all resource materials. No adoption or change of materials shall be made without his or her recommendation, except by a two-thirds vote of the Board.</p> <p>The Superintendent or designee shall develop and implement selection procedures for resource materials.</p>
4. Guidelines	<p>Selection procedures shall be developed that:</p> <ol style="list-style-type: none"> <li>1. Appoint appropriate administrative and instructional staff to select resource materials, subject to the approval of the Superintendent.</li> <li>2. Ensure that the Board's budgetary allotment for resource materials is spent efficiently and distributed prudently throughout the instructional program.</li> </ol>

<p>Pol. 106</p> <p>Pol. 105.1</p>	<ol style="list-style-type: none"> <li>3. Ensure an inventory of resource materials that is well-balanced and well-rounded in coverage of subject, types of materials, and variety of content.</li> <li>4. Evaluate the effectiveness of resource materials presently in use.</li> <li>5. Direct staff to consult a variety of media sources before selections are made.</li> </ol> <p>Resource materials shall be selected in accordance with the following guidelines:</p> <ol style="list-style-type: none"> <li>1. Materials shall be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served.</li> <li>2. Wherever possible, materials shall be selected to provide opposing views on controversial issues so that students may develop critical reading and thinking skills.</li> <li>3. Wherever possible, materials shall represent varied religious, ethnic, gender and cultural groups and their contribution to American heritage.</li> <li>4. Materials shall be factually accurate and of genuine literary or artistic value.</li> <li>5. Materials shall be of a quality and durability appropriate to their intended use and longevity.</li> <li>6. Materials shall relate to, support, and enrich the planned instruction adopted by the Board.</li> </ol> <p>A listing of all resource materials shall be made available for the information of and review by the professional staff, Board members, students, parents and community.</p> <p><u>Weeding</u></p> <p>Weeding is the process of eliminating from library media centers materials that are no longer useful. It is a continuing process which must be planned as carefully as selecting new materials. The collection shall be weeded annually.</p> <p>In general, the following reasons shall be considered in the process of removing materials from the collection:</p> <ol style="list-style-type: none"> <li>1. Unattractive in appearance because of yellowed paper, worn covers, outdated illustrations.</li> <li>2. Poor physical condition such as torn or dirty pages, missing pages, ragged binding, etc.</li> </ol>
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3. Seldom circulated; usually a 3-year period of no circulations means it should be pulled.
4. An old copyright date that makes the materials outdated on content, use, or accuracy.
5. Stereotyped characters or plots, usually resulting from an old copyright date.
6. Duplications of titles no longer in heavy demand.
7. Nonsuitable subject matter; many times the schools' curriculums have changed, which makes the material no longer relevant.
8. Sets of books that have not been used for years.
9. Superseded by new or revised editions.
10. Books that no longer hold the students' interest, usually due to old copyright dates.

When books are weeded, they are sorted according to titles that teachers may wish to browse for possible classroom applications, titles to be discarded, and titles that students may wish to purchase for a small nominal fee.

#### Audio-Visual Library/Instructional Materials

All audio-visual materials and equipment shall be ordered, stored, and maintained through the school library or person designated by the principal.

Appropriate audio-visual materials shall be utilized by all staff members in the classroom.



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: RECONSIDERATION OF  
LIBRARY MATERIALS

ADOPTED: August 2, 1999

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>109.1 AG</p>	<p style="text-align: center;">109.1. RECONSIDERATION OF LIBRARY MATERIALS</p> <p>A review of questioned materials shall be treated objectively, unemotionally, and as a routine matter. Any resident or employee of the school district may raise an objection to library materials used in the school's educational program despite the fact that the individuals selecting such materials were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting these materials.</p> <p>The Board supports the <u>Library Bill of Rights</u>, as adopted by the American Library Association.</p> <p>The Board directs that when library materials are challenged, the principals of freedom to read/listen/view must be defended as well.</p> <p>No parent has the right to determine reading, viewing or listening matter for students other than his/her own child.</p> <p>Access to challenged material shall be restricted to reserve status during the reconsideration process.</p> <p>The major criterion for the final decision is the appropriateness of the material for its intended educational use.</p> <p>The building receiving a statement of concern regarding a library material shall try to resolve the issue informally in accordance with the following procedure:</p> <ol style="list-style-type: none"> <li>1. The building principal shall explain to the concerned citizen the school's selection procedure, criteria, and qualifications of those persons selecting materials.</li> <li>2. If the questioner wishes to file a formal challenge, a copy of the district's policies 109 and 109.1 and a Citizen's Request for Reconsideration of a Library Material Form shall be handed or mailed by the principal to the party concerned.</li> </ol>
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<p>109.1 AG</p>	<p>Each school will keep on hand and make available Citizen's Request for Reconsideration of a Library Materials Forms. All formal objections to library materials must be made on these forms.</p> <p>The Reconsideration Form shall be signed by the questioner and filed with the principal within two (2) weeks of the initial complaint; otherwise, the matter will be considered closed.</p> <p>The Superintendent shall be informed of the receipt of the formal statement of concern.</p> <p>The request for consideration of the materials in question shall be referred to a Reconsideration Committee at the district level.</p> <p><u>Reconsideration Committee/Process</u></p> <p>Upon receipt of a request for formal reconsideration of a library material, the Superintendent shall appoint a Reconsideration Committee including the following membership, as appropriate:</p> <ol style="list-style-type: none"><li>1. One (1) member of the district administrative staff chosen by the Superintendent.</li><li>2. Two (2) members of the involved school's teaching staff chosen by the building principal.</li><li>3. One (1) member of the district's library staff chosen by the Superintendent.</li><li>4. One (1) member of the community chosen by the principal.</li><li>5. Two (2) students from the involved school building representing the grade and ability levels for which the material was intended.</li></ol> <p>A Chairperson of the Reconsideration Committee shall be appointed by the Superintendent.</p> <p>The Committee shall meet within ten (10) days after the formal complaint is received.</p> <p>The Reconsideration Committee may consult district support staff and/or community persons with related professional knowledge.</p>
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<p>Pol. 109</p>	<p>The Reconsideration Committee shall review the challenged material and judge whether it conforms to the principals of collection development outlined in the district's Library Media Centers Material Policy.</p> <p>The Reconsideration Committee shall make its decision based on:</p> <ol style="list-style-type: none"><li>1. Examining the challenged material.</li><li>2. Determining professional acceptance of the material by reading critical reviews of it.</li><li>3. Weighing values and faults and forming opinions based on the material as a whole rather than on passages or sections taken out of context.</li><li>4. Discussing the challenged material in the context of the educational program.</li><li>5. Discussing the challenged material with the questioner when appropriate.</li><li>6. Preparing a written report and recommendation concerning the disposition of the matter.</li></ol> <p>The written report and recommendation shall be submitted to the Superintendent, with copies forwarded to the principal.</p> <p>The written report on reconsideration shall be discussed with the individual questioner if requested.</p> <p>An appeal from the decision of the Reconsideration Committee shall be made through the Superintendent to the Board for final decision.</p> <p>In the case of appeal, the written report and Committee recommendations shall be presented to the Board for final action at its next regularly scheduled meeting. The decision of the Board is binding for all school library media centers as it relates to the library material in question. No material may be questioned more than once.</p>
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No. 109.1-AR

REDVANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

SEE FORMS

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: INSTRUCTIONAL SUPPLIES

ADOPTED: July 12, 1999

REVISED:

<p>1. Authority SC 801</p> <p>2. Guidelines Title 22 Sec. 12.11 (c)</p>	<p style="text-align: center;">110. INSTRUCTIONAL SUPPLIES</p> <p>It shall be the policy of this Board to supply each teaching staff member and student with the supplies and equipment that are deemed necessary for implementation of the approved instructional program.</p> <p>The Board may require that students provide certain supplies for participation in extracurricular activities.</p> <p>When individualized and nonreusable clothing or equipment is required for reasons of safety or health, students will be required to provide their own clothing or equipment, which shall meet standards set by the school. Such standards shall be those reasonably related to the considerations of safety, health and protection of property.</p> <p>When policy imposes a financial hardship on a student, the school district will assume the cost. The Superintendent shall implement procedures to assure that no student is denied participation in the school program for financial reasons and to guard the privacy of each student.</p> <p><u>Shop Projects</u></p> <p>All projects completed by 7th and 8th grade students shall be free of cost.</p> <p>In grades 9, 10, 11, 12, projects common or uniform with the class shall be free of cost. In these grades a student is expected to pay the cost of any individual projects.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LESSON PLANS

ADOPTED: July 12, 1999

REVISED:

<p>1. Authority SC 510</p> <p>2. Delegation of Responsibility</p>               <p>School Code 510</p>	<p style="text-align: center;">111. LESSON PLANS</p> <p>To ensure continuity of instruction, the Board requires professional staff members to develop and maintain daily lesson plans.</p> <p>To facilitate more effective instruction, lesson plans must be prepared in advance. Plan books will be inspected and must conform to the guidelines established by the building principal.</p> <p>Each teacher is expected to keep his/her plan book current for the convenience of substitutes, the principal and Superintendent. Plan books shall include daily or unit plans, a seating chart and student grades.</p> <p>Plan books must be made available to substitute teachers at all times.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GUIDANCE COUNSELING

ADOPTED: July 12, 1999

REVISED: August 7, 2006

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

112. GUIDANCE COUNSELING - Pg. 2

<p>Pol. 103</p>	<ol style="list-style-type: none"><li>4. Be coordinated with services provided by locally available social and human services agencies.</li><li>5. Cooperate with parents/guardians and address their concern for the development of the student.</li><li>6. Provide means for sharing information among appropriate staff members in the best interests of the student.</li><li>7. Be available equally to all students.</li><li>8. Establish a referral system that utilizes resources offered by the school and community, guards the privacy of the student, and monitors the effectiveness of such referrals.</li></ol> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.34, 12.16, 12.41</p> <p>Board Policy – 103</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: SPECIAL EDUCATION

ADOPTED: July 12, 1999

REVISED: August 29, 2011

113. SPECIAL EDUCATION	
<p>1. Purpose Title 22 Sec. 4.28, 12.1, 12.4, 14.102, 14.104 34 CFR Sec. 300.1</p>	<p>The district shall offer each student with a disability education programs and services that appropriately meet the student’s needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the district’s general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with disabilities.</p>
<p>2. Definitions SC 502 Title 22 Sec. 14.101 20 U.S.C. Sec. 1401 34 CFR Sec. 300.8 Pol. 103.1</p>	<p><b>Students with disabilities</b> - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services. School-aged children who have identified disabilities but do not require special education may be entitled to accommodations or services or to enroll in courses of study in the district which serve students with disabilities pursuant to other law or Board policy.</p>
<p>Title 22 Sec. 14.131 34 CFR Sec. 300.320- 300.324</p>	<p><b>Individualized Education Program (IEP)</b> - the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations.</p>
<p>20 U.S.C. Sec. 1401 34 CFR Sec. 300.30</p>	<p><b>Parent/Guardian</b> - for purposes of this policy and Board policies related to special education, parent/guardian shall have the definition of parent in IDEA statute and regulations, which includes a biological or adoptive parent of a child; a foster parent, unless prohibited by state law or regulations; a guardian authorized to act as the child’s parent, in accordance with law or regulations; an individual acting in the</p>

<p>3. Authority  SC 1372  Title 22  Sec. 4.28, 12.1,  12.41,  14.101 et seq  20 U.S.C.  Sec. 1400 et seq  29 U.S.C.  Sec. 794  42 U.S.C.  Sec. 12101 et seq  34 CFR  Part 300</p> <p>Title 22  Sec. 4.13, 14.104  Pol. 100</p> <p>SC 1372  Title 22  Sec. 14.104</p> <p>Title 22  Sec. 14.104</p> <p>4. Delegation of  Responsibility</p>	<p>place of a parent, including a grandparent or other relative, with whom the child lives or an individual legally responsible for the child’s welfare; or an appointed surrogate parent, in accordance with law and regulations.</p> <p>The Board directs that all students with disabilities shall be identified, evaluated, and provided with appropriate educational programs and services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and parent/guardian notification as part of its Special Education Plan.</p> <p>The district’s Special Education Plan shall include procedures for identifying and educating students with disabilities and shall be aligned with the Strategic Plan adopted by the Board.</p> <p>The Board shall determine the facilities, programs, services and staff that shall be provided by the district for the instruction of students with disabilities, based upon the identified needs of the district’s special education population.</p> <p>In order to maintain an effective Special Education Plan, the Board may participate in special education programs of Riverview Intermediate Unit No. 6.</p> <p>The Superintendent or designee is directed to annually recommend to the Board the employment and retention of necessary, qualified staff and provision of required facilities, programs and services to provide for the needs of students with disabilities.</p> <p>The Superintendent or designee shall develop procedures for evaluating the effectiveness of the district's Special Education Plan and shall periodically report to the Board the criteria and results of such evaluation.</p>
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<p>5. Guidelines  Title 22  Sec. 4.28, 14.145  20 U.S.C.  Sec. 1414  34 CFR  Sec. 300.320-  300.327</p> <p>Pol. 103, 103.1</p> <p>Title 22  Sec. 14.104  34 CFR  Sec. 300.201  et seq</p> <p>Pol. 113.3</p>	<p>Each student with a disability shall be educated pursuant to an IEP which shall provide an appropriate education in the least restrictive environment, in accordance with federal and state regulations.</p> <p>The district prohibits discrimination based on disability. Students with disabilities are entitled to receive services and accommodations which will permit them to participate in district programs, services and activities as required by law.</p> <p>The district’s Special Education Plan shall comply with the requirements of state and federal law and regulations. The district shall establish procedures to ensure the plan is updated and implemented as necessary. The Special Education Plan shall address:</p> <ol style="list-style-type: none"> <li>1. Educational plans.</li> <li>2. Child find.</li> <li>3. Identification of special education programs that operate in the district, those operated in the district by the Intermediate Unit, vocational schools and other agencies.</li> <li>4. Staff and parent/guardian training.</li> <li>5. Assessments.</li> <li>6. Screening.</li> <li>7. Criteria the district will use to identify specific learning disabilities.</li> <li>8. Evaluation.</li> <li>9. Re-evaluation.</li> <li>10. Individualized Education Programs (IEPs), including examples of supplementary aids and services provided by the district.</li> <li>11. Extended School Year services (ESY).</li> </ol>
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113. SPECIAL EDUCATION - Pg. 4

<p>Pol. 113.2</p>	<p>12. Behavior support.</p> <p>13. A full continuum of educational placements and evidence that placements in other than regular education settings are not based on lack of resources, facilities, staff or for administrative convenience.</p>
<p>Pol. 113.1</p>	<p>14. Disciplinary placements.</p> <p>15. Facilities.</p> <p>16. Early intervening services, if provided by the district.</p> <p>17. Procedural safeguards.</p>
<p>Pol. 113.4</p>	<p>18. Confidentiality of information.</p> <p>19. Highly qualified staff.</p> <p>20. Maintenance of information concerning students with disabilities, services provided, performance and discipline data, and report information as required by the Secretary of the Department of Education.</p>
<p>Title 22 Sec. 14.104</p>	<p>If the district is identified with significant disproportionality, the Special Education Plan shall include prevention measures for inappropriate overidentification and disproportionate representation by race or ethnicity of children with disabilities.</p> <p><u>Child Find/Outreach</u></p>
<p>Title 22 Sec. 14.121 34 CFR Sec. 300.111</p>	<p>The Superintendent or designee shall ensure that the district annually conducts awareness and outreach programs and activities designed to reach district residents including parents/guardians of students with disabilities who are enrolled in the district, preschool-aged children, students who attend private schools, homeless children and children who are wards of the state.</p> <p>The district's public awareness activities shall include annual publication of a written notice in newspapers and other media notifying residents about child identification activities; available special education services and programs and how to request them; and procedures used to ensure confidentiality of student information. Written information shall be published in district handbooks and on the district website. Public awareness activities must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.</p>

<p>Title 22 Sec. 14.122 Pol. 209</p> <p>Title 22 Sec. 15.9 34 CFR Sec. 300.611- 300.627 Pol. 113.4</p>	<p>The Intermediate Unit shall be responsible for conducting child find activities necessary to provide equitable participation services to students with disabilities who are enrolled by their parents/guardians in private schools.</p> <p><u>Screening</u></p> <p>The district shall establish a system of screening, including hearing and vision screenings. Screenings shall be conducted at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.</p> <p><u>Confidentiality</u></p> <p>The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing and destroying student records.</p> <p>District staff shall maintain the confidentiality of student records and personally identifiable information, as required by law, regulations and Board policy.</p> <p><u>Recording Of Meetings</u></p> <p>Except as specifically provided for within this policy, the district prohibits audio, video and electronic recording of meetings between parents/guardians and district teachers, paraprofessionals, program specialists, consultants or administrators.</p> <p>An attempt to record a meeting by a parent/guardian after a verbal prohibition by district staff shall result in immediate termination of the meeting and may result in ejection from district property and possible prosecution.</p> <p>The district shall permit audio recording of a meeting when a participant submits, at least five (5) days prior to the meeting, documentation that substantiates:</p> <ol style="list-style-type: none"><li>1. Participant has a disability or limited English proficiency that significantly limits his/her ability to meaningfully understand or participate in the meeting's intended decision-making and recording is the only feasible means of accommodating the limitation.</li><li>2. Individual has a legitimate interest in attending the meeting but for good cause is unable to do so, and recording is the only feasible means by which s/he can meaningfully understand and participate in the decision-making.</li></ol>
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When permission to record a meeting is granted, the district employee responsible for the meeting shall arrange to record the meeting by similar means. Such recording shall be considered part of the student's educational record and be subject to relevant law and regulations.

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

References:

School Code – 24 P.S. Sec. 502, 1371, 1372

State Board of Education Regulations – 22 PA Code Sec. 4.13, 4.28, 12.1, 12.4, 12.41, 14.101 et seq., 15.9

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

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

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

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

Pennsylvania Training and Technical Assistance Network – [www.pattan.net](http://www.pattan.net)

Board Policy – 100, 103, 103.1, 113.1, 113.2, 113.3, 113.4, 209, 216, 914

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: DISCIPLINE OF STUDENTS  
WITH DISABILITIES

ADOPTED: July 12, 1999

REVISED: August 29, 2011

113.1. DISCIPLINE OF STUDENTS WITH DISABILITIES	
<p>1. Purpose Title 22 Sec. 14.133 Pol. 113, 113.2</p> <p>Title 22 Sec. 14.133, 14.143 34 CFR Sec. 300.530 Pol. 218, 233</p> <p>2. Definitions Pol. 113</p> <p>Title 22 Sec. 12.6 Pol. 233</p> <p>Title 22 Sec. 12.6 Pol. 233</p> <p>20 U.S.C. Sec. 1415(k) 34 CFR Sec. 300.530(g)</p>	<p>The district shall develop and implement positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning.</p> <p>Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and Behavior Support Plan.</p> <p><b>Students with disabilities</b> - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.</p> <p><b>Suspensions from school</b> - disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days.</p> <p><b>Expulsions from school</b> - disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school.</p> <p><b>Interim alternative educational settings</b> - removal of a student with a disability from his/her current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; however, this does not constitute a change in placement for a student with a disability.</p>

<p>3. Authority  Title 22  Sec. 14.143  20 U.S.C.  Sec. 1415(k)  34 CFR  Sec. 300.530</p> <p>Title 22  Sec. 12.6(e)  20 U.S.C.  Sec. 1412(a)  34 CFR  Sec. 300.530(b),  (d)</p>	<p>The Board directs that the district shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of Board policy or district rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student’s particular misconduct is a manifestation of his/her disability. However, under certain circumstances a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student’s educational placement to one which is more restrictive than the placement where the misconduct occurred.</p> <p><u>Provision Of Education During Disciplinary Exclusions</u></p> <p>During any period of expulsion, or suspension from school for more than ten (10) cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate education, in accordance with law.</p>
<p>4. Guidelines</p> <p>Title 22  Sec. 12.6, 14.143  20 U.S.C.  Sec. 1415(k)  34 CFR  Sec. 300.530,  300.536</p> <p>Title 22  Sec. 14.143  34 CFR  Sec. 300.530</p>	<p><u>Suspension From School</u></p> <p>A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student’s educational placement.</p> <p><u>Changes In Educational Placement/Manifestation Determinations</u></p> <p>For disciplinary exclusions which constitute a change in educational placement, the district shall first determine whether the student’s behavior is a manifestation of his/her disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with mental retardation, any disciplinary suspension or expulsion is a change in educational placement.</p>



<p>Title 22 Sec. 14.143 34 CFR Sec. 300.530(c) Pol. 218, 233</p>	<p>A student with a disability whose behavior is not a manifestation of his/her disability may be disciplined in accordance with Board policy, district rules and regulations in the same manner and to the same extent as students without disabilities.</p>
<p>20 U.S.C. Sec. 1415(k) 34 CFR Sec. 300.532</p>	<p><u>Parent/Guardian Appeals From Disciplinary Actions/Request For Hearing By District For Students Who Are A Danger To Themselves Or Others</u></p> <p>A due process hearing may be requested by a parent/guardian of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the district if the district believes that the current placement is substantially likely to result in injury to the student or others. On parent/guardian appeal, or when the district requests a due process hearing, the hearing officer may return the student to the placement from which s/he was removed or order his/her removal to an appropriate interim alternative educational setting for up to forty-five (45) school days if the hearing officer determines that maintaining the child's current placement is substantially likely to result in an injury to the student or others.</p>
<p>20 U.S.C. Sec. 1415(k) 34 CFR Sec. 300.533</p>	<p>Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the district and the parent/guardian agree otherwise.</p>
<p>20 U.S.C. Sec. 1415(k) 34 CFR Sec. 300.534</p>	<p>Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.</p>

<p>20 U.S.C. Sec. 1415(k) 34 CFR Sec. 300.530(g)</p> <p>18 U.S.C. Sec. 930 20 U.S.C. Sec. 1415(k) 34 CFR Sec. 300.530(i) Pol. 218.1</p> <p>20 U.S.C. Sec. 1415(k) 21 U.S.C. Sec. 812(c) 34 CFR Sec. 300.530(i) Pol. 227</p> <p>18 U.S.C. Sec. 1365(h)(3) 20 U.S.C. Sec. 1415(k) 34 CFR Sec. 300.530(i)</p> <p>SC 1302.1-A 20 U.S.C. Sec. 1415(k) 34 CFR Sec. 300.535</p>	<p><u>Administrative Removal To Interim Alternative Educational Setting For Certain Infractions</u></p> <p>School personnel may remove a student with a disability, including mental retardation, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student’s disability if the student:</p> <ol style="list-style-type: none"> <li>1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, <b>weapon</b> is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length.</li> <li>2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the district.</li> <li>3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, <b>serious bodily injury</b> means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.</li> </ol> <p><u>Referral To Law Enforcement And Reporting Requirements</u></p> <p>The district shall report crimes committed by a student with a disability to the appropriate authorities in the same manner as it reports crimes committed by students without disabilities and in accordance with applicable law.</p>
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<p>20 U.S.C. Sec. 1415(k)(6) 34 CFR Sec. 300.535 Pol. 216</p> <p>5. Delegation of Responsibility SC 1303-A Pol. 218.1, 218.2, 222, 227</p>	<p>When reporting a crime committed by a student with a disability to the appropriate authorities, the district shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall transmit copies of the student’s special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.</p> <p>The Superintendent shall report incidents committed by students with disabilities to the Office of Safe Schools in accordance with Board policy, law and regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.6, 14.133, 14.143</p> <p>Crimes Code, Possession of Firearms and Dangerous Weapons – 18 U.S.C. Sec. 930</p> <p>Crimes Code, Definition, Serious Bodily Injury – 18 U.S.C. Sec. 1365(h)(3)</p> <p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p> <p>Controlled Substances Act – 21 U.S.C. Sec. 812</p> <p>Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 113, 113.2, 113.4, 216, 218, 218.1, 218.2, 222, 227, 233</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: BEHAVIOR SUPPORT

ADOPTED: July 12, 1999

REVISED: March 29, 2011

113.2. BEHAVIOR SUPPORT	
<p>1. Purpose Title 22 Sec. 14.133, 14.145 20 U.S.C. Sec. 1414(d) 34 CFR Sec. 300.114, 300.324(a)</p>	<p>Students with disabilities shall be educated in the least restrictive environment and shall only be placed in settings other than the regular education class when the nature or severity of the student’s disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily. The IEP team for a student with disabilities shall develop a positive behavior support plan if the student requires specific intervention to address behavior that interferes with learning. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal law and regulations.</p>
<p>2. Authority Title 22 Sec. 14.133 20 U.S.C. Sec. 1414(d), 1415(k) 34 CFR Sec. 300.34(c), 300.324(a), 300.530(d), (f) Pol. 113, 113.1</p>	<p>The Board directs that the district’s behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional assessment of behavior and shall include a variety of research-based techniques to develop and maintain skills that will enhance students’ opportunity for learning and self-fulfillment.</p>
<p>3. Definitions Title 22 Sec. 14.133</p>	<p>The following terms shall have these meanings, unless the context clearly indicates otherwise.</p> <p><b>Aversive techniques</b> - deliberate activities designed to establish a negative association with a specific behavior.</p> <p><b>Behavior support</b> - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.</p>

<p>Pol. 113</p> <p>4. Delegation of Responsibility</p>	<p><b>Behavior Support Plan or Behavior Intervention Plan</b> - plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education.</p> <p><b>Positive techniques</b> - methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.</p> <p><b>Restraints</b> - application of physical force, with or without the use of any device, designed to restrain free movement of a student's body, excluding the following:</p> <ol style="list-style-type: none"><li>1. Briefly holding a student, without force, to calm or comfort him/her.</li><li>2. Guiding a student to an appropriate activity.</li><li>3. Holding a student's hand to escort him/her safely from one area to another.</li><li>4. Hand-over-hand assistance with feeding or task completion.</li><li>5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.</li><li>6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.</li></ol> <p><b>Seclusion</b> - confinement of a student in a room, with or without staff supervision, in order to provide a safe environment to allow the student to regain self-control.</p> <p><b>Students with disabilities</b> - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.</p> <p>The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.</p>
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<p>Title 22 Sec. 14.133</p>	<p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>
<p>Title 22 Sec. 14.133</p>	<p>The Superintendent or designee shall provide regular training, and retraining as needed, of staff in the use of specific procedures, methods and techniques, including restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs and Board policy.</p>
<p>5. Guidelines Title 22 Sec. 14.133 34 CFR Sec. 300.324(a)</p>	<p>The Superintendent or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports be made to the district by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and vocational schools.</p> <p>Development of a separate Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.</p>
<p>Title 22 Sec. 14.133</p>	<p>When an intervention is necessary to address problem behavior, the types of intervention chosen for a student shall be the least intrusive necessary.</p> <p><u>Physical Restraints</u></p> <p>Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to the student, other students or employees, and only when less restrictive measures and techniques have proven to be or are less effective.</p>
<p>Title 22 Sec. 14.133</p>	<p>The Director of Special Education or designee shall notify the parent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.</p>

<p>Title 22 Sec. 14.133</p>	<p>The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment. Restraints may be included in an IEP only if:</p> <ol style="list-style-type: none"> <li>1. The restraint is used with specific component elements of a positive Behavior Support Plan.</li> <li>2. The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors.</li> <li>3. Staff are authorized to use the restraint and have received appropriate training.</li> <li>4. Behavior Support Plan includes efforts to eliminate the use of restraints.</li> </ol>
<p>Title 22 Sec. 14.133</p>	<p><u>Mechanical Restraints</u></p> <p>Mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians.</p> <p>Mechanical restraints shall prevent a student from injuring him/herself or others or promote normative body positioning and physical functioning.</p>
<p>Title 22 Sec. 14.133</p>	<p><u>Seclusion</u></p> <p>The district permits involuntary seclusion of a student in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative.</p> <p>The district prohibits the seclusion of students in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.</p>
<p>Title 22 Sec. 14.133</p>	<p><u>Aversive Techniques</u></p> <p>The following aversive techniques of handling behavior are considered inappropriate and shall not be used in educational programs:</p> <ol style="list-style-type: none"> <li>1. Corporal punishment.</li> <li>2. Punishment for a manifestation of a student's disability.</li> </ol>

<p>Title 22 Sec. 14.143</p>	<ol style="list-style-type: none"><li>3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.</li><li>4. Noxious substances.</li><li>5. Deprivation of basic human rights, such as withholding meals, water or fresh air.</li><li>6. Suspensions constituting a pattern as defined in state regulations.</li><li>7. Treatment of a demeaning nature.</li><li>8. Electric shock.</li><li>9. Methods implemented by untrained personnel.</li><li>10. Prone restraints, which are restraints by which a student is held face down on the floor.</li></ol>
<p>Title 22 Sec. 14.133</p>	<p><u>Referral To Law Enforcement</u></p> <p>Subsequent to a referral to law enforcement, an updated functional behavioral assessment and Behavior Support Plan shall be required for students with disabilities who have Behavior Support Plans at the time of such referral.</p>
<p>Title 22 Sec. 14.133</p>	<p>If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the Director of Special Education or designee shall ensure that the responsible school district or intermediate unit is informed of the need to update the student's functional behavioral assessment and Behavior Support Plan.</p>



References:

State Board of Education Regulations – 22 PA Code Sec. 14.133, 14.143, 14.145

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

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

Pennsylvania Training and Technical Assistance Network, Questions and Answers  
on the Restraint Reporting Requirements and System,  
June 2009 – [www.pattan.net](http://www.pattan.net)

Board Policy – 113, 113.1

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: SCREENING AND  
EVALUATIONS FOR  
STUDENTS WITH  
DISABILITIES

ADOPTED: August 29, 2011

REVISED:

<p>1. Purpose Title 22 Sec. 14.122, 14.123, 14.124, 14.125, 14.133 20 U.S.C. Sec. 1414 34 CFR Sec. 300.226, 300.301- 300.311, 300.502, 300.530 Pol. 113, 113.2</p> <p>2. Authority Title 22 Sec. 14.122 34 CFR Sec. 300.226 Pol. 209</p> <p>34 CFR Sec. 300.226</p>	<p style="text-align: center;">113.3. SCREENING AND EVALUATIONS FOR STUDENTS WITH DISABILITIES</p> <p>The Board adopts this policy to define the minimum requirements for screening; educational evaluations conducted to determine eligibility for special education services, instructional levels and programming requirements for students with disabilities, including functional behavioral assessments; and requirements for independent educational evaluations.</p> <p>The Board shall adopt a system of screening that may include early intervening services and must be designed to accomplish identification and initial screening for students prior to district referral for a special education evaluation. The system shall provide support to staff to improve working effectively with students in the general education curriculum, identify students who may require special education services and programs, and must include hearing and vision screening and screening at reasonable intervals to determine whether students are performing at grade appropriate levels in core academic subjects.</p> <p>Early intervening services shall comply with the requirements of state and federal law and regulations in order to address academic concerns or behaviors that may be impeding success, but which can be resolved through research-based intervention programs in the regular education setting.</p>
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<p>Title 22 Sec. 14.133 34 CFR Sec. 300.530 Pol. 113, 113.1, 113.2</p>	<p>The Board authorizes the use of functional behavioral assessments (FBAs) as an evaluation to gather information to understand the purpose of the student’s behaviors and to assist with developing a positive Behavior Support Plan. FBAs must be conducted when:</p> <ol style="list-style-type: none"> <li>1. A student’s behavior interferes with his/her learning or the learning of others and information is necessary to provide appropriate educational programming.</li> <li>2. A student’s behavior violates the Code of Student Conduct and is determined to be a manifestation of a student’s disability.</li> <li>3. A student is placed in an interim alternative educational placement for a qualifying reason permitting such placement for up to forty-five (45) school days for certain offenses.</li> <li>4. The school contacts law enforcement regarding a student who already has a positive Behavior Support Plan.</li> </ol>
<p>Title 22 Sec. 14.123 20 U.S.C. Sec. 1414 34 CFR Sec. 300.300- 300.311, 300.502</p>	<p>FBAs may also constitute part of the initial evaluation to determine eligibility for special education.</p> <p>The district shall comply with requirements of state and federal laws and regulations when conducting evaluations.</p> <p>An appropriate evaluation of a student, whether conducted by district staff or individuals not employed by the district, shall consist of the administration of all testing and the use of all assessment procedures required to determine the existence of all legally defined disabilities reasonably suspected by district staff, parents/guardians, or the evaluator. An appropriate evaluation shall assist in determining the content of the IEP to enable a student with a disability to be involved in and progress in the general curriculum.</p> <p>A student shall be assessed in all areas related to the suspected disability including, as appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.</p>
<p>Title 22 Sec. 14.124 20 U.S.C. Sec. 1414 34 CFR Sec. 300.303- 300.306</p>	<p>A re-evaluation of a student who currently has an IEP shall be conducted as required by state and federal law and regulations.</p>

<p>3. Guidelines</p> <p>Title 22 Sec. 14.122, 14.123</p> <p>Title 22 Sec. 14.123 20 U.S.C. Sec. 1414 34 CFR Sec. 300.301- 300.311, 300.502</p> <p>Title 22 Sec. 14.125 34 CFR Sec. 300.307- 300.311</p>	<p><u>Parent/Guardian Requests</u></p> <p>Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. If a request is made orally to any professional employee or administrator, that individual shall provide a copy of the permission to evaluate form to the parents/guardians within ten (10) calendar days of the oral request.</p> <p>The evaluation shall be completed and a copy of the evaluation report presented to parents/guardians no later than sixty (60) calendar days after receipt of written parent/guardian consent for an evaluation, exclusive of the period following the last day of the spring school term to the first day of the subsequent fall term.</p> <p><u>Appropriate Evaluations</u></p> <p>An appropriate evaluation shall use a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about a student.</p> <p>An appropriate evaluation shall include:</p> <ol style="list-style-type: none"><li>1. Testing and assessment techniques required in light of information currently available from previous evaluations.</li><li>2. Information from parents/guardians and school staff familiar with the performance of the student.</li><li>3. The student's education records.</li></ol> <p>The evaluator shall review all such sources of information prior to conducting testing and assessment. The evaluator shall review assessments conducted by others that indicate how the student is responding to early intervening services and scientific research-based instruction and/or include such assessments as part of his/her evaluation.</p> <p>To the extent that the results of such instructional assessments are inconsistent with the results of norm or criterion-referenced testing and assessments that the evaluator has administered, the evaluator shall explain the reason for the inconsistency in his/her report, if possible.</p> <p>When assessing the presence of a specific learning disability, the evaluation shall be consistent with procedures adopted by the district and comply with state and federal law and regulations.</p>
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Testing and assessment procedures shall be selected and administered to yield valid measurement or assessment of the construct or quality they purport to measure or assess. The evaluator shall administer any testing or assessment procedures in a manner consistent with the requirements and recommendations of the publisher of the test or procedure and in compliance with applicable and authoritatively recognized professional principles and ethical tenets. S/He shall report any factor that might affect the validity of any results obtained.

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

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

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

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

1. Clear explanation of the testing and assessment results.
2. Complete summary of all test scores, including, for all standardized testing administered, all applicable full scale or battery scores; domain or composite scores; and subtest scores reported in standard, scaled, or T-score format.
3. Complete summary of all information obtained or reviewed from sources other than testing conducted by the evaluator.
4. Identification of all special education and related services needs and relevant information that directly assists persons in determining the educational needs of the student.
5. Specific, individualized recommendations for consideration by the IEP team for educational programming and placement to enable the student to participate as appropriate in the general education curriculum in the least restrictive environment, as defined by federal and state law and regulations.

<p>Title 22 Sec. 14.124 34 CFR Sec. 300.303</p> <p>34 CFR Sec. 300.502</p>	<p><u>Re-Evaluations</u></p> <p>Re-evaluations shall be conducted within the timeframes required by state and federal laws and regulations unless the parent/guardian and the district agree in writing that a re-evaluation is unnecessary. The group of qualified professionals that reviews the evaluation materials to determine whether the child is a student with a disability shall include a certified school psychologist when evaluating a student for autism, emotional disturbance, mental retardation, multiple disabilities, other health impairment, specific learning disability and traumatic brain injury.</p> <p>Copies of the re-evaluation report shall be disseminated to parents/guardians at least ten (10) days prior to the meeting of the IEP team unless this requirement is waived in writing.</p> <p><u>Independent Educational Evaluations</u></p> <p>A parent/guardian who disagrees with the results or content of an evaluation performed or obtained by the district may request an independent educational evaluation at district expense. A parent/guardian is entitled to only one (1) independent educational evaluation at public expense each time the district conducts an evaluation with which the parent/guardian disagrees. The independent educational evaluation must arise from parents’/guardians’ disagreement with the district’s most recent evaluations or re-evaluations of the student. The district shall be entitled to a copy of all results of independent educational evaluations conducted at public expense. If an oral request for an independent educational evaluation is made to a professional employee or administrator, that person shall inform the parent/guardian that the request must be in writing. If the native language of the parent/guardian is other than English, the requirement that the parent/guardian make his/her request in writing shall be conveyed by whatever means practicable and, where feasible, in the native language of the parent/guardian.</p> <p>A written request for an independent educational evaluation at district expense shall be immediately forwarded to the Director of Special Education, who may, upon receipt of the written parent/guardian request, ask that the parent/guardian state his/her reasons for disagreement with the evaluation conducted or proposed by the district. The district cannot require the parent/guardian to do so, and the refusal of the parent/guardian shall not delay the process required by this policy.</p> <p>The criteria under which the independent educational evaluation at public expense is obtained must be the same as the criteria used by the district in conducting an appropriate evaluation, including the location of the evaluation and the qualifications of the examiner, to the extent those criteria are consistent with the</p>
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parent's/guardian's right to an independent educational evaluation at public expense. The qualified examiners who conduct the independent educational evaluation may not be employed by the public agency responsible for the education of the student.

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

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

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

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

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

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

References:

State Board of Education Regulations – 22 PA Code Sec. 14.122, 14.123, 14.124, 14.125, 14.133

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

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

Pennsylvania Training and Technical Assistance Network – [www.pattan.net](http://www.pattan.net)

Board Policy – 113, 113.1, 113.2, 209



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CONFIDENTIALITY OF  
SPECIAL EDUCATION  
STUDENT INFORMATION

ADOPTED: August 29, 2011

REVISED:

<p>1. Authority Pol. 113</p> <p>34 CFR Sec. 300.611- 300.627</p> <p>34 CFR Sec. 300.520, 300.625</p> <p>2. Definitions 34 CFR Sec. 300.611</p> <p>34 CFR Sec. 99.3</p> <p>20 U.S.C. Sec. 1232g 34 CFR Sec. 99.3 Pol. 216</p> <p>34 CFR Sec. 99.3, 300.32</p>	<p style="text-align: center;">113.4. CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT INFORMATION</p> <p>The Board recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.</p> <p>The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations.</p> <p>The rights provided by this policy apply to parents/guardians of students who receive special education programming and services from the district or an outside program provided through the district.</p> <p><b>Destruction</b> shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.</p> <p><b>Disclosure</b> shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.</p> <p><b>Education Records</b>, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.</p> <p><b>Personally identifiable information</b> includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. The name of a student, the student's parents/guardians or other family members.</li> </ol>
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<p>3. Guidelines</p> <p>34 CFR Sec. 99.10, 300.613</p> <p>34 CFR Sec. 99.4, 300.613</p> <p>34 CFR Sec. 99.10, 300.613</p>	<ol style="list-style-type: none"> <li>2. The address of the student or student’s family.</li> <li>3. A personal identifier, such as the student's social security number, student number, or biometric record.</li> <li>4. Other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name.</li> <li>5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.</li> <li>6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.</li> </ol> <p><u>Parental Access Rights</u></p> <p>The district shall permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the district in connection with providing special education services to the student.</p> <p>The district shall comply with a parental request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of a free and appropriate public education (FAPE) to a student; a hearing related to the discipline of the student; and a resolution meeting.</p> <p>The district shall presume a parent/guardian has authority to inspect and review records relating to his/her child unless it has been provided documentation that the requesting parent/guardian does not have this authority under applicable state law.</p> <p>The district shall comply with a parental request for review within forty-five (45) days following receipt of the request.</p> <p>A parent’s/guardian’s right to inspect and review education records includes the right to:</p> <ol style="list-style-type: none"> <li>1. A response from the district to reasonable requests for explanations and interpretations of the records;</li> </ol>
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	<ol style="list-style-type: none"> <li>2. Request that the district provide copies of the records if failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records; and</li> <li>3. Have a representative inspect and review the records.</li> </ol>
<p>34 CFR Sec. 99.12, 300.615</p>	<p>If an education record includes information on more than one (1) student, the parents/guardians shall have access only to the information relating to their child or shall be informed of the information in the record.</p>
<p>34 CFR Sec. 300.616</p>	<p>The district shall provide parents/guardians, upon request, a list of the types and locations of education records collected, maintained, or used by the district.</p>
<p>34 CFR Sec. 99.11, 300.617</p>	<p><u>Fees</u></p> <p>The district may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records.</p> <p>The district shall not charge a fee to search for or to retrieve information in response to a parental request.</p>
<p>34 CFR Sec. 300.614</p>	<p><u>Record Of Access</u></p> <p>The district shall keep a record of parties obtaining access to education records collected, maintained, or used in providing special education to students with disabilities, except access by parents/guardians and authorized district employees.</p> <p>The district’s record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.</p>
<p>34 CFR Sec. 99.20, 300.618</p>	<p><u>Amendment Of Records Upon Parental Request</u></p> <p>If a parent/guardian believes that information in the student’s education records is inaccurate, misleading or violates the privacy or other rights of the student, the parent/guardian may request that the district amend the information.</p> <p>The district shall decide whether to amend the information within a reasonable period of time from receipt of the request.</p> <p>If the district declines to amend the information in accordance with a parental request, the district shall inform the parent/guardian of the refusal and advise the parent/guardian of the right to a hearing.</p>

34 CFR Sec. 99.21, 300.510- 300.516, 300.619	<u>Records Hearing</u>
34 CFR Sec. 99.22, 300.621	<p>The district shall, on request, provide parents/guardians with an opportunity for a hearing to challenge information in the student’s education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. The district recognizes that parents/guardians who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing.</p>
	<u>Hearing Procedures</u>
	<p>A hearing to challenge information in education records must meet the following requirements:</p>
	<ol style="list-style-type: none"><li>1. The district shall hold the hearing within a reasonable time after receiving the request for a hearing.</li><li>2. The district shall give the parent/guardian reasonable advanced written notice of the date, time, and place of the hearing.</li><li>3. The hearing may be conducted by any individual, including a district official, who does not have a direct interest in the outcome of the hearing.</li><li>4. The district shall give the parent/guardian a full and fair opportunity to present relevant evidence. The parent/guardian may, at his/her own expense, be assisted or represented by one (1) or more individuals of his/her choice, including an attorney.</li><li>5. The district shall inform parents/guardians of its decision in writing within a reasonable period of time after the hearing.</li><li>6. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.</li></ol>
34 CFR Sec. 99.21, 300.620	<u>Result Of Hearing</u>
	<p>If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights, the district shall amend the information accordingly and inform the parent/guardian in writing.</p>

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

<p>34 CFR Sec. 99.30, 99.31, 300.622 Pol. 113.1, 113.2, 216</p> <p>34 CFR Sec. 300.622</p> <p>34 CFR Sec. 300.622</p> <p>4. Delegation of Responsibility 34 CFR Sec. 300.623</p> <p>34 CFR Sec. 300.623</p>	<p><u>Disclosure To Third Parties</u></p> <p>The district shall obtain parental consent before disclosing personally identifiable information to parties other than school district officials with a legitimate educational interest or other educational institutions that provide special education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the disclosure is permitted without parental consent under law and regulations.</p> <p>Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.</p> <p>If a student is enrolled, or is going to enroll in a private school that is not located in the district of the parent's/guardian's residence, parental consent must be obtained before any personally identifiable information about the student is released between officials in the district where the private school is located and officials in the district of the parent's/guardian's residence.</p> <p>In order to maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the Board designates the Director of Special Education to coordinate the district's efforts to comply with this policy and applicable laws and regulations.</p> <p>All district employees collecting or using personally identifiable information shall receive training or instruction regarding Board policy, administrative regulations, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information.</p>
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References:

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

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

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

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

Pennsylvania Department of Education Individuals with Disabilities Education Act  
Part B LEA Policies and Procedures under 34 C.F.R. §§300.101 - 300.176  
(2009)

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

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

No. 113-AR-1

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

#### SCREENING AND EVALUATION

The following procedures shall be used for allocating, identifying, and evaluating specified needs of school-age students requiring special programs or services. These procedures, as required by law, are as follows:

1. Screenings of child's hearing acuity in Kindergarten, 1, 2, 3, 7, and 11.
2. Visual acuity is screened in every grade K - 12.
3. Speech and language skills are screened during Kindergarten registration and on a referral basis.
4. Gross motor and fine motor skills, academic skills, and social- emotional skills are assessed by classroom teachers on an on-going basis.

Information from screenings may be used by an Instructional Support Team within the student's school to meet his/her needs or to document the need for further evaluation. If a student fails to make appropriate progress, parents may be asked to give written permission for further evaluation (s) by a Multidisciplinary Team (MDE) which includes the teacher, parents, school psychologist, as well as other appropriate school personnel. This team will compile a Comprehensive Evaluation Report (CER) to make specific recommendations concerning a student's educational program.

A parent may at anytime request, in writing, that the district initiate a screening or evaluation of his/her child's specific needs. Information about Early Intervention, parents rights, mediation or Due Process Procedures, specific special education services and programs offered by the district, and the district's



educational records policy are available upon request to the principal in the child's school. Further information about these procedures may be obtained by calling the guidance counselors or school psychologist at the following numbers:

- 275-2424Redbank Valley High School
- 365-5141Hawthorn Elementary School
- 275-2680New Bethlehem Elementary School
- 275-1550Mahoning Elementary School

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: GIFTED EDUCATION

ADOPTED: July 12, 1999

REVISED: October 26, 2009

114. GIFTED EDUCATION	
<p>1. Authority SC 1371 Title 22 Sec. 4.28, 16.1 et seq</p>	<p>In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education services and programs designed to meet the individual educational needs of identified students.</p>
<p>Title 22 Sec. 16.2</p>	<p>The Board may enter into a cooperative agreement with Riverview Intermediate Unit No. 6 to provide gifted education services and programs.</p> <p>The Board directs that the district's gifted education program shall provide the following:</p>
<p>Title 22 Sec. 16.21</p>	<p>1. System to locate and identify all students within the district who are thought to be gifted and in need of specially designed instruction.</p>
<p>Title 22 Sec. 16.21</p>	<p>2. Screening and evaluation process to determine students' educational needs that meets state requirements.</p>
<p>Title 22 Sec. 16.21</p>	<p>3. Procedures to determine whether a student is mentally gifted.</p>
<p>Title 22 Sec. 16.22, 16.23, 16.32</p>	<p>4. Gifted Individualized Education Plan (GIEP) developed, and subsequently modified, for each student based on his/her unique needs and the written report of the Gifted Multidisciplinary Team (GMDT).</p>
<p>Title 22 Sec. 16.63</p>	<p>5. Safeguards for the due process rights of gifted students.</p> <p>6. Notification to teachers of their responsibilities to each of their identified gifted students, as provided in the student's Gifted Individualized Education Plan (GIEP).</p>

<p>2. Guidelines Title 22 Sec. 16.21</p> <p>Title 22 Sec. 16.41</p> <p>Title 22 Sec. 16.65 Pol. 216</p> <p>Title 22 Sec. 16.21</p>	<p>The district shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines.</p> <p>The district shall make the Permission To Evaluate Gifted Student Form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request.</p> <p><u>Caseloads/Class Size</u></p> <p>The Board directs the Superintendent and designated administrators to annually assess the district's delivery of gifted services and programs, in order to:</p> <ol style="list-style-type: none"> <li>1. Ensure the ability of assigned staff to provide the services required in each identified student's GIEP.</li> <li>2. Address the educational placements for gifted students within the district.</li> <li>3. Limit the total number of gifted students that can be on an individual gifted teacher's caseload to a maximum of seventy-five (75) students. Beginning July 1, 2010, the maximum teacher caseload shall be sixty-five (65) students.</li> <li>4. Limit the total number of gifted students that can be on an individual gifted teacher's class roster to a maximum of twenty (20) students.</li> </ol> <p>The district may make a written request to the Secretary of Education to waive the applicable caseload and class size maximums in extenuating circumstances.</p> <p><u>Confidentiality Of Student Records</u></p> <p>All personally identifiable information regarding a gifted student shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, State Board of Education Regulations, and Board policy.</p> <p><u>Awareness Activities</u></p> <p>The Superintendent or designee shall annually conduct awareness activities to inform parents/guardians of school-aged children residing within the district of its gifted education services and programs, and how to request these services and programs.</p>
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<p>3. Delegation of Responsibility</p>	<p>Awareness activities may include providing written notice of the district's gifted education program through local newspapers, other media, student handbooks and the district web site.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1371</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.28, 11.12, 16.1 et seq.</p> <p>Board Policy – 000, 113, 216</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: VOCATIONAL TECHNICAL  
EDUCATION

ADOPTED: July 12, 1999

REVISED: November 1, 2006

115. VOCATIONAL TECHNICAL EDUCATION	
<p>1. Purpose Title 22 Sec. 4.31, 12.41</p>	<p>The Board shall provide a program of vocational technical education in order to:</p> <ol style="list-style-type: none"> <li>1. Prepare students for gainful employment as skilled workers or technicians in recognized, new and emerging occupations.</li> <li>2. Prepare students for enrollment in postsecondary education programs.</li> <li>3. Assist students in choosing meaningful career pathways.</li> </ol>
<p>2. Definition Title 22 Sec. 4.31 SC 1801</p>	<p>For purposes of this policy, <b>vocational technical education</b> shall be defined as a series of planned academic and vocational technical education courses articulated with one another to teach the knowledge and skills necessary to prepare students to effectively pursue recognized profitable employment.</p>
<p>3. Authority</p> <p>SC 1809</p> <p>Title 22 Sec. 11.28</p> <p>Title 22 Sec. 4.31, 11.8, 11.28 SC 1801</p>	<p>The Board shall support a program of vocational technical education which may include:</p> <ol style="list-style-type: none"> <li>1. Enrollment of students in a program of vocational technical education outside this district, provided that such program is not offered in this district and enrollment has been approved by the parent/guardian of the student.</li> <li>2. A recognized school-to-work program experience in private employment.</li> <li>3. A work-study program for the employment of qualified students in public agencies and institutions.</li> <li>4. A cooperative education program to offer students experience in private employment.</li> </ol>

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<p>SC 1806</p>	<p>5. Establishment and maintenance of a school for vocational technical education.</p>
<p>SC 1807, 1841</p>	<p>6. Attendance at the Clarion County Career Center and participation in a cooperative program of career development.</p>
	<p>In order to maintain a program of vocational technical education, the Board or through representatives of the Joint Operating Committee shall:</p>
<p>Title 22 Sec. 4.13, 4.31</p>	<p>1. Approve the content, organization and assessment standards of all vocational courses stated in the Strategic Plan.</p>
<p>Title 22 Sec. 4.35 SC 1850.1</p>	<p>2. Operate programs in compliance with the current state plan for vocational education.</p>
<p>SC 1106</p>	<p>3. Employ and supervise certified district vocational technical staff.</p>
<p>Title 22 Sec. 4.34 SC 1806</p>	<p>4. Provide adequate facilities and equipment for maintenance of the district's program.</p>
	<p>5. Utilize qualifying private resources as necessary and appropriate to effectuate the purposes of this policy.</p>
<p>Title 22 Sec. 4.31</p>	<p>6. In cooperation with the Clarion County Career Center establish the number of credits to be awarded toward graduation for vocational technical education courses of study and for cooperative education programs.</p>
<p>Title 22 Sec. 4.33 SC 1808, 1842</p>	<p>The Board or Joint Operating Committee shall establish appropriate advisory committees to advise the Board, administration and staff concerning the aspects of the educational program delegated to each committee.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible for developing procedures which ensure that:</p>
<p>Title 22 Sec. 4.31, 4.32, 4.35 SC 1850.1</p>	<p>1. All district programs are operated in conformance with the current state plan for vocational technical education and State Board regulations.</p>
<p>SC 1212</p>	<p>2. All district teachers are properly certified for their specific vocational technical teaching assignments.</p>

115. VOCATIONAL TECHNICAL EDUCATION - Pg. 3

<p>Title 22 Sec. 4.31</p>	<p>3. All approved planned instruction is carried out.</p> <p>4. Students participating in cooperative education programs are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and interests.</p> <p>5. Development of district vocational technical curricula is integrated with a continuing assessment of the employment demands of the community and the state, as well as the needs and interests of students.</p>
<p>Title 22 Sec. 4.31, 12.41</p>	<p>6. Students and parents/guardians are informed that admission to vocational technical education programs is accessible to regularly enrolled students, in accordance with established criteria for admittance.</p> <p>The Superintendent shall seek and utilize all available state and federal sources of revenue for the financial support of vocational technical education.</p> <p>All students participating in vocational technical programs supervised by this Board are considered to be regularly enrolled in district schools and are subject to the policies and rules of the Board, and jointly established policies and rules of this district and the Clarion County Career Center.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1106, 1212, 1801, 1806, 1807, 1808, 1809, 1841, 1842, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 4.31, 4.32, 4.33, 4.34, 4.35, 11.8, 11.28, 12.41</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: TUTORING

ADOPTED: July 12, 1999

REVISED: April 4, 2005

<p>1. Purpose</p> <p>2. Guidelines Title 22 Sec. 4.52</p> <p>Title 22 Sec. 11.22</p> <p>SC 1327 Title 22 Sec. 11.31</p>	<p style="text-align: center;">116. TUTORING</p> <p>The Board recognizes that some students may require special help beyond the regular classroom program.</p> <p>Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties.</p> <p><u>Excusal From School</u></p> <p>Upon the written request of the parent/guardian, a student may be excused during school hours for tutoring in a field not offered in the district curriculum if such excusal does not interfere with the student's regular program of studies.</p> <p>The tutor's qualifications must be approved by the Superintendent.</p> <p>The district may establish reasonable conditions for excusal of a student for such tutoring.</p> <p><u>Private Tutoring</u></p> <p>The instructional program for students not enrolled in public schools due to private tutoring by a qualified tutor shall comply with state law and regulations.</p> <p>The parent/guardian shall provide written assurance that all instructional requirements are being met.</p> <p>When the Superintendent receives a complaint that a student is not being provided the required instruction or that a student is not making satisfactory progress, the Superintendent may request evidence of the student's academic progress and documentation that instruction is being provided for the required number of days and hours.</p>
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Evidence of satisfactory progress may include samples of student work, assignments, progress reports, report cards and evaluations. Documentation of instructional time may include logs maintained by the tutor or parent/guardian, attendance records, or other records indicating the dates and time instruction was provided.

References:

School Code – 24 P.S. Sec. 1327

State Board of Education Regulations – 22 PA Code Sec. 4.52, 11.22, 11.31

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: HOMEBOUND INSTRUCTION

ADOPTED: July 12, 1999

REVISED: April 4, 2005

117. HOMEBOUND INSTRUCTION	
<p>1. Authority SC 1329 Title 22 Sec. 11.25</p>	<p>The Board shall provide, pursuant to law and regulations, homebound instruction to students confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three (3) months.</p>
<p>2. Delegation of Responsibility</p> <p>Title 22 Sec. 11.25</p>	<p>Application for homebound instruction shall certify the nature of the illness or disability, state the probable duration of the confinement, and be recommended by the Superintendent.</p> <p>The Superintendent may grant recommended requests for homebound instruction and shall report each to the Board at its next regular meeting.</p> <p>The Superintendent or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be reevaluated every three (3) months.</p>
<p>3. Guidelines</p>	<p>The Board shall provide homebound instruction only for those confinements expected to last at least two (2) weeks.</p> <p>Exceptions may be recommended by the Superintendent.</p> <p>The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.</p> <p>The Board reserves the right to withhold homebound instruction when:</p> <ol style="list-style-type: none"> <li>1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.</li> <li>2. A parent/guardian or other adult in authority is not present with the student during the hours of instruction.</li> </ol>

3. The condition of the student precludes any benefit from such instruction.

References:

School Code – 24 P.S. Sec. 1329

State Board of Education Regulations – 22 PA Code Sec. 11.25

SECTION: PROGRAMS

TITLE: INDEPENDENT STUDY

ADOPTED: July 12, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

118. INDEPENDENT STUDY	
<p>1. Purpose</p>	<p>The Board shall consider the approval of a course of independent study for a properly qualified student, as recommended by the Superintendent, on the condition that such students will demonstrate achievement of established academic standards as a result of participation in the independent study.</p> <p>The purposes of independent study shall be to:</p> <ol style="list-style-type: none"> <li>1. Extend the learning experience begun in the classroom.</li> <li>2. Develop student's judgment and self-reliance in the conduct of their learning experience.</li> <li>3. Relate the school world to the world of work and learning beyond the school.</li> <li>4. Draw upon community resources as well as school resources for a student's educational programs.</li> <li>5. Include a greater variety of learning experiences within the educational program.</li> <li>6. Identify and explore an area of particular interest.</li> <li>7. Set personal learning goals and work toward achieving them, with appropriate staff guidance.</li> <li>8. Learn to use various research tools and draw sound conclusions from research findings.</li> </ol>
<p>2. Authority Title 22 Sec. 4.4</p>	<p>The Board shall approve each course of independent study and may designate the number of credits toward graduation to be awarded upon successful completion of each course, except that the Board reserves the right to assign no credit for such an approved course.</p>

<p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> <p>PA Code Title 22 Sec. 4.4</p>	<p>Each course of independent study must meet the requirements of applicable laws and regulations.</p> <p>The Superintendent or designee shall develop procedures for the implementation of independent study which:</p> <ol style="list-style-type: none"><li>1. Counsel students who apply for independent study.</li><li>2. Develop specified, measurable, instructional objectives and standards for each planned course of independent study.</li><li>3. Assure that each student conducts his/her study under appropriate staff guidance and supervision.</li><li>4. Monitor the progress of each student.</li><li>5. Certify the completion of each course of independent study based upon the original specified objectives.</li><li>6. Prepare recommendations for Board approval of courses of independent study.</li></ol> <p>Recommendations shall include the qualifications of the student, the objectives established for the course, a description of the method of study and research to be undertaken, the staff members assigned to advise the project, the manner in which the project will be evaluated, and a proposal for the number of credits to be awarded for the course.</p> <p>The Board directs that only those students shall be admitted to courses of independent study who have demonstrated academic proficiency, maturity of judgment, a strong motivation to learn and self-reliance.</p> <p>Applicants shall be limited to students who have completed the 8th grade.</p> <p>Courses of independent study need not be limited to participation by a single student but may involve more than one or a group of students, subject to Board approval.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CURRENT EVENTS

ADOPTED: July 12, 1999

REVISED:

119. CURRENT EVENTS	
1. Purpose	<p>The Board believes that consideration of current events has a legitimate place in the instructional program of the schools.</p> <p>Properly introduced and conducted, consideration of such events can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop skills for formulating and evaluating positions.</p>
2. Definition	<p>For purposes of this policy, a <b>current event</b> is a topic on which opposing points of view have been promulgated by responsible opinion, and is not expressly enumerated in the course guide as appropriate for the course of study.</p>
3. Authority	<p>The Board shall permit the introduction and proper educational use of current events, provided that their use in the instructional program is related to the course's instructional goals and the students' level of maturity and does not tend to indoctrinate or persuade students to a particular point of view.</p> <p>The Board recognizes that some deviation from the assigned course guide is necessary in the free exchange of the classroom. However, the Board specifies for the guidance of the Superintendent and staff that any discussion of current events in the classroom shall be conducted in an unprejudiced and dispassionate manner.</p>
4. Delegation of Responsibility	<p>In the discussion of any event, a teacher may express a personal opinion; but s/he shall identify it as such and must not express such an opinion for the purpose of persuading students to his/her point of view.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: HUMAN DEVELOPMENT  
PROGRAM

ADOPTED: July 12, 1999

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;">120. HUMAN DEVELOPMENT PROGRAM</p> <p>The Board believes that human development instruction should be shared by the public schools, home and church.</p> <p>The primary purpose of human development instruction is to promote more wholesome family and interpersonal relationships.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS

ADOPTED: July 12, 1999

REVISED:

121. FIELD TRIPS	
1. Purpose SC 1361	The Board recognizes that field trips are an educationally sound and important component of the instructional program of the schools.
2. Definition	For purposes of this policy, a <b>field trip</b> shall be defined as any trip by students away from school premises which is an integral part of an approved course of study, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.
3. Authority	<p>It is the policy of the Board to encourage well-planned, curricular-related field trips as an additional means to extend instruction beyond the limits of the classroom.</p> <p>Each year the administration shall submit a list of potential field trips for approval by the Board. Additional proposed field trips not so listed must be approved individually by the Board.</p> <p>Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.</p> <p>The Board does not endorse, support or assume responsibility in any way for any district staff member who takes students on trips not approved by the administration. No staff member may solicit district students for such trips within its facilities or on district grounds without Board permission.</p>
4. Delegation of Responsibility	The principals shall prepare and implement procedures for the operation of a field trip.
5. Guidelines	<p>Field trips shall be governed by the following guidelines:</p> <ol style="list-style-type: none"> <li>1. All field trip plans shall be presented to the principal one (1) month in advance of the date of the trip.</li> <li>2. All field trip plans shall include the purpose of the trip, an itinerary of the trip, activities, and the learning objectives to be accomplished, on the program forms.</li> </ol>



121. FIELD TRIPS - Pg. 2

<p>School Code 517, 1361</p>	<ol style="list-style-type: none"><li>3. A field trip evaluation form shall be completed at the conclusion of the trip and submitted to the building principal.</li><li>4. Proper supervision shall be provided where needed.</li><li>5. Permission slips for all students participating in field trips shall be signed by the parent or guardian and be in the possession of the school administrator before the field trip takes place. In addition, a copy of the trip itinerary and a complete list of the participants shall be on file in the school office.</li><li>6. Students are expected to act in an orderly manner at all times. As representatives of their school, students shall be reminded that their actions and conduct reflect the philosophy of the district and that they will be held accountable for any undesirable performances.</li><li>7. A safe and insured mode of travel must be employed.</li><li>8. Field trips must be within the Commonwealth; exceptions must be approved by the Board.</li></ol>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: EXTRACURRICULAR  
ACTIVITIES

ADOPTED: July 12, 1999

REVISED: August 29, 2011

122. EXTRACURRICULAR ACTIVITIES	
1. Purpose	The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.
2. Definition Title 22 Sec. 12.1	For purposes of this policy, <b>extracurricular activities</b> shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.
3. Authority SC 511 20 U.S.C. Sec. 4071 et seq Pol. 103, 103.1	<p>The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.</p> <p>The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the district. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities.</p> <p>Any extracurricular activity shall be considered under the sponsorship of this Board when it has been approved by the Board upon recommendation of the Superintendent.</p>
Pol. 110	The Board shall maintain the program of extracurricular activities at no cost to participating students, except that the Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.

<p>Pol. 218</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines</p> <p>20 U.S.C. Sec. 4071 et seq</p>	<p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p> <ol style="list-style-type: none"> <li>1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.</li> <li>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</li> <li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</li> <li>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</li> <li>5. The conduct involves the theft or vandalism of school property.</li> <li>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li> </ol> <p>The Superintendent or designee shall develop administrative regulations to implement the extracurricular activities program. All student groups shall adhere to Board policy and administrative regulations.</p> <p>Guidelines shall ensure that the program of extracurricular activities:</p> <ol style="list-style-type: none"> <li>1. Assesses the needs and interests of and is responsive to district students.</li> <li>2. Invites the participation of parents/guardians and community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act.</li> <li>3. Involves students in developing and planning extracurricular activities.</li> <li>4. Ensures provision of competent guidance and supervision by staff.</li> </ol>
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<p>Title 22 Sec. 12.1, 12.4</p> <p>20 U.S.C. Sec. 4071 et seq</p>	<ol style="list-style-type: none"><li>5. Guards against exploitation of students.</li><li>6. Provides a variety of experiences and diversity of organizational models.</li><li>7. Provides for continuing evaluation of the program and its components.</li><li>8. Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.</li></ol> <p><u>Equal Access Act</u></p> <p>The district shall provide secondary students the opportunity for noncurriculum-related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees.</p> <p><b>Noninstructional time</b> is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.</p> <p>The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.</p> <p>The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.</p> <p>The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.1, 12.4</p> <p>Equal Access Act – 20 U.S.C. Sec. 4071 et seq.</p> <p>Board Policy –103, 103.1, 110, 218</p>
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No. 122-AR-1

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

HONORS BANQUET

The following criteria for the Academic Honor Banquet are recommended:

1. Banquet honors shall be restricted to curricular areas only, namely:

Math	Girls' Physical
Education	
Science	Art
Language Arts	Business
Social Studies	Home Economics
Foreign Language	Industrial Arts
Vocal Music	Vocational
	Agriculture
Instrumental Music	Academic Honor Society
Boys' Physical Education	Vocational Technical

Outstanding students only are to be nominated by the subject area teacher using the following criteria:

1. Grades.
2. Cooperation with other students and the teachers.
3. Willingness to do more than is required.
4. Skill in using what they have been taught.
5. Statistics, records of performance, awards, prizes, publications, etc.
6. Enthusiasm.

There is no limit to the number of students that may be nominated, only that they be outstanding.

Selection of the students to attend the banquet will be made by the entire department with each member casting one (1) vote. To attend the banquet, the vote must be

unanimous. No limitation is set for the number of students attending, but it is assumed that each department will be selective.

No. 122-AR-2

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

#### ATHLETIC GUIDELINES

In general, the following shall be applied to athletic activities:

1. Free passes given to students, managers, and statisticians are limited to five (5) per sport.
2. A contingency fund of \$200.00 is available, upon application, for purchase of shoes, materials and/or insurance hardship cases. The fund is controlled by the principal and athletic director of the Junior-Senior High School.
3. A report to the School Board will be made at the conclusion of each sport season relative to gate receipts, total expenses and profit or loss.
4. The Board will not purchase items that are considered to be personal and retained by the participant (sweatsocks, athletic supporters, shoes or shoe laces), with the exception shoes that cannot be worn for everyday use.
5. The head coaches of basketball and volleyball are given authority to place a color restriction and low/high cut only on the basketball and volleyball shoes students are to purchase. Students may, on their own, purchase whatever they decide. Coaches may require white or red colors for the shoes.
6. All practice sessions shall be limited to a two-hour session, with all exceptions cleared through the administration. All participants must leave the practice area at the end of the session.
7. If a student chooses to drop a sport and join another, a conference will be held between head coaches, administrators and parents to discuss the

merits of the change.

8. If a player decides to drop a sport, coaches will treat him/her as a human being and respect his/her decision.
9. No practice shall be held on any holiday, i.e., Labor Day, Thanksgiving, Christmas or Easter.
10. No practices or competition shall be held if school is dismissed on early or cancelled due to weather or emergencies.



## Crowd Control

1. Spectators will not be permitted to leave the gymnasium while a game is in progress.
2. Student spectators will not be issued a pass to leave the building once they have entered.
3. Student spectators may leave the game at half time or between games. Upon returning, they must purchase another game ticket.
4. Spectators are requested not to walk on the gymnasium playing court at any time. Any one found loitering in the parking lot will be subject to police action.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: INTERSCHOLASTIC  
ATHLETICS

ADOPTED: July 12, 1999

REVISED: August 29, 2011

123. INTERSCHOLASTIC ATHLETICS	
1. Purpose	<p>The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.</p> <p>The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest.</p> <p>The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.</p>
2. Definition	<p>For purposes of this policy, the program of <b>interscholastic athletics</b> shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.</p>
3. Authority Title 22 Sec. 4.27 34 CFR Sec. 106.41 Pol. 103, 103.1	<p>It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.</p>
SC 511	<p>The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.</p>
SC 511	<p>The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.</p>

	<p>The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association.</p>
SC 511	<p>The Board directs that no student may participate in interscholastic athletics who has not:</p>
	<p>1. Met the requirements for academic eligibility.</p>
	<p>2. Complied with the requirements of the Athletic Handbook.</p>
	<p>3. Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline.</p>
Pol. 204	<p>4. Attended school regularly.</p>
	<p>5. Been in attendance on the day of the athletic event or practice for the hours required.</p>
	<p>6. Returned all school athletic equipment previously used.</p>
Pol. 218	<p>7. Adhered to applicable discipline standards.</p>
	<p><u>Off-Campus Activities</u></p>
Pol. 218	<p>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p>
	<p>1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.</p>
	<p>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</p>
	<p>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</p>

<p>4. Delegation of Responsibility</p> <p>Title 22 Sec. 12.1, 12.4</p>	<p>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</p> <p>5. The conduct involves the theft or vandalism of school property.</p> <p>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</p> <p>The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.</p> <p>The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.</p> <p>The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.</p> <p>The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.27, 12.1, 12.4</p> <p>Discrimination in Athletics, Title 34, Code of Federal Regulations – 34 CFR Sec. 106.41</p> <p>Board Policy – 103, 103.1, 204, 218</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CODE OF ETHICS AND  
CONDUCT (Coaches, Assistant  
Coaches, And Volunteer Coaches)

ADOPTED: November 6, 2007

REVISED:

<p>1. Purpose Pol. 123</p> <p>2. Guidelines</p>	<p style="text-align: center;">123.1. CODE OF ETHICS AND CONDUCT (Coaches, Assistant Coaches, And Volunteer Coaches)</p> <p>The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. The welfare of the student athlete shall be uppermost at all times.</p> <p>The following guidelines have been adopted by the Redbank Valley School District for coaches, assistant coaches, and volunteer coaches:</p> <ol style="list-style-type: none"> <li>1. A coach must be aware that s/he has a tremendous influence, either good or bad, on the education of the student-athlete. A coach must know and teach the rules of the sport. The value of winning should never be placed above the value of instilling good sportsmanship and character. Positive reinforcement is encouraged.</li> <li>2. A coach should exemplify all that s/he is attempting to develop in those who affiliate with his/her team. A coach should serve as the prime example of good sportsmanship.</li> <li>3. A coach must defend the rights of his/her team at all times; however, a coach must not interact improperly with officials or other coaches. Disagreement with officials should be conducted in a professional, calm manner. A coach should not interact with spectators. Discretion and respect should be used when reprimanding an athlete in front of his/her peers and spectators.</li> <li>4. A coach shall teach his/her student-athletes that respect for opponents and officials is expected at all times by exhibiting self-control and self-discipline. A coach is required to abide by proper sportsmanship standards.</li> <li>5. The use of profanity by a coach will not be tolerated. It will not improve team performance and, at the same time, it will instill inappropriate values in team members.</li> </ol>
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123.1. CODE OF ETHICS AND CONDUCT - Pg. 2

<p>Pol. 323, 351, 423, 451, 523, 551</p>	<p>6. A coach, in conjunction with the Athletic Director, shall take an active role in the prevention of drug, alcohol, and tobacco abuse. A coach is not permitted to possess, use, or consume drugs, alcohol, or tobacco products on the field, in the gymnasium, or while the team is involved in overnight travel. Possession of a controlled substance will be dealt with according to district policy.</p> <p>7. A coach is required to adhere to all policies listed in the Redbank Valley School District Policy Manual.</p> <p>8. Team pride is encouraged, but not at the expense of another district team. It is hoped that each team will support every other team in the school district.</p>
<p>Pol. 103, 104</p>	<p>9. The Redbank Valley School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, or handicap in its athletics or activities programs.</p> <p>10. The Redbank Valley School District believes that the Code of Ethics and Conduct is a very important part of the athletic program. A written copy of the Code of Ethics and Conduct will be given to each coach to be signed. The signed copies will be filed in the Athletic Office. Depending on the severity of the incident and/or frequency, any of the following actions will be imposed:</p> <ul style="list-style-type: none"><li>a. The Athletic Director and/or the principal(s) will meet with the coach who will be given an oral reminder of the policy. The meeting will be documented in writing.</li><li>b. The coach will be given a written warning by the Athletic Director and/or principal(s).</li></ul>
<p>Pol. 317, 417, 517</p>	<ul style="list-style-type: none"><li>c. The incident will be reviewed by a committee composed of the following:<ul style="list-style-type: none"><li>1) Athletic Director.</li><li>2) Principal(s).</li><li>3) Superintendent.</li></ul></li></ul> <p>The coach will participate in the meeting and has the right to representation through his/her employee association. The committee will recommend to the Board the appropriate sanction which could include a suspension without pay or dismissal from the employee's coaching assignment.</p>

11. Based on the seriousness of the incident, the individual could be immediately removed from his/her coaching assignment. In such instances, the previously identified procedure will not be followed.

References:

Board Policy – 103, 104, 123, 317, 323, 351, 417, 423, 451, 517, 523, 551

I understand that competition conducted with integrity and ethics is important to the Redbank Valley School District. I agree with the listed guidelines and will cooperate fully in supporting these principles.

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Signature

Date

Please sign, date, and return this page to the Athletic Office with a copy of your contract.



No. 123-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

OPPOSITE SEX COACH

For a situation where the sponsors or coaches of an activity or sport are not of the same sex as the student participants in the activity or sport the following shall apply:

1. No member of the opposite sex may enter a private area without first notifying the students.
2. No medical attention shall be given to a student of the opposite sex without at least one (1) other student of the same sex present. Functions such as those a team trainer might perform would be included in this rule.
3. A blanket shall be available at all times in the event an unclothed student of the opposite sex requires immediate medical attention.
4. Misconduct in the locker room or restroom will bring about disciplinary action by the coach, which could lead to suspension from the activity.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: SUMMER SCHOOL

ADOPTED: July 12, 1999

REVISED:

<p>1. Authority SC 502, 1901, 1906</p> <p>Title 22 Sec. 4.41</p> <p>2. Guidelines</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">124. SUMMER SCHOOL</p> <p>It is the policy of the Board that the district may conduct a summer program of instruction at the primary level, intermediate level, middle school level, high school level for resident students of this district and such other students as permitted.</p> <p>In order to support a program of summer instruction, the Board shall:</p> <ol style="list-style-type: none"> <li>1. Employ teaching and administrative staff.</li> <li>2. Purchase necessary books, materials, supplies, and equipment.</li> <li>3. Utilize schools or other facilities required.</li> <li>4. Provide necessary custodial services.</li> </ol> <p>Courses offered in summer school may be designed as credit or noncredit offerings.</p> <p>Students eligible for the district's summer school shall include:</p> <ol style="list-style-type: none"> <li>1. Resident students who are eligible for regular attendance in the public schools of this district.</li> <li>2. Students eligible by standards established by the governmental funding source.</li> <li>3. Nonresident students whose age or grade level is appropriate to the course of study applied for.</li> </ol> <p>Tuition fees established by the Board shall be charged to secondary students. A tuition waiver/reduction program is available for eligible students.</p> <p>The Superintendent or designee shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Planning the summer school curriculum.</li> </ol>
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<p>School Code 502, 1901, 1906</p> <p>Title 22 Sec. 4.41</p>	<ol style="list-style-type: none"><li>2. Recommending appropriate staff appointments.</li><li>3. Student and staff assignments.</li><li>4. Evaluation and reporting on pupil progress.</li><li>5. Utilization of facilities.</li><li>6. Regulations for student behavior.</li></ol> <p>Regulations for the operation of summer school shall be consistent with Board policies, and the operation of summer school shall not conflict in any way with the administration of the regular school sessions of this district.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADULT EDUCATION

ADOPTED: July 12, 1999

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 502, 1901, 1906</p> <p>School Code 502, 1901, 1903, 1904, 1905, 1906, 1923</p> <p>PA Code Title 22 Sec. 5.222</p>	<p style="text-align: center;">125. ADULT EDUCATION</p> <p>The Board recognizes the interest of adult members of the community in educational growth and advancement and the need of both adults and minors for learning programs not available to them in the regular program of the schools.</p> <p>The Board may establish and maintain a program of adult education based upon the needs and interests of the community, consistent with the educational goals and policies of the Board.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CLASS SIZE

ADOPTED: July 12, 1999

REVISED:

126. CLASS SIZE	
1. Authority	Class size shall be determined by the Board, after consultation with the Superintendent and appropriate administrators.
2. Delegation of Responsibility	<p>The Superintendent shall prepare guidelines for class size, which shall take into account:</p> <ol style="list-style-type: none"><li>1. Subject matter.</li><li>2. Type of instruction.</li><li>3. Ability of students.</li><li>4. Age group of students.</li><li>5. Use of aides.</li><li>6. Use of special facilities and equipment.</li></ol>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ASSESSMENT OF  
EDUCATIONAL PROGRAM

ADOPTED: July 12, 1999

REVISED: August 7, 2006

127. ASSESSMENT OF EDUCATIONAL PROGRAM	
<p>1. Purpose Title 22 Sec. 4.52</p>	<p>The Board recognizes its responsibility to develop and implement an assessment plan that will determine the degree to which students are achieving academic standards and will provide information for improving the educational program.</p>
<p>2. Authority Title 22 Sec. 4.13, 4.51 4.52</p>	<p>The Board shall approve an assessment plan for use in district schools that is aligned with the adopted academic standards and state assessments. Such plan shall be described in the district's Strategic Plan.</p>
<p>Title 22 Sec. 4.52, 12.41</p>	<p>The Board reserves the right to review district assessment measures and to approve those that serve a legitimate purpose without infringing upon the personal rights of the students or parents/guardians.</p>
<p>Title 22 Sec. 4.4</p>	<p>The Board shall grant parents/guardians to review the state assessments two (2) weeks prior to their administration, during regular district office hours. The district shall ensure the security of the assessment documents.</p>
<p>Title 22 Sec. 4.4</p>	<p>The Board shall grant parents/guardians the right to have their student excused from state assessments that conflict with their religious beliefs upon receipt of a written request to the Superintendent.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall recommend methods of assessment and evaluation, based on his/her professional judgment, generally accepted professional practice and staff input.</p>
<p>Pol. 919</p>	<p>The Superintendent or designee shall annually disseminate to parents/guardians and the public information regarding student assessment results, as required by federal and state law and regulations.</p> <p>The Superintendent shall recommend improvements in the curriculum and instructional practices based upon student assessment results.</p>

<p>4. Guidelines 20 U.S.C. Sec. 6311</p> <p>Title 22 Sec. 4.52, 12.41</p>	<p>Parents/Guardians shall receive information regarding their child's state assessment scores and may obtain an explanation of assessment results from qualified school personnel.</p> <p>The district shall provide assistance to students not attaining academic standards at the proficient level. The district shall inform students and parents/guardians about how to access such assistance.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.13, 4.51, 4.52, 12.41, 403.1, 403.3</p> <p>No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 6311</p> <p>Board Policy – 919</p>
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No. 127-AR-1

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

ELEMENTARY TESTING PROGRAM

<u>NAME OF TEST</u> <u>TEST</u>	<u>GRADE</u>	<u>PURPOSE OF</u>
McCarthy Screening Test measure readiness  children enter-	Kdg.	Used to  skills of  ing Kdg.
Stanford Achievement Test Achievment  Math, Sci-  Studies.	2,4, & 6	Measurement of  in English,  ence, & Social
Otis-Lennon Test of Mental Verbal Maturity Aptitude	2,5	Measurement of  & Performance
PA System of School Assessment Math &  Assessment.	5	State Mandated  Reading
Mandated Writing	6	State  Assessment.
Musical Aptitude Screening Test potential for  playing a  instrument. Only	4,5,6	Determine  success in  musical  for interested



students.

The following tests are administered only to those children who are having some difficulty in a specific area. The results of these tests are used to identify specific areas of instruction in corrective and remedial program.

Brigance Diagnostic Inventory Readiness of Basic Skill Skills in Key	K-6	Accesses Basic & Academic Subject areas.
Used in Education Pro-		Special grams for IEP's.
*Doren Diagnostic Reading Test Test to of Word Recognition Skills Recognition Reading.	1,4	Diagnostic Identify Word Problems in
*Basic Reading Inventory Reading Diagnos- Special Reading Problems.	1-6	Informal tic Test used to identify
*Diagnostic Reading Scales Reading Diagnos- Special Reading Problems.	1-6	Informal tic Test used to identify
*Woodcock Reading Mastery Test Reading Test Determining special Reading.	1-8	Diagnostic for problems in
* The results of these tests are not included in the child's permanent records.		



No. 127-AR-2

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

SECONDARY TESTING PROGRAM

<u>NAME OF TEST</u>	<u>GRADE</u>	<u>PURPOSE OF TEST</u>
Otis-Lennon Test of & Mental Maturity	7,10	Measurement of Verbal Mathematical Aptitude.
Stanford Achievement Achievement Test Science,	7, 10, Special	Measurement of in English, Math, Social Studies.
Differential Aptitude Individual Test Battery	9	Used in Counseling Students.
PA System of School Reading Assessment	8,11	State Mandated Math & Assessment.
Writing	9,12	State Mandated Assessment.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: HOMEWORK

ADOPTED: July 12, 1999

REVISED: August 7, 2006

<p>1. Purpose</p> <p>2. Guidelines Title 22 Sec. 12.2</p>	<p style="text-align: center;">130. HOMEWORK</p> <p>The purpose of homework assignments should be to:</p> <ol style="list-style-type: none"><li>1. Provide practice and reinforcement of skills presented by the teacher.</li><li>2. Broaden areas of interest through enrichment.</li><li>3. Provide opportunities for parents/guardians to know what their child is studying.</li><li>4. Encourage parent/guardian and child interaction.</li></ol> <p>Each student shall be responsible for completing homework assignments as directed.</p> <p>Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time. The demand of homework upon the students' time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school.</p> <p>Homework will not be assigned as a form of punishment.</p> <p>The teacher has responsibility for planning and explaining homework to students, collecting assignments when due and awarding credit for satisfactory completion of assignments, if appropriate.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.2</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: HOME EDUCATION  
PROGRAMS

ADOPTED: June 7, 1999

REVISED: November 21, 2005

<p>1. Authority SC 1327, 1327.1 Title 22 Sec. 11.31a</p> <p>2. Definitions SC 1327.1</p> <p>3. Guidelines  SC 1327.1</p>	<p style="text-align: center;">137. HOME EDUCATION PROGRAMS</p> <p>The Board shall approve a program of home education, pursuant to the School Code, permitting students to study at home in accordance with the Board policy.</p> <p><b>Home Education Program</b> - a program conducted in compliance with the School Code by the parent/guardian or person having legal custody of the child or children. A home education program shall not be considered a nonpublic school under the provisions of this law.</p> <p><b>Supervisor</b> - the parent/guardian or person having legal custody of the child or children who shall be responsible for the provision of instruction, provided that such person has a high school diploma or its equivalent.</p> <p><b>Hearing Examiner</b> - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.</p> <p><b>Appropriate Education</b> - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.</p> <p><u>Eligibility/Affidavits</u></p> <p>A notarized affidavit of the parent/guardian or person having legal custody of the child shall be filed prior to commencement of the home education program and annually thereafter on August 1 with the Superintendent of the school district. The affidavit shall set forth:</p> <ol style="list-style-type: none"> <li>1. Name of the supervisor of the home education program who shall be responsible for the provision of instruction.</li> </ol>
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<p>Pol. 203, 209</p>	<ol style="list-style-type: none"> <li>2. Name and age of each child who shall participate in the home education program.</li> <li>3. Address and telephone number of the home education program site.</li> <li>4. That subjects required by law are offered in the English language, including an outline of proposed education objectives by subject area.</li> <li>5. Evidence that the child has been immunized and has received the health and medical services required for students of the child's age or grade level.</li> </ol>
<p>SC 111</p>	<p>The affidavit shall contain certification signed by the supervisor that the supervisor, all adults in the home and persons having legal custody of a child in the home education program have not been convicted of criminal offenses as enumerated in the School Code.</p>
<p>SC 1327.1</p>	<p><u>Transfers</u></p> <p>When a home education program is relocating to another school district, the supervisor must apply by registered mail to the Superintendent of the district in which s/he currently resides requesting a letter of transfer for the home education program to the district to which the home education program is relocating. The letter of transfer must be filed by the supervisor of the home education program with the Superintendent of the new district of residence. The letter of transfer shall be issued no later than thirty (30) days after receipt of the registered mail request of the home education program supervisor.</p>
<p>SC 1327.1</p>	<p><u>Program</u></p> <p>A student who is enrolled in a home education program and whose education is therefore under the direct supervision of his/her parent/guardian or person having legal custody shall be deemed to have met the requirements if the program provides a minimum of one hundred eighty (180) days of instruction, or nine hundred (900) hours of instruction per year at the elementary level, or nine hundred ninety (990) hours per year at the secondary level.</p> <p>At the elementary level, the following courses shall be taught: English, to include spelling, reading and writing; arithmetic; science; geography; history of the United States and Pennsylvania; civics; safety education, including regular and continuous instruction in the dangers and prevention of fires; health and physiology; physical education; music; and art.</p>

<p>Title 22 Chapter 4</p>	<p>At the secondary level, the following courses shall be taught: English, to include language, literature, speech and composition; science; geography; social studies, to include civics, world history, history of the United States and Pennsylvania; mathematics, to include general mathematics, algebra and geometry; art; music; physical education; health; and safety education, including regular and continuous instruction in the dangers and prevention of fires.</p> <p>Such courses of study may include, at the discretion of the supervisor, economics; biology; chemistry; foreign languages; trigonometry; or other age appropriate courses as required by the State Board of Education.</p> <p><u>Requirements of Supervisor</u></p>
<p>SC 1327.1</p>	<p>In order to demonstrate that appropriate education is occurring, the supervisor shall provide and maintain on file the following documentation for each student enrolled in the home education program: a portfolio of records and materials.</p> <p>The portfolio shall consist of a log, made contemporaneously with the instruction, which designates by title the reading materials used; samples of any writings; worksheets, workbooks or creative materials used or developed by the student; and in grades three, five and eight results of nationally normed standardized achievement tests in reading, language arts and mathematics or results of statewide tests administered in these grade levels.</p> <p>The supervisor shall ensure that the nationally normed standardized tests or the statewide tests are not administered by the child's parent/guardian.</p> <p><u>Evaluation Requirements</u></p>
<p>SC 1327.1</p>	<p>A teacher or administrator who evaluates a portfolio at the elementary level shall have at least two (2) years of experience in grading any of the following subjects: English, to include spelling, reading, and writing; arithmetic; science; geography; history of the United States and Pennsylvania; and civics.</p> <p>A teacher or administrator who evaluates a portfolio at the secondary level shall have at least two (2) years of experience in grading any of the following subjects: English, to include language, literature, speech, reading and composition; science, to include biology, chemistry and physics; geography; social studies, to include economics, civics, world history, history of the United States and Pennsylvania; foreign language; and mathematics, to include general mathematics, algebra, trigonometry, calculus and geometry.</p>



<p>SC 1327.1</p>	<p>An annual written evaluation of the student's educational progress as determined by a licensed clinical or school psychologist, a teacher certified by the Commonwealth, or a nonpublic school teacher or administrator is required. The evaluation shall also be based on an interview of the child and a review of the portfolio and shall certify whether or not an appropriate education is occurring. At the request of the supervisor, persons with other qualifications may conduct the evaluation with the prior consent of the Superintendent. In no event shall the evaluator be the supervisor or their spouse.</p> <p>Documentation required by this policy shall be provided to the school district Superintendent or designee at the conclusion of each school year. S/He must then determine whether the child is receiving appropriate education, as defined in this policy and the School Code, as a program consisting of instruction in the required subjects for the time required and in which the student demonstrates sustained progress in the overall program. If the Superintendent or designee has a reasonable belief that, at any time during the school year, appropriate education may not be occurring in the home education program, s/he may require documentation pertaining to the portfolio to be submitted to the district by certified mail with return receipt requested within fifteen (15) days, and the evaluation to be submitted within thirty (30) days.</p> <p>If the Superintendent or designee determines, based on documentation, that appropriate education is not occurring, the Superintendent or designee shall send a letter to the supervisor stating that in his/her opinion appropriate education is not occurring in the home education program and shall return all documentation, specifying what aspect(s) of the documentation are inadequate.</p> <p>The supervisor of the program shall have twenty (20) days from receipt of the certified letter to submit additional documentation demonstrating that appropriate education is taking place. If documentation is not submitted within that time, the home education program shall be out of compliance; and the student shall be promptly enrolled in the public or a nonpublic school.</p> <p><u>Right of Hearing</u></p> <p>The Board shall provide for a proper hearing by a duly qualified and impartial hearing examiner within thirty (30) days. The examiner shall render a decision within fifteen (15) days of the hearing, except that s/he may require the establishment of a remedial education plan mutually agreed to by the Superintendent and supervisor of the home education program which shall continue the home education program. The decision of the examiner may be appealed by either the supervisor or the Superintendent to the Secretary of Education or Commonwealth Court.</p>
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	<p>If the hearing examiner finds that the documentation does not indicate that appropriate education is taking place in the home education program, the home education program shall be out of compliance; and the student shall be promptly enrolled in a public or nonpublic school or a licensed private academic school.</p> <p><u>Loan of Instructional Materials</u></p> <p>SC 1327.1 The district shall, at the request of the supervisor, lend to the home education program copies of the school district's planned courses, textbooks, and other curriculum materials appropriate to the student's age and grade level.</p> <p><u>Graduation Requirements</u></p> <p>SC 1327.1 The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; two (2) years of arts and humanities.</p> <p>The school district is under no obligation to award a diploma or acknowledge completion of a student's education in a home education program.</p> <p><u>Handicapped Students</u></p> <p>SC 1327 A home education program shall meet compulsory attendance requirements for a student identified as handicapped only when the program addresses the specific needs of the student and is approved by a teacher with a valid education certificate from the Commonwealth to teach special education, or a licensed clinical or certified school psychologist. Written notice of such approval must be submitted with the required affidavit.</p> <p>The supervisor may request that the school district or intermediate unit of residence provide services that address the exceptional student's specific needs.</p> <p>When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in the public schools or in a private school licensed to provide such programs and services.</p>
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Interscholastic

Home-schooled students may elect to participate in the interscholastic athletic and extracurricular programs of Redbank Valley School District according to the following procedures:

1. Home-schooled students electing to participate in athletic and/or extracurricular programs grades K-12 (including intramurals, after school programs, clubs, etc.) are required to abide by all guidelines and regulations as public school students. Programs and eligibility requirements may differ between the elementary and secondary extracurricular programs. The guidelines and regulations will include, but not be limited to, the following requirements for home-schooled students:
  - a. Where applicable, regular academic eligibility determinations are similar to that required of the students enrolled in the Redbank Valley School District. The parent/guardian will submit weekly written progress reports to the building principal at the end of every week and marking period. Failure to submit these reports will make the student ineligible until the next required reporting period.
  - b. Compliance with the disciplinary policy and any regulations or instructions of administrators, professional employees, coaches or advisors of the district is required. Failure to do so may lead to termination of the home-schooled student's participation in activities.
  - c. Transportation to and from the school for home-schoolers is the sole responsibility and expense of parents/guardians.
  - d. Home-schooled students are subject to the same eligibility and try-out criteria as other students who compete for positions on teams, squads, casts, or membership.
  - e. It is the parent/guardian/student's responsibility to keep abreast of available activities, schedules and/or schedule changes. The district assumes no responsibility to inform parents/guardians of the home-schooled student regarding the availability of extracurricular activities or changes in schedules.
  - f. Some extracurricular activities require all participating students to provide proof of personal injury medical insurance coverage and medical certification of fitness.

- g. The home-schooled student is also subject to pay any cost or fee associated with the extracurricular activity as is paid by the nonhome-schooled student.
- h. To be initially eligible for participation in interscholastic athletics, the home-schooled student must provide the district with evidence of passing an equivalent of four (4) full credit courses (3 of which are in the core subjects) in the grading period previous to the grading period in which the sport is played. (The current grade point average for participation will apply.) In the event that eligibility for participation must be determined in the first grading period of a school year, the home-schooled student must provide the district with his/her final grades from the previous year. The principal or designee will evaluate the home-schooled student's equivalent report card to determine eligibility.
- i. Approval for continued participation in the athletic and/or selected extracurricular programs is received from the building principal based on the following documentation submitted weekly to the administration:
  - 1) Full-time home-schooled students participating in interscholastic athletics must comply with current district rules in regard to eligibility.
  - 2) Written verification of satisfactory completion of the required twenty (20) hours of courses per week in the courses specified in home-schooling law.
  - 3) During the day in which the home-schooled student is participating in athletics, s/he must maintain regular study hours of not less than five-and-one half (5 ½) hours (including a thirty (30) minute lunch).

The above mentioned documentation must be submitted to the building office by noon on Monday of each week during the sports season (or the first day of school for the week) of each week during the sports season. Failure to meet the above requirements will result in the athlete being ineligible for a period of one (1) week.

A student may not be withdrawn from the Redbank Valley School District program and enroll in a home-schooling program in order to specifically participate in a sport, i.e., if a student becomes ineligible to participate in a sport or extracurricular activity due to academic or discipline reasons, they may not withdraw to be home-schooled and meet a new or different eligibility standard. Therefore, when a student

is withdrawn from the school district, s/he may not be permitted to participate in a sports program unless s/he enrolls in the home-schooling by the first day of official practice year of participation.

Home-schooled students who transfer in from another school district shall have the same residency rules apply to them as does the public school student enrollee.

Cocurricular Participation

Home education students are not enrolled in the Redbank Valley School District; therefore, they are not eligible to participate in school district programs, cocurricular and interscholastic activities, except for the standardized testing program. Home education students are not enrolled in the Redbank Valley School District; therefore, they are not eligible to participate in school district programs, cocurricular and except for the standardized testing program. Home education students K-12 will be permitted to participate in art, music and physical education classes. Participation in these classes will be permitted only for classes where space is available. Home-school students must adhere to Redbank Valley School District discipline guidelines. Building principals will develop procedures for the implementation of this program.

Re-Entry To District

Students of a home education program requesting re-entry to the Redbank Valley School District will be placed in the appropriate grade level, based upon proven academic achievement as determined by an assessment administered by the Redbank Valley School District.

In order for a home-schooled student to re-enter, graduate and receive a diploma from RVHS, the home-schooled student must attain a minimum of six (6) credits from RVHS during the student's senior year of high school. Successful completion of a graduation project is required and included in the six-credit requirement. Home-schooled students must also have taken the PSSA and achieved proficiency or meet the RVHS graduation requirements.

Enrollment in RVHS must take place within the first week of school of the student's senior year.

References:

School Code – 24 P.S. Sec. 111, 1327, 1327.1

State Board of Education Regulations – 22 PA Code Chapter 4, Sec. 11.31a

Board Policy – 203, 209

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: EXTRACURRICULAR  
PARTICIPATION BY HOME  
EDUCATION STUDENTS

ADOPTED: August 7, 2006

REVISED:

<p>1. Authority SC 511, 1327.1 Pol. 137</p> <p>Pol. 122</p> <p>2. Guidelines</p>	<p style="text-align: center;">137.1. EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS</p> <p>The Board shall approve participation in the district’s extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program if all of the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. The student is a resident of the school district.</li> <li>2. The student fulfills all eligibility criteria, or their equivalent, required for participation in an activity or program by district students, in accordance with Board Policy 122 Extracurricular Activities.</li> </ol> <p>The Board shall not provide individual transportation for students enrolled in home education programs who participate in the district’s extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.</p> <p>Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs.</p> <p>A home education student may participate only in extracurricular activities and interscholastic athletic programs at the school building the student would be assigned to if s/he was enrolled in the school district.</p> <p>If a class for credit held during the school day by the school district is required for participation in an activity that takes place outside of the class, home education students may petition the Superintendent to audit the class in order to meet the eligibility requirement for participation in the activity that takes place outside of the class. Such petitions shall be granted subject to the student meeting any other</p>
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	<p>prerequisites and there is space in the class after students enrolled in the school district have had the first opportunity to enroll in the for-credit class. Continued participation in the activity outside of class shall be dependent on regular attendance at and participation in the for-credit class. The student shall be responsible for all transportation and costs associated with his/her auditing the for-credit class and participating in the related out-of-class activities.</p> <p>Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee.</p>
<p>Pol. 204</p>	<p>To be considered in attendance in accordance with Board Policy 204 Attendance, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program.</p> <p>The following guidelines shall govern participation in the district’s extracurricular activities and interscholastic athletic programs by home education students, who shall:</p>
<p>Pol. 122</p>	<ol style="list-style-type: none"> <li>1. Meet the same eligibility criteria, or their equivalent, required of district students, in accordance with applicable Board policies and administrative regulations.</li> <li>2. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.</li> </ol>
<p>Pol. 122, 204, 218</p>	<ol style="list-style-type: none"> <li>3. Comply with Board policies and school rules and regulations regarding extracurricular activities, interscholastic athletics, and student discipline.</li> </ol>
<p>SC 511</p>	<ol style="list-style-type: none"> <li>4. Comply with policies, rules and regulations, or their equivalent, of the activity’s governing organization.</li> <li>5. Meet attendance and reporting requirements established for all participants of the activity or program.</li> <li>6. Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions.</li> <li>7. Comply with all requirements and directives of the district staff, coaches and administrators involved with the extracurricular activity or interscholastic athletic program.</li> </ol>



8. It is the parent's/guardian's/student's responsibility to keep abreast of available activities, schedules and/or schedule changes. The district assumes no responsibility to inform parents/guardians of the home-schooled student regarding the availability of extracurricular activities or changes in schedules.

The building principal or designee shall receive and review verification from the parent/guardian that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.

The district shall distribute information regarding eligibility criteria and student participation in extracurricular activities and interscholastic athletics to all affected by them.

The district shall develop a procedure to ensure that home education students have access to information regarding the district's extracurricular activities and interscholastic athletic programs.

Eligibility Criteria

Approval for continued participation in the athletic and/or selected extracurricular programs is received from the building principal based on the following documentation submitted weekly to the administration:

1. Full-time home-schooled students participating in interscholastic athletics must comply with current district rules in regard to eligibility.
2. Written verification of satisfactory completion of the required twenty (20) hours of courses per week in the courses specified in home-schooling law.
3. During the day in which the home-schooled student is participating in athletics, s/he must maintain regular study hours of not less than five-and-one half (5 ½) hours (including a thirty (30) minute lunch).

The above mentioned documentation must be submitted to the building office by noon on Monday of each week during the sports season (or the first day of school for the week) of each week during the sports season. Failure to meet the above requirements will result in the athlete being ineligible for a period of one (1) week.

A student may not be withdrawn from the Redbank Valley School District program and enroll in a home-schooling program in order to specifically participate in a sport, i.e., if a student becomes ineligible to participate in a sport or extracurricular activity due to academic or discipline reasons, they may not withdraw to be home-schooled

and meet a new or different eligibility standard. Therefore, when a student is withdrawn from the school district, s/he may not be permitted to participate in a sports program unless s/he enrolls in the home-schooling by the first day of official practice year of participation.

Home-schooled students who transfer in from another school district shall have the same residency rules apply to them as does the public school student enrollee.

Cocurricular Participation

Home education students are not enrolled in the Redbank Valley School District; therefore, they are not eligible to participate in school district programs, cocurricular and interscholastic activities, except for the standardized testing program. Home education students K-12 will be permitted to participate in art, music and physical education classes. Participation in these classes will be permitted only for classes where space is available. Home school students must adhere to Redbank Valley School District discipline guidelines. Building principals will develop procedures for the implementation of this program.

References:

School Code – 24 P.S. Sec. 511, 1327.1

Board Policy – 122, 137, 204, 218

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: LIMITED ENGLISH  
PROFICIENCY PROGRAM

ADOPTED: July 26, 2002

REVISED:

138. LIMITED ENGLISH PROFICIENCY PROGRAM	
<p>1. Purpose</p>	<p>In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have limited English proficiency (LEP) will be identified, assessed and provided appropriate services.</p>
<p>2. Authority</p> <p>Title 22 Sec. 4.26 42 U.S.C. Sec. 2000d 20 U.S.C. Sec. 6801 et seq</p> <p>Title 22 Sec. 4.1 SC 1205.1, 1205.2 Pol. 101, 333, 433</p>	<p>The Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or English As a Second Language instruction. The program shall be based on effective research-based theory, be implemented with sufficient resources and appropriately trained staff, and be evaluated periodically.</p> <p>The Board shall include the provisions for the LEP program in its Strategic Plan and appropriate training for professional staff in its Professional Education Plan.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall implement and supervise an LEP program that ensures appropriate LEP instruction in each school and complies with federal and state laws and regulations.</p> <p>The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the LEP program, including:</p> <ol style="list-style-type: none"> <li>1. Program goals.</li> <li>2. Student enrollment procedures.</li> </ol>

<p>4. Guidelines 20 U.S.C. Sec. 6801 et seq</p> <p>20 U.S.C. Sec. 1703</p> <p>20 U.S.C. Sec. 6801 et seq</p> <p>20 U.S.C. Sec. 6801 et seq</p> <p>Pol. 404, 433</p> <p>20 U.S.C. Sec. 6801 et seq</p>	<p>3. Assessment procedures for program entrance, measurement of progress, and program exit.</p> <p>4. Classroom accommodations.</p> <p>5. Grading policies.</p> <p>6. List of resources, including support agencies and interpreters.</p> <p>The district shall establish procedures for identifying students whose dominant language is not English. The Home Language Survey shall be completed for each student in the district and be filed in the student’s permanent record folder through graduation. For students whose dominant language is not English, assessment of the student’s English proficiency level must be completed to determine the need for English As a Second Language instruction.</p> <p>Students whose dominant language is not English should be enrolled in the district upon presentation of a local address and proof of immunization. Students shall have access to and be encouraged to participate in all academic and extracurricular activities available in the district.</p> <p>Students participating in LEP programs shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the Board.</p> <p>The LEP program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading and writing. Adequate content area support shall be provided while the student is learning English, to assure achievement of academic standards.</p> <p>The LEP program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary.</p> <p>Certified professional employees and appropriate support staff, when necessary, shall provide the LEP program.</p> <p>At the beginning of each school year, the district shall notify parents of students qualifying for LEP programs regarding the instructional program and parental options, as required by law. Parents will be regularly apprised of their student’s progress. Communications with parents shall be in the language understood by the parents, whenever possible.</p>
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<p>20 U.S.C. Sec. 6801 et seq</p>	<p>The district shall maintain an effective means of outreach to encourage parental involvement in the education of their children.</p>
	<p>References:</p>
	<p>Title VI, Civil Rights Act of 1964 – 42 U.S.C. Sec. 2000d</p>
	<p>Equal Education Opportunity Act, amending Education Amendments of 1974 – 20 U.S.C. Sec. 1703</p>
	<p>No Child Left Behind Act of 2001, P.L. 107-334, 115 Stat., Title III, Language Instruction For Limited English Proficient And Immigrant Students, amends Title III U.S.C. Sec. 6801 et seq</p>
	<p>School Code 24 P.S. Section 1205.1, 1205.2</p>
	<p>State Board of Education Regulations 22 PA Code Sec. 4.13, 4.26</p>
	<p>Basic Education Circular July 1, 2001: Educating Students With Limited English Proficiency (LEP) and English Language Learner (ELL)</p>
	<p>Lau v. Nichols – 1974 Plyler v. Doe – 1982 Castaneda v. Pickard – 1981</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CHARTER SCHOOLS

ADOPTED: July 2, 1999

REVISED: December 14, 2006

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

SC 1717-A	The Board shall evaluate submitted applications for charter schools based on the criteria established by law and any additional criteria, as determined by the Board.
SC 1717-A 65 Pa. C.S.A. Sec. 701 et seq	A charter school application shall be approved or denied by a majority vote of all Board members at a public meeting, in accordance with the provisions of law. Written notice of the Board's decision shall be sent to the applicant, Department of Education and the Appeal Board, including reasons for denial and a clear description of application deficiencies if the application is denied. The Board shall evaluate denied applications that are revised and resubmitted.
SC 1720-A	Upon approval of a charter application, the Board and the charter school's Board of Trustees shall sign the written charter, which shall be binding on both. The charter shall be for a period of three (3) to five (5) years and may be renewed for five-year periods by the Board.
SC 1724-A	The Board may approve a leave of absence for up to five (5) years for a district employee to work in a charter school located in the district of employment or in a regional charter school in which the employing district is a participant, and the employee shall have the right to return to a comparable position in the district. The Board at its discretion may grant tenure to a temporary professional employee on leave from this district to teach in a charter school located in the district, upon completion of the appropriate probation period.
SC 1728-A Title 22 Sec. 4.13	The Board shall annually assess whether each charter school is meeting the goals of its charter and shall require each charter school to submit an annual report no later than August 1 of each year.
SC 1728-A	The Board shall conduct a comprehensive review prior to granting a five-year renewal of the charter.
SC 1728-A	The Board shall have ongoing access to the records and facilities of the charter school to ensure that the charter school is in compliance with its charter, Board policy and applicable laws.
SC 1729-A	In cases where the health or safety of the charter school's students, staff or both is at serious risk, the Board may take immediate action to revoke a charter.
SC 1727-A	The Board affirms that the Board of Trustees and the charter school shall be solely liable for any and all damages and costs of any kind resulting from any legal challenges involving the operation of a charter school. The local Board shall not be held liable for any activity or operation related to the program of a charter school.

<p>4. Delegation of Responsibility</p>	<p>Applications for charter schools shall be submitted to the Superintendent or designee, who shall be responsible for communicating and cooperating with all applicants.</p> <p>The Superintendent or designee shall be responsible to assist applicants with plans for technical assistance and contracted services that may be provided by the district.</p>
<p>5. Guidelines Pol. 103, 104</p>	<p>A charter school shall be subject to all federal and state laws and regulations prohibiting discrimination in admissions, employment and operation on the basis of disability, race, creed, color, gender, sexual orientation, national origin, religion, ancestry or need for special education services.</p> <p>A charter school shall submit monthly enrollment figures and other required reports to the district, as stated in the charter.</p> <p><u>Transportation</u></p>
<p>SC 1726-A</p>	<p>The district shall provide transportation to resident students attending a charter school located in the district, a regional charter school of which the district is a member, and a charter school located within ten (10) miles outside district boundaries, in accordance with distance requirements established for district students.</p> <p>Transportation shall be provided to charter school students on the dates and periods that the charter school is in session, regardless of whether transportation is provided to district students on those days.</p> <p><u>Applications</u></p>
<p>SC 1717-A, 1719-A</p>	<p>Applications for charter schools must contain all the information specified in the Charter Schools Law and any additional information required by the Board.</p> <p>Applications for charter schools shall be submitted to the Board by November 15 of the school year preceding the school year in which the school will be established.</p> <p>Within forty-five (45) days of receipt, the Board shall hold at least one (1) public hearing on the charter application, in accordance with law. At least forty-five (45) days must pass between the first public hearing and the final decision of the Board. No later than seventy-five (75) days after the first public hearing, the Board shall grant or deny the application.</p>



Insurance/Risk Management

The charter school shall adequately protect against liability and risk through an active risk management program approved by the Board. The program shall include proof of purchase of insurance coverages as required by the Board.

Minimum coverages and levels of appropriate coverages shall be established in the charter.

A charter school shall operate in a manner that minimizes the risk of injury and harm to students, employees and others.

References:

School Code – 24 P.S. Sec. 1701-A et seq

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

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.12, 4.13

Board Policy – 103, 104

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: EXTRACURRICULAR  
PARTICIPATION BY  
CHARTER/CYBER CHARTER  
STUDENTS

ADOPTED: February 6, 2006

REVISED: August 7, 2006

<p>1. Authority SC 1719-A, 1749-A Pol. 140</p> <p>Pol. 122</p> <p>2. Guidelines</p>	<p style="text-align: center;">140.1. EXTRACURRICULAR PARTICIPATION BY CHARTER/CYBER CHARTER STUDENTS</p> <p>The Board shall approve participation in the district’s extracurricular activities and interscholastic athletic programs by a student enrolled in a charter or cyber charter school if all of the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. The student is a resident of the school district.</li> <li>2. The charter or cyber charter school does not provide the same extracurricular activity or interscholastic athletic program.</li> <li>3. The student fulfills all eligibility criteria required for participation in an activity by district students, in accordance with Board Policy 122 Extracurricular Activities.</li> </ol> <p>The Board shall not provide individual transportation for students enrolled in charter or cyber charter schools who participate in the district’s extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, charter/cyber charter students shall be required to use the transportation provided by the district.</p> <p>The Board may require the charter or cyber charter school to pay the cost of the expenses for its students’ participation in the district’s extracurricular activities or interscholastic athletic programs.</p> <p>Charter and cyber charter school students shall be given an equal opportunity to compete for positions and participate in extracurricular activities and interscholastic athletic programs.</p> <p>A charter or cyber charter school student may only participate in extracurricular activities and interscholastic athletic programs at the school building the student would be assigned to if s/he was enrolled in the school district.</p>
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<p>Pol. 122</p> <p>Pol. 122, 204, 218</p> <p>SC 511</p> <p>3. Delegation of Responsibility</p>	<p>If a class for credit held during the school day by the school district is required for participation in an activity that takes place outside of the class, charter/cyber charter students may petition the Superintendent to audit the class in order to meet the eligibility requirement for participation in the activity that takes place outside of the class. Such petitions shall be granted subject to the student meeting any other prerequisites and there is space in the class after students enrolled in the school district have had the first opportunity to enroll in the for-credit class. Continued participation in the activity outside of class shall be dependent on regular attendance at and participation in the for-credit class. The student shall be responsible for all transportation and costs associated with his/her auditing the for-credit class and participating in the related out-of-class activities.</p> <p>The following guidelines shall govern participation in the district’s extracurricular activities and interscholastic athletic programs by eligible charter and cyber charter school students, who shall:</p> <ol style="list-style-type: none"> <li>1. Meet the same eligibility criteria required of district students, in accordance with applicable Board policies and administrative regulations.</li> <li>2. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.</li> <li>3. Comply with Board policies and school rules and regulations regarding extracurricular activities, interscholastic athletics, and student discipline.</li> <li>4. Comply with policies, rules and regulations of the activity’s governing organization.</li> <li>5. Meet attendance and reporting requirements established for all participants of the activity or program.</li> <li>6. Meet the requirements for physical examinations, physical fitness and any height and/or weight restrictions.</li> <li>7. Comply with all requirements and directives of the district staff, coaches and administrators involved with the extracurricular activity or interscholastic athletic program.</li> </ol> <p>The building principal or designee shall receive and review written verification from the charter or cyber charter school that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.</p>
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The district shall distribute information regarding eligibility criteria and student participation in extracurricular activities and interscholastic athletics to all affected by them.

The district shall develop a procedure to ensure that charter and cyber charter students have access to information regarding the district's extracurricular activities and interscholastic athletic programs.

References:

Charter Schools – 24 P.S. Sec. 1719-A, 1749-A

Board Policy – 122, 140, 204, 218

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: MIGRANT STUDENTS

ADOPTED: May 5, 2003

REVISED:

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

**Programs for Migrant Students – Family Interview Form**  
*To be completed by Building Principal or designee: (please print)*

Child Name	Birth Date	Grade	School
Name of Parent/Guardian		Language(s)	
Telephone Number or other Contact Information		Today's Date	

**Needs Assessment**

**Please Check Response**

1. Do any of your children have health problems that interfere with their ability to learn? Explain:  Yes       No
  
2. In what areas might your child(ren) need additional help in school?
 

	<b>Reading</b>	<b>Math</b>	<b>Language</b>	<b>Other (specify)</b>
Child 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Child 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
  
3. Are your child(rens)' immunizations up to date?       Yes       No       Don't know
  
4. Do you have immunization records?       Yes       No       Don't know
  
5. Have you established a source of primary healthcare?       Yes       No       Don't know  
 If not, would you be interested in information on Primary healthcare?       Yes       No       Don't know

**Resources and Referrals**

**Please Check Response**

1. Would you be interested in information on:
 

Public/County Health Dept.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Division of Family Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
  
2. May we share your name and address with these agencies?       Yes       No
  
3. When is the best time to reach you at home?
 

<input type="checkbox"/> AM	<input type="checkbox"/> PM			
Days of the week:				
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday

Name of Person Completing Form	Name of Person Being Interviewed and His/Her Relationship to Family/Children
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: STANDARDS FOR  
PERSISTENTLY  
DANGEROUS SCHOOLS

ADOPTED: April 5, 2004

REVISED:

<p>1. Purpose Title 22 Sec. 403.6 20 U.S.C. Sec. 7912</p> <p>2. Definitions Title 22 Sec. 403.2</p>	<p style="text-align: center;">143. STANDARDS FOR PERSISTENTLY DANGEROUS SCHOOLS</p> <p>The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001 (Section 9532), hereby adopts the following standards for identifying persistently dangerous schools.</p> <p>As used in these standards, the following terms shall be defined as provided herein:</p> <p><b>Dangerous incidents</b> - shall include both weapons possession incidents resulting in arrest (guns, knives or other weapons) and violent incidents resulting in arrest (homicide, kidnapping, robbery, sexual offenses and assaults) as reported on the Violence and Weapons Possession Report (PDE-360).</p> <p><b>Department</b> - shall mean the Pennsylvania Department of Education.</p> <p><b>Local Educational Agency or LEA</b> - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.</p> <p><b>Persistently dangerous school</b> - shall mean any public elementary, secondary or charter school that meets any of the following criteria in the most recent school year and in one (1) additional year of the two (2) years prior to the most recent school year:</p> <ol style="list-style-type: none"> <li>1. For a school whose enrollment is 250 or less - at least five (5) dangerous incidents.</li> <li>2. For a school whose enrollment is between 251 to 1,000 - a number of dangerous incidents that represents at least 2% of the school's enrollment.</li> <li>3. For a school whose enrollment is over 1,000 - twenty (20) or more dangerous incidents.</li> </ol>
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<p>3. Guidelines</p>	<p><b>Safe public school</b> - shall mean a public school that has not been designated as a persistently dangerous school under these standards or that has had such designation removed by the Department.</p> <p><u>Student Opportunity to Transfer</u></p> <ol style="list-style-type: none"> <li>1. Except as provided below, a student who attends a persistently dangerous school must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school.</li> <li>2. A student who attends a persistently dangerous school may apply to transfer at any time while the school maintains that designation.</li> </ol>
<p>4. Responsibility</p>	<p><u>Department of Education's Responsibilities</u></p> <ol style="list-style-type: none"> <li>1. The Department shall identify those schools that meet or exceed the criteria for a persistently dangerous school by analyzing the Annual Report on School Violence and Weapons Possession (PDE-360). In identifying persistently dangerous schools, the Department will use the most recent data available to it from the reporting LEA, and will take all reasonable steps to verify that the data is valid and reliable.</li> <li>2. After review and verification of PDE-360 data, the Department shall promptly inform an LEA when any of its schools meets the definition of persistently dangerous school.</li> <li>3. The Department shall provide technical assistance to the LEA in developing a corrective action plan. The Department shall review proposed corrective action plans submitted by LEAs and shall approve suitable corrective action plans.</li> <li>4. After approval of the corrective action plan, the Department shall conduct a site visit to each persistently dangerous school to assess the school's progress in implementing the plan. If no significant improvement is observed, the Department may require the LEA to submit a revised corrective action plan for that school.</li> <li>5. The Department shall reassess a school's designation as persistently dangerous at the end of the school year during which its corrective action plan is completed.</li> <li>6. During the reassessment described above, the Department shall remove the designation if the school no longer meets the definition of persistently dangerous school.</li> </ol>



<p>SC 1303-A</p>	<p><u>LEA's Responsibilities</u></p> <ol style="list-style-type: none"> <li>1. Pursuant to Pennsylvania's Safe Schools Act, Act 26 of 1995, as amended, all school entities as defined by the Act must report to the Department all incidents involving acts of violence; possession of a weapon; or the possession, use, or sale of a controlled substance, alcohol, or tobacco by any person on school property or at school-sponsored events or on school transportation to and from school or school-sponsored activities.</li> <li>2. Within ten (10) school days of receiving notification by the Department, an LEA shall notify the parent or legal guardian of each student who attends the school that the Department has identified the school as persistently dangerous.</li> <li>3. The LEA shall offer all students who attend the school the opportunity to transfer to a safe public school, including a charter school, within the LEA.</li> <li>4. The notification and offer to transfer shall state that no student is required to transfer to another school.</li> <li>5. Upon receipt of an application to transfer, the LEA shall transfer the student within thirty (30) calendar days.</li> <li>6. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian.</li> <li>7. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.</li> <li>8. A charter school only has to accept a student who meets its admission criteria if space is available.</li> <li>9. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.</li> <li>10. The LEA must submit a corrective action plan to the Department within thirty (30) calendar days of receiving notification that a school has been identified as persistently dangerous.</li> </ol>
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<p>PA Code Title 22 Sec. 403.1, 403.2, 403.6</p> <p>School Code 1303-A, 2603-B</p> <p>20 U.S.C. Sec. 7912</p>	<p>11. The LEA must receive approval from the Department for its corrective action plan and shall implement all steps contained in its corrective action plan within the time periods specified in that plan.</p> <p>12. After the Department has notified an LEA that a school is no longer identified as a persistently dangerous school, the LEA is encouraged to permit students who transferred to complete their education at their new school. LEAs may not require students to return to their original school if the students are enrolled in a charter school.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: STANDARDS FOR VICTIMS  
OF VIOLENT CRIMES

ADOPTED: April 5, 2004

REVISED:

<p>1. Purpose Title 22 Sec. 403.6 20 U.S.C. Sec. 7912</p> <p>2. Definitions Title 22 Sec. 403.2</p>	<p style="text-align: center;">144. STANDARDS FOR VICTIMS OF VIOLENT CRIMES</p> <p>The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the No Child Left Behind Act of 2001 (Section 9532), hereby adopts the following standards for a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends.</p> <p>As used in these standards, the following terms shall be defined as provided herein:</p> <p><b>Local Educational Agency or LEA</b> - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.</p> <p><b>Safe public school</b> - shall mean a public school that has not been designated as a persistently dangerous school under the standards for identifying persistently dangerous schools or that has had such designation removed by the Department.</p> <p><b>Victim or student victim</b> - shall mean the student against whom a violent criminal offense has been perpetrated while the student was in or on the grounds of the public elementary or secondary school that s/he attends.</p> <p><b>Violent criminal offense</b> - is defined as any of the following offenses that are set forth in Title 18 of the Pennsylvania Consolidated Statutes:</p> <ol style="list-style-type: none"> <li>1. Kidnapping.</li> <li>2. Robbery.</li> <li>3. Aggravated assault (on the student).</li> <li>4. Rape.</li> <li>5. Involuntary deviate sexual intercourse.</li> <li>6. Sexual assault.</li> </ol>
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<p>3. Guidelines</p>	<p>7. Aggravated indecent assault.</p> <p>8. Indecent assault.</p> <p>9. Attempt to commit any of the following: homicide, murder or voluntary manslaughter.</p> <p><u>Student Opportunity to Transfer</u></p> <p>1. Except as provided below, a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends, must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school.</p> <p>2. In order for a student victim to be entitled to transfer to another school under these standards, the violent criminal offense first must be reported to law enforcement authorities by the student, the student’s parent/guardian, or school officials.</p> <p>3. A student victim (or his/her parent/guardian) may apply to the LEA to transfer to another school within thirty (30) calendar days after the incident is reported to school authorities.</p>
<p>4. Responsibility</p>	<p><u>LEA's Responsibilities</u></p> <p>1. Within ten (10) calendar days of receiving notice of the violent criminal offense, the LEA shall notify the student victim that s/he has the right to transfer to a safe public elementary or secondary school within the LEA, including a public charter school.</p> <p>2. The notification and offer to transfer shall state that no student is required to transfer to another school.</p> <p>3. Upon receipt of an application to transfer, the LEA should transfer the student as soon as possible, and shall transfer the student within ten (10) calendar days after receiving the application.</p> <p>4. When considering a student’s request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian.</p>

<p>PA Code Title 22 Sec. 403.1, 403.2, 403.6</p> <p>School Code 2603-B</p> <p>20 U.S.C. Sec. 7912</p>	<ol style="list-style-type: none"><li>5. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.</li><li>6. A charter school only has to accept a student who meets its admission criteria if space is available.</li><li>7. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.</li></ol>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: STUDENT SERVICES

ADOPTED: November 15, 2006

REVISED:

<p>1. Authority Title 22 Sec. 4.13, 12.41</p> <p>Title 22 Sec. 4.13, 12.41</p> <p>2. Guidelines Title 22 Sec. 12.41</p> <p>Title 22 Sec. 12.41</p> <p>Pol. 112, 113, 209, 210</p> <p>Title 22 Sec. 12.41</p>	<p style="text-align: center;">146. STUDENT SERVICES</p> <p>The Board shall approve a written plan for implementing a comprehensive and integrated K-12 program of student services, based on the needs of students.</p> <p>The Board directs that the Student Services Plan be reviewed and revised during the third year of the six-year plan, and as necessary.</p> <p>Services offered by community agencies in district schools shall be coordinated by and be under the general direction of the school district.</p> <p>The following categories of services shall be provided by the district and included in the Student Services Plan:</p> <ol style="list-style-type: none"> <li>1. Developmental services that address students' needs throughout their district enrollment, which include: guidance counseling, psychological services, health services, home and school visitor services, and social work services that support students in addressing academic, behavioral, health, personal and social development issues.</li> <li>2. Diagnostic, intervention and referral services for students experiencing problems attaining educational achievement appropriate to their learning potential.</li> <li>3. Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.</li> </ol> <p>The district's student services shall:</p> <ol style="list-style-type: none"> <li>1. Be an integral part of the instructional program at all levels of the school system.</li> <li>2. Provide information to students and parents/guardians about the educational opportunities of the school's instructional program and how to access those opportunities.</li> </ol>
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<p>Pol. 115</p> <p>Pol. 209, 210, 227</p> <p>3. Delegation of Responsibility</p>	<p>3. Provide career information and assessments to inform students and parents/ guardians about work and career options available to individual students.</p> <p>4. Provide basic health services required by law for students and provide information to parents/guardians about the health needs of their children.</p> <p>The Superintendent or designee shall be responsible to develop, implement and monitor a Student Services Plan that complies with state regulations and is available to all students.</p> <p>References:</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 12.41</p> <p>Board Policy – 112, 113, 115, 209, 210, 227</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ENROLLMENT OF STUDENTS

ADOPTED: April 4, 2005

REVISED: March 30, 2009

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



<p>Pol. 251</p> <p>Title 22 Sec. 11.11</p> <p>Pol. 202</p> <p>4. Delegation of Responsibility</p>	<p>The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.</p> <p>The district shall not inquire about the immigration status of a student as part of the enrollment process.</p> <p>Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.</p> <p><u>Residency Eligibility</u></p> <p>When the parents of a student reside in different school districts, the student may attend school in the district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.</p> <p>If the parents of a student share joint custody and time is evenly divided, the parents may choose which of the two (2) school districts the student will enroll in for the school year.</p> <p>If the student is an emancipated minor, the resident school district shall be the one in which the student is then living.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1302, 1303a</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.11, 11.12, 11.41, 12.1</p> <p>Board Policy – 138, 201, 202, 203, 216.1, 251</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ADMISSION OF STUDENTS

ADOPTED: July 12, 1999

REVISED: April 4, 2005

201. ADMISSION OF STUDENTS	
<p>1. Authority SC 1301 Title 22 Sec. 11.12, 11.41</p>	<p>The Board shall establish age requirements for the admission of beginning students which are consistent with law and regulations.</p>
<p>2. Guidelines  SC 1304, 1326</p>	<p><u>First Grade</u></p> <p>Beginners are students entering the lowest grade of the primary school above the kindergarten level. They shall be admitted to school only during the first two (2) weeks of the annual school term, except that a child who is eight (8) years of age may begin school at any time during the school year.</p>
<p>Title 22 Sec. 11.15 SC 1304</p>	<p>A child is eligible for admission to first grade if s/he is not less than five (5) years and seven (7) months old before September 1, nor more than six (6) years and no months old before the first day of the school term.</p>
<p>Title 22 Sec. 11.16</p>	<p>The Board may admit as a beginner a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the school psychologist, and approval of the Superintendent.</p>
<p>Title 22 Sec. 11.16</p>	<p>The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners.</p>
<p>Title 22 Sec. 11.14</p>	<p><u>Kindergarten</u></p> <p>A child is eligible for admission to kindergarten if s/he has attained the age of five (5) years before September 1 of the year s/he is to be admitted, except for special reasons. Admission shall be limited to the first two (2) weeks of the school term.</p> <p>Students enrolled in district kindergarten are subject to the compulsory attendance laws.</p>

<p>3. Delegation of Responsibility Pol. 200, 203</p>	<p>The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 503, 1301, 1304, 1326</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.41, 11.12, 11.14, 11.15, 11.16, 11.41</p> <p>Board Policy – 200, 203</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELIGIBILITY OF  
NONRESIDENT STUDENTS

ADOPTED: July 12, 1999

REVISED: April 4, 2005

202. ELIGIBILITY OF NONRESIDENT STUDENTS	
<p>1. Purpose SC 501, 502</p>	<p>The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.</p>
<p>2. Authority SC 1301, 1316 Pol. 200</p>	<p>The Board may permit the admission of nonresident students in accordance with Board policy.</p>
<p>SC 1302 Title 22 Sec. 11.19</p>	<p>The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in district schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.</p>
<p>SC 1302 Pol. 906</p>	<p>The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.</p> <p>If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board Policy 906, Public Complaints.</p> <p>The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries.</p>
<p>SC 1316, 2561 Pol. 607</p>	<p>Tuition rates shall be determined in accordance with statute. Tuition shall be charged monthly, in advance of attendance.</p>

<p>3. Guidelines</p> <p>SC 1305</p> <p>SC 1306, 1307, 1308, 1309, 1310 Title 22 Sec. 11.18</p> <p>SC 1316</p> <p>SC 1316</p> <p>SC 1302 Title 22 Sec. 11.19</p>	<p><u>Nonresident Children Placed In The District</u></p> <p>Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident children.</p> <p><u>Residents Of Institutions</u></p> <p>A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with statute.</p> <p><u>Future Residents</u></p> <p>A student eligible for attendance whose parent/guardian has executed a contract to buy, build or rent a residence in this district for occupancy by September 1<sup>st</sup> may be enrolled without payment of tuition at the beginning of the school year, provided that the anticipated date of residency is not later than within forty-five (45) days of the same school year.</p> <p>Parents/Guardians of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.</p> <p><u>Former Residents</u></p> <p>Regularly enrolled students whose parents/guardians have moved out of the school district may be permitted to finish the semester without payment of tuition when the student is completing the senior year and will graduate.</p> <p><u>Other Nonresident Students</u></p> <p>A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop procedures for the enrollment of nonresident students which:</p> <ol style="list-style-type: none"> <li>1. Admit such students only on proper application and submission of required documentation by the parent/guardian.</li> </ol>

<p>Pol. 103</p>	<p>2. Verify claims of residency.</p> <p>3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.</p> <p>4. Deny admission where the educational facilities or program maintained for district students is inadequate to meet the needs of the applicant.</p> <p>5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.</p> <p>The Superintendent shall recommend to the Board for its approval the admission of qualified applicants.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 501, 502, 1301, 1302, 1305, 1306, 1306.2, 1309, 1310, 1316, 2503, 2561</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.18, 11.19, 11.41</p> <p>Board Policy – 103, 200, 607, 906</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: IMMUNIZATIONS AND  
COMMUNICABLE DISEASES

ADOPTED: June 7, 1999

REVISED: July 5, 2011

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

203. IMMUNIZATIONS AND COMMUNICABLE DISEASES - Pg. 2

<p>SC 1303a Title 28 Sec. 23.83, 23.84, 23.85 Pol. 200, 201</p>	<p>The Superintendent or designee shall ensure that parents/guardians are informed prior to a student's admission to school of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.</p>
<p>Title 28 Sec. 23.86</p>	<p>The Superintendent or designee shall report immunization data on the required form to the Department of Health by October 15 of each year.</p>
<p>Title 28 Sec. 27.71, 27.72 Pol. 204</p>	<p><u>Communicable Diseases</u></p> <p>The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.</p>
<p>Title 28 Sec. 27.1, 27.2, 27.23</p>	<p>The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.</p> <p>The Superintendent or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.</p>
<p>Title 22 Sec. 4.29</p>	<p>Instruction regarding prevention of communicable and life threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.</p>
<p>Title 22 Sec. 4.4, 4.29 Pol. 105.1</p>	<p>Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life threatening diseases.</p>
<p>SC 1402 Pol. 209</p>	<p><u>Health Records</u></p> <p>A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.</p>
<p>SC 1409</p>	<p>All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.</p>



References:

School Code – 24 P.S. Sec. 1303a, 1402, 1409

State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.20

State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq., 27.1, 27.2,  
27.23, 27.71, 27.72, 27.77

Board Policy – 105.1, 105.2, 200, 201, 204, 209

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HIV INFECTION

ADOPTED: February 5, 2001

REVISED: April 4, 2005

203.1. HIV INFECTION	
1. Purpose	<p>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual.</p> <p>This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.</p>
2. Definitions	<p><b>HIV infection</b> - refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p><b>AIDS</b> - Acquired Immune Deficiency Syndrome.</p> <p><b>CDCP</b> - United States Public Health Service Centers for Disease Control and Prevention.</p> <p><b>Infected students</b> - refers to students diagnosed as having the HIV virus, including those who are asymptomatic.</p>
3. Authority	<p>This policy shall apply to all students in all programs conducted by the school district.</p> <p>The Board directs that the established school rules relative to illnesses and other diseases among students shall also apply to infected students.</p>
35 P.S. 7601 et seq	<p>The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for school attendance.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for handling and releasing all information concerning infected students.</p>



<p>SC 1329, 1330</p>	<p>An infected student may be excused from school attendance if the parent/guardian seeks such excusal based on the advice of medical or psychological experts treating the student.</p> <p>An infected student's placement shall be reassessed if there is a change in the student's need for accommodations or services.</p>
<p>35 P.S. 7607</p>	<p><u>Confidentiality</u></p> <p>District employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parent/guardian, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.</p>
<p>SC 1409</p>	<p>All health records, notes and other documents referring to an infected student's condition shall be secured and kept confidential.</p> <p><u>Infection Control</u></p> <p>Employees shall treat all bodily fluids as hazardous and shall follow universal precautions for any exposure to bodily fluids.</p> <p>The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.</p> <p><u>Staff Development</u></p> <p>All district employees shall participate in a planned HIV education program.</p> <p>Designated district employees shall receive additional, specialized training appropriate to their positions and responsibilities.</p>
<p>Title 22 Sec. 4.29</p>	<p><u>Prevention Education</u></p> <p>The goals of HIV prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV infection. Prevention education shall be taught at every level, be appropriate to students' developmental maturity, and include accurate information about reducing the risk of HIV infection.</p>
<p>Title 22 Sec. 4.4, 4.29 Pol. 105.1</p>	<p>Prior to HIV/AIDS instruction, the district shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be available for review.</p>

<p>Title 22 Sec. 4.4, 4.29 Pol. 105.2</p>	<p>A student shall be excused from HIV/AIDS education when the instruction conflicts with the religious beliefs or principles of the student or parent/guardian, upon the written request of the parent/guardian.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 1301, 1329, 1330, 1409</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.25</p> <p>PA Confidentiality of HIV-Related Information Act – 35 P.S. 7601 et seq</p> <p>Board Policy – 105.1, 105.2</p>

No. 203-AR-1

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

REQUIRED IMMUNIZATIONS

The following minimum immunizations are required:

1. Diphtheria and Tetanus - three (3) or more properly spaced doses of DPT, TD or DT, or any combination of the three.
2. Polio - three (3) or more properly spaced doses of oral polio vaccine or four (4) or more doses of Salk (inactivated) polio vaccine. Students eighteen (18) years of age or older are exempted.
3. Measles (Rubeola) - One (1) dose of live attenuated rubella vaccine administered at 12 months of age or older, or measles immunity proved by serological evidence determined by the hemagglutination inhibition (HI) test or any comparable test.
4. German Measles (Rubella) - One (1) dose of live attenuated rubella vaccine administered at 12 months of age or older, or rubella immunity proved by serological evidence determined by the hemagglutination inhibition (HI) test or any comparable test.
5. Mumps - One (1) dose of live attenuated mumps vaccine administered at 12 months of age or older, or a physician diagnosis of mumps disease indicated by a written record signed by a physician or his/her designee.
- Act 6. Hepatitis B - Three (3) doses of hepatitis B vaccine will  
15 of be required for students entering school for the first time

1995

(i.e. Kindergarten or first grade); does not apply to students already attending school.

No. 203-AR-2

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

EXCLUSION FOR COMMUNICABLE DISEASES

A teacher, principal, or Superintendent shall exclude students from school who have been diagnosed by a physician or are suspected of having a specified disease by the school nurse, for the indicated period of time for the following diseases:

1. Diphtheria - Two (2) weeks from the onset or until appropriate negative culture tests.
2. Measles - Four (4) days from the onset of rash.
3. Mumps - Nine (9) days from the onset or until subsidence of swelling.
4. Pertussis - Four (4) weeks from the onset or seven (7) days from institution of appropriate antimicrobial therapy.
5. Rubella - Four (4) days from the onset of rash.
6. Chickenpox - Six (6) days from the last crop of vesicles.
7. Respirator Streptococcal Infections Including Scarlet Fever - No less than seven (7) days from the onset if no physician is in attendance, or twenty-four (24) hours from institution of appropriate antimicrobial therapy.
8. Acute Contagious Conjunctivitis (pink eye) - Twenty-four (24) hours from institution of appropriate therapy.
9. Ringworm - All types - Until judged noninfective by the school nurse or child's physician.



10. Impetigo Contagiosa - Until judged noninfective by the school nurse or child's physician.
11. Pediculosis Capitis (head lice) - Until judged noninfective by the school nurse or child's physician.
12. Pediculosis Corpora (body lice) - Until judged noninfective by the school nurse or child's physician.
13. Scabies - Until judged nonineffective by the school nurse or child's physician.
14. Tonsillitis - Twenty-four (24) hours from institution of appropriate therapy.
15. Trachoma - Twenty-four (24) hours from institution of appropriate therapy.

A teacher, principal, or Superintendent shall exclude immediately any person showing an unusual skin eruption, having soreness of the throat, or having signs or symptoms of whooping cough or diseases of the eyes. The exclusion and the reasons prompting it shall be reported to the health authority of the municipality or county in which the school is situated, together with the name and address of the person excluded.

No student so excluded from school shall be readmitted until the school nurse is satisfied that the condition for which the child was excluded is not communicable or until the child presents a certificate of recovery or noninfectiousness from the physician.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: February 5, 2001

REVISED: November 1, 2006

204. ATTENDANCE	
<p>1. Purpose SC 1301 Title 22 Sec. 11.12, 12.1 Pol. 200</p>	<p>The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.</p>
<p>2. Authority SC 1302, 1327, 1329 Title 22 Sec. 11.11, 11.23, 11.25, 11.41, 12.1</p>	<p>Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p> <p>The Board considers the following conditions to constitute reasonable cause for absence from school:</p> <ol style="list-style-type: none"> <li>1. Illness.</li> <li>2. Quarantine.</li> <li>3. Recovery from accident.</li> <li>4. Required court attendance.</li> <li>5. Death in family.</li> <li>6. Family educational trips.</li> <li>7. Educational tours and trips.</li> </ol> <p>Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.</p>
<p>Title 22 Sec. 11.26</p>	

	<p>A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.</p>
<p>SC 1332, 1333, 1354 Title 22 Sec. 12.1</p>	<p>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.</p>
<p>Title 22 Sec. 11.8, 11.22, 11.23, 11.28 SC 1327, 1329 Pol. 115, 117, 118</p>	<p>Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.</p>
<p>Title 22 Sec. 11.21</p>	<p>All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.</p>
<p>SC 1546 Title 22 Sec. 11.21</p>	<p>The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.</p>
<p>SC 1329 Title 22 Sec. 11.41</p>	<p>The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.</p>
<p>Title 22 Sec. 11.23, 11.25</p>	<p>The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, and/or family emergencies.</p>
<p>SC 1330</p>	<p>The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p> <ol style="list-style-type: none"> <li>1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.</li> </ol>

<p>Title 22 Sec. 11.5, 11.32</p>	<p>2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college who are also enrolled part-time in the district schools shall be counted as being in part-time attendance in this district.</p>
<p>SC 1327</p>	<p>3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.</p>
<p>SC 1330</p>	<p>4. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.</p>
<p>SC 1330 Title 22 Sec. 11.28</p>	<p>5. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>
<p>The Board may excuse the following students from the requirements of attendance at district schools:</p>	
<p>Title 22 Sec. 11.22</p>	<p>1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.</p>
<p>Title 22 Sec. 11.34</p>	<p>2. Homebound children unable to attend school on the recommendation of the school physician and the school psychologist or a psychiatrist and approval of the Secretary of Education.</p>
<p>SC 1327</p>	<p>3. Students enrolled in special schools conducted by the Intermediate Unit or the Department of Education.</p>
<p><u>Educational Tours And Trips</u></p>	
<p>Title 22 Sec. 11.26</p>	<p>The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met.</p>
<p>Parents/Guardians who request to have a child or children excused from school for an educational trip will be bound by the following requirements:</p>	
<p>1. Parents/Guardians must accept full responsibility for requesting the absence of a student(s) from school.</p>	

<p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 11.1, 11.2, 11.3</p> <p>SC 1332, 1339</p> <p>Title 22 Sec. 11.41</p> <p>SC 1333, 1338</p> <p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p>	<ol style="list-style-type: none"> <li>2. The request must be submitted on a Student Educational Trip Form, supplied by the district, and presented to the Superintendent's Office ten (10) days prior to the trip.</li> <li>3. Request must be limited to five (5) school days per school year.</li> <li>4. Request must list educational activities to be covered during the trip.</li> <li>5. Parents/Guardians are responsible to see that school work is made up within one (1) week following the student's or students' return to school.</li> </ol> <p>The Superintendent or designee shall develop procedures for the attendance of students which:</p> <ol style="list-style-type: none"> <li>1. Ensure a school session that conforms with requirements of state regulations.</li> <li>2. Govern the keeping of attendance records in accordance with state statutes.</li> <li>3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.</li> <li>4. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.</li> <li>5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.</li> <li>6. Ensure that students legally absent have an opportunity to make up work.</li> <li>7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.</li> </ol>
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<p>SC 510, 1318</p>	<p>Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1301, 1302, 1318, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1546</p> <p>State Board of Education Regulations – 22 PA Code Sec. 11.1, 11.2, 11.3, 11.5, 11.8, 11.11, 11.12, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1</p> <p>Board Policy – 115, 117, 118, 200</p>
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SECTION: PUPILS

TITLE: POSTGRADUATE STUDENTS

ADOPTED: February 5, 2001

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

## 205. POSTGRADUATE STUDENTS

### 1. Authority

It shall be the policy of the Board to assume no responsibility for making its regular educational program available to district residents who are high school graduates or who have attained the age of twenty-one (21) years; nor shall the Board be responsible for continuing education for such residents in the schools of any other district.

School Code  
502, 1901,

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSIGNMENT WITHIN  
DISTRICT

ADOPTED: February 5, 2001

REVISED:

<p>1. Purpose</p> <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">206. ASSIGNMENT WITHIN DISTRICT</p> <p>The Board directs that the assignment of students to classes and schools within this district be consistent with the proper education of students and best use of district resources.</p> <p>The administration has been directed by the Board to reassign students from one attendance area to another for the purpose of class equalization, elimination and other educational opportunities in to the best interests of the students and the district.</p> <p>Unordinary circumstances, such as a large number of students being considered for reassignment, shall have prior Board approval.</p> <p>The Superintendent or designee may assign a student to a school other than that designated in the attendance area when such exception is justified by circumstances and is in the proper educational interest of the student.</p> <p>Resident students who move into the district are enrolled at the school which they will attend. Any student whose residence is in question should be referred to the building principal.</p> <p>The building principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs and abilities of the student as well as the administration of the school.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONFIDENTIAL  
COMMUNICATIONS OF  
STUDENTS

ADOPTED: February 5, 2001

REVISED: November 6, 2006

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

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: WITHDRAWAL FROM SCHOOL

ADOPTED: February 5, 2001

REVISED:

208. WITHDRAWAL FROM SCHOOL	
<p>1. Purpose SC 1326</p>	<p>The Board affirms that while statute requires attendance of each student only between the ages of eight (8) and seventeen (17), it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond school.</p>
<p>2. Authority</p>	<p>The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the district should be used to assist the student in reaching his/her career goals. No student of compulsory school age will be permitted to withdraw without the written consent of a parent and supporting justification.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent shall develop procedures to govern a student's withdrawal from school.</p>
<p>4. Guidelines</p> <p>Title 22 Sec. 11.4</p> <p>Title 22 Sec. 5.242</p>	<p>Counseling services shall be made available to any student who wishes to withdraw.</p> <p>The withdrawal of students attending college full-time shall be approved.</p> <p>Information shall be given to help the student define his/her own educational life goals and help plan the realization of those goals.</p> <p>Students shall be informed about the tests for General Educational Development.</p> <p>The timely return of all district-owned supplies and before the student withdraws.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HEALTH EXAMINATIONS/  
SCREENINGS

ADOPTED: December 6, 1999

REVISED: November 1, 2007

209. HEALTH EXAMINATIONS/SCREENINGS	
<p>1. Authority SC 1401, 1402, 1403 Title 22 Sec. 12.41</p>	<p>In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to protect the school community from the spread of communicable disease; to ensure that the student's participation in health, safety and physical education courses meets his/her individual needs; and to ensure that the learning potential of each student is not lessened by a remediable physical disability.</p>
<p>2. Guidelines SC 1402, 1407 Title 22 Sec. 12.41</p>	<p>Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, conducted by the school physician.</p>
<p>SC 1403, 1407 Title 22 Sec. 12.41</p>	<p>Each student shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade, conducted by the school dentist.</p>
<p>SC 1407</p>	<p>A private health and/or dental examination conducted at the parents'/guardians' request and expense will be accepted in lieu of the school examination.</p> <p>The district will accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.</p>
<p>SC 1402 Title 22 Sec. 12.41 Title 28 Sec. 23.1 et seq</p>	<p>The school nurse or medical technician shall administer to each student vision tests, hearing tests, other tests deemed advisable, and height and weight measurements, at intervals established by the district. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.</p>
<p>SC 1409 Pol. 216</p>	<p>The individual records of health examinations shall be maintained as a confidential record, subject to statute and Board policy.</p>

<p>SC 1419 Title 28 Sec. 23.45</p>	<p>A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.</p>
<p>SC 1402, 1406 Title 22 Sec. 12.41</p>	<p>Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be informed; and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school the action taken subsequent to such notification. When the parent/guardian informs the school of financial inability to provide an examination, the school shall advise him/her of the availability of public assistance. Where no action is taken, the school may conduct further examinations.</p>
<p>SC 1405 Title 28 Sec. 23.2 20 U.S.C. Sec. 1232h</p>	<p>Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.</p>
<p>3. Delegation of Responsibility SC 1402</p>	<p>The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health problems or disability and to promptly report such conditions to the school nurse.</p>
<p>SC 1409</p>	<p>The Superintendent or designee shall request an adequate health record from the transferring school for each student transferring into the district.</p>
<p>SC 1406</p>	<p>The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).</p>

References:

School Code – 24 P.S. Sec. 1401-1419

State Board of Education Regulations – 22 PA Code Sec. 12.41, 403.1

State Department of Health Regulations – 28 PA Code Sec. 23.1 et seq., 23.45

No Child Left Behind Act – 20 U.S.C. Sec. 1232h

Board Policy – 216

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: December 6, 1999

REVISED: November 1, 2006

210. USE OF MEDICATIONS	
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not available during school hours.
2. Definition	For purposes of this policy, <b>medication</b> shall include all medicines prescribed by a physician and any over-the-counter medicines.
3. Authority SC 510 Title 22 Sec. 12.41	<p>Before any medication may be administered to or by any student during school hours, the Board shall require:</p> <ol style="list-style-type: none"> <li>1. The written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication.</li> <li>2. The written order of the prescribing physician, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of medication.</li> </ol>
4. Delegation of Responsibility	<p>The Superintendent or designee, in conjunction with the head nurse, shall develop procedures for the administration and self-administration of students' medications.</p> <p>All medications shall be administered by the school nurse or designee, or self-administered by the student upon written request.</p> <p>All district employees involved in administering or supervising of self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.</p>

<p>5. Guidelines</p>	<p>Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p> <p>The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.</p> <p>When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:</p> <ol style="list-style-type: none"><li>1. Obtain written permission from the physician or parent/guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.</li><li>2. Review pertinent information with the student and/or parent/guardian, specifically:<ol style="list-style-type: none"><li>a. Reason for taking this medication.</li><li>b. How often and length of time.</li><li>c. What will happen if medication is not taken or is taken incorrectly.</li><li>d. Physician comments about the medication.</li></ol></li><li>3. Determine the student's ability to self-administer medication and the need for care and supervision.</li><li>4. Observe and evaluate the student's ability to self-administer during the initial administration.</li><li>5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:<ol style="list-style-type: none"><li>a. Name of student.</li><li>b. Name of medication.</li><li>c. Medication dosage.</li><li>d. Time of administration.</li><li>e. Route of administration.</li></ol></li></ol>
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f. Signature of student and the monitor of self-administration.

g. Initiation and expiration date of drug.

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

References:

School Code – 24 P.S. Sec. 510, 1402

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



SECTION: PUPILS

TITLE: AUTOMATED EXTERNAL DEFIBRILLATOR

ADOPTED: March 4, 2002

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

	<p style="text-align: center;">210.1. AUTOMATED EXTERNAL DEFIBRILLATOR</p> <p>1. Purpose The Redbank Valley School District, through its Board of School Directors, is committed to providing a healthful environment. The purpose of this policy is to be prepared to treat victims who experience sudden cardiac arrest (SCA).</p> <p>2. Definition The <b>Automated External Defibrillator (AED)</b> system is a program that includes a medical emergency response team (MERT). The MERT team shall consist of staff members who volunteer to be part of the team. Each member must be currently certified in CPR and AED by participating successfully in a nationally recognized training program, to use the AED on a victim.</p> <p>3. Guidelines The AED system will be facilitated in accordance with approved district procedures. The AED units are owned by Redbank Valley School District and will be housed in secure and accessible locations.</p> <ol style="list-style-type: none"> <li>1. In the event the AED is used on a victim of cardiac arrest, an Incident Report will be filed and a copy of the recorded files, downloaded from the AED, will be provided to the EMT service, and/or the victim's physician.</li> <li>2. The following resources will be used to establish and maintain an AED program to meet national standards: <ul style="list-style-type: none"> <li>• PA Public Access Defibrillation Law Summary</li> <li>• AHA and ARC AED Guidelines</li> <li>• Medical Emergency Action Plan</li> <li>• Infection Control Procedure for occupational exposure to bloodborne pathogens</li> <li>• Good Samaritan Act providing immunity from liability exclusion</li> </ul> </li> <li>3. The medical advisor of the AED program is the school physician. The medical advisor of the AED program is responsible for writing a prescription required to purchase AEDs and reviewing the approving guidelines for emergency.</li> <li>4. The RVSD will assure that two (2) or more persons assigned to the location where the automatic defibrillators will be primarily housed are trained.</li> </ol>
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5. The RVSD will ensure that the device will be secured in a safe and readily accessible location and agree to properly test the device according to the manufacturer's operational guidelines.
6. The RVSD will agree to provide training to school personnel who are expected to use the automatic external defibrillators.

The AED may be used by all members of the district's (MERT) who have successfully completed training or any trained volunteer responder who has successfully completed an approved CPR and AED training program and has a current successful course completion card.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

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

ADOPTED:

REVISED: July 5, 2011

<p>1. Authority SC 1414.1 Pol. 103.1</p> <p>2. Definitions SC 1401</p> <p>3. Guidelines SC 1414.1 Title 22 Sec. 12.41</p>	<p style="text-align: center;">210.2. POSSESSION/USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS</p> <p>The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.</p> <p><b>Asthma inhaler</b> shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.</p> <p><b>Epinephrine auto-injector</b> shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.</p> <p><b>Self-administration</b> shall mean a student’s use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.</p> <p>Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:</p> <ol style="list-style-type: none"> <li>1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.</li> <li>2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.</li> <li>3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:             <ol style="list-style-type: none"> <li>a. Name of the drug.</li> </ol> </li> </ol>
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	<ul style="list-style-type: none"> <li>b. Prescribed dosage.</li> <li>c. Times medication is to be taken.</li> <li>d. Length of time medication is prescribed.</li> <li>e. Diagnosis or reason medication is needed, unless confidential.</li> <li>f. Potential serious reaction or side effects of medication.</li> <li>g. Emergency response.</li> <li>h. If child is qualified and able to self-administer the medication.</li> </ul>
<p>SC 1414.1</p>	<p>The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.</p>
<p>SC 1414.1</p>	<p>The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.</p>
<p>SC 1414.1</p>	<p>A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.</p>
<p>SC 1409 Pol. 216</p>	<p>Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.</p>
<p>SC 1414.1</p>	<p>A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.</p>
<p>SC 1414.1 Pol. 113.1, 218, 227</p>	<p>Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.</p>

<p>SC 1414.1</p> <p>SC 1414.1 Title 22 Sec. 12.3 Pol. 218</p> <p>4. Delegation of Responsibility</p>	<p>If the district denies a student’s request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student’s prescribed medication shall be appropriately stored at a location in close proximity to the student. The student’s classroom teachers shall be informed where the medication is stored and the means to access the medication.</p> <p>The district shall annually distribute to students and parents/guardians this policy along with the Code of Student Conduct.</p> <p>The district shall post this policy on the district web site, if available.</p> <p>The Superintendent or designee, in conjunction with the school nurse(s), may develop administrative regulations for student possession of asthma inhalers or epinephrine auto-injectors and self-administration of prescribed medication.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1401, 1409, 1414.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.41</p> <p>Board Policy – 103.1, 113.1, 216, 218, 227</p>
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No. 210-AR-1

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

ILLNESS/ACCIDENT PROCEDURES

Injury/Illness

In case of injury or illness necessitating removal from school, the child student is to be sent home in the company of a responsible adult. Every effort should be made to immediately call or contact parents, guardian, or person responsible for the child.

Accident/Illness

A written record of any accident or illness of a student which occurs on school time must be filed with the school nurse by the principal, lead teacher, or classroom teacher, as determined within the building.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT ACCIDENT  
INSURANCE

ADOPTED: February 5, 2001

REVISED:

<p>1. Purpose Pol. 122</p> <p>2. Authority</p> <p>3. Delegation of Responsibility  Pol. 122</p>	<p style="text-align: center;">211. STUDENT ACCIDENT INSURANCE</p> <p>The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or participation in the extracurricular programs of the schools.</p> <p>The Board shall provide parents the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by students in any activity during school hours or any activity round-the-clock.</p> <p>The Board will maintain insurance coverage by a qualified insurer, provided that the student pays a specified share of the premium, for injury resulting from accidents sustained while participating in an interscholastic junior varsity or varsity football program.</p> <p>The Superintendent or designee shall be responsible to:</p> <ol style="list-style-type: none"> <li>1. Prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board consideration.</li> <li>2. Notify all students and parents of students who may be eligible for insurance.</li> <li>3. Ascertain that where the Board assumes the full cost of insurance, each eligible student is properly insured.</li> </ol> <p>Each principal shall be responsible to ensure that every extracurricular participant in his/her school has taken out the required student accident insurance policy at their own expense, except in the case of senior high school football. In the case of senior high school football, it is the responsibility of the principal to ensure that each football player's name and the appropriate premium is forwarded to the Broker of Record, once that participant has paid the designated cost.</p> <p>Student accident insurance and football insurance will be written through the Broker of Record of the school district.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: REPORTING STUDENT  
PROGRESS

ADOPTED: February 5, 2001

REVISED:

212. REPORTING STUDENT PROGRESS	
1. Purpose Pol. 216	The Board believes that the cooperation of school and home is a vital ingredient in the growth and education of the whole child. The Board acknowledges its responsibility to keep parents informed of student welfare and progress in school and also recognizes the effects of State Board and federal regulations governing school records.
2. Authority	The Board directs the establishment of a system of reporting student progress that requires all appropriate staff members to comply with such a system as part of their teaching responsibility and which shall include academic progress reports, deficiency reports, report cards and parent conferences with teachers.
3. Delegation of Responsibility	The Superintendent, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents and guardians.
4. Guidelines	Report cards shall be distributed at nine-week intervals for grades one through 12. Parent-teacher conferences shall be scheduled for the parents of all kindergarten students at least once per year. Progress reports shall be sent during the 5th week of each marking period to the parents of those students who are receiving a D or F grade, at school district expense.
Other Cite Pol. 216	



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSESSMENT OF STUDENT  
PROGRESS

ADOPTED: July 12, 1999

REVISED:

213. ASSESSMENT OF STUDENT PROGRESS	
<p>1. Purpose Pol. 212</p>	<p>The Board recognizes that a system of assessing student achievement can help students, teachers, and parents to understand and evaluate a student's progress toward educational goals and academic standards.</p>
<p>2. Definition Title 22 Sec. 4.11</p>	<p><b>Assessment</b> shall be the system of measuring and recording student progress and achievement that enables the student, parents and teachers to determine a student's attainment of established academic standards and to learn the student's strengths and weaknesses, plan an educational and vocational future for the student in areas of the greatest potential for success, and know where remedial work is required.</p>
<p>3. Authority SC 1531, 1532 Title 22 Sec. 4.11, 4.51, 4.52 Pol. 102, 216</p>	<p>The Board directs that the district's instructional program shall include a system of assessing all students' academic progress. The system shall include descriptions of how achievement of academic standards will be measured and how this information will be used to assist students having difficulty meeting required standards.</p>
<p>Title 22 Sec. 4.52 (g)</p>	<p>Students with disabilities shall be included in the district's assessment system, with appropriate accommodations when necessary.</p>
<p>Title 22 Sec. 4.52</p>	<p>The district's assessment system shall include a variety of assessment strategies which may include:</p>
<p>Pol. 217</p>	<ol style="list-style-type: none"> <li>1. Written work by students.</li> <li>2. Scientific experiments conducted by students.</li> <li>3. Works of art or musical, theatrical or dance performances by students.</li> <li>4. Other demonstrations, performances, products or projects by students related to specific academic standards.</li> <li>5. Examinations developed by teachers to assess specific academic standards.</li> </ol>

213. ASSESSMENT OF STUDENT PROGRESS - Pg. 2

<p>4. Delegation of Responsibility Title 22 Sec. 4.52 Pol. 102</p> <p>5. Guidelines</p> <p>School Code 1531, 1532</p> <p>Pa Code Title 22 Sec. 4.11, 4.51, 4.52</p> <p>Pol. 102, 216</p>	<p>6. Nationally-available achievement tests.</p> <p>7. Diagnostic assessments.</p> <p>8. Evaluations of portfolios of student work related to achievement of academic standards.</p> <p>9. Other measures, as appropriate, which may include standardized tests.</p> <p>The Superintendent or designee shall develop and implement procedures to assess student progress, in accordance with district goals and regulations of the State Board of Education.</p> <p>At the outset of any course of study, each student should be informed about the academic standards to be attained.</p> <p>Each student should be kept informed of his/her personal progress during the units of a course of study.</p> <p>Methods of assessment shall be appropriate to the course of study and maturity of students.</p> <p>Assessment strategies should objectively evaluate and reward students for their efforts.</p> <p>Students should be encouraged to assess their own academic achievements.</p> <p>All assessment systems shall be subject to continuing review and revision.</p> <p>Staff, students, and parents should be involved in the continuing program of assessment review.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CLASS RANK

ADOPTED: February 5, 2001

REVISED:

214. CLASS RANK	
1. Purpose	The Board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school students to inform students, parents and others of their relative academic placement among their peers, under similar circumstances.
2. Authority	The Board authorizes a system of class ranking, by grade point average, for students in grades 9-12. All students shall be ranked together.
3. Guidelines	<p>Class rank shall be computed by the final grade in all subjects for which credit is awarded.</p> <p>Any two (2) or more students whose computed grade point averages are identical to the third decimal point shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.</p>
Pol. 216	A student's grade point average and rank in class shall be entered on his/her record, and all transcripts and shall be subject to the Board's policy on release of student records.
4. Delegation of Responsibility	The Superintendent shall develop procedures for the computation of grade point averages and the assignment of rank in class to implement this policy, which shall include a statement of the methods for computation and rank assignment to be available for those to whom a student's grade point average or rank in class is released.
Other Cite Pol. 216	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PROMOTION AND RETENTION

ADOPTED: July 12, 1999

REVISED:

215. PROMOTION AND RETENTION	
<p>1. Purpose</p>	<p>The Board recognizes that the emotional, social, physical and educational growth of students will vary and that students should be placed in the educational setting most appropriate to their needs at the various stages of their growth.</p>
<p>2. Authority SC 1531, 1611, 1613 Title 22 Sec. 4.42</p> <p>SC 1532 Pol. 213</p>	<p>It is the policy of the Board that each student shall be moved forward in a continuous pattern of achievement and growth that corresponds with his/her own development and the system of grade levels and academic standards established for each grade.</p> <p>A student shall be promoted when s/he has successfully:</p> <ol style="list-style-type: none"> <li>1. Completed the course requirements at the presently assigned level.</li> <li>2. Achieved the academic standards established for the present level, based on the professional judgement of his/her teachers and the results of assessment.</li> <li>3. Demonstrated proficiency to move ahead to the educational program of the next level.</li> <li>4. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience at the next learning level.</li> </ol>
<p>3. Delegation of Responsibility Title 22 Sec. 4.12, 4.13</p> <p>SC 1532</p>	<p>The Superintendent shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before s/he is retained.</p> <p>The recommendation of the classroom teacher shall be required for promotion or retention of a student.</p>

215. PROMOTION AND RETENTION - Pg. 2

<p>School Code 1531, 1532, 1611, 1613</p> <p>PA Code Title 22 Sec. 4.12 4.13 4.42</p>	<p>Parents shall be informed well in advance of the possibility of retention of a student.</p> <p>The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.</p>
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No. 215-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

PROMOTION/RETENTION PROCEDURES

Promotional Subjects

Promotional subjects in the elementary grades shall include the following:

Kindergarten- Reading and number readiness are of major consideration. Unsatisfactory performance or lack of readiness for first grade in these areas will result in strong consideration for retention.

Grades 1 and 2 - Reading is a major consideration. Math will also be considered. Unsatisfactory grades in these subjects (D's or E's) and/or below level reading placement will result in strong consideration for retention.

Grade 3 - Reading, math and language arts are of major importance. Unsatisfactory grades in two of these subjects (D's or E's) and/or below level reading placement will result in strong consideration for retention.

Grade 4 through 6 - Reading, math, language arts, social studies and science are major subjects. Unsatisfactory grades in two of these subjects (D's or E's) and/or below grade level reading placement will result in strong consideration for retention.

Elementary

1. A parent conference is a must if a student may fail.
2. No student should be promoted "on conditions". There should be no strings attached to any promotion.
3. The promotional policy should be flexible, to enable the teacher to fit it to any situation.

## Secondary

1. A minimum of five (5) major subjects, each awarded a full credit, and physical education shall be required of every student from grades 7 through 12.
2. Seventh or eighth grade will be repeated if a student fails two (2) or more major subjects - math, science, English, language arts, and history.
3. Satisfactory completion of grades 7 and 8 shall be a prerequisite for entrance to grade 9.
4. There is no grade failure, per se, in grades 9 through 12. If a required subject is failed, that subject must be repeated. A student must have a minimum of:
  - a. credits to be classified as a tenth grader
  - b. 9 1/2 credits to be classified as an eleventh grader
  - c. 16 credits to be classified as a twelfth grader
5. Beginning in ninth grade, when a student fails two (2) or more core courses - math, science, English, history - s/he shall be retained in the homeroom level of the current school year until the courses are completed successfully.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: August 2, 1999

REVISED: November 1, 2006

216. STUDENT RECORDS	
<p>1. Purpose</p>	<p>The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.</p>
<p>2. Authority SC 1303a, 1305-A, 1306-A, 1402, 1409, 1532, 1533</p> <p>20 U.S.C. Sec. 1232g 34 CFR Part 99 Title 22 Sec. 4.52, 12.31, 12.32, 15.9</p>	<p>The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.</p> <p>The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law.</p>
<p>3. Delegation of Responsibility</p> <p>SC 1532 Pol. 213, 215</p>	<p>The Superintendent or designee shall be responsible for implementing and monitoring the adopted student records plan which meets all legal requirements.</p> <p>The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p> <p>District staff shall compile only those educational records mandated by federal and state laws and regulations.</p> <p>In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p>



4. Guidelines	<p>The district's plan for compilation, retention, disclosure and security of student records shall provide for the following:</p> <ol style="list-style-type: none"><li data-bbox="440 388 1562 514">1. Informing parents/guardians and eligible students eighteen (18) years and older of their rights and the procedures to implement those rights, annually and upon enrollment.</li><li data-bbox="440 535 1562 619">2. Permitting appropriate access by authorized persons and officials, describing procedures for access, and listing copying fees.</li><li data-bbox="440 640 1562 724">3. Enumerating and defining the types, locations and persons responsible for student records maintained by the district.</li><li data-bbox="440 745 1562 808">4. Establishing guidelines for disclosure of information and data in student records.</li><li data-bbox="440 829 1562 913">5. Maintaining a record of access and release of information for each student's records.</li><li data-bbox="440 934 1562 997">6. Assuring appropriate retention and security of student records.</li><li data-bbox="440 1018 1562 1102">7. Transferring education records and appropriate disciplinary records to other school districts.</li></ol>
SC 1305-A	
Pol. 250	<p>Procedures for disclosure of student records shall apply equally to military recruiters and postsecondary institutions.</p>
Title 22 Sec. 12.31	<p>Copies of the student records plan shall be submitted to the Department of Education, upon request of the Secretary.</p>

References:

School Code – 24 P.S. Sec. 1303a, 1305-A, 1306-A, 1402, 1409, 1532, 1533

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

State Board of Education Regulations – 22 PA Code Sec. 4.52, 12.31, 12.32, 15.9

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

Board Policy – 213, 215, 250

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: STUDENTS

TITLE: SUPPLEMENTAL DISCIPLINE  
RECORDS

ADOPTED: August 2, 1999

REVISED:

<p>1. Authority Title 42 Sec. 6341 SC 1304-A</p> <p>2. Guidelines  Title 42 Sec. 6341</p> <p>SC 1304-a</p>	<p style="text-align: center;">216.1. SUPPLEMENTAL DISCIPLINE RECORDS</p> <p>In accordance with law, the school district shall maintain required records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.</p> <p><u>Adjudicated Students</u></p> <p>Through the juvenile probation department, the court shall report to school principals information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.</p> <p>The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.</p> <p>Required reports concerning an adjudicated student shall be maintained separately from the student's official school record.</p> <p><u>Transfer Students</u></p> <p>Upon registration and prior to admission to the school district, the parent, guardian or person having control or charge of the student shall provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school of the Commonwealth or any other state for an offense involving alcohol or drugs; for the willful infliction of injury to another person; or for any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.</p> <p>Parents and guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.</p>
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216.1. SUPPLEMENTAL DISCIPLINE RECORDS - Pg. 2

<p>SC 1305-A Pol. 216</p> <p>School Code 1317.2</p> <p>Act 26 of 1995</p> <p>Act 30 of 1995</p>	<p>This registration statement shall be maintained as part of the student's disciplinary record.</p> <p>When a student transfers to this district, a certified copy of the student's disciplinary record shall be obtained from the school from which the student is transferring. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law.</p>
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No. 216-AR-1

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

## STUDENT RECORDS

### Section I - General Statement

The Board believes that the purpose of education in the Redbank Valley School District is to develop each student mentally, physically and socially for participation in the American democratic way of life. Attaining this goal requires the cooperative efforts of school, home, church and community.

Student records are an inherent part of a student's formal education in a public school setting. They are used by authorized district personnel to collect, maintain and disseminate pertinent information.

Student records are, by nature, confidential and privileged; therefore, administrators, counselors, specialists, teachers and members of the secretarial staff shall abide by the district's policy pertaining to the collection of data, maintenance of student records and the dissemination of information. The district's policy is in compliance with the Pennsylvania State Board of Education's regulations that were adopted July 12, 1974.

Parents will be informed at the beginning of each school year of their right to access their student's records.

The student records policy is available in each administrative office of the Redbank Valley School District.

Parents and eligible students have the right to file complaint of alleged violations of Section 438 with the following office: The Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201.

### Section II - Definitions of Student Records

As used in this part:

**Act** means the General Education Provision Act, Title IV of Pub. L. 90-247, as amended.

**Attendance** at an agency or institution includes, but is not limited to: (a) attendance in person and by correspondence, and (b) the period during which a person is working under a work-study program.

**Commissioner** means the U.S. Commissioner of Education.

**Directory Information** includes the following information relating to a student: The student's name, address, study, participation in officially recognized activities and sports, weight and heights 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.

**Disclosure** means permitting access or the release, transfer of other communication of education records of the student or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.

#### **Education Records**

A. Means those records which:

1. Are directly related to a student, and
2. Are maintained by an educational agency or institution or by a party acting for the agency or institution

B. The term does not include:

1. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which:
  - a. Are in the sole possession of the maker thereof.
  - b. Are not accessible or revealed to any, the purpose

of this definition, a "substitute" means an individual who perform 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 or her position.

2. Records of a law enforcement unit of an educational agency or institution which are:

a. Maintained apart from the records described in paragraph (A) of this definition.

b. Maintained solely for law enforcement purposes, and

c. Not disclosed to individuals other than law enforcement officials of the same jurisdiction; PROVIDED, that education records maintained by the educational agency or institution are not disclosed to the personnel of the law enforcement unit.

3. Records relating to an individual who is employed by an educational agency or institution which:

a. Are made and maintained in the normal course of business.

b. Relate exclusively to the individual in that individual's capacity as an employee.

c. Are not available for use for any other purpose. This paragraph does not apply to records relating to an individual in attendance at the agency or institution who is employed as a result of his/her status as a student.

4. Records relating to an eligible student which are:

a. Created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional

acting in his or her professional or para-professional capacity or assisting in that capacity.

- b. Created, maintained, or used only in connection with the provision of treatment to the student.
- c. Not disclosed to anyone other than individuals providing the treatment; PROVIDED, that the records can be personally reviewed by a physician or other appropriate professional personnel of the student's choice. For the purpose of this definition, "treatment" does not include remedial education activities or activities which are part of the program on instruction at the educational agency or institution.

- 5. Records of an educational agency or institution which contain only information relating to a person after that person was no longer a student at the educational agency or institution. An example would be information collected by an educational agency or institution pertaining to the accomplishments of its alumni.

**Eligible Student** means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.

**Panel** means the body which will adjudicate cases under procedures set forth in Section III.

**Parent** includes a parent, guardian, or an individual acting as a parent of a student in the absence of a parent or guardian. An educational agency or institution may presume the parent has the authority to exercise the rights inherent in the Act unless the agency or institution has been provided with evidence that there is a state law or court order governing such matters as divorce, separation or custody, or a legally binding instrument which provides to the contrary.

**Secretary** means the Secretary of the U.S. Department of Health, Education and Welfare.

**Student** (a) includes any individual with respect to whom an educational agency or institution maintains educational records. (b) The term does not include an individual who has not been in attendance at an educational agency or institution. A person who has applied for admission to, but has never been in attendance at a component unit of an institution or post-secondary education (such as the various colleges or schools which comprise a university), even if that individual is or has been in attendance at another component unit of that institution of post-secondary education, is not considered to be a student with respect to the component to which an application for admission has been made.

**School Officials** refer to administrators, teachers and supportive personnel who have a legitimate educational interest and are directly responsible for the instruction or the health and safety of students while in attendance at school.

**Legitimate Educational Interest** describes a purposeful educational involvement with a student in which there is a direct responsibility for providing instruction or supportive services.

### Section III-Quasi-Judicial Review Panel

The districts Quasi-Judicial Review Panel, consisting of one (1) member of the district's administrative staff, two (2) teachers one (1) elementary, one secondary), two guidance counselors, one school board member, and one qualified non-school person possibly from the legal community, will be responsible for:

- A. Determining the validity of Category "C" data.
- B. Reviewing challenges made by parents and rendering a decision as to:
  - 1. The transfer of Category "C" data to Category "B" data.
  - 2. The correction or deletion of any inaccurate or misleading information.
- C. Granting representative consent for the collection,



maintenance and dissemination of information in cases where parental consent cannot be obtained and there is reasonable doubt about the capacity of the student to understand the implications of a given situation and intervention is imperative.

- D. Granting representative consent to persons, agencies, and/or institutions to conduct studies involving the school population under conditions of anonymity.

The parent of a student or eligible student who believes that information in the student's record is inaccurate, misleading, or violates the privacy or other rights of the students may request that the person responsible for the maintenance of the records amend them.

The person responsible for the maintenance of records shall decide whether to amend the records of the student in accordance with the request within fifteen (15) days of the receipt of the request. If he or she decides to amend the record, he or she shall effect the change immediately and inform the parent accordingly. If he or she decides not to amend the record in accordance with the request, he or she shall so inform the parent or eligible student of the right to a hearing.

The school will, upon written request, provide the parent or eligible student with a hearing to be conducted according to the provisions of (Section 3.4). If the parent or eligible student is not satisfied with the outcome of the hearing, they may submit an explanation in writing to be appended to the contested portion of the record. That explanation shall be maintained with the record and the release of the contested portion of the record is disclosed to any parties by the school.

#### Section IV - Collection of Data

- 1.0 No information shall be collected for the purpose of being made a part of a student's record without prior informed consent of the child and his/her parents or representatives consent having been granted by the school directors of the Redbank Valley School District.
- 1.1 Representative consent is interpreted as consent having been granted for the collection of data that

pertains to the recording of minimum personal data (Category A), aptitude and achievement testing and reporting of skill and knowledge outcomes in the subject matter areas.

- 1.2 Individual consent is interpreted as consent having been granted by the child where he/she is reasonably competent to understand the nature and consequences of his/her decision; consent granted by his/her parents for the collection of information that pertains to Category "B" data - personality testing and assessment, individual psychological evaluations, group ability, (ability and verified clinical findings), family data which is required for pupil identification (example: ethnic origin, income, occupational data, etc.) or any information not directly relevant for educational purposes. In all situations where individual consent is to be obtained, it is to be in writing.
  - 1.2.1 If reasonable doubt exists about the capacity of the student to understand the nature and the consequences of his or her decision, parental permission must be obtained first.
  - 1.2.2 In the event there is disagreement between the child and parent, the parents consent shall be binding in all cases with the following exceptions: When a student reaches the age of eighteen (18) and is no longer attending high school or is married, whether age eighteen or not and is considered as being emancipated, his or her consent alone must be obtained.
- 1.3 Parents are to be made aware of the collection of data identified as being between Category "A" and "B" data; for example, habit/skills tests, vocational interest inventories or tests that are not a part of the district's standardized testing program but relevant to the educational needs of the student.
- 1.4 No statement of consent, individual or representative, shall be binding unless freely given after the parents and/or the student have been fully informed as to the methods by which the data will be collected, recorded, maintained, length of time retained, to whom it will be made available and under what conditions.

- 1.5 Parents are to be informed annually as to the purposes and character of data that is being collected by virtue of representative consent. The Superintendent, upon notification in writing will grant parents the right to contest the necessity or desirability or particular data collection processes of proposed use of such data. The decision of the school Superintendent is subject to the Quasi-Judicial Review Panel.
  - 1.5.1 The decision rendered by the Quasi-Judicial Review Panel is binding on all students and parents, whether or not they may have individually consented to the collection.
- 1.6 In situations where informed consent cannot be met, for example interviews by school personnel the following procedures will be followed:
  - 1.6.1 Voluntary participation on the part of the student with his/her complete awareness; of the implications of the situation and the data that is likely to be obtained.
  - 1.6.2 Where reasonable doubt exists about the students ability to understand and parental permission cannot be obtained, further steps are to be initiated only if the counselor or guidance officer:
    - a. Is entirely convinced that full attention has been given to the privacy of interest involved and the intervention is imperative.
    - b. Both the student and his/her parents have been fully informed to the extent possible.
    - c. The members of the district's Quasi-Judicial Review Panel have granted the consent.
- 1.7.1 The collection of data for research studies, under conditions of anonymity, either by school personnel or by appropriate institutions and agencies is permissible provided that:
  - A. A written request to conduct the study has

been submitted to and approved by the district's Superintendent.

- B. The request, upon the Superintendent's approval, is submitted to the district's Quasi-Judicial Panel for review.
- C. The district's Quasi-Judicial Review Panel has granted representative consent after having studied the intent and component parts of the study.
- D. Parents and students are notified of the pending study and participation is on a voluntary basis.

1.7.1 In the event that the district's Quasi-Judicial Review Panel concludes that the collection of the data is a potential invasion of privacy, even though the study is to be done under conditions of anonymity the person or persons conducting the study must have obtained informed individual consent.

#### Section V - Classification and Maintenance of Data

- 2.0 The collection and use of varied kinds of student data requires the adoption of the following district-wide classification and maintenance system which is in compliance with state regulations.
- 2.1 Category "A" Data - Category "A" data pertains to the use of forms and official administrative records that are used to record the minimum personal data necessary for the operation of the educational system. For example, identifying data (including names and addresses of parents or guardian, also telephone number), birth date, attendance, aptitude and achievement testing, academic work completed and grades received.
- 2.1.1 Attendance Records-The attendance record is a form of administrative record keeping used to satisfy state attendance laws. This system of record keeping consists of individual student identification cards, daily absentee listing at the high school.

- A. Individual student attendance is maintained daily by teachers on the DEBE 278. Daily absentee listings are maintained at the high school and are kept in the buildings general office during and at the close of each school year.
1. Daily absentee listings are maintained until auditing has been completed and are then destroyed.
  2. Number of days attendance is entered on each child's permanent folder at the end of each school year.
- B. DEBE Form 278 are maintained in the main office of the elementary school for one (1) year and then are stored in the main office of the high school along with the secondary DEBE Form 278 for a period of not less than 100 years.

2.1.2 Permanent Records - The permanent record is a form of administrative record keeping required to transmit educational information to appropriate individuals, agencies, institutions and/or organizations.

A. Permanent records are initiated by the receiving teacher at the elementary level and by the guidance department at the secondary level.

B. After having recorded Category "A" data onto a student's permanent record, the enrollment form and/or records received from sending schools are to be maintained in the student's cumulative folder for a period of time consistent with the district's policy for such data.

C. The student's elementary permanent record is to be maintained and made a part of the secondary permanent record. These records are housed in the high school's guidance office and access to these records shall be in accordance with the subsections 4.0 - 4.9 of the district's policy.

D. The permanent record is to be maintained for a period of not less than 100 years.

2.2 Category "B" Data - Category "B" data constitutes verified information which is used by school personnel to help the student during his/her period of enrollment and to protect others. For example, personality testing and assessment, interest inventory results, individual psychological evaluations (ability and verifies clinical findings), family background information, pupil-personnel team reports, psychological referrals, group ability systematically gathered teacher or counselor ratings and observations, verifies reports of serious and recurrent behavioral patterns and various educational data forms used by counselors.

2.2.1 Cumulative Records - The cumulative records is an "in house" record used and maintained by teachers and counselors to assist the individual students and to evaluate his/her educational development.

A. Material will be kept for a period of two

(2) years and then the unnecessary data will be destroyed (i.e. writing samples, work sheets).

- B. During transition from the elementary school to high school, teachers are to eliminate unnecessary data.
- C. At the close of each school year, cumulative records of students no longer enrolled in the district (graduated, drop-out, death, etc.) are to be stored and maintained for a period of not less than ten (10) years.

2.2.2 Psychological Reports - Category "B" psychological reports are used by the professional staff to provide optimal services to the student.

- A. Category "B" psychological reports are not to be made a part of a student's cumulative or permanent record. They are to be maintained in a separate file under tight security and destroyed when their educational relevance has ended. Psychological reports are kept in the office of the Elementary Supervisor at the elementary level and in the Guidance Office at the secondary level.
- B. At no time will the Category "B" psychological report be kept for longer than a period of ten (10) years after a student has terminated his/her enrollment with the district.
- C. Copies of Category "B" psychological reports must be requested from the Intermediate Unit or psychologist issuing the report. The district will not release this information. When a student transfers to another school district, notification of the name and address of the psychologist will be provided.

2.2.3 Discipline Reports - Discipline reports are used by teachers, assistant principals, and principals to record verified negative student behavior.

- A. Any reports of minor infractions are to be maintained by the principal and assistant principal for a period not to exceed ten (10)

months.

- B. Behavioral reports of a serious nature which are to be maintained longer than ten (10) months are to be made part of Category "B" data only after review by the, Quasi- cial Panel.
- C. The district may maintain discipline records for action taken against a student for conduct that was a significant risk to the safety or well-being of himself/herself, other students or the school community.
- D. Such disciplinary records may be disclosed to teachers and school officials within the district or in other schools who have a legitimate educational interest in the behavior of the student.
- E. The school shall determine when the disclosure of other information from a student's disciplinary record is appro priate.

2.2.4 Health Records - The health record is a student's record which is necessary to be kept in the discharge of duties imposed by law. The health record is the official record from which the following needs are met:

- A. Legal requirements to maintain such records.
- B. Health profile of each student including health history and current health status.
- C. Dental history and current dental status.
- D. Records of transfer when student's enrolls in another dis trict.
- E. Data source statistics required by law.
- F. Recommending medical, surgical, or dental care to parent or guardian.
- G. Informing teachers of health conditions which may affect behavior, appearance or scholastic performanance.



Health records are initiated by the school nurse when the student enters kindergarten.

1. Information about the student's health history is requested from the parent or guardian at the time of original entry in a school of the Commonwealth. The information is copied by personnel from health services on state form HCH 10341.
2. Health records are stored in files in the medical office of each building and are arranged alphabetically in order of grade assignments.
3. The school supervises the recording each year of the results of tests, measurements and regularly scheduled and special examinations.

Recorded results include:

- a. Annual vision tests.
- b. Hearing tests.
- c. Measurement of height and weight.
- d. Tests for tuberculosis.
- e. Medical examinations and health appraisal as scheduled by law.
- f. Dental examinations as scheduled by law
- g. Medical examinations scheduled for specific purposes
- h. Information received from an attending physician

4. The files are available to professional personnel of the school district in the medical office from 8:00 a.m. to 3:45 p.m. It is recommended that professional staff ask the school nurse to interpret these records.
5. The files may not leave the medical office. Once each year the school supervises the transfer of records of those pupils advancing to higher levels. The elementary records at the completion of 6th grade are transferred to the medical office in the Junior-Senior High School.

Health records are used by:

- a. School Nurses. No clearance or interpretation is required.
- b. The professional staff of the building. Interpretation by the school nurse is recommended.
- c. The secretary of the building, if she or he has the responsibility for completing the transfer of records when a child withdraws for entry into another school. The original health record is transferred when a student re-enters another school of the Commonwealth. A transcript is prepared if the student is transferring out of the state.

Health records are confidential records and their contents may be divulged under the following conditions:

- a. The parent or legal guardian or the student may request that the principal or his/her designee describe and interpret the information recorded in the health record.
- 2.3 Category "C" Data - Category "C" data pertains to the collection of unverified data that has an immediate or potential use. For example, legal or unverified clinical findings (psychological evaluations containing unverified projective test data) and unverified reports of administrators, counselors, teachers and others.

- 2.3.1 Category "C" data is not to be made part of the student's permanent or cumulative record. When the data is of no further immediate use, it is to be destroyed. If Category "C" data is to be retained beyond a ten month period it must be transferred to Category "B" data may be made only if the following conditions are met:
- A. The continuing usefulness of the data is clearly indicated.
  - B. The data's validity has been verified and parents have been notified of the transfer and given an explanation as to the nature of contents and collection of the information.
- 2.3.2 Formal procedures for validating information and protecting the interests of students and parents will be followed in accordance with Subsection 3.3 of this policy.
- 2.3.3 Parents have the right to challenge the decision to maintain such data through procedures outlined in Subsection 3.3.
- 2.4 Confidential and personal files - Confidential and personal files may be maintained by professionals to counsel and to render services to students. For example, minutes from pupil-personnel team meetings, notes, transcripts of interviews and clinical diagnosis.
- A. Confidential and personal files are considered as being the personal property of the professional.
    - 1. They are to be maintained in the manner prescribed by Act 287 of the State Legislature, district policy, professional ethics and by any special agreements made between the professional and individual parents and/or students.
- 2.5 Parents or eligible students shall be permitted to inspect and review educational records of the student

within forty-five (45) days after the request has been made. Requests should be directed to the responsible party (3.1A) who will arrange a meeting at a mutually agreeable time. An explanation and interpretation of the record will be made by the responsible party (3.1A).

A copy of the record will be provided to the parent or eligible student at \$.50 per copy sheet.

#### Section VI - Security

- 3.0 The district's Superintendent of Schools is responsible for the supervision of designated personnel who are responsible for the maintenance and security of student records. The Superintendent of Schools is also responsible to conduct in-service programs related to the district's policy.
- 3.1 Designated personnel responsible for the collection, maintenance, security, and dissemination of information throughout the district's various school buildings are as follows:  
(See 3.1A)
- 3.2 Records are to be kept under lock and key at all times under the supervision of designated professional and in the designated locations.

3.1 A (Security)  
ELEMENTARY SCHOOLS LEVELS

Record/Report	Location of Records	Responsibility
A. Attendance Records	Main Office	Attendance P
Principal		
B. Permanent Record	Elem. Bldg. Offices	Principal, G
Guidance Counselors		
Teachers		
C. Cumulative Records	Elem. Bldg. Offices	Principal, G
Lead Teacher		
D. Health Records	Nurses' Office	Nurses
E. Discipline Report	Principal's Office	Principal

HIGH SCHOOL

<u>LEVEL</u>		
A. Attendance	Principal's Office Attendance Office	Principal, G
B. Permanent Records	High School Main Office	Principal, G Counselors
C. Cumulative Records	Counselor's Office	Counselors
D. Health Records	Nurse's Office	Nurses
E. Discipline Reports	Principal's, Assistant Principal's Office	Principal, G Principal

DISTRICT

<u>LEVEL</u>		
A. Attendance Records	High School Office	Attendance P

B. Psychological Reports

Elem. Main Office  
Counselors Office  
High School

School Psy  
I.U. Cou  
Administ

- 3.2.1 At the elementary level cumulative folders are to be housed in centrally located building files with the exception of the first and last two weeks of the school term when the teacher may house the cumulative records in their desks or room file cabinets. The records are to be kept under lock and key at all times.
- 3.3 Parents or emancipated students may have access to student records by contacting the guidance department and making an appointment to view the records.
- 3.4 Formal procedures for the challenging of any information contained in Category "A" or "B" by the parent or student (if determined as being emancipated) are as follows:
  - 3.4.1 The parent and/or student must submit written notification to the Superintendent of Schools.
    - A. Upon receipt of written notification, the Superintendent of his or her designated representative will arrange for a conference with the parents and/or student to resolve the conflict. The conference is to be scheduled within ten (10) school days of the parents and or student written notification.
    - B. If the conflict has not been resolved as a result of the initial conference, the parent's challenge is to be reviewed by the district's Quasi-Judicial Review Panel within a period not to exceed thirty (30) school days from the receipt of the parents written request for review.
    - C. The hearing shall be conducted by the Superintendent or designee who does not have a direct interest in the outcome.
  - 3.4.2 Parents are to be given a written notification by the Superintendent or designated representative as to the date, time and location of the hearing. Reasonable time is to be granted to parents and students to prepare for the proceedings. In addition, parents and students are to be granted

the rights to counsel, present evidence and to cross-examine the witnesses. Within thirty (30) days after the conclusion of the hearing, the school will make its decision based solely on the evidence presented at the hearing including a summary of the evidence and reasons for the decision.

3.4.3 In the event that a parent should challenge any information contained in a student's folder that was obtained while the student attended another school district, the procedures are the same as above (Subsection 3.3). With the exception that the responsibility for review by the Quasi-Judicial Panel rests with the school district which obtained the information in question.

3.5 At the end of each school year the Quasi-Judicial Panel should meet to review material in Category "C" when a request has been made for a change to Category "B" data. This meeting is only necessary if a need exists.

3.6 Category "A" and Category "B" materials shall be maintained for a specified period of time as indicated below.

A. Category "B" data shall be kept for a period of 10 years following departure from school for retrospective research studies, and/or reference by school personnel.

B. Category "A" data shall be kept a minimum of 100 years after departure from the school. (See Subsection 2.1.2 Section 2).

## Section VII - Dissemination of Information

4.0 All information pertaining to pupils and their families shall be collected and maintained in accordance with the district's policy. Only those listed below will have access to student information:

4.1 Other school officials and professional employees within the district who have a legitimate educational interest.



A. All school personnel desiring access to pupil records are required to sign a written form which indicates the "legitimate educational interest" they have in seeking this information. This form is to be maintained with the record that is reviewed and is to be made available to parents and to the Superintendent of Schools upon their request.

4.1.2 The Comptroller General of the United States, the Secretary, the Commissioner, the Director of the National Institute of Education, or the Assistant Secretary for Education, or state educational authorities.

Also state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

Appropriate authorities in a health or safety emergency after consideration of the seriousness of the threat, the need for information to meet the emergency, the position of the requesting party to deal with the emergency, and the extent to which time is of the essence in meeting the emergency.

4.1.3 Officials of other primary or secondary school systems upon written notification of the student's enrollment. Parents desiring a copy of the records sent to the student's receiving school, must submit their request in writing to the Superintendent of Schools. (Form D).

The school will not divulge to any persons, other than those listed above any information contained in the school records except:

- A. With written consent from the parent or eligible student specifying records to be released, to who, for what purpose, and with a copy of the records to be released to the parents or eligible student if so requested.
- B. In compliance with judicial order or a lawfully issued subpoena the school will be provided with the letter of notification

(Form D) of the transfer of records. The receiving school will be requested to mail the letter of notification to the new address of the parent.

- 4.1.4 In such case whereby the new mailing address of the parent is unknown, the receiving school will be provided with the letter of notification (Form D) of the transfer of records. The receiving school will be requested to mail the letter of notification to the new address of the parent.
- 4.1.5 Parents and students have the right to challenge the validity of the data sent to the receiving school in accordance with the procedures adopted by the district's policy. (Subsection 3.3)
- 4.2 School personnel are not to divulge in any form of information contained in the student records to anyone other than those listed in 4.1 Subsection.
  - 4.2.1 Exceptions are: Authorization granted by written request consent from the student's parents requesting what records are to be released and to whom. Parents desiring to have an official copy of the records that were released by the school, must submit their requests in writing to the responsible professional who released the records.
  - 4.2.2 Compliance with a judicial order or orders from administrative agencies which have the power of subpoena. Parents and/or students are to be notified of the district's compliance with such orders.
- 4.3 The below listed distinctions are to be made in regards to parental and/or student consent forms required for the release of student information.
  - 4.3.1 Category "A" Data (2.1) routine and nonspecific as to the information being released.
  - 4.3.2 Category "B" Data (2.2) specific in terms of what information is to be released.

- 4.3.3 Category "C" Data (2.3) or information obtained from a non-school agency are not to be released under any condition with the exception of date of birth and as specified in 4.2.2.
- 4.4 Each matter of consent request for the release of Category "B" Data must be handled on an individual basis. Blanket permission for the release of this data within an extended period of time is not to be solicited as they do not provide an opportunity for informed consent.
- 4.5 The school district will comply with parental requests for the release of Category "A" or "B" data, subject to the qualifications set forth in 4.6 regarding the safeguards of the student's rights when he/she reaches legal age.
- 4.6 The below listed exceptions are to be made to the principal of parental consent with respect to the problem of a student's age and legal rights:
  - 4.6.1 A student's consent rather than a parental consent must be obtained when he/she reaches the age of eighteen (18) and is no longer attending high school or is married (whether age eighteen (18) or not).
  - 4.6.2 This includes the right to deny parental access to the student's records.
- 4.7 Students, parents or guardians, or their legal representatives are entitled to have access to Category "A" data. In addition, parents are entitled to have access to Category "B" data. Students may have access to Category "B" data with parental permission.
  - 4.7.1 The above stated rights of parents to the access of their child's records is subject to the principle of student's age and consent (4.6).
  - 4.7.2 The right of access includes the right to challenge the validity of information contained in the record through procedures developed by the school and involving a formal review process. (Subsection 3.3)

- 4.8 The school district reserves the right to provide anonymous data from its records for outside research purposes without individual consent in accordance with 1.8 Subsection, of this policy.
- 4.9 The principle of informed consent shall apply in all cases except in those involving school responsibilities under existing child abuse or neglect statutes.

5.0 Directory information may be disclosed for purposes beneficial to the student or the school district only with the approval of the district Superintendent or his or her designee.

The parent or eligible student has the right to refuse the disclosure of any or all types of directory information by giving the school written notice within twenty (20) days of publication of the notice. Parents shall be given public notice relative to this right at the beginning of the school year.

Pol. 215

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: GRADUATION  
REQUIREMENTS

ADOPTED: August 2, 1999

REVISED: July 5, 2011

217. GRADUATION REQUIREMENTS	
<p>1. Purpose</p>	<p>The Board shall acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding diplomas and certificates at graduation ceremonies.</p>
<p>2. Authority</p> <p>Title 22 Sec. 4.24, 4.51, 4.52</p> <p>Title 22 Sec. 4.13, 4.24 Pol. 100</p> <p>SC 1611, 1613 Title 22 Sec. 4.13, 4.24</p> <p>SC 1614 Title 22 Sec. 11.27 Pol. 113</p> <p>SC 1613 Title 22 Sec. 4.12 Pol. 102, 127</p>	<p>The Board shall adopt the graduation requirements students must achieve in accordance with state regulations.</p> <p>The Board shall include the district's graduation requirements in the Strategic Plan.</p> <p>The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board.</p> <p>The Board shall permit a student with a disability, who has attended four (4) years of high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, even if the student's Individualized Education Program (IEP) prescribes continued educational services. The student may receive a high school diploma when s/he completes his/her Individualized Education Program (IEP).</p> <p>A list of all candidates for the award of a diploma shall be submitted to the Board for its approval.</p> <p>A requirement for graduation shall be the completion of required assessments, work, and studies representing the instructional program assigned to grades 9 through 12, which shall be aligned with established state academic and common core standards.</p>

217. GRADUATION REQUIREMENTS - Pg. 2

<p>Title 22 Sec. 11.4, 11.8</p>	<p>The Board requires that each candidate for graduation shall have earned twenty-three and one-quarter (23 ¼) credits.</p>
<p>Title 22 Sec. 11.5, 11.8</p>	<p>The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.</p>
<p>3. Delegation of Responsibility</p>	<p>A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution.</p>
<p>4. Guidelines Pol. 213, 216</p>	<p>The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.</p>
<p>Pol. 212</p>	<p>Accurate recording of each student's achievement of established state academic and common core standards shall be maintained, as required by law and state regulations.</p> <p>Students and parents/guardians shall be informed of graduation requirements students are required to complete.</p>
<p>SC 1611</p>	<p>Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.</p> <p>A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.</p> <p><u>Diplomas For Eligible Veterans</u></p>
	<p>In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.</p> <p>Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.</p> <p>Candidates or family representatives shall submit a completed Application For Diploma to the Superintendent to request a diploma for an eligible veteran.</p>

The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.

References:

School Code – 24 P.S. Sec. 1611, 1613, 1614

State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.13, 4.24, 4.51, 4.52, 11.4, 11.5, 11.8, 11.27

Board Policy – 100, 102, 113, 127, 212, 213, 216, 233



No. 217-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

GRADUATION REQUIREMENTS

	ACADEMIC		BUSINESS		
	VOCATIONAL	TECHNICAL	GENERAL		
English	4	4	4	4	4
Social Studies	4	3	3	4	4
Math	4	3	3	4	4
Science	<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>
Total	16	13	13	15	16
Credits Required	22.0	22.0	22.0		
	23.0	22.0			

The remainder of the credits will include: driver's education, health physical education, library science, and appropriate electives as necessary to comply with the Pennsylvania School Code.



APPLICATION FOR DIPLOMA  
WORLD WAR II or KOREAN VETERANS

Name: \_\_\_\_\_

Current address: \_\_\_\_\_

Name and address of high school attended: \_\_\_\_\_  
\_\_\_\_\_

Dates of attendance: \_\_\_\_\_

Year veteran would have graduated: \_\_\_\_\_

Date entered military service: \_\_\_\_\_

Branch of service: \_\_\_\_\_

I verify that the above information is accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I am applying on behalf of \_\_\_\_\_, who is deceased. I verify that the above information is accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Veteran

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT DISCIPLINE

ADOPTED: August 2, 1999

REVISED: July 5, 2011

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

<p>Pol. 122, 123</p>	<ol style="list-style-type: none"> <li>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</li> <li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</li> <li>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</li> <li>5. The conduct involves the theft or vandalism of school property.</li> <li>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li> </ol>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.</p>
<p>Title 22 Sec. 12.3 Pol. 235</p>	<p>The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office.</p>
<p>SC 1317, 1318</p>	<p>The building principal shall have the authority to assign discipline to students, subject to Board policies, district rules and regulations and to the student's due process right to notice, hearing, and appeal.</p>
<p>SC 1317</p>	<p>Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.</p>
<p>Title 22 Sec. 12.5</p>	<p>Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.</p>

218. STUDENT DISCIPLINE - Pg. 3

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

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: WEAPONS

ADOPTED: August 2, 1999

REVISED: July 5, 2011

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

<p>4. Delegation of Responsibility SC 1302.1-A</p>	<p>The Superintendent or designee shall react promptly to information and knowledge concerning weapons on school property. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.</p>
<p>SC 1302.1-A, 1317.2</p>	<p>The Superintendent or designee shall immediately report the discovery of any weapon prohibited by this policy to local law enforcement officials and inform the student's parent/guardian.</p>
<p>SC 1303-A, 1317.2</p>	<p>The Superintendent shall annually, by July 31, report all incidents involving acts of violence or possession of a weapon to the Office of Safe Schools on the required form in accordance with state law and regulation.</p>
<p>5. Guidelines</p>	<p>The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.</p>
<p>SC 1317.2</p>	<p>An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.</p>
<p>18 U.S.C. Sec. 921, 922</p>	<p>In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.</p>
<p>SC 1317.2</p>	<p><u>Transfer Students</u></p> <p>When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 1301-A, 1302.1-A, 1303-A, 1317.2</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Possession of Weapon on School Property – 18 Pa. C.S.A. Sec. 912</p> <p>Gun Control Act – 18 U.S.C. Sec. 921, 922</p>

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

Gun-Free Schools Act – 20 U.S.C. Sec. 7151

No Child Left Behind Act – 20 U.S.C. Sec. 7114

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

Board Policy – 113.1, 218, 233



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TERRORISTIC THREATS

ADOPTED: August 2, 1999

REVISED: July 5, 2011

218.2. TERRORISTIC THREATS	
<p>1. Purpose</p>	<p>The Board recognizes the danger that terroristic threats by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.</p>
<p>2. Definitions 18 Pa. C.S.A. Sec. 2706</p>	<p><b>Terroristic threat</b> - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.</p>
<p>3. Authority</p> <p>20 U.S.C. Sec. 1400 et seq Pol. 113.1</p>	<p>The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or school building.</p> <p>In the case of a student with disabilities, the district shall take all steps required to comply with the Individuals with Disabilities Education Act and Board policy.</p> <p>If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.</p>
<p>4. Delegation of Responsibility Title 22 Sec. 12.2</p>	<p>Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat.</p> <p>The building principal shall immediately inform the Superintendent after receiving a report of such a threat.</p>

218.2. TERRORISTIC THREATS - Pg. 2

SC 1302.1-A Pol. 805	<p>The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.</p>
SC 1303-A	<p>The Superintendent shall be responsible for developing administrative regulations to implement this policy.</p>
	<p>The Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office of Safe Schools on the required form in accordance with state law and regulation.</p>
	<p>References:</p>
	<p>School Code – 24 P. S. Sec. 1302.1-A, 1303-A</p>
	<p>State Board of Education Regulations – 22 PA Code Sec. 12.2</p>
	<p>Terroristic Threats – 18 Pa. C.S.A. Sec. 2706</p>
	<p>Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400 et seq.</p>
	<p>Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300</p>
	<p>Board Policy – 113.1, 233, 805</p>

No. 218-AR-2

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

#### SOLVING DISCIPLINE PROBLEMS

The Board and the administration fully support well disciplined schools. Behavior of all students shall be of that type that is acceptable to the majority of the members of society.

1. While a teacher can presume that s/he is free to exercise authority over those students under his/her control, it is unwise to assume that this authority is but a natural prerogative of the position. Authority is earned by the teacher by a series of proper, intelligent and professional acts upon his/her part, and not by "cold" demand. To expect absolute obedience by a student without one's having earned proper respect is but a provoker of discipline problems.
2. All disciplinary or corrective measures should be directed toward positive goals and preventive measures.
3. Under no circumstances should a teacher permit the disciplining of a student to appear as a "vengeance" or "evening of scores" action.
4. Disciplining of the student should be commensurate with the cause for its application. Adults should be mindful of the sensitivity of young people to punishment which could cause them uncalled for embarrassment.
5. The purpose of discipline is to teach self-control and to assist the student to mature in society as s/he should and should never be arbitrarily administered with the intention of breaking the will or spirit of the student.

Retaining the self-respect of the student being disciplined, while maintaining one's professional decorum, should always be fostered. Absence of emotional overtones is a prerequisite to objectively improving upon the behavior of the child.

6. Strong statement to the pupil such as "you're out of my class" should not be made. It may be necessary for the principal to decide otherwise.
7. The student should be sent to the administration in accordance with the discipline policy. Handling of the problem within its natural environment will more readily reduce or eliminate the problem, as well as heighten the stature of the teacher in the eyes of all his/her students. When the principal is involved,

s/he must act as a mediator between the student and teacher. Additionally, the principal is humanly unable to comprehend the total ramifications of the problem since s/he is a third party to it.

8. When it is felt a suspension is necessary, a student who is suspended will be given a legal absence as far as the State Register is concerned. Suspended students shall have the privilege of making up work missed. A suspension shall be the responsibility of the administration, who will notify the parents in writing by registered mail. The Superintendent shall also be notified. Before a suspended student can return to class, there must be a conference arranged or attempted with the student's parents.
9. The disciplining or delivery of warnings to the group for the misconduct of a few is relatively ineffective. Approaching the offending individuals with disciplinary measures immediately upon the acts of misconduct is recommended.
10. If it seems evident that a clash will occur between the teacher and pupil, the counsel of the principal, guidance counselor, etc. should be sought.
11. All disciplinary measures should be directed in a positive manner and be intended to eliminate the causes of the misbehavior. An attempt to understand the total problems of the student can often eliminate or significantly reduce acts of misbehavior.
12. The attributes which seem to be a requisite to achieving good discipline are: fairness, firmness and consistency on the part of the teacher and administration.

#### Corporal Punishment

Pol. Corporal punishment will be authorized by the Board.  
School

218 authorities shall notify all parents of this policy before the beginning of each school year by use of the Back To School edition of the local newspaper. Corporal punishment may not be administered to a

student whose parents have notified school authorities, in writing, that such disciplinary method is prohibited.

Corporal punishment may be administered for the following reasons:

1. Habitual disciplinary problems in school.
2. Smoking violations.
3. Insubordinate toward any school employee.
4. Making threats toward the school or a faculty member.
5. Physical abuse of any school personnel.
6. Stealing.
7. Possession of or use of alcohol or drugs on school property.
8. Destruction of school property.
9. Fighting on school property.
10. Leaving the building without permission.
11. Excessive absenteeism.
12. Use of vulgar or obscene language.

The use of corporal punishment, or the use of force, should be considered as the last resort in the handling of such cases. The older or more sensitive the student is, the more aggravated may be the results of such punishment. Such treatment should be applied only with the proper instruments and without malice. The infliction of the punishment must be administered in the presence of an adult witness. It is extremely unwise for the teacher to apply corporal punishment when s/he is known to be affected by anger or when accompanied by verbal statements that distort the professional tone of the incident taking place. Slapping or striking a student with the open hand or fist is entirely indefensible as a means of corporal punishment.

No. 218-AR-3

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

#### DEFINITIONS

**Activities** - All activities of non-curricular nature (extracurricular) that are either during or after school. This includes such things as dances, plays, clubs, athletics, musicals, etc.

**Pupil Conference** - A teacher or administrative conference with the student to explain the proper school behavior.

**Parent Contact** - A teacher or administrator contacting the parent/guardian by letter or phone. All discipline forms will be mailed to the parents/guardian.

**Parent Conference** - A teacher or administrator meeting with the parent/guardian.

**Detention** - Detention hall will be supervised by a teacher. The student is to report after school to the cafeteria and remain until 4:30 p.m. on the day assigned (at least three (3) school days after the date of violation and parent notification by mail). Detention will begin at 3:40 p.m. following school on the day for which it was assigned and will end at 4:30 p.m. Students must bring work to detention. Reading, and the completion of homework, is permitted in detention. Students will not talk, sleep, pass notes, or create a disturbance of any kind. Any student violating these rules will automatically be assigned, by the teacher, and additional detention to be served three (3) school days later, after parental and student notification by mail and telephone. It will be the parent's responsibility to provide transportation home after detention. Any student refusing to serve detention will be suspended from school.

**Suspension from School** - Only an administrator can suspend a student from school. When a student is suspended from school, that student loses all privileges during the time s/he is suspended. The student may not be on school

property during the time of suspension unless the student and the parent(s) are scheduled for a conference. The student may not participate in nor attend any school event such as athletics, dances, plays, field trips, etc. A suspension from school begins at 3:32 p.m. on the day the student is suspended (or at the time the student is taken home) until 8:00 a.m. on the day the student is re-instated in school. This would include weekends and/or scheduled vacation days. Emergency school cancellations are not included as suspension days.

**Short Suspension** - A one-day suspension from school in conjunction with a parent conference. Students are permitted to make up any work missed.

**Full Suspension** - A three-day suspension from school in conjunction with a parent conference. Students are permitted to make up any work missed.

**Long Suspension** - A suspension from school for up to ten (10) days in conjunction with a parent conference. Students may make up any work missed.

**Board Hearing** - A hearing in front of the Board of School Directors. Parents/guardians, student, administrators and teachers are required to be present to offer testimony. The parents may be represented by council. Results of a Board Hearing could be expulsion from school.

**Expulsion from School** - The Board may expel a student from school for the remainder of the year. If the student is under the compulsory school age (17), then the parents must send the child to another school. Parents are responsible for transportation and tuition costs.

**Make-up Work** - It is the student's full responsibility to approach his/her teachers to make arrangements to make up work missed during a suspension from school.

The following terms, which have been used in the disciplinary code shall have the following meanings:

**Drugs** - Any chemical, organic or inorganic substance classified as a "controlled substance" by the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, Act of April 14, 1972, P.L. 233, No. 64, as amended, 35 P.S. 780-101 et seq. "Drug" shall include but not be limited to:



1. Any opiate, or derivative or compound of opium.
2. Any hallucinogenic substance including lysergic acid diethylamide, mescaline, peyote, psilocybin and tetrahydrocannabinols.
3. Marijuana, including all forms, species and/or varieties of genus cannabis sativa L, seeds, resins, oils and compounds thereof.
4. Cocaine, coca leaves and any compound, derivative or preparation thereof.
5. Stimulants, including amphetamine, phenmetramine, methylphenidate, methamphetamine, and any compound, mixture or preparation containing any quantity thereof.
6. Depressants, including barbituric acid or any compound or derivative thereof.
7. So-called "look-alike drugs" or compounds containing caffeine, ephedrine or similar substances, packaged or intended to look like a controlled substance as further defined in the "Controlled Substances, Drug, Device and Cosmetic Act".

8. Inhalands, such as amyl nitrates or so called "Rush", airplane glue, ether, kerosene, gasoline or compounds thereof.

**Drugs** shall not include any substance prescribed by a licensed physician for a student, provided that the student first registers the drugs with the school nurse or health office at the time they are first brought onto school premises and used in accordance with instructions of the prescribing physician.

**Alcohol** - Any alcoholic beverage, a beverage containing any alcohol, malt or fermented beverages, or combination thereof.

**SAP** - Student Assistance Program. SAP is a student assistance/referral program for students at risk in the Redbank Valley School District.

**Excused Absence/Tardy** - An excused absence/tardy is defined as one of the following: sickness, injury, death in the family, or any other urgent reasons determined by the administration.

**O.S.S.** - Out-of-School-Suspension. A student is excluded from school for a period of time indicated. Readmittance to school must be preceded by a Parent Conference (parent/guardian meeting with the administration), as arranged by the administration.

**Unexcused Absence/Tardy** - Examples of unexcused absence/tardy include but are not limited to: slept-in, car broke down, missed the bus, baby-sitting, haircuts, etc. Final determination will be made by the administration.

**Vandalism** - (Destruction of Property & Defacing School Property) - Section 777, School Code, states that the legal penalty is a fine of up to \$1000 and/or a jail term not to exceed six (6) months, at the court's discretion.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT COMPLAINT  
PROCESS

ADOPTED: August 2, 1999

REVISED:

219. STUDENT COMPLAINT PROCESS	
1. Purpose	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 shall be recognized, and appropriate appeal procedures shall be provided.
2. Definition	For purposes of this policy, a student <b>complaint</b> shall be one that arises from actions that directly affect the student's participation in an approved educational program.
3. Authority	The Board and its employees will recognize the complaints of students, provided that such complaints are submitted according to the guidelines established by Board policy.
4. Guidelines	<p>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.</p> <p>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 and extent to which the student believes s/he has been adversely affected, and relief sought by the student.</p> <p>The complaint may then be submitted, in turn, to the building principal, the Superintendent and the Board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.</p> <p>At each level the student shall be afforded the opportunity to be heard personally by the school authority.</p> <p>The student may seek the help of a parent or guardian at any step.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT EXPRESSION/  
DISTRIBUTION AND POSTING  
OF MATERIALS

ADOPTED: August 2, 1999

REVISED: August 7, 2006

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

SECTION: PUPILS

TITLE: DRESS AND GROOMING

ADOPTED: October 4, 1999

REVISED: November 1, 2006

221. DRESS AND GROOMING	
1. Purpose	The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.
2. Authority SC 1317.3 Title 22 Sec. 12.11	The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.
SC 1317.3 Title 22 Sec. 12.11	The Board may require students to wear standard dress or uniforms, which may be required district-wide or by individual schools.
Title 22 Sec. 12.11	Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
3. Delegation of Responsibility	The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.
Title 22 Sec. 12.11	The Superintendent or designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.
Pol. 325, 425, 525	Staff members shall be instructed to demonstrate, by example, positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

221. DRESS AND GROOMING - Pg. 2

References:

School Code – 24 P.S. Sec. 1317.3

State Board of Education Regulations – 22 PA Code Sec. 12.11

Board Policy – 325, 425, 525

No. 221-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

#### DRESS AND GROOMING GUIDELINES

##### Elementary

The following guidelines have been developed at the elementary school level for student attire:

1. Short shorts and jogging shorts are not considered acceptable attire.
2. Halter tops, tube tops, see-through shirts, and bare midriffs are not permitted.
3. Snug-fitting clothing is discouraged.
4. Due to safety and health factors, wearing loose-fitting shoes is discouraged.
5. Any extremes in dress that create a disturbance in the educational process of school is prohibited.
6. T-shirts may be worn, provided the message is suitable for school.
7. Culottes, sundresses, slacks or jeans and reasonable length shorts are acceptable attire for girls.
8. Jeans, slacks and reasonable length shorts are acceptable attire for boys.

#### PARENT INVOLVEMENT

##### SCHOOL VISITATIONS BY PARENTS

Parents are encouraged to visit the school to observe children in the school environment. When visiting a building, visitors must report to the lead teacher first before going to the classroom.

Parent conferences are encouraged by appointment. It is more convenient if parents would call ahead for an appointment so that the teacher can prepare to devote the appropriate amount of time to concerns about the child. Unannounced visits by parents during the school days are not convenient since the teacher cannot walk away from instructional duties to conduct a conference.

The Elementary Supervisor or Assistant Elementary Principal is willing to discuss the program and services of the school and assist in the solution of problems when they arise.

### Secondary

A committee composed of students, faculty, and administration have recommended the following guidelines:

1. Hair length is optional. At no time may hair interfere with a student's vision. Hairnets may be required in areas where the length of hair may become a safety hazard (i.e. operation of moving machines as in industrial arts and/or vocational agriculture classes). Curlers are not permitted.
2. The length of skirts, dresses, skorts, and culottes is appropriate if no shorter than three (3) inches from the floor when the student is kneeling. Gym shorts, cut-offs, spandex, exercise shorts, and shorts with high slits up the side are not acceptable attire. Shorts are acceptable when longer in length than the finger-tips of the extended arm.
3. Appropriate footwear must be worn. Shoes that may damage property are not permitted.
4. Halter tops, tube tops, mesh shirts, spaghetti straps, gapping blouses, muscle shirts, and tank tops are not permitted. Exposure of the body's midsection or undergarments is not permitted.
5. No chains, spikes, or metal studs will be worn.
6. Cleanliness of body, hair, and speech is required of all students.

7. Apparel must be clean. Garments may not have gaping holes.
8. Pants that expose the buttocks, boxers, or underwear are not permitted.
9. Baggy pants may only be worn if they are appropriate waist size.
10. Apparel with sexually suggestive, vulgar, or obscene messages or apparel that advertises or advocates drugs, tobacco, alcohol, or lethal weapons is not permitted.
11. No hats, head coverings, or nonprescription sunglasses are to be worn during the school hours.
12. Any extremes in dress that create a disturbance in the educational process of the school are prohibited. The principal will make the final decision in this regard.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: TOBACCO USE

ADOPTED: August 2, 1999

REVISED: July 5, 2011

222. TOBACCO USE	
<p>1. Purpose</p>	<p>The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.</p>
<p>2. Definition 18 Pa. C.S.A. Sec. 6306.1</p>	<p>For purposes of this policy, <b>tobacco use</b> shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.</p>
<p>3. Authority 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p>	<p>The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p> <p>The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.</p>
<p>18 Pa. C.S.A. Sec. 6306.1</p>	<p>The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's tobacco use policy by publishing such policy in the student handbook, Code of Student Conduct, parent newsletters, posted notices, district web site and other efficient methods.</p>
<p>SC 1303-A</p>	<p>The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>
<p>5. Guidelines 18 Pa. C.S.A. Sec. 6306.1</p>	<p>A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.</p>

References:

School Code – 24 P.S. Sec. 510, 1303-A

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

Tobacco Use Prohibition – 18 Pa. C.S.A. Sec. 6306.1

School Tobacco Control – 35 P.S. Sec. 1223.5

No Child Left Behind Act – 20 U.S.C. Sec. 7114

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF MOTOR VEHICLES

ADOPTED: August 2, 1999

REVISED:

223. USE OF MOTOR VEHICLES	
1. Purpose	The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility by parents and students.
2. Authority	<p>The Board shall permit the use of motor vehicles by secondary students in accordance with district rules, provided that such students have been granted permission by the building principal to drive a motor vehicle on school grounds.</p> <p>The Board shall not be responsible for motor vehicles which are lost, stolen, or damaged.</p>
3. Delegation of Responsibility 223-AR	The Superintendent or designee shall develop rules and regulations for operating and parking of motor vehicles and shall disseminate those rules to all students so affected.



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: DRIVING - ZERO TOLERANCE

ADOPTED: December 6, 1999

REVISED:

223.1. DRIVING - ZERO TOLERANCE	
1. Purpose	It is the intent of the Redbank Valley School District to provide notice to its students attending school district sponsored social events of the laws of the Commonwealth of Pennsylvania as it relates to the motor vehicle code, as amended.
2. Authority	<p>Students are advised that in the event anyone should violate any other penal laws of the Commonwealth of Pennsylvania while driving when attending any school district sponsored social event, such violation may impact their attendance at school and eligibility for extracurricular activities.</p> <p>In order to enhance the responsibility, health, welfare and education of its students, the Redbank Valley School District, through its Board of Directors, believes it is in the best interests of its students to highlight the impact underage drinking or drug violations and the 11:00 P.M. junior license law may have on their attendance at school and eligibility for extracurricular activities.</p>
3. Guidelines	<p>Pursuant to Title 75 Pa. C.S.A. Section 1503(c)(1) - JUNIOR DRIVER'S LICENSE - no licensed junior driver shall drive a vehicle upon a public highway between 11:00 P.M. and 5:00 A.M. unless accompanied by a spouse eighteen (18) years of age or older, a parent or a person in loco parentis.</p> <p>Pursuant to Title 75 Pa. C.S.A. Section 3718 - MINOR PROHIBITED FROM OPERATING WITH ANY ALCOHOL IN SYSTEM - a "minor" - that being a person under twenty-one (21) years of age - shall not drive, operate, or be in physical control of a motor vehicle while having any alcohol in his/her system. A person who violates this section commits a summary offense and shall, upon conviction, be sentenced to pay a fine of \$100.00.</p> <p>Pursuant to Title 75 Pa. C.S.A. Section 3731 - DRIVING UNDER INFLUENCE OF ALCOHOL OR CONTROLLED SUBSTANCE - Offense defined. - a person shall not drive, operate or be in actual physical control of the movement of a vehicle in any of the following circumstances:</p> <ol style="list-style-type: none"> <li>1. While under the influence of alcohol to a degree which renders the person incapable of safe driving.</li> </ol>

2. While under the influence of any controlled substance, as defined in the act of April 14, 1972 (Pa. L.233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, to a degree which renders the person incapable of safe driving.
3. While under the combined influence of alcohol and any controlled substance to a degree which renders the person incapable of safe driving.
4. While the amount of alcohol by weight in the blood of a minor is 0.02% (percent) or greater.

Any person violating any of the provisions of this section is guilty of a misdemeanor of the second degree and may be punished to serve a sentence of up to two (2) years in jail and/or pay a fine not to exceed \$5,000.00.

No. 223-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

RULES FOR USE OF MOTOR VEHICLES

Students who drive a motor vehicle to school must know and obey the following rules:

1. Each student must register his/her vehicle each school year. Parking permits may be obtained in the office.
2. Each student must display a parking permit for the current year, in the designated place on their car, in plain view. Cars not displaying a valid permit will be towed off school property at the expense of the owner.
3. Students may not enter the parking lot during the school day unless permission has been obtained from the office.
4. Each student must park in the area assigned to that student. Violators will be towed away at their own expense.
5. Driving from the school grounds during school hours without permission is prohibited.
6. Students must leave their car immediately upon arrival to school.
7. Sitting in a car during the school day is not permitted.
8. Speeding (in excess of 10 mph) or careless driving on the school grounds is not permitted.
9. Permission to drive to and from Vo-Tech must be secured from the Vo-Tech director and the principal.

10. If a student drives to school while his/her driving privileges have been suspended or revoked, the car will be towed off school property at the expense of the owner.
11. With reasonable cause, the high school administrators may search a student's car.
12. Attendance regulations apply. (Example: First cut, third unexcused tardy to school, unexcused absence according to Pennsylvania Compulsory Education Laws.)

## Discipline

1st Offense - loss of driving privileges for five (5) school days

2nd Offense - loss of driving privileges for twenty (20) school days

3rd Offense - permanently revoked

The student's driving privileges may be revoked for violations of the above rules and/or other appropriate disciplinary actions may be taken, as outlined in the disciplinary code.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CARE OF SCHOOL PROPERTY

ADOPTED: August 2, 1999

REVISED:

224. CARE OF SCHOOL PROPERTY	
1. Purpose	The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.
2. Authority	The Board charges each student in the district's schools with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.
SC 777	It shall be the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures and replacement fees. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians of students shall be held accountable for student actions.
SC 1338	The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student's parent.
3. Delegation of Responsibility	The Superintendent shall develop procedures to implement this policy which include:
SC 801	1. Rules for safekeeping and accounting of textbooks, supplies and equipment.
SC 109	2. Schedule of fines for lost or damaged textbooks, supplies and equipment based on the recommendation of the principal.
School Code 109, 777, 801, 1338	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENTS AND THE POLICE

ADOPTED: November 1, 1999

REVISED:

225. STUDENTS AND THE POLICE	
1. Purpose	The Board recognizes that compulsory attendance laws impose on the Board the custodianship of district students while they are present in the schools.
2. Authority	It shall be the policy of the Board that reasonably cooperative relations be maintained between district administrators and law enforcement agencies.
3. Delegation of Responsibility	<p><u>Interrogations</u></p> <p>When police request permission to interrogate a student at school, the principal shall inform the Superintendent and inform the student's parents. Police interrogation shall not take place without parent permission.</p> <p>Whenever the Superintendent or designee has determined that the police have a legitimate purpose in interrogating a student within the school building, the principal or his/her representative be present throughout the proceedings.</p> <p><u>Arrests</u></p> <p>When the police request permission to arrest a student at school, the principal shall inform the Superintendent, attempt to inform the student's parents, and request and inspect the arrest warrant.</p> <p>No student shall be released to police authorities without proper warrant or appropriate evidence or written parental permission, except in the event of emergency or for the protection of life or property, as determined by the principal.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SEARCHES

ADOPTED: November 1, 1999

REVISED: July 5, 2011

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



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

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

Locker Inspections And Searches

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

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

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

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

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

Searches Involving Removal Of Clothing Or Examination Beneath Clothing

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

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

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

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

Handling And Disposal Of Items Found In The Course Of Searches

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

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

References:

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

School Code – 24 P.S. Sec. 510

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

United States Constitution – Amendment IV

Board Policy – 218.1, 223, 227, 805

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

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

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

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONTROLLED SUBSTANCES/  
PARAPHERNALIA

ADOPTED: May 3, 1999

REVISED: July 5, 2011

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

<p>3. Authority SC 510, 511 Title 22 Sec. 12.3</p> <p>Pol. 218</p> <p>Pol. 122, 123</p>	<p>For purposes of this policy, <b>look-alike drug</b> shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.</p> <p>The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.</p> <p>The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.</p> <p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p> <ol style="list-style-type: none"> <li>1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.</li> <li>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</li> <li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</li> <li>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</li> <li>5. The conduct involves the theft or vandalism of school property.</li> <li>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li> </ol>
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<p>4. Delegation of Responsibility</p> <p>SC 1302.1-A, 1303-A 42 Pa. C.S.A. Sec. 8337 Pol. 218, 233</p> <p>SC 1302.1-A Pol. 805</p> <p>SC 1303-A</p>	<p>The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:</p> <ol style="list-style-type: none"> <li>1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.</li> <li>2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.</li> <li>3. Provide education concerning the dangers of abusing controlled substances.</li> <li>4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.</li> </ol> <p>The Superintendent shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.</p> <p>The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of controlled substances by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.</p>
<p>5. Guidelines</p> <p>35 P.S. Sec. 807.1</p> <p>35 P.S. Sec. 807.2 Pol. 233</p>	<p>In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.</p> <p>No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.</p> <p><u>Anabolic Steroids</u></p> <p>The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.</p> <p>Students shall be made aware annually of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.</p>



Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

References:

School Code – 24 P.S. Sec. 510, 511, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 12.3, 403.1

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq.

Steroids – 35 P.S. Sec. 807.1 et seq.

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337

No Child Left Behind Act – 20 U.S.C. Sec. 7114, 7161

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

Board Policy – 122, 123, 210, 218, 233, 805

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT GOVERNMENT

ADOPTED: November 1, 1999

REVISED:

228. STUDENT GOVERNMENT	
1. Purpose	<p>The Board acknowledges the importance of offering students the opportunity to participate in self-government within the schools.</p> <p>The purposes of student government shall be to develop student leadership, provide a learning experience in democratic decision-making, and offer another avenue toward the realization of district goals.</p>
2. Authority SC 511	<p>The Board directs that students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.</p> <p>The Board will recognize the Student Council as the official voice of the student body.</p> <p>The charter, constitution or bylaws of the organization for student government shall be approved by the Board.</p>
SC 511(c)	<p>The Board shall appoint a qualified member of the faculty to serve as an advisor for student government activities.</p>
3. Delegation of Responsibility	<p>The Superintendent shall establish rules and regulations to implement this policy which:</p> <ol style="list-style-type: none"><li>1. Assure that all students have equal access to the student government and an equal opportunity to vote and hold office.</li><li>2. Require fiscal accountability and adherence to Board policy for all financial aspects of student government.</li></ol>
SC 511(d)	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT FUNDRAISING

ADOPTED: October 4, 1999

REVISED:

229. STUDENT FUNDRAISING	
1. Purpose	The Board acknowledges that solicitation of funds from students must be limited because compulsory attendance laws make the student a captive donor and such solicitation may disrupt the educational program of the schools. The Board directs that schools shall not compete with community businesses.
2. Definition	For purposes of this policy, <b>student fundraising</b> shall include solicitation and collection of money by students for any purpose and shall include collection of money in exchange for tickets, papers, advertising or any other goods or services.
3. Authority	The Board prohibits in school, on school property, or at any school sponsored event the collection of money by a student for personal benefit.
4. Delegation of Responsibility	Collection of money by approved school organizations may be permitted by the building principal. Special collections for community service projects require special permission and approval of the Board.  The Superintendent shall establish rules and regulations to implement this policy.  The building principal shall distribute this policy and the rules which implement it to each student organization granted permission to solicit funds.
5. Guidelines Pol. 618	Funds solicited shall be controlled by Student Body Finances, Board policy 618.  When a fund-raising activity is approved by the members of an organization, students shall contribute their share of time and money. Club members are not absolved from paying their share.  Clubs or organizations using the school name or facilities shall submit a project outline to the building principal before starting any fund-raising project. This outline should include the following information:  1. Reason for the project, including the use of profits.

<p>School Code 511</p> <p>Board Policy Pol. 618</p>	<ol style="list-style-type: none"><li>2. Intended educational gain.</li><li>3. Length of time the project will take, and the beginning and ending dates.</li><li>4. Product to be sold.</li><li>5. Estimated gross cost.</li><li>6. Estimated net profit.</li><li>7. Minimum quantity necessary to realize a profit margin.</li></ol>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PUBLIC PERFORMANCES BY  
STUDENTS

ADOPTED: June 5, 2000

REVISED:

230. PUBLIC PERFORMANCES BY STUDENTS	
1. Purpose	The Board recognizes the value of students sharing their talents and skills with the community through student participation and performances in public events.
2. Authority	The Board endorses public performances by students when they constitute a learning experience that contributes to the educational program; they do not interfere with other scheduled activities; and the circumstances of the event do not pose a threat to the health, safety or well-being of the students who will be involved.
3. Delegation of Responsibility	The Superintendent shall develop procedures to implement this policy.
4. Guidelines	<p>Parental permission shall be sought and received before students may participate.</p> <p>No student shall be compelled to participate in a public performance or be penalized in any way for failure to do so.</p>
Pol. 204	<p>When public performances are scheduled as a regular part of a course of study taken for credit, students shall be informed in advance of their obligation to participate; and they will be excused from participation only in accordance with the rules and procedures governing school attendance.</p> <p>A student or a group of students or employees of this Board may not receive compensation for a public performance as a school representative.</p> <p>The interests of students shall be protected and guarded against exploitation.</p> <p><u>Band and Choral Performances</u></p> <p>The marching band will perform at all home and away football games. The director will be responsible for the preparation of these shows, including any after school practices s/he deems necessary.</p>

The band or choir is expected to perform at external functions, in response to the school's responsibility to our immediate community. If invited, the band will perform in the and the Autumn Leaf Festival Parade and any community sponsored events within the school district.

It is recognized that the above activities are extracurricular in nature and fall under the contracted duties of the marching band choral personnel. Duties beyond the regular school day which are performed by the instrumental and choral music instructor but fall within the scope of instruction and are not extracurricular in name include: the Christmas Concert, Spring Concert and the County, District, and State Music Festivals.

Plays/Operettas

The presentation of plays and musical productions to community audiences requires certain considerations. Plays and operettas presented to public audiences should be considered as an invited guest, as it includes members of the entire family ranging from grandparents to young children. Plays and operettas that include sexual/obscene/vulgar language, gestures or situations or promote questionable lifestyles should not be selected for public presentation unless there is a clear and compelling educational value in the presentation.

In order to ensure creativity yet uphold community standards, the Board requires the following guidelines be followed in the selection of plays and operettas to be staged for performance to community audiences:

1. Selecting plays or operettas shall include a minimum of the production director (chair person), two volunteer staff members and two students.
2. At the first meeting of a group to select a play or operetta, each member shall receive a copy of this policy; and a discussion of its implications shall occur by the group.
3. The group's selection shall be submitted to review to the high school principal and Superintendent, along with a critique of the justification of the group's choice.
4. District administration has final approval of all materials selected for all plays and musical productions.
5. Announcement of the production selected will be subject to approval by the high school principal and Superintendent.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SOCIAL EVENTS AND CLASS TRIPS

ADOPTED: December 6, 1999

REVISED:

231. SOCIAL EVENTS AND CLASS TRIPS	
1. Purpose	The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.
2. Authority SC 511(c)	The Board shall make school facilities available and provide appropriate staff for social events within the school facilities which have been approved by the building principal.  For school district sponsored social events which take place outside of school facilities, approval is required by the Board.
3. Guidelines SC 510, 517	As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district rules; and infractions of those rules will be subject to the same disciplinary measures applied during the regular school program.  Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.
4. Delegation of Responsibility  SC 511(c)	The Superintendent shall develop procedures for the conduct of student social events and class trips which shall include the following:  1. Designation of a staff member who shall be the Board employee responsible for the event.  2. Provision of adequate adult supervision or police protection, as required by the circumstances of the event.

Elementary School Parties/Gifts

The following elementary school parties are approved:

1. Halloween
2. Christmas
3. Valentine

All parties will be confined to the final hour of the school day.

Parties for students' birthdays or teachers' birthdays shall be permitted in primary grades, but birthday gifts to students or teachers are discouraged.

Although a grab bag or exchange of names at Christmas time is permitted, no class collections are permitted. Grab bag or exchange gifts should have a predetermined value, agreed to by the class.

Christmas gifts to teachers should be accepted under only one circumstance - the gift is offered by an individual because s/he wants to give his/her teacher something. A class gift or group gift is not desirable and should be discouraged.

Dances

All evening dances shall be restricted to students of the sponsoring school, except dances to which a student brings an outside guest, provided the student assumes responsibility for the conduct of that guest and signs a form to that effect.

At least three (3) faculty sponsors and a policeman shall be present at each affair. Each faculty member is encouraged to exercise professional responsibility by rendering services on a rotating basis. Any deviation will be at the discretion of the building principal.

Post Prom Parties

Post prom parties separate from school facilities and their supervision are not the responsibility of the school district. Such activities shall be sponsored and conducted by outside organizations.

The responsibility of the school district for any school activity shall terminate at midnight, unless a special occasion warrants a longer period of time.



231. SOCIAL EVENTS AND CLASS TRIPS - Pg. 3

<p>School Code 510, 511, 517</p> <p>Board Policy No. 228</p>	<p>Post prom parties held within the school facilities, with prior approval, must be supervised by parents and members of the professional staff. A complete outline must be submitted including the following: cost, entertainment, supervision, hours, refreshments, etc.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PARTICIPATION IN SCHOOL  
AFFAIRS

ADOPTED: November 1, 1999

REVISED:

232. PARTICIPATION IN SCHOOL AFFAIRS	
1. Purpose	The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because as an institution fundamental to the operation of a democratic society, the schools should strive to exemplify the democratic ideal of citizen participation in decision-making, and students are a valuable resource whose contributions can aid and benefit the schools.
2. Authority	<p>The Board directs that students be invited to participate in activities appropriate to their maturity and competency.</p> <p>Suggestions for improvement of the schools may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the educational goals of the district.</p>
3. Delegation of Responsibility	The Superintendent shall develop procedures to implement this policy.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SUSPENSION AND EXPULSION

ADOPTED: November 1, 1999

REVISED: November 1, 2006

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

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

<p>SC 1318 Title 22 Sec. 12.6, 12.8</p> <p>2 Pa. C.S.A. Sec. 101 et seq</p> <p>Title 22 Sec. 12.8</p>	<p><u>Expulsion</u></p> <p>Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board, and upon action taken by the Board after the hearing.</p> <p><u>Expulsion Hearings</u></p> <p>A formal hearing shall be required in all expulsion actions.</p> <p>The formal hearing shall observe the due process requirements of:</p> <ol style="list-style-type: none"> <li>1. Notification of the charges in writing by certified mail to the student's parent/guardian.</li> <li>2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.</li> <li>3. The hearing shall be private unless the student or parent/guardian requests a public hearing.</li> <li>4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.</li> <li>5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.</li> <li>6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.</li> <li>7. The right to testify and present witnesses on the student's behalf.</li> <li>8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.</li> </ol>
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<p>2 Pa. C.S.A. Sec. 101</p> <p>Title 22 Sec. 12.6 Pol. 204</p> <p>Title 22 Sec. 12.6</p>	<p>9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:</p> <ul style="list-style-type: none"><li>a. The need for laboratory reports from law enforcement agencies.</li><li>b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).</li><li>c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.</li></ul> <p>10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.</p> <p><u>Adjudication</u></p> <p>A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.</p> <p><u>Attendance/School Work During Suspension And Prior To Expulsion</u></p> <p>Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.</p> <p>Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.</p> <p>If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.</p> <p>Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.</p> <p><u>Attendance/School Work After Expulsion</u></p> <p>Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.</p>
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<p>Pol. 113, 113.1</p> <p>4. Delegation of Responsibility</p> <p>Pol. 218</p> <p>Pol. 216</p>	<p>The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.</p> <p><u>Students With Disabilities</u></p> <p>A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.</p> <p>The Superintendent or designee shall develop rules and regulations to implement this policy which include:</p> <ol style="list-style-type: none"> <li>1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.</li> <li>2. Procedures that ensure due process when a student is being deprived of the right to attend school.</li> <li>3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.</li> <li>4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.</li> <li>5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.</li> </ol>
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References:

School Code – 24 P.S. Sec. 1318

Local Agency Law – 2 Pa. C.S.A. Sec. 101 et seq

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

State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.6, 12.7, 12.8, 14.143

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

Board Policy – 113, 113.1, 204, 216, 218



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: PREGNANT/MARRIED  
STUDENTS

ADOPTED: November 1, 1999

REVISED: November 1, 2006

234. PREGNANT/MARRIED STUDENTS	
1. Purpose SC 1326 Title 22 Sec. 12.1	A student who is eligible to attend district schools and is married and/or pregnant shall not be denied an educational program solely because of marriage, pregnancy, pregnancy-related disabilities, or potential or actual parenthood.
2. Authority	The Board reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the schools that each pregnant student present to the Superintendent or designee a licensed physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.
3. Guidelines	<p>A student who is married must declare his/her marital status at the time of marriage or at the time of enrollment in the school.</p> <p>A pregnant student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, may be assigned to an alternate educational program.</p> <p>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 licensed physician that she is physically fit to do so.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures for implementing this policy which include:</p> <ol style="list-style-type: none"> <li>1. Offering counseling services to help students plan their future.</li> <li>2. Cooperation with community resources to assist students.</li> </ol>

References:

School Code – 24 P.S. Sec. 1326

State Board of Education Regulations – 22 PA Code Sec. 12.1

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RIGHTS/SURVEYS

ADOPTED: November 1, 1999

REVISED: November 1, 2006

235. STUDENT RIGHTS/SURVEYS	
1. Purpose	This policy sets forth guidelines by which student rights and responsibilities are determined, consistent with law and regulations.
2. Definition	<b>Personal information</b> means individually identifiable information including a student's or parent's/guardian's name, address, telephone number, or social security number.
3. Authority SC 510 Title 22 Sec. 12.1, 12.3, 12.4, 12.9	<p>The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.</p> <p>Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students.</p>
4. Guidelines Title 22 Sec. 12.2, 12.3	<p>Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of students, administrators, and others; and expression of ideas and opinions in a respectful manner.</p> <p>A listing of students' rights and responsibilities shall be included in the Code of Student Conduct, which shall be distributed annually to students and parents/guardians.</p> <p>Each student who has reached the age of eighteen (18) years shall assume full responsibility for his/her performance in school, attendance, and compliance with school rules and regulations.</p>
Title 22 Sec. 12.3 Pol. 218	

<p>Pol. 105.1</p> <p>20 U.S.C. Sec. 1232h Title 22 Sec. 12.41</p> <p>20 U.S.C. Sec. 1232h Title 22 Sec. 4.4</p>	<p><u>Instructional Materials</u></p> <p>The parent/guardian shall be notified annually that all instructional materials, including teachers' manuals, audiovisuals, and other supplementary instructional material used in the instructional program shall be available for inspection by the parents/guardians of students, in accordance with Board policy. Instructional materials do not include tests or academic assessments.</p> <p><u>Surveys/Evaluations</u></p> <p>All surveys and instruments used to collect information from students shall relate to the district's educational objectives.</p> <p>The parent/guardian shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child and the parent's/ guardian's right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such requests shall be in writing and submitted to the building principal.</p> <p>No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or evaluation that reveals information concerning:</p> <ol style="list-style-type: none"><li>1. Political affiliations or beliefs of student or parent/guardian.</li><li>2. Mental and psychological problems of the student or family.</li><li>3. Sexual behavior or attitudes.</li><li>4. Illegal, antisocial, self-incriminating or demeaning behavior.</li><li>5. Critical appraisals of other individuals with whom respondents have close family relationships.</li><li>6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.</li><li>7. Religious practices, affiliations, or beliefs of the student or parent/guardian.</li><li>8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.</li></ol>
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<p>20 U.S.C. Sec. 1232h</p> <p>5. Delegation of Responsibility</p> <p>20 U.S.C. Sec. 1232h</p> <p>Title 22 Sec. 12.3</p>	<p>However, such survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and parent/guardian have been notified of their right to inspect all related materials and to opt the student out of participation.</p> <p>The district shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above.</p> <p><u>Collection Of Information For Marketing</u></p> <p>The parent/guardian has the right to inspect the material and opt out the student from participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information. This does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students.</p> <p>The Superintendent or designee shall develop and promulgate procedures consistent with law and Board policy to ensure that student rights under specific conditions are properly recognized and maintained.</p> <p>The Superintendent or designee shall annually notify the parent/guardian concerning:</p> <ol style="list-style-type: none"> <li>1. Contents of this policy and its availability.</li> <li>2. Contents of the Code of Student Conduct.</li> <li>3. Approximate dates that any surveys requesting personal information may be scheduled.</li> <li>4. Procedures to request access to survey instruments prior to administration.</li> <li>5. Procedures for opting students out of participation in surveys.</li> </ol>
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References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.2, 12.3, 12.4, 12.9, 12.41, 403.1

No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 1232h

Board Policy – 105.1, 218

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT ASSISTANCE PROGRAM

ADOPTED: November 6, 2006

REVISED:

236. STUDENT ASSISTANCE PROGRAM	
1. Purpose	The Board is committed to assisting all students to achieve to their fullest potential.
2. Definition Title 22 Sec. 12.16	<b>Student Assistance Program (SAP)</b> - a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community.
3. Authority Title 22 Sec. 12.16, 12.42	The Board shall provide a Student Assistance Program (SAP) that assists district employees in identifying issues and providing assistance to students experiencing difficulties in learning and academic achievement.
4. Delegation of Responsibility	The Superintendent or designee shall develop, implement and monitor a Student Assistance Program (SAP) that complies with state regulations.
5. Guidelines	<p>The Student Assistance Program (SAP) shall provide assistance in:</p> <ol style="list-style-type: none"> <li>1. Identifying issues that pose a barrier to a student’s learning and/or academic achievement.</li> <li>2. Determining whether or not the identified problem lies within the responsibility of the school.</li> <li>3. Informing the parent/guardian of a problem affecting the student’s learning and/or academic achievement.</li> <li>4. Making recommendations to assist the student and the parent/guardian.</li> <li>5. Providing information on community resources and options to deal with the problem.</li> <li>6. Establishing links with resources to help resolve the problem.</li> </ol>

7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

References:

PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. 8337

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

State Board of Education Regulations – 22 PA Code Sec. 12.16, 12.41, 12.42

Family Educational Rights And Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 98, Part 99



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ELECTRONIC DEVICES

ADOPTED: May 3, 1999

REVISED: July 5, 2011

	<p style="text-align: center;">237. ELECTRONIC DEVICES</p> <p>1. Purpose The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.</p> <p>2. Definition <b>Electronic devices</b> shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.</p> <p>3. Authority SC 510 The Board prohibits <b>use of</b> electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time.</p> <p>SC 1317.1 The Board prohibits <b>possession of</b> laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.</p> <p>The district shall not be liable for the loss, damage or misuse of any electronic device.</p> <p><u>Electronic Images And Photographs</u></p> <p>The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.</p> <p>Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.</p>
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Pol. 218	<p><u>Off-Campus Activities</u></p> <p>This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:</p>
Pol. 122, 123	<ol style="list-style-type: none"> <li>1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.</li> <li>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</li> <li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</li> <li>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.</li> <li>5. The conduct involves the theft or vandalism of school property.</li> <li>6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li> </ol>
4. Delegation of Responsibility	<p>The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p>
5. Guidelines Pol. 218, 226, 233	<p>Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.</p> <p>The confiscated item shall not be returned until a conference has been held with a parent/guardian.</p>

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

SECTION: PUPILS

TITLE: FOREIGN EXCHANGE  
STUDENTS

ADOPTED: November 1, 1999

REVISED:

239. FOREIGN EXCHANGE STUDENTS	
1. Purpose	In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the Board shall admit foreign exchange students into district schools.
2. Authority 8 U.S.C. Sec. 1101	<p>The Board shall accept foreign exchange students who meet the established guidelines for admission to district schools.</p> <p>The Board shall accept exchange students on a <b>J-1 Visa</b> who reside within the district as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition.</p> <p>The Board shall accept privately sponsored exchange students on a <b>F-1 Visa</b> for attendance only in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve (12) months.</p> <p>The Board reserves the right to limit the number of foreign exchange students admitted to the schools.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools.</p> <p>All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee by May 1 preceding the school year of attendance.</p>
4. Guidelines Pol. 203	Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all district policies and regulations governing students.

Admission of foreign exchange students shall be subject to the following guidelines:

1. Students will be considered for admittance on a space available basis.
2. Resident host families shall submit a statement accepting responsibility for the student and verifying they are serving as a volunteer host without personal profit.
3. Exchange students shall be encouraged to participate in all student activities and athletics, provided all eligibility criteria are met.
4. At a minimum, a foreign exchange student must be able to read, write, speak and understand the English language to the extent that such abilities in English will not interfere with the students' curricular activities within the Redbank Valley School District.
5. The school district reserves the right to test such a student for entrance into the Redbank Valley School District.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: CONTESTS

ADOPTED: November 1, 1999

REVISED:

<p>1. Authority</p>	<p style="text-align: center;">240. CONTESTS</p> <p>The Board shall permit students to represent the school district in contests, in accordance with established guidelines.</p> <p>Students representing the school district in any form of contest outside the schools shall receive approval from the principal for such participation.</p> <p>Non-school activities or contests shall not be conducted within the schools of the district without the approval of the appropriate principal.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: AWARDS

ADOPTED: November 1, 1999

REVISED:

<p>1. Authority</p>	<p style="text-align: center;">241. AWARDS</p> <p>The Board directs that the district shall be responsible for the purchase of the following awards:</p> <ol style="list-style-type: none"><li>1. Redbank Valley Academic Honor Society.</li><li>2. Varsity Letter Awards, which include cheerleaders, interscholastic athletes and marching band.</li><li>3. Certificates and outline presented at the Senior Academic Honors Banquet.</li></ol> <p>If additional awards are desired, affiliated clubs, organizations or individual students will be responsible for their purchase. - example: varsity jackets, trophies, etc.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ACADEMIC INTEGRITY

ADOPTED: May 2, 2005

REVISED:

	<p style="text-align: center;">243. ACADEMIC INTEGRITY</p> <p>1. Purpose The Redbank Valley School District is committed to strict standards of academic integrity and to helping students develop intellectually, creatively, and ethically. Honesty in all assignments is essential to the maintenance of such standards. Plagiarism is unacceptable in the Redbank Valley School District.</p> <p>2. Definition <b>Plagiarism</b> is the presenting of ideas or statements of another writer without crediting the original source. Plagiarism is theft, even when it is unintentional.</p> <p>3. Guidelines Plagiarism can occur in several ways. A writer commits plagiarism if s/he quotes a source without using quotation marks, or paraphrases a source without giving credit.</p> <p>Plagiarism also occurs when a writer summarizes a source’s ideas or observations without giving credit to the source.</p> <p>Examples of various types of plagiarism include but are not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Stealing, borrowing, buying or copying another person’s work (i.e. homework, reports, take-home exams, tests and research papers, music, art, etc.).</li> <li>2. Failure to cite a direct quotation.</li> <li>3. Failure to cite a paraphrased passage.</li> <li>4. Failure to provide a bibliography that reflects the research.</li> </ol> <p>Substituting a few words of a direct quotation and calling this “paraphrasing” still constitutes plagiarism because most of the words remain the words of the source. Plagiarism must be avoided when researching. Students must learn to give credit to their sources as well as to themselves. Understanding plagiarism and how to avoid it is an important lesson.</p>
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In order to avoid plagiarism, the following actions shall be instituted:

1. Teachers shall review the definitions of plagiarism with their students and the expected ethical behavior.
2. The definitions and expectations of students with regard to plagiarism shall be published in the student and teacher handbooks.

Consequences

The administration will establish and publish consequences for plagiarism in the student handbook.

Citations

Portions of this policy were taken from Schuylkill, Fairview, and Springfield School Districts' Academic Integrity Policies.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: RELEASE OF STUDENTS

ADOPTED: November 1, 1999

REVISED:

246. RELEASE OF STUDENTS	
1. Purpose	The Board adopts this policy to establish guidelines for the release of students to parents in order to protect students, parents and teachers.
2. Guidelines	No student shall be released to any person unless that individual is accompanied by the principal or other school official, or such person has a signed release from the principal or lead teacher.  Students shall not be permitted to leave the building for any reason unless they have written note signed by a parent or guardian.
Pol. 204	If a parent or guardian calls and requests to have a student excused from schools during school hours, the parent must bring a signed excuse into the office before the student can be excused.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HAZING

ADOPTED: July 17, 2000

REVISED: July 5, 2011

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Authority SC 510, 511 Pol. 122, 123</p>	<p style="text-align: center;">247. HAZING</p> <p>The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.</p> <p>For purposes of this policy <b>hazing</b> is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.</p> <p><b>Endanger the physical health</b> shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.</p> <p><b>Endanger the mental health</b> shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.</p> <p>Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.</p> <p>The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.</p> <p>The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.</p>
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<p>4. Delegation of Responsibility</p>	<p>The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.</p> <p>The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.</p> <p>District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.</p> <p>Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.</p> <p>The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of publication in handbooks.</p>
<p>5. Guidelines</p>	<p><u>Complaint Procedure</u></p> <p>When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.</p> <p>The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.</p> <p>The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.</p> <p>If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Student Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.</p> <p>If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.</p> <p>The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.</p>

References:

School Code – 24 P.S. Sec. 510, 511

Board Policy – 122, 123

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: UNLAWFUL HARASSMENT

ADOPTED: May 6, 2002

REVISED: July 5, 2011

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

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

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

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

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

**Step 4 – District Action**

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

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

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

Appeal Procedure

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

References:

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

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

Harassment Regulations and Guidelines

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

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

Board Policy – 103, 103.1, 806

**REDBANK VALLEY SCHOOL DISTRICT  
REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT**

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

Alleged harassment was based on: (circle those that apply)

- |          |                    |                 |
|----------|--------------------|-----------------|
| Race     | Color              | National Origin |
| Gender   | Age                | Disability      |
| Religion | Sexual Orientation |                 |

Name of person you believe violated the district's unlawful harassment policy:  
\_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: BULLYING/  
CYBERBULLYING

ADOPTED: April 16, 2009

REVISED: July 5, 2011

249. BULLYING/CYBERBULLYING	
1. Purpose	The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.
2. Definitions SC 1303.1-A	<p><b>Bullying</b> means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:</p> <ol style="list-style-type: none"> <li>1. Substantial interference with a student’s education.</li> <li>2. Creation of a threatening environment.</li> <li>3. Substantial disruption of the orderly operation of the school.</li> </ol> <p><b>Bullying</b>, as defined in this policy, includes cyberbullying.</p>
SC 1303.1-A	<p><b>School setting</b> means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.</p>
3. Authority SC 1303.1-A	<p>The Board prohibits all forms of bullying by district students.</p> <p>The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.</p> <p>The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.</p>

<p>4. Delegation of Responsibility</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p> <p>SC 1303.1-A</p>	<p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.</p> <p>The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.</p> <p>District administration shall annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> <li>1. Board’s Bullying Policy.</li> <li>2. Report of bullying incidents.</li> <li>3. Information on the development and implementation of any bullying prevention, intervention or education programs.</li> </ol>
<p>5. Guidelines</p> <p>SC 1303.1-A</p> <p>Title 22</p> <p>Sec. 12.3</p> <p>Pol. 218</p> <p>SC 1302-A,</p> <p>1303.1-A</p> <p>Pol. 236</p>	<p>The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.</p> <p>This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.</p> <p><u>Education</u></p> <p>The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.</p>

<p>SC 1303.1-A Pol. 218, 233</p>	<p><u>Consequences For Violations</u></p> <p>A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:</p> <ol style="list-style-type: none"><li>1. Counseling within the school.</li><li>2. Parental conference.</li><li>3. Loss of school privileges.</li><li>4. Transfer to another school building, classroom or school bus.</li><li>5. Exclusion from school-sponsored activities.</li><li>6. Detention.</li><li>7. Suspension.</li><li>8. Expulsion.</li><li>9. Referral to law enforcement officials.</li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302-A, 1303.1-A</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3</p> <p>Board Policy – 218, 233, 236, 248</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECRUITMENT

ADOPTED: May 5, 2003

REVISED:

250. STUDENT RECRUITMENT	
1. Authority 51 P.S. 20221 et seq 10 U.S.C. Sec. 503 20 U.S.C. Sec. 7908	<p>In accordance with law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States.</p> <p>Equitable access to secondary students shall be granted postsecondary education representatives, military recruiters and prospective employers.</p>
2. Guidelines	<p>Postsecondary institutions and military recruiters shall have access to secondary students' names, addresses and telephone numbers, unless the student or parent requests that such information not be released without prior written parental consent.</p> <p>The district shall annually notify parents of their right to request student information not be released to representatives of postsecondary institutions and military recruiters without their written consent.</p>
3. Delegation of Responsibility	<p>The building principal shall determine under what conditions and when access to secondary students will be provided to representatives of postsecondary institutions, military recruiters and prospective employers.</p> <p>The building principal reserves the right to deny access to students when such will materially and substantially interfere with the proper and orderly operation of the school.</p> <p>The Superintendent or designee shall annually notify parents about this policy and the notice shall include:</p> <ol style="list-style-type: none"><li>1. Notice that the school routinely discloses names, address and telephone numbers of students to recruiters, subject to a parent's request not to disclose such information without written consent.</li><li>2. Explanation of the parent's right to request that information not be disclosed without prior written consent.</li></ol>



250. STUDENT RECRUITMENT - Pg. 2

<p>51 P.S. 20221 et seq</p> <p>10 U.S.C. Sec. 503</p> <p>20 U.S.C. Sec. 7908</p>	<p>3. Procedures for how the parent can opt out of the public, nonconsensual disclosure of such information, and the method and timeline for doing so.</p>
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**NOTIFICATION TO PARENTS  
Release of Certain Information Under the No Child Left Behind Act**

\_\_\_\_\_  
*(Date)*

Dear Parent/Guardian:

Pursuant to the federal No Child Left Behind Act (20 U.S.C. §7908), the \_\_\_\_\_  
\_\_\_\_\_ School District must disclose to military recruiters and institutions of  
higher learning, upon request, the names, addresses and telephone numbers of high school  
students.

The district must also notify parents/guardians of their right and the right of their child to request  
that the district not release such information without prior written consent.

Parents/Guardians wishing to exercise their option to withhold their consent of the release of the  
above information to military recruiters or to institutions of higher learning must sign this form  
below and return it to the building principal by \_\_\_\_\_.  
*(Date)*

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**Reservation of Consent for the Release of Certain Student  
Information Under the No Child Left Behind Act**

Please do not release the name, address and telephone number of \_\_\_\_\_  
*(Name of Student)*

to military recruiters       institutions of higher learning.

\_\_\_\_\_  
*(Print Name of Student)*

\_\_\_\_\_  
*(School)*

\_\_\_\_\_  
*(Grade)*

\_\_\_\_\_  
*(Parent's/Guardian's Signature)*

\_\_\_\_\_  
*(Date)*

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HOMELESS STUDENTS

ADOPTED: July 7, 2003

REVISED:

<p>1. Authority 42 U.S.C. Sec. 11431 et seq SC 1306 Title 22 Sec. 11.18</p> <p>2. Definitions 42 U.S.C. Sec. 11434a</p>	<p style="text-align: center;">251. HOMELESS STUDENTS</p> <p>The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.</p> <p>The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.</p> <p><b>Homeless students</b> are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:</p> <ol style="list-style-type: none"> <li>1. Sharing the housing of other persons due to loss of housing or economic hardship.</li> <li>2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.</li> <li>3. Living in emergency, transitional or domestic violence shelters.</li> <li>4. Abandoned in hospitals.</li> <li>5. Awaiting foster care placement.</li> <li>6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.</li> <li>7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.</li> <li>8. Living as migratory children in conditions described in previous examples.</li> </ol>
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<p>3. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 11432</p> <p>Pol. 906</p> <p>4. Guidelines</p> <p>42 U.S.C. Sec. 11431</p> <p>42 U.S.C. Sec. 11432</p> <p>Pol. 201, 203, 204, 209, 216</p>	<p>9. Living as run-away children.</p> <p>10. Abandoned or forced out of homes by parents or caretakers.</p> <p>11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.</p> <p><b>School of origin</b> is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.</p> <p>The Board designates the Superintendent, principals and Guidance Counselors to serve as the district's liaison for homeless students and families.</p> <p>The district's liaison shall coordinate with:</p> <ol style="list-style-type: none"> <li>1. Local service agencies that provide services to homeless children and youth and families.</li> <li>2. Other school districts on issues of records transfer and transportation.</li> <li>3. State and local housing agencies responsible for comprehensive housing affordability strategies.</li> </ol> <p>The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens.</p> <p>Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless.</p> <p><u>Enrollment/Placement</u></p> <p>To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will consider the views of the student in determining where s/he will be enrolled.</p> <p>The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit</p>
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<p>42 U.S.C. Sec. 11432 SC 1306</p> <p>42 U.S.C. Sec. 11432 SC 1306</p> <p>School Code 1306</p> <p>PA Code Title 22 Sec. 11.18</p> <p>20 U.S.C. Sec. 6301</p>	<p>contact information. The district liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board policy.</p> <p>If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.</p> <p>If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.</p> <p><u>Services</u></p> <p>Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students.</p> <p><u>Transportation</u></p> <p>The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.</p> <p>If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.</p>
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42 U.S.C.  
Sec. 11432 et seq

34 CFR  
Part 99

67 Fed. Reg.  
10698

PA Education for  
Homeless Children  
and Youth State Plan

Board Policy  
201, 203, 204,  
209, 216, 810,  
906

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT WELLNESS

ADOPTED: April 3, 2006

REVISED:

253. STUDENT WELLNESS	
<p>1. Purpose</p>	<p>Redbank Valley School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.</p>
<p>2. Authority P.L. 108-265 Sec. 204</p>	<p>To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:</p> <ol style="list-style-type: none"> <li>1. A comprehensive nutrition program consistent with federal and state requirements.</li> <li>2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.</li> <li>3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.</li> <li>4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.</li> </ol>
<p>3. Delegation of Responsibility Pol. 808</p>	<p>The Superintendent or designee shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.</p> <p>Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school.</p> <p>Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.</p>

<p>P.L. 108-265 Sec. 204</p> <p>4. Guidelines</p>	<p>The Superintendent or designee shall annually report to the Board on the district’s compliance with law and policies related to student wellness. The report may include:</p> <ol style="list-style-type: none"> <li>1. Assessment of school environment regarding student wellness issues.</li> <li>2. Evaluation of food services program.</li> <li>3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.</li> <li>4. Listing of activities and programs conducted to promote nutrition and physical activity.</li> <li>5. Recommendations for policy and/or program revisions.</li> <li>6. Suggestions for improvement in specific areas.</li> <li>7. Feedback received from district staff, students, parents/guardians, community members and Wellness Committee.</li> </ol> <p>An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Food Service Director.</p> <p><u>Wellness Committee</u></p> <p>The Board shall appoint a Wellness Committee comprised of at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, member of the public, school nurse, health professional, and representative of local or county agency.</p> <p>The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with law to recommend to the Board for adoption.</p> <p>The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues. The Wellness Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.</p>
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Nutrition Education

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

Nutritional awareness lessons and activities shall be age-appropriate and addressed at each grade-level.

Nutrition curriculum shall be behavior focused.

School food service and nutrition education classes shall cooperate.

Nutrition education shall be integrated into other subjects to complement but not replace academic standards based on nutrition education.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development.

District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

Consistent nutrition messages shall be disseminated throughout the district, schools, classrooms, cafeterias, homes, community and media.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

District schools shall determine how they will contribute to the effort to provide students opportunities to accumulate at least thirty (30) minutes physical activity on most days of the week.

Students shall participate in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.

Age-appropriate physical activity opportunities, such as recess; before and after school; during lunch; clubs; intramurals; and interscholastic athletics, may be provided to meet the needs and interests of all students, in addition to planned physical education.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Extended periods of student inactivity, two (2) hours or more, shall be discouraged.

Physical activity breaks shall be provided for elementary students during classroom hours.

District schools may cooperate with parents/guardians and community members in programs that support physical activity.

Restriction of physical activity shall not be used as the only form of punishment.

Students and the community shall have access to physical activity facilities outside school hours.

#### Physical Education

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

A sequential physical education program consistent with State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented.

Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

#### Other School Based Activities

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

Meal periods shall be scheduled at appropriate hours, as defined by the district.

Drinking water shall be available at all meal periods and throughout the school day.

Students shall have access to hand washing or sanitizing before meals and snacks.

Nutrition professionals who meet criteria established by the district shall administer the school meals program.

Professional development shall be provided for district nutrition staff.

Access to the food service operation shall be limited to authorized staff.

Nutrition content of school meals shall be available to students and parents/guardians.

Students and parents/guardians may be involved in menu selections through various means.

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

Only food that promotes a healthy nutritional lifestyle shall be used in the schools as a reward.

The district shall provide appropriate training to all staff on the components of the Student Wellness Policy.

Goals of the Student Wellness Policy shall be considered in planning all school based activities.

Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

Administrators, teachers, food service personnel, students, parents/guardians, shall be encouraged to serve as positive role models through district programs, and communications.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

Nutrition Guidelines

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. Those students with specific medical needs in regard to snacks and foods will be given special considerations.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

**Competitive foods** are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.

All competitive foods available to students in district schools shall comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a three (3) year plan.

References:

Child Nutrition and WIC Reauthorization Act of 2004 – P.L. 108-265 Sec. 204

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CODE OF ETHICS

ADOPTED: June 7, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

<p>1. Guidelines</p>	<p style="text-align: center;">300. CODE OF ETHICS</p> <p>An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions, will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator subscribes to the following statements of standards.</p> <p>The educational administrator:</p> <ol style="list-style-type: none"> <li>1. Makes the well-being of students the fundamental value of all decision-making and actions.</li> <li>2. Fulfills professional responsibilities with honesty and integrity.</li> <li>3. Supports the principle of due process and protects the civil and human rights of all individuals.</li> <li>4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.</li> <li>5. Implements the governing Board of Education's policies and administrative rules and regulations.</li> <li>6. Pursues appropriate measures to correct those laws, policies, regulations that are not consistent with sound educational goals.</li> <li>7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.</li> </ol>
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|  | <ol style="list-style-type: none"><li>8. Accepts academic degrees or professional certification only from duly accredited institutions.</li><li>9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.</li><li>10. Honors all contracts until fulfillment or release.</li></ol> |
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SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

301. CREATING A POSITION	
1. Purpose	Administrative positions will be established by the Board in order to provide effective management and leadership for the operation of the district.
2. Authority SC 1001, 1106	The need for creating administrative positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and kind of administrative positions deemed necessary for effective management of the district.
SC 1075, 1142	The initial salary or salary range for new positions shall be determined by the Board at the time of creating such positions, based upon the recommendation of the Superintendent and supporting documentation.
3. Guidelines  SC 652	<p>In the exercise of its authority to create new positions, the Board shall give primary consideration to the following:</p> <ol style="list-style-type: none"> <li>1. Most effective management of district programs.</li> <li>2. Number of students enrolled.</li> <li>3. Special needs of students.</li> <li>4. Operational needs of the district.</li> <li>5. Financial resources of the district.</li> </ol> <p>Recommendations for continuing, new or additional administrative positions shall include job descriptions clearly outlining the duties for which the positions were created, a title that conforms with the appropriate certificate if certification is required, and supporting data and other rationale relevant to the recommendation.</p>



301. CREATING A POSITION - Pg. 2

<p>4. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 1001, 1106, 1075, 1142, 2107</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p>The Superintendent shall be responsible for recommending new or additional administrative positions.</p> <p>The Board may, through the Superintendent, seek advice of administrative staff in creating a new position or increasing the number of administrators in existing positions.</p> <p>The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with the provisions of the Americans With Disabilities Act.</p>
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SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
SUPERINTENDENT

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

302. EMPLOYMENT OF SUPERINTENDENT	
<p>1. Purpose SC 1001</p>	<p>The Board places the primary responsibility and authority for the administration of this district in the Superintendent. Therefore, selection of a Superintendent is critical to the effective management of the district.</p>
<p>2. Authority SC 1071, 1073, 1075, 1077</p> <p>SC 1073, 1077</p>	<p>When the position of Superintendent becomes vacant, the Board shall elect a district Superintendent by a majority vote of all members of the Board and shall fix the beginning salary and term of office. Such term shall be three (3) to five (5) years, in accordance with Pa. School Code.</p> <p>During the final year of the term of office, the Board may notify the Superintendent that it plans to seek applications for the position from other qualified candidates. If the Board fails to take such action at a regular meeting occurring at least one hundred fifty (150) days prior to the expiration date of the term of office, the Superintendent shall continue in office for a further term of similar length.</p> <p>The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants.</p>
<p>3. Guidelines</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>SC 1003</p>	<p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <ol style="list-style-type: none"> <li>1. Preparation of a job description for the position, written in accordance with requirements of the Americans With Disabilities Act.</li> <li>2. Preparation of written qualifications, in addition to proper State requirements, for all applicants.</li> <li>3. Preparation of informative material describing the school district and its educational goals.</li> </ol>

<p>SC 1002, 1003 Pol. 104 P.L. 88-352 P.L. 92-318</p>	<ol style="list-style-type: none"> <li>4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.</li> <li>5. Opportunity for applicants to visit the district schools, at the Board's invitation.</li> <li>6. Recruitment and evaluation of candidates in accordance with Board policy and State and federal law.</li> </ol> <p>A screening process shall be established that ensures the Board has an opportunity to interview a sufficient number of finalist candidates so that an appropriate range of choices is available for final selection.</p> <p>The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be borne by the school district.</p> <p><u>Employment</u></p>
<p>SC 111 23 Pa. CSA 6301</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>No person shall be employed as Superintendent unless s/he has signed an employment contract or has been employed by Board resolution, either of which may include:</p>
<p>SC 1073</p>	<ol style="list-style-type: none"> <li>1. Term for which employment is contracted, including beginning and ending dates.</li> <li>2. Salary which shall be paid and the intervals at which it shall be paid.</li> <li>3. Benefits to which the employee is entitled.</li> <li>4. Procedures for resolution of misunderstandings or disagreements.</li> <li>5. Statement of mutually agreeable evaluation procedures.</li> </ol>
<p>SC 1004</p>	<p>Before entering the duties of the office, the Superintendent shall take and subscribe to the oath of office prescribed by statute.</p>

<p>Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 et seq</p>	<p>After receiving an offer of employment but prior to beginning employment, the candidate shall undergo a medical examination, as required by law.</p>
<p>Title 28 42 U.S.C Sec. 653a</p>	<p>Any candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
<p>SC 1079</p>	<p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>
	<p><u>Acting/Substitute Superintendent</u></p>
	<p>Whenever the Board finds it impossible or impracticable to fill immediately any vacancy occurring in the position of Superintendent, it may appoint an Acting Superintendent to serve not longer than one (1) year from the time of the appointment.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
ADMINISTRATORS

ADOPTED: December 6, 1999

REVISED: March 4, 2004

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Board places substantial responsibility and authority for the effective management of the schools with district administrators.
2. Authority SC 508, 1106, 1142 Title 22 Sec. 4.4	The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrator employed by this district.
3. Definitions	For purposes of the 300 section of Board policy, administrative positions shall be deemed to be those covered by a memo of understanding approved by the Board.
4. Guidelines	<p>All interviews of administrative candidates shall be conducted by the administration, and their recommendations shall be presented to the Board. Board members shall be notified of the times of interviews and be given the opportunity to participate. The administrator conducting the interviews shall have the authority to develop the procedures for involving additional appropriate personnel in the interview process.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
SC 1109 Title 22 Sec. 49.111 et seq	No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.
SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.

<p>5. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment, in accordance with Board policy and state and federal law.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"><li>1. Successful educational training and experience.</li><li>2. Scholarship and intellectual vigor.</li><li>3. Appreciation of children.</li><li>4. Emotional and mental maturity and stability.</li></ol> <p>The Superintendent or designee shall, in the conduct of recruiting activities, seek qualified candidates.</p> <p>Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</p> <p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks for which the candidate is being considered.</p> <p>The Superintendent or designee shall seek such recommendations from former employers and others in assessing the candidate's qualifications.</p> <p>Recommendations and references shall be retained confidentially and for official use only.</p>
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SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

308. EMPLOYMENT CONTRACT	
1. Purpose SC 1121	Administrative employees who are certificated and covered by tenure law must have an employment contract or Board resolution that is in conformance with the School Code. Noncertificated and nontenured administrative employees may be covered by an employment contract or Board resolution that sets forth certain elements considered essential. This policy establishes considerations for both categories.
2. Authority SC 1106	<p>The Board has the authority under law to prescribe employment conditions for district personnel.</p> <p>It shall be the policy of this school district that all tenured and certificated administrative employees shall execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties shall give written notice sixty (60) days prior to its expiration that it will not be renewed.</p> <p>Noncertificated administrative employees shall be employed through contract or Board resolution.</p>
3. Guidelines SC 1121	<p>The contract shall specify those matters contained in statute for certificated administrative employees. For noncertificated administrative employees, the contract or Board resolution shall be in accordance with this policy.</p> <p>The contract or resolution shall include:</p> <ol style="list-style-type: none"><li>1. Beginning compensation.</li><li>2. Term of employment and work period for which compensation will be paid.</li><li>3. Statement of fringe benefits entitlement.</li><li>4. Statement of seniority rights, if any.</li></ol>

308. EMPLOYMENT CONTRACT - Pg. 2

<p>School Code 1121, 1178</p>	<p>Willful misrepresentation of facts material to the employment and determination of salary shall be considered cause for dismissal of the employee.</p> <p>The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.</p>
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SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

	<b>309. ASSIGNMENT AND TRANSFER</b>
1. Purpose	The assignment and transfer of administrative employees within the district shall be in accordance with the administrative and management needs of the district.
2. Authority	The Board shall approve the initial assignment of administrative personnel at the time of employment and when such assignments involve a transfer from one building to another or a move to a position requiring a certificate or credentials other than those required for the employee's present position.
3. Delegation of Responsibility	The Superintendent shall provide a system of assignment or reassignment that includes voluntary transfers.
4. Guidelines 23 Pa. CSA 6301	<p>Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Administrative staff members shall be informed of their assignments as early as possible preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of an administrative staff member during the school year for good cause, as determined by the Superintendent.</p>
School Code 511	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: December 6, 1999

REVISED:

310. ABOLISHING A POSITION	
1. Purpose SC 1106	It is the Board's responsibility to provide the administrative staff necessary for implementation of the educational program and for proper operation of the schools, and to do so efficiently and economically.
2. Authority SC 1106, 1124  SC 1124(2)	The Board recognizes its responsibility to maintain administrative staff positions consistent with the needs of the district.  In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to the effect upon the educational program and shall ascertain that elimination of a program is approved by the Department of Education.
3. Guidelines Pol. 311	Reduction in staff as a result of the abolishment of positions shall be in accordance with Pa. School Code and Regulations.
School Code 524, 1106, 1124	
PA Statute 2 Pa C.S. 551	
Board Policy No. 311	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SUSPENSIONS AND  
FURLOUGHS

ADOPTED: December 6, 1999

REVISED:

311. SUSPENSIONS AND FURLOUGHS	
1. Purpose	Maintenance of administrative and supervisory staff appropriate to effectively manage the district is a Board responsibility. The purpose of this policy is to establish the manner in which necessary reductions of that staff shall be accomplished.
2. Authority SC 524, 1124, 1125.1	The Board has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary, in accordance with law.
3. Delegation of Responsibility SC 1125.1 Pol. 310	The Superintendent shall develop administrative procedures for reduction of staff in accordance with this policy and applicable law. The efficiency and effectiveness of district organization and staffing patterns shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interest of the district.
4. Guidelines SC 1123	Data necessary for computation of each administrative employee's rating and seniority status shall be recorded and maintained. The rating system shall comply with State requirements where such requirements exist.
SC 1125.1	Standards shall be established for the suspension or furlough of one administrative employee over another when one or more must be suspended.
SC 1125.1(f) 2 PA C.S. Sec. 551 et seq	Tenured administrative employees are entitled to a Local Agency Law Hearing at the employee's request, prior to suspension or furlough.  Nontenured administrative employees may not be entitled to a Local Agency Law Hearing prior to suspension or furlough. However, nontenured administrators may request a hearing by the Board, or a committee of the Board, prior to suspension.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EVALUATION OF  
SUPERINTENDENT

ADOPTED: January 6, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

312. EVALUATION OF SUPERINTENDENT	
1. Purpose	Regular, periodic evaluation of the Superintendent's performance is a Board responsibility. In carrying out this responsibility, the Board recognizes that the Superintendent is entitled to such a review in an objective and straightforward manner so that his/her leadership may be as effective as possible for the district.
2. Authority	<p>The Board of School Directors shall provide the Superintendent with an annual evaluation embracing the following elements:</p> <ol style="list-style-type: none"> <li>1. To strengthen the working relationship between the school district and the Superintendent; to enhance the district Superintendent's effectiveness; and to clarify, for the Superintendent and individual Board members, the responsibilities the Board expects the district Superintendent to fulfill.</li> <li>2. To discuss and establish goals for the ensuing year.</li> <li>3. To establish compensation and benefits for the ensuing year, in accordance with the Superintendent's contract.</li> </ol> <p>The school district will assess the performance of the Superintendent each year during the months of May and June.</p>
3. Guidelines	<p>The performance assessment will be conducted in a private session limited to members of the Board of School Directors and the Superintendent.</p> <p>The evaluation instrument or format will be agreed upon by both the Board of School Directors and Superintendent.</p> <p>The Board of School Directors may seek input from staff members of the Redbank Valley School District; however, the Board will make the final assessment.</p> <p>The Board of School Directors will base the final performance assessment on the overall performance with rational and objective data.</p>

All information relative to the performance assessment will remain confidential and privileged.

The Board will select a chairperson, at the reorganization meeting of the Board, to coordinate the evaluation process and ensure its completion in a timely manner.

Board members will be given a copy of the Superintendent's contract and the evaluation tool one (1) month prior to the established evaluation date.

The Board will meet with the Superintendent to discuss the Superintendent's performance. The Board reserves the right to excuse the Superintendent in order to privately finalize the evaluation. The chairperson will report the final results. The process should be completed in one evening, unless there are unusual circumstances.

### **SUPERINTENDENT EVALUATION**

#### **SCHOOL BOARD RELATIONS**

Interacts with the School Board in a positive professional manner. Respects individual's ideas. Provides information in sufficient detail to facilitate effective decision-making.

#### **CURRICULUM & INSTRUCTION**

Effectiveness in leading the District by evaluating the curriculum and providing a vision for curriculum development, involving staff in curriculum review and revision, allocating resources, and monitoring programs.

#### **FINANCIAL MANAGEMENT – BUDGET DEVELOPMENT & IMPLEMENTATION**

Effectiveness in providing the best possible educational and extra-curricular programs within the limits of available resources. Recognizes program needs while respecting the positions of taxpayers by attempting to reallocate resources prior to considering added costs. Ability to demonstrate the need for additional resources to the School Board and community.

#### **SCHOOL COMMUNITY RELATIONS**

Actively involved with community groups. Encourages school district-community interaction. Encourages community use of school facilities. Presents an open-door policy with the community.

**PLANT ASSESSMENT**

Effectively assesses physical plant needs, recommends maintenance and renovation projects, and allocates resources.

**ADMINISTRATIVE TEAM**

Effectively assesses physical plant needs, recommends maintenance and renovation projects, and allocates resources.

**PERSONNEL MANAGEMENT**

Effectively interacts with personnel with respect regardless of the position held. Attempts to consider all points of view before making decisions. Willing to make difficult decisions regarding personnel issues.

SECTION: ADMINISTRATIVE  
EMPLOYEES

# REDBANK VALLEY SCHOOL DISTRICT

TITLE: EVALUATION OF  
ADMINISTRATIVE  
EMPLOYEES

ADOPTED: December 6, 1999

REVISED:

	<b>313. EVALUATION OF ADMINISTRATIVE EMPLOYEES</b>
1. Purpose	There shall be a plan for regular, periodic evaluation of all administrative employees. The Board shall be informed periodically about the results of those evaluations.
2. Authority	The Board directs that evaluations of administrative employees be performed at least annually.
3. Delegation of Responsibility	The Superintendent shall develop procedures for evaluation of administrative staff.  Prior to the beginning of the period under evaluation, the Superintendent shall discuss with the administrative employee the criteria to be used for evaluation purposes.
4. Guidelines	The Superintendent shall conduct an annual evaluation of the performance of administrators, based on the following: <ul style="list-style-type: none"> <li>1. Performance.</li> <li>2. Goal achievements.</li> <li>3. Board concerns.</li> <li>4. Individual concerns.</li> <li>5. Development.</li> <li>6. Established goals.</li> </ul> Each observation shall be followed by a conference between the Superintendent and the administrative employee. Both parties to the conference shall sign the evaluation report and retain a copy for their records.

313. EVALUATION OF ADMINISTRATIVE EMPLOYEES

	<p>The employee shall have the right following the conference to submit a written disclaimer of the evaluation, which disclaimer shall be attached to the report.</p>
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SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: December 6, 1999

REVISED: August 29, 2011

# REDBANK VALLEY SCHOOL DISTRICT

314. PHYSICAL EXAMINATION	
1. Purpose	In order to certify the fitness of administrative employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from the transmission of communicable diseases, physical examinations of all district employees shall be required prior to beginning employment.
2. Definition	A <b>physical examination</b> shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.
3. Authority SC 1418 Title 28 Sec. 23.43 42 U.S.C. Sec. 12112	After receiving an offer of employment but prior to beginning employment, all candidates shall undergo medical examinations, as required by law and as the Board may require, the expense for which shall be paid by the applicant.
SC 1418 Title 28 Sec. 23.44	The Board requires that all employees undergo a tuberculosis examination provided by the district upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.
SC 1418	The Board may require an employee to undergo a physical examination at the Board's request.
SC 1419 Title 28 Sec. 23.45	An employee who presents a signed statement that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the employee presents a substantial menace to the health of others.
4. Delegation of Responsibility	The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.
42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112	Medical records of an employee shall be kept in a file separate from the employee's personnel file.

References:

School Code – 24 P.S. Sec. 1416, 1418, 1419

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.

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

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

314.1. HIV INFECTION	
1. Purpose	<p>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and employees while protecting the rights of the individual.</p> <p>This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.</p>
2. Definitions	<p><b>HIV</b> - Refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p><b>AIDS</b> - Acquired Immune Deficiency Syndrome.</p> <p><b>CDC</b> - United States Public Health Service Centers for Disease Control.</p> <p><b>Infected employee</b> - Refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.</p>
3. Authority	<p>This policy shall apply to all employees in all programs conducted by the school district.</p> <p>The Board directs that the established district policies and procedures that relate to illnesses among employees shall also apply to infected employees.</p>
Act 148 of 1990	<p>The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for employment.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible as the central contact for handling and releasing all information concerning infected employees.</p> <p>All district employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.</p>

<p>5. Guidelines</p> <p>42 U.S.C.                  Sec. 12101                  et seq                  ADA of 1990                  P.L. 103-3                  of 1993</p>	<p>All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times. Employees shall notify the school nurse of all incidents of exposure to bodily fluids.</p> <p>On an annual basis, building administrators shall notify district employees, students and parents about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss such policies and concerns.</p> <p>The Superintendent or a designee shall report periodically to the Board regarding the effectiveness of this policy and shall make recommendations for revision in accordance with developments in medical research and treatments.</p> <p><u>Assignment</u></p> <p>District authorities shall determine the assignment of infected employees on a case-by-case basis.</p> <p>A Screening Team comprised of the Superintendent, immediate supervisor, school nurse and district physician and including the employee and his/her attending physician shall evaluate the assignment of the infected employee. Decisions shall be based on the employee's physical condition, type of interaction with others in the performance of job functions, and risks to the infected employee and others in the school setting.</p> <p>First consideration shall be given to maintaining the infected employee in the regular assignment. Any decision for an alternative placement must be supported by specific facts and data.</p> <p>The recommendation of the Screening Team shall be presented to the Board by the Superintendent. The Board shall approve all assignments and medical leaves of absences for infected employees.</p> <p>Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave and alternatives available to them through State and federal laws, district policies, the collective bargaining agreement, and the system.</p>
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<p>Act 148 of 1990</p>	<p><u>Confidentiality</u></p> <p>The Superintendent or designee shall determine which school personnel will receive information about an infected employee. The number of individuals informed of an infected employee's status shall be kept to the minimum required to assure protection of the infected employee as well as the school population. Anonymity shall have high priority.</p> <p>All district employees have a duty to preserve the confidentiality of all information concerning an infected employee. Serious consequences shall result from a breach of confidentiality by an employee.</p> <p>Information about infected employees in the district shall not be disclosed to the general public, undesignated school employees or other groups without a court order or the informed, written, signed and dated consent of the infected employee.</p>
<p>OSHA Guidelines</p>	<p><u>Infection Control</u></p> <p>Universal precautions, as recommended by the CDC, shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.</p> <p>The school district shall maintain and keep reasonably accessible all equipment and supplies necessary for infection control.</p> <p><u>Staff Development</u></p> <p>All district employees shall participate in a planned HIV education program that provides guidance on infection control procedures and informs about current law and district policies concerning HIV.</p> <p>Designated district employees shall receive additional, specialized training appropriate to their positions and responsibilities.</p>

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DISQUALIFICATION BY  
REASON OF HEALTH

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

315. DISQUALIFICATION BY REASON OF HEALTH	
<p>1. Authority Pol. 104</p>	<p>Consistent with law with respect to equal opportunity and nondiscrimination, it is the policy of the Board to ensure that the programs and operations of this district are administered by individuals physically and mentally fit for the assigned duties.</p>
<p>SC 1122</p>	<p>An administrator may be placed on sick leave or be retired for physical or mental disability that makes him/her unfit to perform assigned duties.</p>
<p>2. Guidelines</p>	<p>When an administrator, in the opinion of the Superintendent, is unfit to perform assigned duties by reason of physical or mental condition, the following procedures shall be followed:</p>
<p>SC 1418</p>	<ol style="list-style-type: none"> <li>1. The Superintendent shall present to the Board reasons for questioning the condition of the employee.</li> <li>2. Should the Board determine that the reasons given constitute sufficient cause to order the employee to be examined, the employee shall be given written notice of the need for examination and an opportunity to appear before the Board, a committee of the Board, or a hearing officer designated by the Board within ten (10) days to explain why such an order will not be followed.</li> </ol>
<p>SC 1127, 1128</p>	<ol style="list-style-type: none"> <li>3. The Board may offer a hearing which, if accepted by the employee, shall be conducted in accordance with law if dismissal is indicated or the following rules if dismissal is not indicated:               <ol style="list-style-type: none"> <li>a. The hearing will be held privately.</li> <li>b. Staff members may present witnesses on their behalf.</li> <li>c. Witnesses will be called individually and excused after making their statement.</li> <li>d. Staff members may be represented by counsel or by an individual of the employee's choice.</li> </ol> </li> </ol>

315. DISQUALIFICATION BY REASON OF HEALTH - Pg. 2

<p>SC 1418</p> <p>School Code 1122, 1127, 1128, 1153, 1154, 1418</p>	<ol style="list-style-type: none"><li>4. Following a hearing, if the Board orders an examination it may be conducted by a physician selected by the employee from a list provided by the Board.</li><li>5. The examination shall be conducted within ten (10) days following the hearing.</li><li>6. If as a result of the examination the employee is found to be unfit to perform assigned duties, the employee shall be placed on mandatory sick leave for the period as may be indicated with the compensation to which s/he is entitled until proof of recovery, satisfactory to the Board, is furnished.</li><li>7. Should an employee refuse to submit to examination following the exhaustion of proper appeals, the Board shall consider such refusal as cause for dismissal.</li></ol>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: NONTENURED EMPLOYEES

ADOPTED: December 6, 1999

REVISED:

316. NONTENURED EMPLOYEES	
1. Purpose	Effective district operation requires capable supervision by a variety of nontenured administrators. Such administrators are an integral part of the district's management force.
2. Authority	It is the policy of the Board that certain administrators shall be employed with the recognition that they are not professional employees and will not attain tenure status.
SC 1101	District nontenured staff shall include any position in which provision for tenure is not made by law.
School Code 1101, 1121	



SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DISCIPLINARY  
PROCEDURES

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

317. DISCIPLINARY PROCEDURES	
1. Purpose	Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.
2. Authority	The Board directs that procedures be established whereby administrative employees shall be informed of the disciplinary actions that are considered appropriate and that are to be applied for violation of district policies, rules and procedures.
3. Delegation of Responsibility SC 1151	The Superintendent shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures which provide progressive penalties, including verbal warning, written warning, transfer, suspension, demotion, and dismissal.
4. Guidelines SC 1127 Sec. 551 et seq	In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.  Disciplinary procedures shall be reviewed and updated and referred to the Board for information purposes.
SC 1122, 1126, 1127	When charges are filed against an administrative employee pursuant to the School Code, the Board, after hearing the case in accordance with the procedures established in law, may vote to discharge any such employee or authorize a lesser punishment short of a discharge, such as a suspension without pay.
Pol. 006	The vote to discharge shall be by a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken.  Any criticism of an administrative employee by a supervisor or district administrator shall be made in confidence and never in the presence of students, parents or other employees, nor at public gatherings.

School Code  
510, 1122, 1127,  
1126, 1151

PA Statute  
2 PA C.S.  
Sec. 551

All critiques shall be confidential and be shared with the appropriate employee.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

319. OUTSIDE ACTIVITIES	
1. Purpose	<p>The Board recognizes that members of the administrative staff must enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons.</p> <p>The Board, however, has a responsibility to evaluate administrators in terms of their effectiveness in discharging school duties and responsibilities.</p>
2. Authority	<p>Therefore, when nonschool activities impact upon an administrator's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon his/her responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which students and employees of this district may participate.</p>
3. Delegation of Responsibility	<p>The Superintendent shall promulgate guidelines so that administrators may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.</p>
4. Guidelines	<p>The following guidelines are provided for the direction of administrators:</p> <ol style="list-style-type: none"> <li>1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.</li> <li>2. Do not use school property or school time to solicit or accept customers for private enterprises.</li> <li>3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.</li> </ol>

319. OUTSIDE ACTIVITIES – Pg. 2

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|--|---|
|  | <p>4. Do not make make public statements that are inconsistent with district policies and could serve to harm the effectiveness of district programs.</p> |
|--|---|

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: FREEDOM OF SPEECH IN  
NONSCHOOL SETTINGS

ADOPTED: December 6, 1999

REVISED:

320. FREEDOM OF SPEECH IN NONSCHOOL SETTINGS	
1. Purpose	The Board acknowledges the right of its administrative employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.
2. Authority	The Board adopts this policy to clarify situations in which an administrator's expression could conflict with the district's interests.
3. Guidelines	<p>In situations in which an administrator is not engaged in the performance of professional duties, s/he shall:</p> <ol style="list-style-type: none"><li>1. Recognize that as an administrator his/her comments generally will be viewed as representative of the district.</li><li>2. Not direct his/her expression toward any individual(s) with whom s/he would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships.</li><li>3. Refrain from expressions that would interfere with the maintenance of student discipline.</li><li>4. Refrain from making public expressions which s/he knows to be false or made without regard for truth or accuracy.</li><li>5. Refrain from making threats against co-workers, supervisors or district officials.</li></ol>
Pol. 317	Violations of this policy may constitute cause for disciplinary action.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

321. POLITICAL ACTIVITIES	
1. Purpose	The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, school property and school time, paid for by all the people, may not be used for political purposes when performing assigned duties.
2. Authority	The Board adopts the following guidelines for those administrative staff members who intend to engage in political activities.
3. Guidelines Pol. 707	<ol style="list-style-type: none"> <li>1. No employees shall engage in political activities upon property under the jurisdiction of the Board unless permission has been granted for that purpose through the Use of Facilities policy of the Board.</li> <li>2. Political circulars or petitions may not be posted or distributed in school, except by U.S. Mail.</li> <li>3. Collection of and/or solicitation for campaign funds or campaign workers is prohibited on school property during working hours.</li> </ol> <p>The use of students for writing, addressing, or distributing partisan political materials is forbidden.</p> <p>The following situations are exempt from the provisions of this policy:</p> <ol style="list-style-type: none"> <li>1. Discussion and study of politics and political issues when appropriate to classroom studies, such as history, current events, and political science.</li> <li>2. Conduct of student elections and connected campaigning.</li> <li>3. Conduct of employee representative elections.</li> </ol>

321. POLITICAL ACTIVITIES - Pg. 2

<p>Pol. 317</p>	<p>Violations of this policy constitute cause for disciplinary action, at the Board's discretion.</p>
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SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: GIFTS

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

322. GIFTS	
1. Purpose	The Board considers the acceptance of gifts by administrative staff members an undesirable practice.
2. Authority	It is the policy of the Board that students and parents/guardians shall be discouraged from presenting gifts to administrators.
3. Delegation of Responsibility	The Superintendent may approve acts of generosity to individual administrative staff members in unusual situations.



SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: December 6, 1999

REVISED: August 29, 2011

# REDBANK VALLEY SCHOOL DISTRICT

323. TOBACCO USE	
<p>1. Purpose</p>	<p>The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.</p>
<p>2. Definition 35 P.S. Sec. 1223.5</p>	<p>For purposes of this policy, <b>tobacco use</b> shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.</p>
<p>3. Authority 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p>	<p>The Board prohibits tobacco use by administrative employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p>
<p>35 P.S. Sec. 1223.5</p>	<p>The Board may designate specific areas for tobacco use by district employees on property owned, leased or controlled by the district that is at least fifty (50) feet from school buildings, stadiums and bleachers.</p>
<p>35 P.S. Sec. 1223.5</p>	<p>The district shall annually notify employees about the Board's tobacco use policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods.</p>
<p>4. Delegation of Responsibility SC 1303-A</p>	<p>The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of tobacco by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.</p>

References:

School Code – 24 P.S. Sec. 1303-A

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: January 6, 2000

REVISED: November 30, 2010

# REDBANK VALLEY SCHOOL DISTRICT

324. PERSONNEL FILES	
<p>1. Authority</p> <p>SC 510</p>	<p>Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative employee of the district.</p> <p>The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.</p>
<p>2. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112</p>	<p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.</p> <p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>Medical records shall be kept in a file separate from the employee's personnel file.</p>
<p>3. Guidelines</p>	<p>Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.</p> <p>Personnel records shall not be available to individual Board members, except as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.</p>

<p>43 P.S. Sec. 1321, 1322</p> <p>43 P.S. Sec. 1322, 1323</p> <p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801 Pol. 304</p>	<p><u>Employee Access</u></p> <p>Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.</p> <p>Employees who wish to review their own records shall:</p> <ol style="list-style-type: none"><li>1. Request access in writing.</li><li>2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.</li><li>3. Make no alterations to the record, nor remove any material.</li></ol> <p><u>Appeals</u></p> <p>To appeal material in their personnel file, employees shall submit a written request to the administrator delegated to maintain the records and shall specify:</p> <ol style="list-style-type: none"><li>1. Name and date.</li><li>2. Material to be appealed.</li><li>3. Reason for appeal.</li></ol> <p>The responsible administrator shall:</p> <ol style="list-style-type: none"><li>1. Hear the appeal and make a determination.</li><li>2. Permit the addition of employee comments.</li></ol> <p><u>Title I Schools</u></p> <p>In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p>
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<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801</p>	<p>The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p>
<p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6311 Pol. 304</p>	<p>In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p>
<p>8 CFR Sec. 274a.2</p>	<p><u>File Contents</u></p> <p>Upon initial employment, an employee's file shall contain:</p> <ol style="list-style-type: none"> <li>1. Completed employment application form.</li> <li>2. Copy of certificate, where applicable.</li> <li>3. Transcripts.</li> <li>4. Recommendations.</li> <li>5. I-9 Immigration Form.</li> </ol>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<ol style="list-style-type: none"> <li>6. Criminal history and child abuse clearance statements.</li> </ol> <p>During the period of employment, the following additional data shall be maintained in personnel files:</p> <ol style="list-style-type: none"> <li>1. Completed copy of employment contract, where applicable.</li> <li>2. Attainment of advanced degrees and effect on compensation.</li> <li>3. Completed evaluations.</li> <li>4. Disciplinary incidents.</li> <li>5. Special awards or distinctions.</li> </ol>

References:

School Code – 24 P.S. Sec. 111, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.4, 403.5

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

Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6311, 7801

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C.  
Sec. 2000ff et seq.

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

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

Board Policy – 304

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED:

REVISED:

	<b>325. DRESS AND GROOMING</b>
1.Purpose	Administrators set an example in dress and grooming for staff and students to follow. An administrator should present an image of dignity and encourage respect for authority.
2.Authority	The Board has the authority to specify reasonable dress and grooming guidelines for administrative staff.
3.Guidelines	Administrative employees are expected to be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.
4.Delegation of Responsibility	If an administrator feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the Superintendent.
School Code 510	

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: COMPLAINT PROCESS

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

326. COMPLAINT PROCESS	
1. Purpose	Effective management of district operations requires reasonable and effective means of resolving conflicts which may arise among management level employees. This policy is established to reduce potential areas of disagreement, and to establish and maintain recognized two-way channels of communication between the Board and management.
2. Authority	<p>The Board adopts this policy to facilitate proper and equitable solutions to complaints at the lowest appropriate level, and to establish orderly procedures within which solutions may be pursued.</p> <p>There shall be no reprisals of any kind taken against any employee because of participation in or support of a complaint.</p>
3. Definition	<b>Complaint</b> - any unresolved problem concerning application or interpretation of State laws or regulations; policies or rules of the Board; and administrative procedures.
4. Guidelines	<p>Complaints should be discussed in private, informal conference between the parties involved.</p> <p>At least one (1) private meeting should take place between the parties before the complaint is taken to the next higher level of authority.</p> <p>A complainant may be represented or accompanied at the higher levels of authority by anyone of his/her choosing.</p> <p>The time limit provided for in this policy may be extended by mutual agreement of the parties. Any decision not pursued within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.</p>



Level One Immediate Supervisor

Within ten (10) days after the occurrence giving rise to the complaint and following an informal discussion as outlined, the complainant must present his/her complaint in writing to the immediate supervisor.

This statement shall be a clear, concise expression of the complaint; the rule, policy or law for which there is an alleged violation; and the remedy sought.

Copies of this statement may be sent to any individuals who were present.

Within ten (10) days the immediate supervisor shall communicate his/her decision in writing to the complainant. If the supervisor does not respond within the time limit, the complainant may appeal to the next level.

Either party to the complaint shall have the right to request a personal conference in order to resolve the complaint. Either party may request the presence of one (1) conferee.

Level Two Superintendent

Within ten (10) days after receiving the decision of the administrator in Level One, the complainant may appeal the decision to the Superintendent. The appeal shall be in writing and shall be accompanied by a copy of the decision at Level One.

Within ten (10) days after delivery of the appeal, the Superintendent shall investigate the complaint, giving all persons who participated in Level One a reasonable opportunity to be heard.

Within ten (10) days after delivery of the appeal, the Superintendent shall submit his/her decision in writing, together with the supporting reasons, to the complainant and the administrator involved.

Level Three Discussion with the Board

Within ten (10) days after receiving the decision of the Superintendent, the complainant may appeal the decision in writing to the Board.

The Board shall schedule the matter for a hearing at an executive session to be held at the next regularly scheduled Board meeting.

The complainant and his/her conferee shall be present at the hearing.

Within twenty (20) days the Board will submit its decision in writing, together with supporting reasons, to the complainant. A copy shall be furnished to the administrator(s) involved.

The decision of the Board is final.

Miscellaneous Provisions

All documents, communications and records dealing with processing a complaint shall be filed in a separate file and shall not be kept in the personnel file of any of the participants.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: MANAGEMENT TEAM

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

327. MANAGEMENT TEAM	
1. Purpose	The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.
2. Authority SC 510, 1164	While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board ultimately to make decisions, as prescribed by law.
3. Definitions	<p><b>Management Team Concept</b> - is a means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.</p> <p><b>Management Team</b> - is composed of the Superintendent and administrative, supervisory, and administrative support personnel who have significant responsibilities for administering district programs or directing and supervising other employees.</p> <p><b>Management Employees</b> - refers to those members of the Management Team.</p>
4. Guidelines	<p>The objectives of the district's Management Team are:</p> <ol style="list-style-type: none"> <li>1. To provide input into policies and rules which directly affect management employees in the administration of the school district.</li> <li>2. To provide a means of addressing the economic and welfare concerns of management employees.</li> </ol>
5. Delegation of Responsibility	<p>The Superintendent shall prepare administrative guidelines for the operation of the Management Team.</p> <p>The Management Team will meet on a regular basis.</p>

	<p>Actions of all members of the Management Team shall be consistent with professional and ethical standards as adopted by professional management associations.</p>
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SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: COMPENSATION PLAN

ADOPTED: December 6, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

328. COMPENSATION PLAN	
1. Purpose	<p>The Board believes that a thorough and effective school system is vital in providing the best educational program for students of the district and the tax-paying citizens who support the public schools.</p> <p>The Board strongly supports the concept that a thorough and effective school system can exist only if the day-to-day management of the schools is entrusted to dedicated and competent persons. Good management relies on the abilities of administrators to perform the responsibilities of the positions for which they were hired.</p>
2. Authority SC 1164	<p>It is therefore incumbent on the Board to pursue a plan of compensation, based upon responsibility and performance, that will provide fair and adequate financial incentive for all management personnel. To accomplish this commitment, the Board directs that such a compensation plan be implemented.</p> <p>The Board shall approve an applicable Memo of Understanding for designated administrative employees.</p>
3. Delegation of Responsibility	<p>Implementation of the administrative compensation plan shall be the responsibility of the Superintendent.</p>
4. Guidelines	<p>The compensation plan may include:</p> <ol style="list-style-type: none"> <li>1. Description of the program for determining administrative salaries.</li> <li>2. Salary amounts or salary schedules.</li> <li>3. List of fringe benefits.</li> <li>4. An evaluation procedure.</li> </ol>

328. COMPENSATION PLAN - Pg. 2

	<p>The compensation plan shall be determined through a good faith meet and discuss procedure in accordance with Act 93, upon request, with appropriate supervisors and administrators.</p>
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SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: January 6, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

331. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, of any district administrator that are incurred in the course of performing services for the district, whether within or outside the district, shall be reimbursed in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent and/or Business Manager. All requests for reimbursement must be accompanied by official receipts/evidence of payment.
3. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned but not between home and school or is authorized in advance by the Superintendent</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the rate per mile as per negotiated contract.</p> <p>Use of a personal vehicle requires that liability insurance for bodily injury and property damage be provided by the employee.</p> <p><u>Attendance at Programs</u></p> <p>Actual and necessary expenses from attendance at conferences, workshops, etc. shall be reimbursable to an administrator if approval has been obtained in advance.</p> <p>All overnight travel shall require prior Board approval. The Superintendent has the authority to approve overnight trips for staff and administration for unexpected events when Board approval is not possible.</p> <p><u>Travel Expense Voucher</u></p>
331-AR	Eligible employees shall complete monthly the district's Travel Expense Voucher in order to receive travel reimbursement.

No. 331-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

TRAVEL EXPENSE VOUCHERS

1. The Redbank Valley School District Travel Expense Voucher will be completed in duplicate on a monthly basis for all employees eligible to receive travel reimbursement. One (1) copy should be retained by the employee, and the original forwarded to the Superintendent's Office.
2. The Travel Expense Voucher is to cover a period from the first of a month through the first day of the next month. Each principal or supervisor is responsible to receive this form from their eligible employees and to submit them as a group to the Board Secretary, on or before the 10th day of each month.
3. The principal or supervisor is responsible to review each Travel Expense Voucher for accuracy and authenticity. After this verification, s/he shall sign each form in the space provided.
4. Each employee shall number their forms consecutively during each school year, beginning with one (1).
5. The employee should use the appropriate code listed on the Chart of Accounts, including the area or building code number, if applicable.
6. Were more than one person is attending the same conference, the persons involved are expected to arrange transportation on a sharing basis. If transportation (car) is not shared, a state ment of explanation will be made on the expense voucher form. If a satisfactory reason is not given, proration of travel costs will be made.





# REDBANK VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PROFESSIONAL  
DEVELOPMENT

ADOPTED: January 6, 2000

REVISED: April 3, 2000

	<p style="text-align: center;">333. PROFESSIONAL DEVELOPMENT</p> <p>1. Purpose Continuing professional study and inservice training are prerequisites for professional growth and enhanced ability to undertake increased responsibility.</p> <p>2. Authority The Board encourages all administrators to further their professional and personal advancement through graduate study, special classes or inservice training.</p> <p>3. Guidelines <u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan, as preapproved by the Superintendent.</p> <p>Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>All administrators shall file annually by August 31 a record and description of the attainment of approved credits and continuing professional education hours with the office of the Business Manager.</p> <p><u>Educational Conferences/Conventions</u></p> <p>Central office administrative staff and principals are expected to attend meetings that relate to their area of educational responsibility. It is understood that attendance to meetings will be within the limits of good educational practice and the individual's budgeted expense allowance.</p> <p>Prior approval to attend such educational activities shall be secured from the Superintendent.</p>
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<p>333-AR</p>	<p>Employees shall follow administrative regulations governing attendance at conferences and conventions.</p> <p>When attending meetings or conventions outside the district, each employee shall include on the district form a statement detailing what was gained from the meeting that will be of value to the school district.</p> <p><u>Professional Education Plan</u></p>
<p>SC 1205.1 Title 22 Sec. 4.13, 49.17</p>	<p>The Board shall appoint to the professional education committee parents and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p>
<p>SC 1205.1</p>	<p>The Board shall approve a professional education plan that is designed to meet the educational needs of the district and its employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the Department of Education.</p>
<p>SC 1205.1</p>	<p>The Board shall ensure an annual review of the district's professional education plan by the professional education committee to determine if the plan continues to meet the needs of the district, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.</p>
<p>SC 1205.2</p>	<p>The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan. Board approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.</p>
<p>SC 1205.2</p>	<p>If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p>
<p>SC 1205.1, 1205.2</p>	<p>In order to continue employment in the district, certificated administrative employees are required to meet all obligations necessary to maintain active certification.</p>

No. 333-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

REQUEST FOR PERMISSION TO BE ABSENT FROM REGULAR  
DUTIES

A Request for Permission to be Absent from Regular Duties form must be submitted by all school district employees who desire to attend meetings and conferences, according to the directions on the reverse of the form and the following items:

1. A Request for Permission to be Absent from Regular Duties form must be submitted by all school district employees in connection with any travel or conferences to be attended outside of the confines of the school district.
2. Meetings held during the late afternoon or evening do not necessitate the use of the Request for Permission to be Absent From Regular Duties form for conference participants, but they do require submission of this form if travel and/or meal reimbursement is desired for the participants.
3. Reimbursement for lunches for employees while traveling within the confines of the school district will not be approved.
4. Reimbursement for meals will be approved for certain dinner meetings held within the district after regular school hours.
5. Travel reimbursement will normally be made for all travel for approved conferences for meetings held outside of the assigned attendance area.
6. Where more than one person is attending the same conference, the persons involved are expected to arrange transportation on a sharing basis. If transportation (car) is not shared, a statement of explanation will be made on the expense voucher form.

If a satisfactory reason is not given, proration of travel cost will be made.

7. In the estimated cost shown on the Request for Permission to be Absent From Regular Duties form, the cost of mileage or travel should be included.
8. Requests must be submitted four (4) weeks prior to the day of the conference, or in sufficient time for Board approval prior to the conference.

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: January 6, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

334. SICK LEAVE	
1. Purpose SC 1154	The sick leave policy for administrative employees shall ensure that eligible employees will receive no less than the minimum sick leave provided under law.
2. Authority  SC 1154  SC 1154	<p>The Board shall provide ten (10) days annually for sick leave. Such leave shall be cumulative, without limitation, from year to year. All or any part of unused sick leave may be taken with full pay in any one or more school years for reasons of illness.</p> <p>The Board reserves the right to require of any administrator claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability.</p> <p>The Board shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.</p>
3. Delegation of Responsibility	The Superintendent shall report to the Board the names of administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines  SC 1154	<p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>A sick leave shall commence when the administrator, or agent if the administrator is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p> <p>Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.</p>

<p>SC 1154</p>	<p><u>Proof Of Disability</u></p> <p>An administrator absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p>
<p>SC 1154</p>	<p><u>Records</u></p> <p>The district's personnel records shall show the attendance of each employee, and the days absent shall be recorded, with the reason for such absence noted.</p> <p>A record shall be made of the unused sick leave days accumulated by each administrative employee, which shall be made available to the employee in accordance with law.</p>
<p>Pol. 336</p> <p>School Code 1154</p>	<p><u>Family Member Illness</u></p> <p>In the event of a serious or life-threatening illness of a member of the employee's immediate family, as defined in contract or bereavement policy, the employee will be permitted to be absent from district duties without loss of pay for a period of no more than two (2) days in any school year, according to the following conditions and limitations:</p> <ol style="list-style-type: none"> <li>1. The leave will first be applied to any unused personal leave. Should the employee have insufficient personal leave days accumulated, the leave will then be applied to any unused, accumulated sick leave.</li> <li>2. Serious or life threatening illness shall include but not limited to admission to an intensive care unit, coronary care unit or trauma unit, or any surgical procedure requiring general anesthesia.</li> <li>3. The employee must present a written excuse from the attending or admitting physician to the Superintendent upon return to work.</li> </ol>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: FAMILY AND MEDICAL  
LEAVES

ADOPTED: April 7, 2008

REVISED: April 26, 2010

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



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

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: January 6, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

336. PERSONAL NECESSITY LEAVE	
1. Purpose	This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered.
2. Authority SC 510, 1154	The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for such leave.
3. Guidelines	<p><u>Personal Leave</u></p> <p>Personal leave days with pay shall be granted to administrative employees in accordance with provisions of the Act 93 Agreement.</p> <p><u>Bereavement Leave</u></p> <p>The Board may extend the period of absence at its discretion. Bereavement leave shall be granted to administrative employees in accordance with the Act 93 Agreement.</p> <p><u>Military Leave</u></p> <p>A district employee who volunteers for military service in the armed forces of the United States, either in time of war or during a state of national emergency, or who is inducted for military service shall be granted a leave of absence for the duration of such service. All rights and privileges shall continue for the employee as though s/he continued in the service of the Board.</p> <p>The employee, in submitting his/her written request for a military leave of absence, must agree in writing to return to his/her employment with the school for a minimum period of one (1) year. The Board is required to return the employee to the same or similar position, s/he had prior to the leave upon his/her return.</p>
SC 1154 (b) (c)	
65 P.S. Sec. 114	

<p>P.L. 677</p>	<p>The employee's rights are preserved during his/her military leave as though s/he were in actual employment. His/her contract continues in full force, salary increments occur, retirement benefits continue, and all seniority rights are maintained.</p> <p><u>Reserve Military Leave</u></p> <p>District employees are entitled to a leave of absence from their respective duties without loss of pay, time or efficiency rating for a period not to exceed fifteen (15) days in any one (1) calendar year for active service or field training ordered or authorized by the federal forces. These employees include either enlisted men/women or commissioned officers of any reserve component of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: VACATION

ADOPTED: January 6, 2000

REVISED:

	<b>337. VACATION</b>
1. Purpose	Administrative personnel employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation.
2. Authority SC 1154	The Board shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the district's operating and management needs.
3. Guidelines	Vacation time shall be granted in accordance with provisions of the Act 93 Agreement.  All vacation schedules are subject to final approval by the Superintendent.
School Code 1154	

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: February 7, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

	338. SABBATICAL LEAVE
1. Purpose	This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166	The Board shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health.
SC 1171	The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.
3. Guidelines	<u>Eligibility</u>
SC 1166	To be eligible for sabbatical leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.
SC 1166	A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the option of the employee.
SC 1167	The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.
	<u>Application</u>
	Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee at least thirty (30) days in advance, except for emergency situations.
	The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of adopted policy.

338. SABBATICAL LEAVE - Pg. 2

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

TITLE: COMPENSATED  
PROFESSIONAL LEAVES

ADOPTED: February 7, 2000

REVISED: June 5, 2000

# REDBANK VALLEY SCHOOL DISTRICT

	338.1. COMPENSATED PROFESSIONAL LEAVES
1. Purpose	This policy shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for eligible administrative employees.
2. Definitions SC 1166.1	<b>Professional Development Leave</b> - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by State regulation or law, or to improve professional competency.
SC 522.2	<b>Classroom Occupational Exchange Leave</b> - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.
3. Authority SC 1166.1, 1171	The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.
SC 522.2	The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.
4. Guidelines	<b>PROFESSIONAL EDUCATION LEAVE</b>
SC 1166	<u>Eligibility</u> To be eligible for professional education leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.

<p>SC 1166</p>	<p>A leave for professional education may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the option of the employee.</p>
<p>SC 1166.1</p>	<p><u>Application</u></p> <p>Professional education leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in his/her area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school district, or as the Board may require, and upon the recommendation of the Superintendent.</p> <p>Requests for professional education leave shall be submitted on the district form and forwarded with a detailed plan to the Superintendent, at least thirty (30) days in advance.</p>
<p>SC 1166.1</p>	<p><u>Documentation</u></p> <p>Applicants for professional education leave shall submit with the application form a detailed plan describing the professional education activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request.</p> <p>The Board may at any time require additional information from the employee in order to assist the Board in evaluating the request and the leave's benefits to and impact on the employee and the school district.</p>
<p>SC 1166.1</p>	<p>The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> <li>1. Nine (9) graduate credits.</li> <li>2. Twelve (12) undergraduate credits.</li> <li>3. One hundred eighty (180) hours of professional education activities.</li> </ol> <p>The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> <li>1. Eighteen (18) graduate credits.</li> </ol>



	<p>2. Twenty-four (24) undergraduate credits.</p> <p>3. Three hundred sixty (360) hours of professional education activities.</p> <p>Applicants who propose to take <b>graduate or undergraduate credits</b> shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing grades. Upon return from professional education leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the district.</p> <p>Applicants who propose to undertake <b>professional education activities</b> shall submit to the Board a detailed plan listing the specific activities. Upon return from professional education leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.</p> <p><u>Commitment of Employee</u></p> <p>SC 1166.1, 1168 Acceptance of professional education leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school year, unless prevented by illness or physical disability. Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p><u>Commitment of Employer</u></p> <p>SC 1168 At the expiration of the professional education leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 522.1, 1170 Time on professional education leave shall be counted as time on the job for purposes of seniority, where applicable in the district, and for retirement fund purposes but for no other purpose.</p> <p><u>Compensation</u></p> <p>SC 1169 During the period of professional education leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p>
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	<p style="text-align: center;"><b>CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</b></p> <p><u>Application</u></p> <p>Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded with appropriate documentation to the Superintendent, at least thirty (30) days in advance.</p> <p><u>Documentation</u></p> <p>Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.</p> <p>Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.</p> <p><u>Commitment of Employee</u></p> <p>SC 1168      Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.</p> <p><u>Commitment of Employer</u></p> <p>SC 1168      At the expiration of the classroom occupational exchange leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 522.2      Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority, where applicable in the district, and for retirement fund purposes but for no other purpose.</p> <p><u>Compensation</u></p> <p>SC 522.2      The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school district for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: February 7, 2000

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1154(e)</p> <p>School Code 522.1, 1154</p>	<p style="text-align: center;">339. UNCOMPENSATED LEAVE</p> <p>The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for the award of uncompensated leaves of absence.</p> <p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: JURY DUTY

ADOPTED: February 7, 2000

REVISED:

<p>1. Authority 42 Pa. C.S.A. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">342. JURY DUTY</p> <p>Administrative employees regularly employed shall be protected against loss of pay occasioned by jury duty.</p> <p>Should an employee be called for jury duty, s/he shall report same to the Superintendent.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way for doing so. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty that is in excess of actual expenses shall be credited against such pay.</p>
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SECTION: ADMINISTRATIVE  
EMPLOYEES

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

ADOPTED: May 19, 2009

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

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

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

347. WORKERS' COMPENSATION TRANSITIONAL  
RETURN-TO-WORK PROGRAM - Pg. 3

References:

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

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

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

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

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

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: May 6, 2002

REVISED: July 5, 2011

<p>1. Authority</p> <p>43 P.S. Sec. 951 et seq 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq 42 U.S.C. Sec. 2000ff et seq 29 CFR Sec. 1606.8(a)</p> <p>2. Definitions</p> <p>42 U.S.C. Sec. 2000ff et seq 29 CFR Sec. 1606.8(a)</p>	<p style="text-align: center;">348. UNLAWFUL HARASSMENT</p> <p>The Board strives to provide a safe, positive working climate for its administrative, professional and support employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.</p> <p>The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p> <p>For purposes of this policy, <b>harassment</b> shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, religion or genetic information when such conduct:</p> <ol style="list-style-type: none"> <li>1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.</li> </ol>
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<p>29 CFR Sec. 1604.11(a)</p> <p>3. Delegation of Responsibility Pol. 104</p>	<p>2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.</p> <p>3. Otherwise adversely affects an individual's employment opportunities.</p> <p>For purposes of this policy, <b>sexual harassment</b> shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"><li>1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.</li><li>2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.</li><li>3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.</li></ol> <p>Examples of conduct that may constitute <b>sexual harassment</b> 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 creates an intimidating, hostile or offensive working environment.</p> <p>In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and district employees regarding unlawful harassment.</p> <p>Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p>
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<p>4. Guidelines</p>	<p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"><li>1. Inform the employee or third party of the right to file a complaint and the complaint procedure.</li><li>2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</li><li>3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</li></ol> <p><u>Complaint Procedure – Employee/Third Party</u></p> <p><b>Step 1 – Reporting</b></p> <p>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p><b>Step 2 – Investigation</b></p> <p>Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p>
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<p>Pol. 317</p>	<p><b>Step 3 – Investigative Report</b></p> <p>The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.</p> <p><b>Step 4 – District Action</b></p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.</p> <p>Disciplinary actions shall be consistent with Board policies, administrative regulations and procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"><li>1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.</li><li>2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.</li><li>3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.</li></ol>
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References:

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

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 2000e et seq. (Title VII)

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C.  
Sec. 2000ff et seq.

Harassment Regulations and Guidelines

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

Board Policy – 104, 317

**REDBANK VALLEY SCHOOL DISTRICT  
REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT**

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

Alleged harassment was based on: (circle those that apply)

- |          |                    |                 |
|----------|--------------------|-----------------|
| Race     | Color              | National Origin |
| Gender   | Age                | Disability      |
| Religion | Sexual Orientation |                 |

Name of person you believe violated the district's unlawful harassment policy:  
\_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: DRUG AND SUBSTANCE  
ABUSE

ADOPTED: February 7, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

351. DRUG AND SUBSTANCE ABUSE	
<p>1. Purpose</p> <p>P.L. 100-690</p>	<p>The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by employees, especially as the use relates to an employee's safety, efficiency and productivity.</p> <p>The primary purpose and justification for any district action will be for the protection of the health, safety and welfare of students, staff and school property.</p>
<p>2. Definitions</p> <p>P.S. 35 Sec. 780-101 et seq</p> <p>P.L. 100-690</p>	<p><b>Drugs</b> shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p><b>Conviction</b> - A finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or State criminal drug statute.</p> <p><b>Criminal Drug Statute</b> - A federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p><b>Drug-free Workplace</b> - The site for the performance of work grant at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p>
<p>3. Authority</p> <p>Act 191 of 1988</p>	<p>The Board requires that each administrative employee be given notification that, as a condition of employment, the employee will abide by the terms of district policy and notify the district of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.</p> <p>An employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.</p>

<p>4. Delegation of Responsibility P.L. 101-226 Sec. 5115 (a) (4)</p>	<p>A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the employee's workplace shall be provided and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.</p> <p>Grantors of funds shall be notified within ten (10) days after receiving notice from an employee or receiving actual notice of a conviction.</p> <p>In establishing a drug-free awareness program, the Superintendent or designee shall inform employees about:</p> <ol style="list-style-type: none"> <li>1. Dangers of drug abuse in the workplace.</li> <li>2. District's policy of maintaining a drug-free workplace.</li> <li>3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.</li> <li>4. Penalties that may be imposed for drug abuse violations occurring in the workplace.</li> </ol> <p>The district shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.</p>
<p>5. Guidelines</p> <p>Act 191 of 1988</p>	<p>If an employee violates this policy by possessing, manufacturing, distributing, dispensing or using any drug or controlled substance, s/he shall be suspended from work immediately until such time that a hearing before the Board is conducted to adjudicate the employee's violation.</p> <p>Within thirty (30) days of an alleged violation, the district, after a hearing before the Board, shall take appropriate personnel action against any employee not terminated to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes. <b>Appropriate personnel action</b>, within the meaning of this policy, shall be any disciplinary action up to and including termination of employment.</p> <p>An employee who is convicted of possession of a controlled substance or delivery of a controlled substance with the to deliver the same shall be terminated from his/her employment with the district. An employee who is not discharged for a violation of this policy, as a condition precedent to returning to work, must certify that s/he has enrolled in and/or completed a drug abuse assistance or rehabilitation program.</p>



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PHILOSOPHY OF TEACHING

ADOPTED: February 7, 2000

REVISED:

<p>1. Purpose</p>	<p style="text-align: center;">400. PHILOSOPHY OF TEACHING</p> <p>The purpose of the teacher is to carry out the school's philosophy of education in his/her classroom. The Redbank Valley School District's philosophy centers around one basic idea that since we believe in democracy, we therefore believe that the individual not only has freedoms and worth but also has responsibilities. We also recognize that the schools, along with the home, church and community, are the conveyers of this philosophy.</p> <p>We recognize that students, as well as teachers, have differences in abilities, talents, appreciations, philosophies of life, attitudes, backgrounds, personalities and goals; but we seek to work individually and together to achieve our highest potential.</p> <p>We recognize also that extracurricular activities provide training toward the development of a mentally, physically and socially adjusted citizen.</p> <p>We recognize that the school prepares for the student's adult life by offering information about preparation for job opportunities.</p> <p>We recognize that children are our nation's most important resource. Under the Redbank Valley School District's philosophy of education and the daily routine of its educational system, the student is learning how to live in a democratic society.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: February 7, 2000

REVISED:

401. CREATING A POSITION	
1. Purpose	Teaching positions and positions for other professional employees shall be established by the Board in order to provide educational programs and supporting services, consistent with the needs of the schools and the resources of the community.
2. Authority SC 1106	The need for creating teaching positions and positions for other professional employees shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and kind of professional positions deemed necessary for effective operation of the schools.
3. Guidelines  SC 652	<p>Recommendations for continuing, new or additional professional positions shall include job descriptions clearly outlining the duties for which the positions were created, a title that conforms with the appropriate certificate if certification is required, and supporting data and other rationale relevant to the recommendation.</p> <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to:</p> <ol style="list-style-type: none"> <li>1. Number of students enrolled.</li> <li>2. Special needs of students.</li> <li>3. Operational needs of the district.</li> <li>4. Financial resources of the district.</li> </ol>
4. Delegation of Responsibility	The Superintendent shall be responsible for recommending new or additional professional positions.

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<p>42 U.S.C. Sec. 12101 et. seq.</p> <p>School Code 652, 1106</p> <p>42 U.S.C. Sec. 12101 et. seq.</p>	<p>The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.</p> <p>The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with the provisions of the Americans With Disabilities Act.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
PROFESSIONAL EMPLOYEES

ADOPTED: February 7, 2000

REVISED: March 4, 2004

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES	
<p>1. Purpose Title 22 Sec. 4.4</p>	<p>The Board places substantial responsibility for the educational program and effective operation of the schools with the professional staff employed by the district.</p>
<p>2. Authority SC 508, 1106, 1142, 1146</p>	<p>The Board, by a majority vote of all members, shall approve the employment; set the compensation; and establish the term of employment for each professional staff member employed by the district.</p>
<p>SC 1111</p>	<p>No teacher shall be employed who is related to any member of the Board, as defined in statute, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p>
<p>3. Guidelines</p>	<p>All final interviews of professional candidates shall be conducted by a minimum of two (2) administrators, and their recommendations shall be presented to the Board. Board members shall be notified of the times of the final interviews and be given the opportunity to participate. The administrator conducting the interviews shall have the authority to develop the procedures for involving additional appropriate personnel in the interview process.</p>
<p>SC 1204.1</p>	<p>The district shall use the Standard Application For Teaching Positions but may establish and implement other application requirements.</p>
<p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>

<p>SC 1201 Title 22 Sec. 49.81 et seq</p>	<p>Utilization of professional employees prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.</p>
<p>42 U.S.C. Sec. 653a</p>	<p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p>
<p>20 U.S.C. Sec. 6319</p>	<p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Title I Teachers</u></p> <p>All teachers working in a program supported with Title I funds who were hired after January 8, 2002, shall be highly qualified, as defined by federal law and regulations.</p>
<p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with Board policy, and state and federal law.</p> <p>Candidates shall be recommended on the basis of knowledge, skills and experiences as demonstrated through a variety of sources.</p>
<p>SC 1109</p>	<p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> <li>1. Successful educational training and experience.</li> <li>2. Scholarship and intellectual prowess, including such measures as collegiate grade point average and NTE scores.</li> <li>3. Appreciation of children.</li> <li>4. Emotional and mental maturity.</li> </ol> <p>The Superintendent or designee shall, in the conduct of recruiting activities, seek qualified candidates.</p> <p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks for which the candidate is being considered.</p>

<p>SC 1201 Title 22 Sec. 49.81 et seq</p> <p>20 U.S.C. Sec. 6319</p>	<p>The Superintendent or designee shall seek recommendations from former employers and others to assess the candidate's qualifications.</p> <p>Recommendations and references shall be retained confidentially and for official use only.</p> <p>Each professional staff member employed by the district shall be responsible for maintaining a valid teacher certificate.</p> <p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified, in accordance with federal and state law and regulations. The written certification shall be maintained in the district office and the school office and shall be available to the public, upon request.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE PROFESSIONAL  
EMPLOYEES

ADOPTED: March 6, 2000

REVISED:

405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES	
1. Purpose	Qualified and competent substitute teachers, guest teachers and other professional employees shall be employed in order to provide continuity in the educational program of the schools.
2. Authority SC 1101, 1106 Pol. 429	<p>The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>The Board shall approve participation in the IU #6 Guest Teacher Program annually.</p>
3. Guidelines  SC 111 23 Pa. CSA 6301  42 U.S.C. Sec. 653a	<p>Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>
4. Delegation of Responsibility	The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF SUMMER  
SCHOOL STAFF

ADOPTED: March 6, 2000

REVISED:

406. EMPLOYMENT OF SUMMER SCHOOL STAFF	
1. Purpose	The Board directs that summer school employees shall be qualified and competent to fulfill such assignments.
2. Authority SC 406, 508, 1146, 1901	The Board, by majority vote of all members, shall approve the employment; fix the compensation; and establish the period of employment for each person employed in the district summer school program, when the program is authorized by the Board.
3. Guidelines  SC 111 23 Pa. CSA 6301	<p>Such approval shall normally be given to those candidates recommended by the responsible administrator and approved by the Superintendent.</p> <p>Primary consideration shall be given to candidates for summer school employment who are district staff members.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures for the recruitment, screening and recommendation of candidates for summer school employment.</p> <p>Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.</p>



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: STUDENT TEACHERS

ADOPTED: March 6, 2000

REVISED:

407. STUDENT TEACHERS	
1. Purpose	The Board encourages cooperation with colleges and universities within the state in the training of student teachers.
2. Authority	The Board establishes that district schools shall accept student teachers from accredited institutions with which the district has a cooperative agreement approved by the Board.
3. Delegation of Responsibility	<p>The Superintendent or designee is responsible to assign student teachers to the schools.</p> <p>Recommendations for selection of cooperating teachers shall be made by the building principal, with the agreement of the college or university supervisor.</p>
4. Guidelines Title 28 Sec. 23.43 (c) SC 1418 Pol. 414	<p>Student teachers shall comply with the health examination requirements of the State and Board policy applicable to certified personnel.</p>
SC 111 23 Pa CSA 6301 Pol. 404	<p>Student teachers shall comply with the background checks for criminal history and child abuse required of new district employees.</p> <p>While serving in district schools, student teachers shall be responsible for their conduct to the supervising teacher and building principal.</p>
Pol. 907	Student teachers or faculty of other educational institutions shall be offered the opportunity to visit and observe district schools. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: April 3, 2000

REVISED:

	408. EMPLOYMENT CONTRACT
1. Purpose SC 1121	Professional employees and temporary professional employees must have an employment contract that is in conformance with the School Code.
2. Authority SC 1006	The Board has the authority under law to prescribe employment conditions for the personnel of the school district.
SC 1121	It shall be the policy of this school district that all professional and temporary professional employees execute a contract upon employment, which shall automatically renew itself each year unless one of the parties gives written notice sixty (60) days prior to its expiration that it will not be renewed.
Pol. 413	Nontenured employees, upon reaching the status of tenure, shall be required to execute a new contract.
3. Guidelines SC 1121	<p>The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time professional employees, the contract or Board resolution shall be in accordance with this policy.</p> <p>The contract or resolution shall include:</p> <ol style="list-style-type: none"> <li>1. Beginning compensation.</li> <li>2. Term of employment and work period for which compensation will be paid.</li> <li>3. Statement of fringe benefits entitlement.</li> <li>4. Statement of seniority rights, if any.</li> </ol> <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract in certain conditions of employment.</p> <p>Willful misrepresentation of facts material to employment and determination of salary level shall be considered cause for dismissal of the employee.</p>

	<p>The Board shall be notified promptly of any misunderstanding arising from application of a given contract or any error in salary paid to the employee.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES  
TITLE: ASSIGNMENT AND TRANSFER  
ADOPTED: April 3, 2000  
REVISED:

409. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer of professional employees within the district shall be in accordance with the instructional needs of the district and the best interests of students.
2. Authority	The Board shall approve the initial assignment of professional personnel at the time of employment and when such assignments involve a transfer to a position requiring a certificate other than that required for the employee's present position.
3. Delegation of Responsibility	The Superintendent shall provide a system of assignment or reassignment that includes voluntary transfers.
4. Guidelines 23 Pa. CSA 6301	<p>Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate employees.</p> <p>Professional employees shall be informed of their assignments no later than July 1 preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of a professional staff member during the school year for good cause, as determined by the Superintendent.</p>
School Code 511, 522, 1168, 1177	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: April 3, 2000

REVISED:

410. ABOLISHING A POSITION	
1. Purpose	It is the Board's responsibility to provide the professional staff necessary for implementation of the educational programs and proper operation of the schools, and to do so efficiently and economically.
2. Authority SC 1106, 1124  SC 1124(2)	<p>The Board recognizes its responsibility to maintain professional staff positions consistent with the needs of the district.</p> <p>In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to the effect upon the educational program and shall ascertain that elimination of a program is approved by the Department of Education.</p>
3. Guidelines      Pol. 411	<p>Abolishment of positions affecting professional employees may be brought about because of:</p> <ol style="list-style-type: none"><li>1. Decline in student enrollment.</li><li>2. Changes in the district's organization for instruction.</li><li>3. Changes in the district's physical facilities.</li></ol> <p>Reduction in staff as a result of the abolishment of positions shall be in accordance with law and Board policy.</p>
4. Delegation of Responsibility	The Superintendent shall recommend annually to the Board the number of professional positions needed for the district to function efficiently, including recommending the abolishment of unnecessary positions.

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SUSPENSIONS AND FURLOUGHS

ADOPTED: April 3, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

411. SUSPENSIONS AND FURLOUGHS	
<p>1. Purpose SC 1124</p>	<p>Maintenance of professional staff appropriate to effectively continue the district's educational program is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff shall be accomplished.</p>
<p>2. Authority SC 524, 1124, 1125.1</p>	<p>Consistent with law and the collective bargaining agreement, the Board has the authority and responsibility to determine when suspensions and furloughs shall be made.</p>
<p>3. Delegation of Responsibility SC 1125.1</p>	<p>The Superintendent shall develop administrative procedures for reduction of staff in accordance with this policy and applicable law.</p> <p>The efficiency and effectiveness of district organization and staffing patterns shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interest of the district.</p>
<p>4. Guidelines SC 1123 Pol. 412, 413</p>	<p>Data necessary for the computation of each professional staff member's rating shall comply with State requirements, and his/her seniority status shall be recorded and maintained.</p>
<p>SC 1124, 1125.1</p>	<p>Professional employees shall be suspended for causes consistent with law in inverse order of seniority within the district.</p> <p>Professional employees shall be suspended in accordance with terms of the collective bargaining agreement.</p>
<p>SC 1125.1 (f) 2 PA C.S. Sec. 551 et seq</p>	<p>Tenured professional employees have the right to a Local Agency Law hearing, and the decision to suspend shall be considered an adjudication for the purposes of that hearing.</p>
<p>2 PA C.S. Sec. 551 et seq</p>	<p>Temporary professional employees are entitled to a Local Agency Law hearing at the request of the employee prior to suspension or furlough.</p>

411. SUSPENSIONS AND FURLOUGHS - Pg. 2

SC 1125.1 (d) (2)	Reinstatements from a list of suspended professional employees shall be made on the basis of their seniority within the district.
SC 1125.1 (d) (3)	To be considered available for reinstatement, a suspended professional employee must annually report in writing to the Board his/her current address and intent to accept the same or a similar position when offered.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF  
PROFESSIONAL EMPLOYEES

ADOPTED: April 3, 2000

REVISED:

412. EVALUATION OF PROFESSIONAL EMPLOYEES	
1. Purpose	There shall be a plan for regular, periodic evaluation of all professional employees of the district.
2. Authority SC 1123	The evaluation plan for professional employees shall be in accordance with the State plan for such purposes or in accordance with a plan approved by the Board.
3. Guidelines	<p>The objectives of the district evaluation plan for professional employees are to identify, improve and reinforce the skills, attitudes and abilities which enable an employee to be effective in achieving district goals and to identify and suggest ways to improve on weaknesses which prevent an employee from achieving district goals.</p> <p>The evaluation plan shall:</p> <ol style="list-style-type: none"><li>1. Be uniform throughout the district.</li><li>2. Provide a procedure for assessing duties and responsibilities other than primary functions.</li><li>3. Provide a procedure for identifying and commending effective performance while counseling and assisting professional employees on a professional basis.</li><li>4. Provide for evaluation of all professional employees at least annually.</li></ol>
4. Delegation of Responsibility	<p>The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none"><li>1. Evaluations may be conducted by persons designated by the Superintendent.</li><li>2. Establishment of procedures to be used in evaluation.</li><li>3. Specification of the form upon which such evaluations will be recorded.</li></ol>



	<ul style="list-style-type: none"><li>4. A method of making and retaining records which ensures that all materials will be held confidential and each employee has an opportunity to append a written statement.</li> <li>5. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected and scheduling follow-up conferences to assess change.</li></ul>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF  
TEMPORARY PROFESSIONAL  
EMPLOYEES

ADOPTED: April 3, 2000

REVISED:

<b>413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES</b>	
1. Purpose	There shall be a plan for evaluation of temporary professional employees that recognizes their special needs and the requirements of law.
2. Authority SC 1108, 1123 Pol. 412	The Board directs that the evaluation plan for temporary professional employees shall be consistent with the evaluation plan for professional employees, where possible.
3. Guidelines SC 1108	Each temporary professional employee shall be notified of his/her progress at least twice each year during the first three (3) years of employment.  Each temporary professional employee shall be observed in the performance of assigned duties by an appropriate supervisor at least two (2) times annually.  A written, anecdotal evaluation record shall be maintained of the employee's performance during observation and the employee's total performance as district employee.  A timely conference shall be held between the employee and the evaluating supervisor, during which the employee's weaknesses and strengths are discussed.
4. Delegation of Responsibility	The Superintendent shall develop procedures for the evaluation of temporary professional staff members.  Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improvement of deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations of employees who are marginally competent.
SC 1108	The Superintendent shall certify as to the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by law.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: April 3, 2000

REVISED: August 29, 2011

414. PHYSICAL EXAMINATION	
1. Purpose	In order to certify the fitness of professional employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from the transmission of communicable diseases, physical examinations of all district employees shall be required prior to beginning employment.
2. Definition	A <b>physical examination</b> shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.
3. Authority SC 1418 Title 28 Sec. 23.43 42 U.S.C. Sec. 12112	After receiving an offer of employment but prior to beginning employment, all candidates shall undergo medical examinations, as required by law and as the Board may require, the expense for which shall be paid by the applicant.
SC 1418 Title 28 Sec. 23.44	The Board requires that all employees undergo a tuberculosis examination provided by the district upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.
SC 1418	The Board may require an employee to undergo a physical examination at the Board's request.
SC 1419 Title 28 Sec. 23.45	An employee who presents a signed statement that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the employee presents a substantial menace to the health of others.
4. Delegation of Responsibility	The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.
42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112	Medical records of an employee shall be kept in a file separate from the employee's personnel file.

References:

School Code – 24 P.S. Sec. 1416, 1418, 1419

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.

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

SECTION: PROFESSIONAL EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: April 3, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

414.1. HIV INFECTION	
1. Purpose	<p>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and employees while protecting the rights of the individual.</p> <p>This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.</p>
2. Definitions	<p><b>HIV</b> - refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p><b>AIDS</b> - Acquired Immune Deficiency Syndrome.</p> <p><b>CDC</b> - United States Public Health Service Centers for Disease Control.</p> <p><b>Infected employee</b> - refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.</p>
3. Authority	<p>This policy shall apply to all employees in all programs conducted by the school district.</p> <p>The Board directs that the established district policies and procedures that relate to illnesses among employees shall also apply to infected employees.</p>
Act 148 of 1990	<p>The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for employment.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible as the central contact for handling and releasing all information concerning infected employees.</p> <p>All district employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.</p>

<p>5. Guidelines</p> <p>42 U.S.C. Sec.12101 et seq P.L. 103-3 of 1993</p>	<p>All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times. Employees shall notify the school nurse of all incidents of exposure to bodily fluids.</p> <p>On an annual basis, building administrators shall notify district employees, students and parents about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss such policies and concerns.</p> <p>The Superintendent or a designee shall report periodically to the Board regarding the effectiveness of this policy and shall make recommendations for revision in accordance with developments in medical research and treatments.</p> <p><u>Assignment</u></p> <p>District authorities shall determine the assignment of infected employees on a case-by-case basis.</p> <p>A Screening Team comprised of the Superintendent, building principal, school nurse and district physician and including the employee and his/her attending physician shall evaluate the assignment of the infected employee. Decisions shall be based on the employee's physical condition, type of interaction with others in the performance of job functions, and risks to the infected employee and others in the school setting.</p> <p>First consideration shall be given to maintaining the infected employee in the regular assignment. Any decision for an alternative placement must be supported by specific facts and data.</p> <p>The recommendation of the Screening Team shall be presented to the Board by the Superintendent. The Board shall approve all assignments and medical leaves of absences for infected employees.</p> <p>Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave and alternatives available to them through State and federal laws, district policies, the collective bargaining agreement, and the retirement system.</p>
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<p>Act 148 of 1990</p>	<p><u>Confidentiality</u></p> <p>The Superintendent or designee shall determine which school personnel will receive information about an infected employee. The number of individuals informed of an infected employee's status shall be kept to the minimum required to assure protection of the infected employee as well as the school population. Anonymity shall have high priority.</p> <p>All district employees have a duty to preserve the confidentiality of all information concerning an infected employee. Serious consequences shall result from a breach of confidentiality by an employee.</p> <p>Information about infected employees in the district shall not be disclosed to the general public, undesignated school employees or other groups without a court order or the informed, written, signed and dated consent of the infected employee.</p>
<p>OSHA Guidelines</p>	<p><u>Infection Control</u></p> <p>Universal precautions, as recommended by the CDC, shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.</p> <p>The school district shall maintain and keep reasonably accessible all equipment and supplies necessary for infection control.</p> <p><u>Staff Development</u></p> <p>All district employees shall participate in a planned HIV education program that provides guidance on infection control procedures and informs about current law and district policies concerning HIV.</p> <p>Designated district employees shall receive additional, specialized training appropriate to their positions and responsibilities.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: DISQUALIFICATION BY  
REASON OF HEALTH

ADOPTED: April 3, 2000

REVISED:

415. DISQUALIFICATION BY REASON OF HEALTH	
<p>1. Authority Pol. 104</p>	<p>Consistent with law with respect to equal opportunity and nondiscrimination, it is the policy of the Board to ensure that professional employees of the district shall be physically and mentally fit to perform their assigned duties.</p>
<p>SC 1122</p>	<p>A professional employee may be placed on sick leave or be retired for physical or mental disability that makes him/her unfit to perform assigned duties.</p>
<p>2. Guidelines</p>	<p>In the case of a professional employee who, in the opinion of the Superintendent, is unfit to perform assigned duties by reason of physical or mental condition, the following procedures shall be followed:</p>
<p>SC 1418</p>	<ol style="list-style-type: none"> <li>1. The Superintendent shall present to the Board reasons for questioning the condition of the employee.</li> <li>2. Should the Board determine that the reasons given constitute sufficient cause to order the employee to be examined, the employee shall be given written notice of the need for examination and an opportunity to appear before the Board, a committee of the Board, or a hearing officer designated by the Board within ten (10) days to explain why such an order will not be followed.</li> </ol>
<p>SC 1127, 1128</p>	<ol style="list-style-type: none"> <li>3. Should a hearing ensue, the hearing shall be conducted in accordance with law if dismissal is indicated or the following rules if a dismissal is not indicated:               <ol style="list-style-type: none"> <li>a. The hearing will be held privately.</li> <li>b. Staff members may present witnesses on their behalf.</li> <li>c. Witnesses will be called individually and excused after making their statement.</li> <li>d. Staff members may be represented by counsel or an individual of the employee's choice.</li> </ol> </li> </ol>





# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: NONTENURED STAFF  
MEMBERS

ADOPTED: April 3, 2000

REVISED:

<p>1. Authority</p> <p>SC 1101</p> <p>School Code 1101, 1121</p>	<p style="text-align: center;">416. NONTENURED STAFF MEMBERS</p> <p>It is the policy of the Board that certain staff members shall be employed with the recognition that the function to be performed does not fall under control of the tenure law. Such employment shall be deemed discretionary actions by the Board, without intent to have such functions considered as professional employee actions governed by tenure.</p> <p>District nontenured staff shall include any position in which provision for tenure is not made by law.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES  
 TITLE: DISCIPLINARY PROCEDURES  
 ADOPTED: April 3, 2000  
 REVISED:

417. DISCIPLINARY PROCEDURES	
1. Purpose	Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.
2. Authority SC 510	The Board directs that procedures be established whereby professional employees shall be informed of the disciplinary actions that are considered appropriate and that are to be applied for violation of district policies, rules and procedures.
3. Delegation of Responsibility SC 1151, SC 1122	The Superintendent shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures which provide progressive penalties, including verbal warning, written warning, transfer, suspension, demotion and dismissal.
Title 22 Sec.49.64e Title 22 Sec. 237.1 et seq	The Superintendent shall report promptly to the Department of Education any instance where the school district has dismissed a certified professional employee for cause. The Superintendent also shall report any instance where a certified professional employee has been formally charged or convicted of a crime of moral turpitude or other offense that requires mandatory suspension or revocation of the certified employee's professional teaching certificate.
4. Guidelines SC 1127	In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.  Disciplinary procedures shall be reviewed and updated and referred to the Board for information purposes.
SC 1122, 1126, 1127	When charges are filed against a professional employee pursuant to the School Code, after hearing the case in accordance with the procedures established in law, the Board may vote to discharge such employee or authorize a lesser punishment short of discharge, such as a suspension without pay.



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: April 3, 2000

REVISED:

418. PENALTIES FOR TARDINESS	
1. Purpose	School programs cannot commence, and students cannot be taught at prescribed times without the punctual and reliable attendance of the professional staff. Therefore, a prerequisite for efficient performance of professional duties is the punctual commencement and proper completion of assigned and extracurricular duties.
2. Authority	<p>Timely attendance by district employees is a matter of primary concern to the Board. That concern is expressed through the Board's direction to the Superintendent and district staff as to how tardiness and attendance will be treated.</p> <p>The Board reserves the right to assess an employee's salary for failure to perform contracted services or for violations of Board policy.</p>
3. Delegation of Responsibility	<p>It shall be the responsibility of the Superintendent to assess penalties when a professional employee fails to meet attendance requirements.</p> <p>Whether tardiness is excusable shall be determined by the Superintendent, in accordance with applicable district rules.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: April 3, 2000

REVISED:

419. OUTSIDE ACTIVITIES	
1. Purpose	<p>The Board recognizes that members of the professional staff must enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons.</p> <p>The Board and its supervisory staff, however, have a responsibility to evaluate staff members in terms of their effectiveness in discharging school duties and responsibilities.</p>
2. Authority	<p>Therefore, when nonschool activities impact upon a staff member's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon a professional employee's responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support nor assume liability for any district staff member who conducts nonschool, outside activities in which students and employees of this district may participate.</p>
3. Delegation of Responsibility	<p>The Superintendent shall promulgate guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.</p>
4. Guidelines	<p>The following guidelines are provided for the direction of staff members:</p> <ol style="list-style-type: none"><li>1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.</li><li>2. Do not use school property or school time to solicit or accept customers for private enterprises.</li><li>3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.</li></ol>

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|  | <ol style="list-style-type: none"><li>4. Do not make public statements that are inconsistent with district policies and could serve to harm the effectiveness of district programs.</li><li>5. Do not tutor for compensation students assigned to your class without prior approval from the principal.</li></ol> |
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: April 3, 2000

REVISED:

421. POLITICAL ACTIVITIES	
1. Purpose	The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, school property and school time, paid for by all the people, may not be used for political purposes when performing assigned duties.
2. Authority	The Board adopts the following guidelines for those staff members who intend to engage in political activities.
3. Guidelines Pol. 707	<ol style="list-style-type: none"><li>1. No professional employees shall engage in political activities upon property under the jurisdiction of the Board, unless permission has been granted for that purpose through the Use of Facilities Policy of the Board.</li><li>2. Political circulars or petitions may not be posted or distributed in school, except by U.S. Mail.</li><li>3. Collection of campaign funds and/or solicitation for campaign workers is prohibited on school property during working hours.</li></ol> <p>The following situations are exempt from the provisions of this policy:</p> <ol style="list-style-type: none"><li>1. Discussion and study of politics and political issues when appropriate to classroom studies, such as history, current events, and political science.</li><li>2. Conduct of student elections and related campaigning.</li><li>3. Conduct of employee representative elections.</li></ol> <p>Violation of this policy shall constitute cause for disciplinary action, at the Board's discretion.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: GIFTS

ADOPTED: April 3, 2000

REVISED:

422. GIFTS	
1. Purpose	The Board considers the acceptance of gifts by professional staff members an undesirable practice.
2. Authority	<p>It is the policy of the Board that students and parents/guardians shall be discouraged from presenting gifts.</p> <p>The Board shall consider as appropriate and welcome letters to staff members by parents/guardians expressing gratitude or appreciation.</p>
3. Delegation of Responsibility	The Superintendent may approve acts of generosity to individual staff members in unusual situations.

SECTION: PROFESSIONAL EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: April 3, 2000

REVISED: August 29, 2011

# REDBANK VALLEY SCHOOL DISTRICT

423. TOBACCO USE	
<p>1. Purpose</p>	<p>The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.</p>
<p>2. Definition 35 P.S. Sec. 1223.5</p>	<p>For purposes of this policy, <b>tobacco use</b> shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.</p>
<p>3. Authority 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p>	<p>The Board prohibits tobacco use by professional employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p>
<p>35 P.S. Sec. 1223.5</p>	<p>The Board may designate specific areas for tobacco use by district employees on property owned, leased or controlled by the district that is at least fifty (50) feet from school buildings, stadiums and bleachers.</p>
<p>35 P.S. Sec. 1223.5</p>	<p>The district shall annually notify employees about the Board's tobacco use policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods.</p>
<p>4. Delegation of Responsibility SC 1303-A</p>	<p>The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of tobacco by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.</p>

References:

School Code – 24 P.S. Sec. 1303-A

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: April 3, 2000

REVISED: November 30, 2010

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

<p>43 P.S. Sec. 1321, 1322</p> <p>43 P.S. Sec. 1322, 1323</p>	<p>Personnel records shall not be available to individual Board members, except as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.</p> <p><u>Employee Access</u></p> <p>Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.</p> <p>Employees who wish to review their own records shall:</p> <ol style="list-style-type: none"><li>1. Request access in writing.</li><li>2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.</li><li>3. Make no alterations to the record, nor remove any material.</li></ol> <p><u>Appeals</u></p> <p>To appeal material in their personnel file, employees shall submit a written request to the administrator delegated to maintain the records and shall specify:</p> <ol style="list-style-type: none"><li>1. Name and date.</li><li>2. Material to be appealed.</li><li>3. Reason for appeal.</li></ol> <p>The responsible administrator shall:</p> <ol style="list-style-type: none"><li>1. Hear the appeal and make a determination.</li><li>2. Permit the addition of employee comments.</li></ol>
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<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801 Pol. 404</p> <p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801</p> <p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6311 Pol. 304</p> <p>8 CFR Sec. 274a.2</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p><u>Title I Schools</u></p> <p>In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p> <p>The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p> <p>In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p> <p><u>File Contents</u></p> <p>Upon initial employment, an employee's file shall contain:</p> <ol style="list-style-type: none"> <li>1. Completed employment application form.</li> <li>2. Copy of certificate, where applicable.</li> <li>3. Transcripts.</li> <li>4. Recommendations.</li> <li>5. I-9 Immigration Form.</li> <li>6. Criminal history and child abuse clearance statements.</li> </ol> <p>During the period of employment, the following additional data shall be maintained in personnel files:</p> <ol style="list-style-type: none"> <li>1. Completed copy of employment contract, where applicable.</li> </ol>
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2. Attainment of advanced degrees and effect on compensation.
3. Completed evaluations.
4. Disciplinary incidents.
5. Special awards or distinctions.

References:

School Code – 24 P.S. Sec. 111, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.4, 403.5

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

Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6311, 7801

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C.  
Sec. 2000ff et seq.

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

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

Board Policy – 404



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: April 3, 2000

REVISED: September 1, 2011

425. DRESS AND GROOMING	
1. Purpose	Professional employees set an example in dress and grooming for their students to follow and should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of school and classroom discipline.
2. Authority SC 510	The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent an adverse impact on the educational process.
3. Guidelines	<p>Professional staff members shall, when assigned to district duty, be physically clean, neat, well-groomed, and dress in a manner reflecting professional assignment.</p> <p><u>Female</u></p> <p>Dresses, shirts, culottes, skorts, dress shorts, slacks, pantsuits and jumpsuits, and other professional ensembles are permitted. Tops normally worn with a skirt are acceptable with slacks, with or without a jacket.</p> <p>Excessively short and/or revealing, tight-fitting clothing, denim jeans (of any color), nylon, or spandex materials are prohibited. Sport attire (jogging suits, jerseys, etc.) are also prohibited.</p> <p><u>Male</u></p> <p>Slacks with a collared shirt or turtleneck, with or without a dress coat, or sweater is acceptable. A tie is recommended but optional. Excessively short revealing, and/or tight-fitting clothing, denim jeans (of any color), nylon, or spandex materials are prohibited. Sport attire (jogging suits, jerseys, etc.) are also prohibited.</p> <p>Shorts shall not be worn.</p>

<p>4. Delegation of Responsibility</p>	<p><u>Exception</u></p> <p>Both male and female physical education instructors, because of the nature of their duties, may wear clothing appropriate to their professional responsibilities.</p> <p>If an employee 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.</p> <p>The administration shall have the authority to adjust the dress code for special programs or school functions as mentioned below:</p> <ol style="list-style-type: none"><li>1. RVEA Scholarship Jeans Day:<ol style="list-style-type: none"><li>a. Redbank Valley polo shirt/jeans.</li><li>b. Support staff.</li></ol></li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: COMPLAINT PROCESS

ADOPTED: April 3, 2000

REVISED:

426. COMPLAINT PROCESS	
1. Purpose	<p>It is the Board's intent to establish reasonable and effective means of resolving difficulties which may arise among employees, to reduce potential areas of complaints, and to establish and maintain recognized two-way channels of communication between supervisory personnel and professional employees for situations not covered by the terms of a collective bargaining agreement.</p>
2. Authority	<p>The Board adopts this policy to facilitate proper and equitable solutions to complaints at the lowest appropriate level, and to establish an orderly procedure within which solutions may be pursued.</p> <p>There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.</p>
3. Definition	<p><b>Complaint</b> - any unresolved problem or interpretation of State laws or regulations; policies or rules of the Board; and written administrative procedures.</p>
4. Guidelines	<p>Complaints should be discussed in private, informal conferences between the parties involved.</p> <p>At least one (1) private meeting should take place between the parties before the complaint procedure is invoked.</p> <p>A complainant may be represented or accompanied at any higher level of authority by anyone of his/her choosing.</p> <p>The time limits provided for in this policy may be extended by mutual agreement of the parties. Any decision not appealed within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.</p>

Level One - Immediate Supervisor

Within ten (10) days after the occurrence giving rise to the complaint, and following an informal discussion as outlined, the complainant must present his/her complaint in writing to the supervising administrator.

This statement shall be a clear, concise expression of the complaint; the rule, policy or law for which there is an alleged violation; and the remedy sought.

Copies of this statement may be sent to any individuals who were present.

Within ten (10) days the administrator shall communicate his/her decision in writing to the employee. If the administrator does not respond within the time limit, the complainant may appeal to the next level.

Either party to the complaint shall have the right to request a personal conference in order to resolve the problem. Either party may request the presence of one (1) conferee.

Level Two - Superintendent

Within ten (10) days after receiving the decision of the administrator at Level One, the complainant may appeal the decision to the Superintendent. The appeal shall be in writing and shall be accompanied by a copy of the decision at Level One.

Within ten (10) days after delivery of the appeal, the Superintendent shall investigate the complaint, giving all persons who participated in Level One a reasonable opportunity to be heard.

Within ten (10) days after delivery of the appeal, the Superintendent shall submit his/her decision in writing, together with the supporting reasons, to the complainant and the administrators involved.

Level Three - The Board

Within ten (10) days after receiving the decision of the Superintendent, the complainant may appeal the decision in writing to the Board.

The Board shall schedule the matter for a hearing at an executive session to be held at the next regularly scheduled Board meeting.

The complainant and his/her conferee shall be present at the hearing.

Within twenty (20) days the Board will submit its decision in writing, together with supporting reasons, to the complainant. A copy shall be furnished to the administrators involved.

The decision of the Board is final.

Miscellaneous Provisions

All documents, communications, and records dealing with processing a complaint shall be filed in a separate file and shall not be kept in the personnel file of any of the participants.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SALARY DETERMINATION

ADOPTED: April 3, 2000

REVISED:

428. SALARY DETERMINATION	
1. Purpose	A salary guide for professional employees of the district shall be established.
2. Authority SC 1142, 1144, 1149	<p>The salary guide approved by the Board shall provide for determination of beginning salaries for new and inexperienced employees, beginning salaries for experienced employees who are new to the district, and salary adjustments that result from earning advanced credits while employed by the district or required under law.</p> <p>Salary schedules shall be in accordance with those specified in the collective bargaining agreement.</p>
3. Delegation of Responsibility  SC 1149	<p>The Superintendent is authorized to credit past service of an applicant for determination of salary, with Board approval.</p> <p>Teacher services that are different in nature from the regular teaching assignment (vocational agriculture projects) and require additional time beyond the normal school year shall be mutually determined by the teacher and the administration, relative to the number of hours, days and rate of compensation, on a needs basis, with Board approval.</p>
School Code 1142, 1144, 1149	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES  
TITLE: SUBSTITUTE COMPENSATION  
ADOPTED: April 3, 2000  
REVISED:

429. SUBSTITUTE COMPENSATION	
1. Authority	In order to obtain and retain well-qualified substitutes for service in this district, compensation to district substitutes shall be in accordance with Board policy.
2. Guidelines SC 1148	Substitutes shall be paid on a per diem basis at a rate set periodically by the Board.
SC 1101 SC 1148	Substitutes assigned for the same professional employee for more than twenty (20) consecutive days will be compensated the per diem rate at the base step.
School Code 1101, 1148	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: April 3, 2000

REVISED:

431. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including travel expenses, which any district employee incurs in the course of performing services for the district will be made in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent and/or Business Manager. All requests for reimbursement must be accompanied by official receipts/evidence of payment.
3. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned but not between home and school or is authorized in advance by the principal.</p> <p>Use of a personal vehicle requires that liability insurance for bodily injury and property damage be provided by the employee.</p> <p><u>Attendance at Programs</u></p> <p>Actual and necessary expenses from attendance at conferences, workshops, etc. shall be reimbursable to the employee if approval has been obtained in advance.</p> <p>All overnight travel shall require prior Board approval. The Superintendent has the authority to approve overnight trips for staff and administration, for unexpected events where Board approval is not possible.</p> <p><u>Travel Expense Voucher</u></p>
431-AR	Eligible employees shall complete monthly the district's Travel Expense Voucher in order to receive travel reimbursement.



No. 431-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

TRAVEL EXPENSE VOUCHERS

1. The Redbank Valley School District Travel Expense Voucher will be completed in duplicate on a monthly basis for all employees eligible to receive travel reimbursement. One (1) copy should be retained by the employee, and the original forwarded to the Superintendent's Office.
2. The Travel Expense Voucher is to cover a period from the first of a month through the first day of the next month. Each principal or supervisor is responsible to receive this form from their eligible employees and to submit them as a group to the Board Secretary, on or before the 10th day of each month.
3. The principal or supervisor is responsible to review each Travel Expense Voucher for accuracy and authenticity. After this verification, s/he shall sign each form in the space provided.
4. Each employee shall number their forms consecutively during each school year, beginning with one (1).
5. The employee should use the appropriate code listed on the Chart of Accounts, including the area or building code number, if applicable.
6. Were more than one person is attending the same conference, the persons involved are expected to arrange transportation on a sharing basis. If transportation (car) is not shared, a state ment of explanation will be made on the expense voucher form. If a satisfactory reason is not given, proration of travel costs will be made.



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: April 3, 2000

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 510</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines SC 1504</p> <p>School Code 510, 1147, 1504</p>	<p style="text-align: center;">432. WORKING PERIODS</p> <p>Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the school district.</p> <p>The Board has the authority and responsibility to determine the hours during which educational programs and services shall be available to students and the community.</p> <p>The Superintendent shall develop administrative procedures to ensure adherence to work schedules by professional employees.</p> <p>The normal work day, including a 30-minute duty free lunch, shall be 7 and 3/4 hours at the junior-senior high school, and 7 and 1/2 hours at the elementary schools, with the exception of those teachers assigned to bus duty, who will remain on duty without further compensation until all students have boarded their buses.</p> <p>Professional staff shall register in the principal's office in the morning for payroll, emergency and other purposes, unless conditions warrant modifications by the administration. Excessive violations will result in disciplinary measures.</p> <p>No excuse for early departure will be approved except in an emergency, and then only with the permission of the principal or other administrator.</p> <p>During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.</p> <p>All professional staff members are expected to attend each faculty meeting unless specifically excused by the administrator who is the staff member's immediate supervisor.</p>
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: PROFESSIONAL DEVELOPMENT

ADOPTED: April 3, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

## 433. PROFESSIONAL DEVELOPMENT

1. Purpose

Continuing professional study and inservice training are prerequisites for professional growth and enhanced ability to undertake increased responsibility.

2. Authority

The Board encourages all professional employees to further their professional and personal advancement through graduate study, special study or inservice training.

3. Guidelines

### Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the district and movement on the salary schedule.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the collective bargaining agreement, as preapproved by the Superintendent.

Documentary evidence of satisfactory completion of all credits and continuing professional education hours shall be required.

All employees shall file annually by August 31 a record and description of the attainment of approved credits and continuing professional education hours with the office of the Business Manager.

### Educational Conferences/Conventions

Professional staff shall secure prior administrative approval for attendance at educational conferences and meetings. Overnight trips or conferences require Board approval, except in circumstances as outlined in Policy 431.

Receipts must be submitted for all items except carfare under \$2.00, including room, meals, parking, registration fees, etc.

Staff requests to attend educational conferences shall be directed to the Superintendent through the principal or supervisor of the building where assigned.

<p>431-AR</p>	<p>Employees shall follow administrative regulations governing attendance at conferences and conventions.</p> <p>When attending meetings or conventions outside the district, each employee shall include on the district form a statement detailing what was gained from the meeting that will be of value to the school district.</p> <p><u>Professional Education Plan</u></p>
<p>SC 1205.1 Title 22 Sec. 4.13, 49.17</p>	<p>The Board shall appoint to the professional education committee parents and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p>
<p>SC 1205.1</p>	<p>The Board shall approve a professional education plan that is designed to meet the educational needs of the district and its employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the Department of Education.</p>
<p>SC 1205.1</p>	<p>The Board shall ensure an annual review of the district's professional education plan by the professional education committee to determine if the plan continues to meet the needs of the district, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.</p>
<p>SC 1205.2</p>	<p>The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan. Board approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.</p>
<p>SC 1205.2</p>	<p>If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p>
<p>SC 1205.1, 1205.2</p>	<p>In order to continue employment in the district, professional employees are required to meet all obligations necessary to maintain active certification.</p>

<p>Title 22 Sec. 4.13, 49.16</p>	<p><u>Teacher Induction Plan</u></p> <p>The district shall comply with Department of Education regulations in developing and maintaining an induction plan for first-year teachers and teachers new to the district.</p>
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No. 433-AR-1

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

REQUEST FOR PERMISSION TO BE ABSENT FROM REGULAR DUTIES

A Request for Permission to be Absent from Regular Duties form must be submitted by all school district employees who desire to attend meetings and conferences, according to the directions on the reverse of the form and the following items:

1. A Request for Permission to be Absent from Regular Duties form must be submitted by all school district employees in connection with any travel or conferences to be attended outside the confines of the school district.
2. A Request for Permission to be Absent From Regular Duties form must be submitted by all professional employees, except guidance counselors and nurses, for conferences held within the confines of the school district during the regular school day. Meetings held during the late afternoon or evening do not necessitate the use of the Request for Permission to be Absent From Regular Duties form for conference participants, but they do require submission of this form if travel and/or meal reimbursement is desired for the participants.
3. Reimbursement for lunches for employees while traveling within the confines of the school district will not be approved.
4. Reimbursement for meals will be approved for certain dinner meetings held within the district after regular school hours.
5. Travel reimbursement will normally be made for all travel for approved conferences for meetings held outside of the assigned attendance area.

6. Where more than one person is attending the same conference, the persons involved are expected to arrange transportation on a sharing basis. If transportation (car) is not shared, a statement of explanation will be made on the expense voucher form. If a satisfactory reason is not given, proration of travel cost will be made.
7. In the estimated cost shown on the Request for Permission to be Absent From Regular Duties form, the cost of mileage or travel should be included.
8. Requests must be submitted four (4) weeks prior to the day of the conference, or in sufficient time for Board approval prior to the conference.



No. 433-AR-2

See Forms

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: April 3, 2000

REVISED: October 19, 2005

434. SICK LEAVE	
1. Purpose SC 1154	The sick leave policy for professional employees shall ensure that employees will receive no less than the minimum sick leave provided under law.
2. Authority SC 1154	The Board shall provide up to ten (10) days annually for sick leave, which shall be cumulative from year to year. All or any part of unused sick leave may be taken with full pay in any one or more school years.
SC 1154	The Board reserves the right to require of any employee claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability.
SC 1154	The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
3. Delegation of Responsibility	The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines Pol. 417	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 1154	A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.
SC 1154	Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has validity of the sick leave request.
SC 1154	<u>Proof Of Disability</u> Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.

<p>SC 1154</p>	<p><u>Records</u></p> <p>The district's personnel records shall show the attendance of each employee, and the days absent shall be recorded.</p> <p>A record shall be made of the unused sick leave days accumulated by each employee, which shall be made available to the employee in accordance with law.</p> <p><u>Unused Sick Leave</u></p> <p>Any full-time district employee retiring under the terms and conditions of the Pennsylvania Public School Retirement System with thirty (30) or more years of covered service, with at least the last fifteen (15) years being with this district, shall be entitled to the following a \$35.00 per day lump sum bonus will be paid to the retiree for each day of accumulated sick leave to a maximum of 200 days with a maximum dollar amount of \$7,000.00.</p>
<p>Pol. 436</p>	<p><u>Family Member Illness</u></p> <p>In the event of a serious or life-threatening illness of a member of the employee's immediate family, as defined in contract or bereavement policy, the employee will be permitted to be absent from district duties without loss of pay for a period of no more than two (2) days in any school year, according to the following conditions and limitations:</p> <ol style="list-style-type: none"><li>1. The leave will first be applied to any unused personal leave. Should the employee have insufficient personal leave days accumulated, the leave will then be applied to any unused, accumulated sick leave.</li><li>2. Serious or life-threatening illness shall include but not limited to admission to an intensive care unit, coronary care unit or trauma unit, or any surgical procedure requiring general anesthesia.</li><li>3. The employee must present a written excuse from the attending or admitting physician to the Superintendent upon return to work.</li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 1154</p> <p>Board Policy – 436</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: FAMILY AND MEDICAL  
LEAVES

ADOPTED: April 7, 2008

REVISED: April 26, 2010

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

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

THE FAMILY AND MEDICAL LEAVE ACT

1. The FMLA Posting, the FMLA Fact Sheet and the District's Notice of Expectations and Obligations shall be posted and remain posted at all District facilities.
2. A copy of the FMLA United States Department of Labor Fact Sheet No. ESR 93-24 shall be given to all employees
  - a. whenever other written guidance is given by the District to employees concerning employee benefits or leave rights;
  - b. whenever an employee requests leave under the FMLA (regardless of the employee's entitlement to such leave); and
  - c. whenever the District designates a leave as an FMLA leave.
3. The expectations and obligations of a District employee eligible for an FMLA leave are as set forth on the written Notice of Expectations and Obligations. If an employee is eligible for an FMLA leave, or if the District designates a leave as an FMLA leave, the employee shall be provided with the aforesaid written Notice of Expectations and Obligations. The employee shall be required to sign a copy of the Notice of Expectations and Obligations which is to be maintained in the employees' personnel file. If the employee cannot or refuses to sign the notice, appropriate documentation of the situation shall be prepared and maintained in the employee's personnel file, with a copy of the documentation being provided to the employee.
4. An employee may be denied an FMLA leave under the following circumstances:

- a. the employee does not meet the eligibility standards of having actually worked for the District at least twelve (12) months prior to the start of the leave and having worked 1,250 hours during the year prior to the start of the leave;
  - b. if the employee fails to give timely advance notice when the need for FMLA leave is foreseeable; but such leave will be granted if desired by the employee (if the employee is otherwise entitled to the leave) thirty (30) days after the date the employee gives notice;
  - c. if the employee fails to provide timely medical certification where required, FMLA leave may be denied until the certification is provided;
  - d. if the employee has exhausted twelve (12) weeks of FMLA leave during the twelve-month period preceding the start of the leave;
  - e. in any case in which the necessity for the leave is in order to care for the spouse, child or parent of the employee or because of the employee's own serious health condition where the employee fails to make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the District, subject to the approval of the health care provider;
  - f. if both a husband/wife work for the District, and one or the other seeks a leave so that the aggregate number of work weeks taken by both would exceed twelve (12) and the leaves were taken because of the birth or placement of a son or daughter or in order to care for the spouse, child or parent of the employee; and
  - g. if the employee is not qualified for such leave for any reason.
5. The attendance records of each employee shall indicate whether any leaves are designated as FMLA leave and whether FMLA notice was given to the employee in accordance with paragraph 3 hereof.

6. Calculation of the amount of FMLA leave utilized by the employee is to be as follows:
  - a. only the amount of leave actually taken and designated as FMLA leave may be counted;
  - b. for regularly scheduled employees, time taken in less than full-week increments shall be proportionately calculated based upon the amount of time taken off as compared to the employee's normal work week. For example, where an employee who normally works five (5) days a week takes one (1) day off, the employee would use one-fifth of a week of FMLA leave. If a full-time employee who normally works eight-hour days works four-hour days under a reduced leave schedule, the employee would exhaust one-half week of FMLA leave each week;
  - c. for employees whose work-week is varied, a weekly average of the hours worked over the twelve (12) weeks prior to the beginning of the leave period will be used for calculating the employee's normal work-week. If an employee who normally works thirty (30) hours per week under this calculation works only twenty (20) hours a week as a result of taking FMLA leave, the employee's ten (10) hours of leave would constitute one-third of a week of FMLA leave.
7. All employees requesting a leave of absence, whether for FMLA leave purposes or not, shall complete and submit a written request on the attached form. No employee shall be entitled to a leave of absence unless the form is submitted and completed.
8. FMLA leave cannot be taken intermittently or on a reduced leave schedule for the birth or placement of a child for adoption or foster care.
9. An employee will be denied intermittent leave or leave on a reduced schedule to care for an immediate family member (spouse, child, parent) with a serious health condition or if the employee has a serious health condition, if:
  - a. the employee fails to establish, through



medical certification, that there is a medical need for such leave (as distinguished from voluntary treatments and procedures); or

- b. the employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently or on a reduced leave schedule.





LEAVE OF ABSENCE REQUEST

In order to ensure your eligibility for a leave of absence and the District's compliance with applicable law, collective bargaining agreements and policy, you are required to complete this form. Failure to provide any required information may result in a denial of your leave request or other important benefits.

Name: \_\_\_\_\_ Job Classification:

Why are you seeking a leave of absence?

For what period of time are you seeking leave?

What kind of leave are you seeking?

When do you anticipate returning to work?

Please answer the following:

- a. Are you seeking the leave for the birth of a son or daughter or to care for a newborn child?    \_\_\_ Yes  
No.
- b. Are you seeking the leave due to the placement of a son or daughter for adoption or foster care?    \_\_\_ Yes  
No.
- c. Will you be caring for your spouse, son, daughter or parent with a serious health condition?    \_\_\_ Yes  
No.
- d. Do you have a serious health condition which makes you unable to perform the functions of your job?    \_\_\_ Yes  
No.

Note: A serious health condition is defined as an

illness, injury, impairment or physical or mental condition that involves: (1) any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical facility; (2) any period of incapacity requiring absence from work, school or other regular daily activities, of more than three (3) calendar days, that also involves continuing treatment by or under the supervision of a health care provider; or (3) continuing treatment by or under the supervision of a health care provider 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; or for prenatal care.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES  
 TITLE: PERSONAL NECESSITY LEAVE  
 ADOPTED: April 3, 2000  
 REVISED:

436. PERSONAL NECESSITY LEAVE	
1. Purpose	This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by policy.
2. Authority SC 510, 1154	The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for such leave.
3. Guidelines	<p><u>Personal Leave</u></p> <p>Personal leave days with pay shall be granted to professional employees in accordance with provisions of the collective bargaining agreement.</p> <p>The form requesting personal leave shall be submitted at least three (3) days prior to the requested date, signed by the building principal, and approved by the Superintendent.</p> <p><u>Bereavement Leave</u></p> <p>When professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of five (5) school days. The Board may extend the period of absence, at its discretion.</p> <p><b>Immediate family</b> shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>When professional employee is absent from duty because of the death of a nearby relative, there shall be no deduction in salary for absence on the day of the funeral. The Board may extend the period of absence, at its discretion. <b>Near relative</b> shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law and sister-in-law.</p>
SC 1154 (b)	
SC 1154 (c)	

<p>65 P.S. Sec. 114</p>	<p><u>Military Leave</u></p> <p>A district employee who volunteers for military service in the armed forces of the United States either in time of war or during a state of national emergency, or who is inducted for military service shall be granted a leave of absence for the duration of such service. All rights and privileges shall continue for the employee as though s/he continued in the service of the Board.</p> <p>The employee, in submitting his/her written request for a military leave of absence, must agree in writing to return to his/her employment with the school for a minimum period of one (1) year. The Board is required to return the employee to the same or similar position, s/he had prior to the leave upon his/her return.</p> <p>The employee's rights are preserved during his/her military leave as though s/he were in actual employment. His/her contract continues in full force, salary increments occur, retirement benefits continue, and all seniority rights are maintained.</p>
<p>P.L. 677</p>	<p><u>Reserve Military Leave</u></p> <p>District employees are entitled to a leave of absence from their respective duties without loss of pay, time or efficiency rating for a period not to exceed fifteen (15) days in any one (1) calendar year for active service or field training ordered or authorized by the federal forces. These employees include either enlisted men/women or commissioned officers of any reserve component of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: June 5, 2000

REVISED:

438. SABBATICAL LEAVE	
1. Purpose	This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166  SC 1171	The Board shall grant sabbatical leaves to professional employees only for the purpose of restoration of health.  The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.
3. Guidelines  SC 1166  SC 1166  SC 1167	<p><u>Eligibility</u></p> <p>To be eligible for sabbatical leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.</p> <p>A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the option of the employee.</p> <p>The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p> <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee at least thirty (30) days in advance, except for emergency situations.</p> <p>The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of adopted policy.</p>



<p>SC 1168</p> <p>SC 1168</p> <p>SC 1170</p> <p>SC 1169</p> <p>School Code 1166-1171</p>	<p><u>Documentation</u></p> <p>Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician.</p> <p>At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.</p> <p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the validity of the leave request.</p> <p><u>Commitment of Employee</u></p> <p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so.</p> <p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.</p> <p><u>Commitment of Employer</u></p> <p>At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>Time on sabbatical leave shall be counted as time on the job for purposes of seniority, where applicable in the district, and for retirement fund purposes but for no other purpose.</p> <p><u>Compensation</u></p> <p>During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: COMPENSATED  
PROFESSIONAL LEAVES

ADOPTED: June 5, 2000

REVISED:

	<p>438.1. COMPENSATED PROFESSIONAL LEAVES</p>
1. Purpose	<p>This policy shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for eligible professional employees.</p>
2. Definitions SC 1166.1	<p><b>Professional development leave</b> shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by State regulation or law, or to improve professional competency.</p>
SC 522.2	<p><b>Classroom occupational exchange leave</b> shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.</p>
3. Authority SC 1166.1, 1171	<p>The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.</p>
SC 522.2	<p>The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.</p>
4. Guidelines	<p><b>PROFESSIONAL EDUCATION LEAVE</b></p>
SC 1166	<p><u>Eligibility</u></p> <p>To be eligible for professional education leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.</p>

<p>SC 1166</p>	<p>A leave for professional education may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the option of the employee.</p>
<p>SC 1166.1</p>	<p><u>Application</u></p> <p>Professional education leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in his/her area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school district, or as the Board may require, and upon the recommendation of the Superintendent.</p> <p>Requests for professional education leave shall be submitted on the district form and forwarded with a detailed plan to the Superintendent, at least thirty (30) days in advance.</p>
<p>SC 1166.1</p>	<p><u>Documentation</u></p> <p>Applicants for professional education leave shall submit with the application form a detailed plan describing the professional education activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request.</p> <p>The Board may at any time require additional information from the employee in order to assist the Board in evaluating the request and the leave's benefits to and impact on the employee and the school district.</p>
<p>SC 1166.1</p>	<p>The minimum requirements for leave for a half school term shall consist of any one or combination of the following:</p> <ol style="list-style-type: none"> <li>1. Nine (9) graduate credits.</li> <li>2. Twelve (12) undergraduate credits.</li> <li>3. One hundred eighty (180) hours of professional education activities.</li> </ol> <p>The minimum requirements for leave for a full school term shall consist of any one or combination of the following:</p> <ol style="list-style-type: none"> <li>1. Eighteen (18) graduate credits.</li> </ol>

	<p>2. Twenty-four (24) undergraduate credits.</p> <p>3. Three hundred sixty (360) hours of professional education activities.</p> <p>Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing grades. Upon return from professional education leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the district.</p> <p>Applicants who propose to undertake professional education activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional education leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.</p> <p><u>Commitment of Employee</u></p> <p>SC 1166.1, 1168 Acceptance of professional education leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school year, unless prevented by illness or physical disability. Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p><u>Commitment of Employer</u></p> <p>SC 1168 At the expiration of the professional education leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 522.2, 1170 Time on professional education leave shall be counted as time on the job for purposes of seniority, where applicable in the district, and for retirement fund purposes but for no other purpose.</p> <p><u>Compensation</u></p> <p>SC 1169 During the period of professional education leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p>
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	<p style="text-align: center;"><b>CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</b></p> <p><u>Application</u></p> <p>Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded with appropriate documentation to the Superintendent, at least thirty (30) days in advance.</p> <p><u>Documentation</u></p> <p>Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.</p> <p>Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.</p> <p><u>Commitment of Employee</u></p> <p>SC 1168 Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.</p> <p><u>Commitment of Employer</u></p> <p>SC 1168 At the expiration of the classroom occupational exchange leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 522.2 Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority, where applicable in the district, and for retirement fund purposes but for no other purpose.</p> <p><u>Compensation</u></p> <p>SC 522.2 The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school district for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: April 3, 2000

REVISED: October 2, 2000

439. UNCOMPENSATED LEAVE	
1. Purpose	Being aware of the need for continuity in the instructional program and the necessity for instructional staff members to be present to perform their designated tasks, the school district looks with disfavor on the absence of staff members for other than urgent and necessary reasons. Therefore, the following policy will be in effect for employees of the district.
2. Authority SC 1154	The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
3. Guidelines	<p>Guidelines are as follows:</p> <ol style="list-style-type: none"> <li>1. All requests for a leave of absence during the student instructional calendar year shall be discouraged.</li> <li>2. Employee must provide a written request to the Superintendent at least two (2) weeks prior to the scheduled monthly Board meeting except in cases considered to be an emergency.</li> <li>3. A request for unpaid leave will be made to the Superintendent. If the request is denied, an employee has the right to appeal the decision to the Board.</li> <li>4. Leaves can be approved for the following reasons:               <ol style="list-style-type: none"> <li>a. Extraordinary opportunities occurring rarely within an individual's employment with the district.</li> <li>b. Leaves that will broaden the individual's knowledge and awareness that will in turn be a benefit to the students of the Redbank Valley School District. This excludes vacation-type cruises or theme park visits, etc.</li> <li>c. Unforeseen circumstances that warrant the employee's absence from work (family, personal emergencies and legal matters).</li> </ol> </li> </ol>

5. All personal leave days and other appropriate leave time must first be exhausted by the employee.
6. Uncompensated leave for child care shall be granted in accordance with provisions of the collective bargaining unit agreement.

Parental Leave (Childrearing)

An employee of the staff who becomes the natural or adoptive parent of a child shall be eligible for an unpaid parental leave of absence, not to extend beyond one (1) complete school year.

At least thirty (30) days prior to beginning date of requested parental leave, whenever possible, the employee shall submit a written request for parental leave. The request must state the beginning date and the intended returning date for the parental leave.

The employee may return to work following completion of the parental leave.

Upon return to employment, the employee will be placed on the salary level according to the credited years of service approved at the time of the beginning of the leave. Credit shall be given for the year the employee is on parental leave, providing the employee has been on active duty for at least ninety (90) days for that year.

References:

School Code – 24 P.S. Sec. 1154

SECTION: PROFESSIONAL EMPLOYEES

TITLE: RESPONSIBILITY FOR STUDENT WELFARE

ADOPTED: June 5, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

440. RESPONSIBILITY FOR STUDENT WELFARE	
1. Purpose	This policy establishes guidelines whereby adequate consideration of student welfare is achieved.
2. Delegation of Responsibility	The Superintendent shall prepare and promulgate guidelines to ensure the maintenance of standards to protect student welfare.
3. Guidelines	<p>Teachers and other professional employees are responsible for the safety of students in their charge within the building and on school property. Each teacher must be in the classroom or at an assigned station or make sure that another teacher is temporarily in charge.</p> <p>Each staff member must maintain a standard of care and concern for supervision, control and protection of students commensurate with assigned duties and responsibilities.</p> <p>A staff member should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties.</p> <p>A teacher must provide proper instruction in the safety matters presented in assigned curriculum guides.</p> <p>Each staff member has the responsibility to report immediately to the principal an accident or a safety hazard.</p> <p>A staff member may not send students on any personal errands.</p> <p>A staff member may not transport students in a personal vehicle except where specifically permitted.</p> <p>A student shall not be required to perform work or services that may be detrimental to his/her health.</p>



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JURY DUTY

ADOPTED: June 5, 2000

REVISED:

<p>1. Authority 42 Pa. CSA 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">442. JURY DUTY</p> <p>Professional employees regularly employed shall be protected against loss of pay occasioned by jury duty.</p> <p>Should an employee be called for jury duty, s/he shall report same to the Superintendent.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way for doing so. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty that is in excess of actual expenses shall be credited against such pay.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

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

ADOPTED: May 19, 2009

REVISED:

<p>1. Purpose</p> <p>2. Authority</p>	<p style="text-align: center;">447. WORKERS' COMPENSATION TRANSITIONAL RETURN-TO-WORK PROGRAM</p> <p>The purpose of a workers' compensation transitional return-to-work program is the safe, timely return of injured district employees to transitional or regular employment.</p> <p>In an effort to control workers' compensation costs, the Board adopts this policy to ensure that employees who have been injured at work and are covered by workers' compensation return to work as soon as possible, in accordance with Board policy and administrative regulations.</p> <p>This policy shall apply only to an employee who meets all of the following conditions:</p> <ol style="list-style-type: none"> <li>1. Has been injured at work.</li> <li>2. Is disabled as defined under the state Workers' Compensation Act.</li> <li>3. Is capable of productive work.</li> <li>4. Cannot return to his/her pre-injury job for the district with or without reasonable accommodations as a result of his/her work injury.</li> <li>5. Is expected to be able to return to his/her pre-injury job within a definite period of time.</li> <li>6. Is being paid workers' compensation disability benefits.</li> </ol> <p>An employee shall not be eligible for continuation in the transitional return-to-work program if one (1) of the following determinations is made:</p> <ol style="list-style-type: none"> <li>1. Employee cannot perform the assigned lighter duty work.</li> </ol>
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447. WORKERS' COMPENSATION TRANSITIONAL  
RETURN-TO-WORK PROGRAM - Pg. 2

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

447. WORKERS' COMPENSATION TRANSITIONAL  
RETURN-TO-WORK PROGRAM - Pg. 3

References:

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

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

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

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

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

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: May 6, 2002

REVISED: November 30, 2010

# REDBANK VALLEY SCHOOL DISTRICT

## 448. UNLAWFUL HARASSMENT

1. Authority

43 P.S.  
Sec. 951 et seq  
20 U.S.C.  
Sec. 1681 et seq  
42 U.S.C.  
Sec. 2000e et seq  
42 U.S.C.  
Sec. 2000ff et seq  
29 CFR  
Sec. 1606.8(a)

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

The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

2. Definitions

42 U.S.C.  
Sec. 2000ff et seq  
29 CFR  
Sec. 1606.8(a)

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, religion or genetic information when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.

<p>29 CFR Sec. 1604.11(a)</p> <p>3. Delegation of Responsibility Pol. 104</p>	<p>3. Otherwise adversely affects an individual's employment opportunities.</p> <p>For purposes of this policy, <b>sexual harassment</b> shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> <li>1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.</li> <li>2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.</li> <li>3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.</li> </ol> <p>Examples of conduct that may constitute <b>sexual harassment</b> 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 creates an intimidating, hostile or offensive working environment.</p> <p>In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and district employees regarding unlawful harassment.</p> <p>Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p>
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<p>4. Guidelines</p>	<p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"><li>1. Inform the employee or third party of the right to file a complaint and the complaint procedure.</li><li>2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</li><li>3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</li></ol> <p><u>Complaint Procedure – Employee/Third Party</u></p> <p><b>Step 1 – Reporting</b></p> <p>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p>The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable. (Report Form Policy 448-Attachment)</p> <p><b>Step 2 – Investigation</b></p> <p>Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p>
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<p>Pol. 317, 417, 517</p>	<p><b>Step 3 – Investigative Report</b></p> <p>The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p><b>Step 4 – District Action</b></p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with Board policies, administrative regulations and procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"><li>1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.</li><li>2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.</li><li>3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.</li></ol>
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References:

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

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 2000e et seq. (Title VII)

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C.  
Sec. 2000ff et seq.

Harassment Regulations and Guidelines

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

Board Policy – 104, 317, 417, 517

**REDBANK VALLEY SCHOOL DISTRICT  
REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT**

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

Alleged harassment was based on: (circle those that apply)

- |          |                    |                 |
|----------|--------------------|-----------------|
| Race     | Color              | National Origin |
| Gender   | Age                | Disability      |
| Religion | Sexual Orientation |                 |

Name of person you believe violated the district's unlawful harassment policy:  
\_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

SECTION: PROFESSIONAL EMPLOYEES

TITLE: DRUG AND SUBSTANCE ABUSE

ADOPTED: June 5, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

<b>451. DRUG AND SUBSTANCE ABUSE</b>	
<p>1. Purpose</p> <p>P.L. 100-690</p>	<p>The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by employees, especially as the use relates to an employee's safety, efficiency and productivity.</p> <p>The primary purpose and justification for any district action will be for the protection of the health, safety and welfare of students, staff and school property.</p>
<p>2. Definitions</p> <p>P.S. 35 Sec. 780-101 et seq</p> <p>P.L. 100-690</p>	<p><b>Drugs</b> shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p><b>Conviction</b> - A finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or State criminal drug statute.</p> <p><b>Criminal Drug Statute</b> - A federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p><b>Drug-free Workplace</b> - The site for the performance of work grant at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p>
<p>3. Authority</p> <p>Act 191 of 1988</p>	<p>The Board requires that each administrative employee be given notification that, as a condition of employment, the employee will abide by the terms of district policy and notify the district of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.</p> <p>An employee convicted of delivery or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.</p>

<p>4. Delegation of Responsibility P.L. 101-226 Sec. 5115 (a) (4)</p>	<p>A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the employee's workplace shall be provided and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.</p> <p>Grantors of funds shall be notified within ten (10) days after receiving notice from an employee or receiving actual notice of a conviction.</p> <p>In establishing a drug-free awareness program, the Superintendent or designee shall inform employees about:</p> <ol style="list-style-type: none"> <li>1. Dangers of drug abuse in the workplace.</li> <li>2. District's policy of maintaining a drug-free workplace.</li> <li>3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.</li> <li>4. Penalties that may be imposed for drug abuse violations occurring in the workplace.</li> </ol> <p>The district shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.</p>
<p>5. Guidelines</p> <p>Act 191 of 1988</p>	<p>If an employee violates this policy by possessing, manufacturing, distributing, dispensing or using any drug or controlled substance, s/he shall be suspended from work immediately until such time that a hearing before the Board is conducted to adjudicate the employee's violation.</p> <p>Within thirty (30) days of an alleged violation, the district, after a hearing before the Board, shall take appropriate personnel action against any employee not terminated to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes. Appropriate personnel action, within the meaning of this policy, shall be any disciplinary action up to and including termination of employment.</p> <p>An employee who is convicted of possession of a controlled substance or delivery of a controlled substance with the intent to deliver the same shall be terminated from his/her employment with the district. An employee who is not discharged for a violation of this policy, as a condition precedent to returning to work, must certify that s/he has enrolled in and/or completed a drug abuse assistance or rehabilitation program.</p>



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PRIVACY OF HEALTH  
INFORMATION - HIPAA

ADOPTED: April 5, 2004

REVISED:

<p>1. Purpose</p>          <p>2. Delegation of Responsibility</p>	<p style="text-align: center;">480. PRIVACY OF HEALTH INFORMATION - HIPAA</p> <p>It shall be the policy of the Redbank Valley School District to protect and safeguard the protected health information (PHI) created, acquired, and maintained by the school district consistent with the Standards for Privacy of Individually Identifiable Health Information (Privacy Rule) promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), any case law arising from the interpretation thereof, and applicable state laws.</p> <p>For purposes of this policy, all health information created and maintained by Redbank Valley School District and its agents that is considered part of a student’s “education record” under the Family Educational Rights and Privacy Act (FERPA) is not subject to this policy.</p> <p>The Redbank Valley School District Board and Administration recognize that, as an employer and health plan sponsor and a provider of health care services, certain components within its organization engage in HIPAA-covered functions and must comply with the HIPAA Privacy Rule; however, there are other components of the Redbank Valley School District that engage in non-covered functions and, thus are not required to comply with the HIPAA Privacy Rule. Therefore, the Redbank Valley School Board hereby designates itself as a “Hybrid Covered Entity” under HIPAA and its rules and regulations.</p> <p>The Board hereby designates Business Manager as the Privacy Officer who will with individuals appointed undertake the following tasks to ensure compliance with the HIPAA Privacy Rule:</p> <ol style="list-style-type: none"><li>1. Conduct an assessment of existing health information as to whether there are reasonable administrative, technical and physical safeguards to protect the privacy of health information.</li><li>2. Draft procedures to meet the requirements of the HIPAA Privacy as they may apply to the employee health plan and/or its other covered component(s).</li></ol>
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<p>3. Guidelines</p>	<ol style="list-style-type: none"><li>3. Draft practices that describe the uses and disclosures that the school district is permitted or required to make under HIPAA and the rights related thereto for employees and/or other individuals who may receive services from covered component(s).</li><li>4. Draft HIPAA-compliant written authorization to use or disclose PHI for purposes unrelated to treatment, payment, health care operations and other designated purposes under the HIPAA</li><li>5. Identify Business Associates and enter into Business Associate Agreements with all third parties that access PHI when providing services on behalf of school district in relation to its employees health plan.</li><li>6. Establish a training program for all members of school district workforce on HIPAA and procedures related thereto “as necessary and appropriate” for said employees to carry out their functions. Such training program shall include periodic updates.</li><li>7. The Superintendent shall serve as the district’s Complaint Officer. This individual will be responsible for handling complaints which will include documenting, investigating and the disposition thereof.</li></ol> <p>The Privacy 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 procedures developed hereunder.</p> <p>In addition to ensuring that appropriate administrative policies and procedures are adopted and implemented to ensure compliance with the HIPAA Privacy Rule, the Redbank Valley 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.</p> <p>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.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: CODE OF ETHICS

ADOPTED: June 7, 1999

REVISED:

<p>1. Authority</p>	<p style="text-align: center;">500. CODE OF ETHICS</p> <p>The Board does hereby set forth a code of conduct to be implemented by all classified employees of the Redbank Valley School District.</p> <ol style="list-style-type: none"><li>1. The overall guiding principle for all actions by employees is to treat all human beings with respect and dignity at all times.</li><li>2. All employees of the district shall refrain from profane or abusive language directed at students, parents, other employees and/or community residents.</li><li>3. All employees of the district shall refrain from the use of slang names, derogatory names, nicknames or similar utterances, of a degrading and/or belittling nature against any member of the school community or community at large.</li><li>4. All employees of the district shall not threaten or imply threatening retaliation against anyone for any reason while representing the school district on official business.</li><li>5. All employees of the district are expected to retain their composure at all times when dealing with other employees, students, parents and/or any community members.</li><li>6. The employee shall not participate in private gain or permit economic interest to effect the discharge of his/her responsibilities or duties.</li></ol>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: June 5, 2000

REVISED:

501. CREATING A POSITION	
1. Purpose	Positions for classified employees will be established by the Board in order to provide educational programs and supporting services, consistent with the needs of the schools and the resources of the community.
2. Authority SC 406	<p>The need for creating classified positions shall be determined by the Board based on the recommendation of the Superintendent.</p> <p>The Board reserves for itself the final determination as of the number and kind of classified positions deemed necessary for effective operation of the schools.</p>
3. Guidelines 42 U.S.C. Sec. 12101 et seq	<p>Recommendations for continuing, new or additional classified positions shall include job descriptions clearly outlining the duties for which the positions were created, initial salary for a new position, and supporting data and other rationale relevant to the recommendation.</p> <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to:</p> <ol style="list-style-type: none"> <li>1. Number of students enrolled.</li> <li>2. Special needs of students.</li> <li>3. Financial resources of the district.</li> <li>4. Operational needs of the district.</li> </ol>
4. Delegation of Responsibility	<p>The Superintendent shall normally be responsible for recommending new or additional classified positions.</p> <p>The Board may, through the Superintendent, seek the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.</p>

501. CREATING A POSITION - Pg. 2

<p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 406 42 U.S.C. Sec. 12101 et seq</p>	<p>The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with the provisions of the Americans With Disabilities Act.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED  
EMPLOYEES

ADOPTED: June 5, 2000

REVISED: January 26, 2009

<p>1. Authority</p> <p>SC 406, 508 Pol. 528</p>	<p style="text-align: center;">504. EMPLOYMENT OF CLASSIFIED EMPLOYEES</p> <p>The Board recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs of the district.</p> <p>The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each classified employee employed by the district.</p> <p>For purposes of the 500 Section of Board policy, classified employees shall be deemed to include the positions as listed in the support personnel bargaining unit agreement.</p> <p>All interviews of classified candidates shall be conducted by the administration, and their recommendations shall be presented to the Board. Board members shall be notified of the times of interviews and be given the opportunity to observe. The administrator conducting the interviews shall have the authority to develop the procedures for involving additional appropriate personnel in the interview process.</p> <p>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, who shall not vote.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>The Board authorizes the use of classified employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.</p>
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<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p>
<p>Title 22 Sec. 403.2, 403.5 20 U.S.C. Sec. 6319</p>	<p><u>Title I Requirements</u></p> <p>All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:</p> <ol style="list-style-type: none"> <li>1. Completed at least two (2) years of study at an institution of higher learning.</li> <li>2. Obtained an Associate's or higher degree.</li> <li>3. Met a rigorous standard of quality through a state or local assessment.</li> </ol> <p>Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.</p>
<p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6319, 7801</p>	<p>The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations. The written certification shall be maintained in the district office and the school office and shall be available to the public, upon request.</p>
<p>2. Delegation of Responsibility Pol. 104</p>	<p>The Superintendent or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Board policy and state and federal laws and regulations.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> <li>1. Successful training and experience.</li> <li>2. Appreciation of children.</li> <li>3. Skills required to complete essential job functions.</li> </ol>
<p>42 U.S.C. Sec. 12112</p>	<p>The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.</p>

<p>Title 22 Sec. 14.105 Pol. 113</p>	<p>The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p><u>Special Education Paraprofessionals</u></p> <p>All instructional paraprofessionals hired on or after July 1, 2010, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students shall have a secondary school diploma and one (1) of the following:</p> <ol style="list-style-type: none"> <li>1. Completed at least two (2) years of postsecondary study.</li> <li>2. Obtained an Associate's or higher degree.</li> <li>3. Met a rigorous standard of quality through a state or local assessment.</li> </ol>
<p>Title 22 Sec. 14.105</p>	<p>Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.</p> <p><u>Personal Care Assistants</u></p>
<p>Title 22 Sec. 14.105</p>	<p>A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.</p> <p>Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the school-based access program.</p> <p><u>Educational Interpreters</u></p>
<p>Title 22 Sec. 14.105</p>	<p>An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.</p>

References:

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

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 14.105, 403.2, 403.5

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

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

No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801

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

Board Policy – 104, 113, 528

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE AND SHORT-  
TERM EMPLOYEES

ADOPTED: June 5, 2000

REVISED:

505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES	
1. Purpose	Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the district.
2. Authority SC 406	The Board shall approve annually the names of potential substitute classified personnel and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.
SC 406	The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term classified employee.
3. Guideline	Approval shall normally be given to those candidates for employment recommended by the Superintendent.  Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.  Utilization of substitute or short-term employees prior to 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 meeting.
SC 111 23 Pa. CSA 6301	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.
4. Delegation of Responsibility	The Superintendent or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for classified employment.

505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES - Pg. 2

<p>School Code 406, 111, 1111</p>	<p>The administration shall seek such recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
TITLE: EMPLOYMENT CONTRACT  
ADOPTED: June 5, 2000  
REVISED:

508. EMPLOYMENT CONTRACT	
1. Purpose	For the mutual benefit and protection of each regularly employed classified staff member and the district, a contract or Board resolution shall state the specifics of such employment.
2. Authority SC 570	The Board has the authority under law to pre scribe employment conditions for the personnel of the school district.
3. Guidelines	<p>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.</p> <p>An employment contract or resolution may specify:</p> <ol style="list-style-type: none"><li>1. Salary at which the person is employed.</li><li>2. Intervals at which the salary will be paid.</li><li>3. Conditions of the probationary period.</li><li>4. Provision for termination of contract on required notice duly given.</li><li>5. Other matters necessary for a full and complete understanding of the contract or resolution.</li></ol> <p>Each newly employed classified employee shall serve a probationary period of ninety (90) days during which time s/he shall be subject to discharge without notice and not be eligible for benefits.</p> <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract in certain conditions of employment.</p> <p>Should an employee terminate without giving two (2) weeks' written notice, s/he shall be paid only for the days worked. All accrued vacation time shall be forfeited.</p>

	<p>The Board shall be notified promptly of any misunderstanding arising from application of a given contract or any error in salary paid to the employee.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: June 5, 2000

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>23 Pa CSA 6301</p>	<p style="text-align: center;">509. ASSIGNMENT AND TRANSFER</p> <p>The successful functioning of the district depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of classified employees shall be in accordance with the operating needs of the district.</p> <p>The Board shall approve the initial assignment of classified personnel at the time of employment and when such assignments involve a transfer from the jurisdiction of one supervisor to another or from one job classification to another.</p> <p>The Superintendent shall provide a system of assignment or reassignment that includes voluntary transfers and promotions.</p> <p>Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 Clearance Statement.</p> <p>Vacancies shall be publicized to all appropriate classified employees.</p> <p>The request of a classified employee who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the operational requirements and best interests of the school district.</p> <p>Employees shall be informed of their assignments as soon as possible preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the immediate supervisor.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: SUSPENSIONS OR LAYOFFS

ADOPTED: June 5, 2000

REVISED:

	<b>511. SUSPENSIONS OR LAYOFFS</b>
1. Purpose SC 406	Maintenance of classified staff appropriate to effectively operate the district programs is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff shall be accomplished.
2. Authority	Consistent with law, and the collective bargaining agreement, the Board has the authority and responsibility to determine how suspensions and layoffs shall be made.
3. Delegation of Responsibility	The Superintendent shall develop administrative procedures that provide for:  <ol style="list-style-type: none"><li>1. Determination of seniority.</li><li>2. Pooling of job related skills that may affect suspensions or reinstatements.</li><li>3. System of recall if a furlough list is maintained, specifying the manner in which recalls will be made and the period furloughed personnel will be retained on the furlough list.</li></ol>
2 PA C.S. Sec. 551 et seq	Classified employees may be entitled to a hearing under the Local Agency Law, at the employee's request prior to suspension or layoff.
School Code 406	
PA Statute 2 PA C.S. Sec. 551	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EVALUATION OF CLASSIFIED  
EMPLOYEES

ADOPTED: June 5, 2000

REVISED:

512. EVALUATION OF CLASSIFIED EMPLOYEES	
1. Purpose	There shall be a plan for regular, periodic evaluation of all classified personnel employed by the district.
2. Authority	The evaluation plan for classified employees shall be approved by the Board.
3. Guidelines	<p>The objectives of the district evaluation plan for classified personnel are to identify, improve, and reinforce the skills, attitudes and abilities which enable an employee to be effective.</p> <p>The evaluation plan shall group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees and provide guidelines for review and modification of evaluation plan.</p>
4. Delegation of Responsibility	<p>The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include:</p> <ol style="list-style-type: none"><li>1. Conduct of evaluations at appropriate intervals for probationary employees and each year for regular employees.</li><li>2. Establishment of reasonable performance standards to permit the employee to meet performance objectives.</li><li>3. Method of making and maintaining personnel records which ensures:<ol style="list-style-type: none"><li>a. Entries are based on observable and verifiable facts.</li><li>b. Note is taken of an employee's strengths and weaknesses.</li><li>c. Same recording system is used for all employees similarly situated.</li><li>d. All materials will be held confidential.</li></ol></li></ol>

e. Employee has an opportunity to review evaluation records and to append a written statement.

4. Provisions for improving unsatisfactory performance.

Procedures prepared by the Superintendent or designee shall have the following characteristics.

1. Be clear and unambiguous in intent and language.
2. Establish reasonable standards.
3. Apply in a consistent and uniform manner to all employees in the same class.
4. Be available to employees for review before they are applied.
5. Be reviewed and updated.

SECTION: CLASSIFIED EMPLOYEES  
 TITLE: PHYSICAL EXAMINATION  
 ADOPTED: June 5, 2000  
 REVISED: August 29, 2011

# REDBANK VALLEY SCHOOL DISTRICT

514. PHYSICAL EXAMINATION	
1. Purpose	In order to certify the fitness of classified employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from the transmission of communicable diseases, physical examinations of all district employees shall be required prior to beginning employment.
2. Definition	A <b>physical examination</b> shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.
3. Authority SC 1418 Title 28 Sec. 23.43 42 U.S.C. Sec. 12112	After receiving an offer of employment but prior to beginning employment, all candidates shall undergo medical examinations, as required by law and as the Board may require, the expense for which shall be paid by the applicant.
SC 1418 Title 28 Sec. 23.44	The Board requires that all employees undergo a tuberculosis examination provided by the district upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.
SC 1418	The Board may require an employee to undergo a physical examination at the Board's request.
SC 1419 Title 28 Sec. 23.45	An employee who presents a signed statement that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the employee presents a substantial menace to the health of others.
4. Delegation of Responsibility	The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.
42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112	Medical records of an employee shall be kept in a file separate from the employee's personnel file.

References:

School Code – 24 P.S. Sec. 1416, 1418, 1419

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.

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



SECTION: CLASSIFIED EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: June 5, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

514.1. HIV INFECTION	
1. Purpose	<p>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and employees while protecting the rights of the individual.</p> <p>This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.</p>
2. Definitions	<p><b>HIV</b> - Refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p><b>AIDS</b> - Acquired Immune Deficiency Syndrome.</p> <p><b>CDC</b> - United States Public Health Service Centers for Disease Control.</p> <p><b>Infected employee</b> - Refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.</p>
3. Authority	<p>This policy shall apply to all employees in all programs conducted by the school district.</p> <p>The Board directs that the established district policies and procedures that relate to illnesses among employees shall also apply to infected employees.</p>
Act 148 of 1990	<p>The Board shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for employment.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible as the central contact for handling and releasing all information concerning infected employees.</p> <p>All district employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.</p>



<p>Act 148 of 1990</p>	<p><u>Confidentiality</u></p> <p>The Superintendent or designee shall determine which school personnel will receive information about an infected employee. The number of individuals informed of an infected employee's status shall be kept to the minimum required to assure protection of the infected employee as well as the school population. Anonymity shall have high priority.</p> <p>All district employees have a duty to preserve the confidentiality of all information concerning an infected employee. Serious consequences shall result from a breach of confidentiality by an employee.</p> <p>Information about infected employees in the district shall not be disclosed to the general public, undesignated school employees or other groups without a court order or the informed, written, signed and dated consent of the infected employee.</p>
<p>OSHA Guidelines</p>	<p><u>Infection Control</u></p> <p>Universal precautions, as recommended by the CDC, shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.</p> <p>The school district shall maintain and keep reasonably accessible all equipment and supplies necessary for infection control.</p> <p><u>Staff Development</u></p> <p>All district employees shall participate in a planned HIV education program that provides guidance on infection control procedures and informs about current law and district policies concerning HIV.</p> <p>Designated district employees shall receive additional, specialized training appropriate to their positions and responsibilities.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: DISQUALIFICATION BY  
REASON OF HEALTH

ADOPTED: June 5, 2000

REVISED:

<p>1. Authority</p> <p>2. Guidelines</p>	<p style="text-align: center;">515. DISQUALIFICATION BY REASON OF HEALTH</p> <p>Consistent with law with respect to equal opportunity and nondiscrimination, it is the policy of the Board to ensure that district programs are supported by classified employees who are physically and mentally fit to perform the duties assigned to them.</p> <p>A classified employee may be placed on sick leave or be retired for physical or mental disability that makes him/her unfit to perform assigned duties.</p> <p>When a classified employee, in the opinion of the Superintendent, is unfit to perform assigned duties by reason of physical or mental condition, the following procedure shall be followed:</p> <ol style="list-style-type: none"><li>1. The Superintendent shall present to the Board reasons for questioning the condition of the employee.</li><li>2. Should the Board determine that the reasons given constitute sufficient cause to order the employee to be examined, the employee shall be given written notice of the need for examination and an opportunity to appear before the Board, a committee of the Board, or a hearing officer designated by the Board within ten (10) days to explain why such an order will not be followed.</li><li>3. The Board may offer a hearing which, if accepted by the employee, shall be conducted in accordance with the following rules:<ol style="list-style-type: none"><li>a. The hearing will be held privately.</li><li>b. Staff members may present witnesses on their behalf.</li><li>c. Staff members may be represented by counsel or an individual of their own choice.</li><li>d. Witnesses will be called individually and excused after making their statement.</li></ol></li></ol>
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<p>School Code 1418</p> <p>Board Policy 509</p>	<ol style="list-style-type: none"><li>4. Following a hearing, if the Board orders an examination, it may be conducted by a physician(s) selected by the employee from a list provided by the Board.</li><li>5. The examination shall be conducted within ten (10) days following the hearing.</li><li>6. If as a result of the examination the employee is found to be unfit to perform assigned duties, the employee shall be placed on mandatory sick leave for the period indicated with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Board, is furnished.</li><li>7. Should an employee refuse to submit to examination following the exhaustion of proper appeals, the Board shall consider such refusal as cause for dismissal.</li></ol>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: June 5, 2000

REVISED:

517. DISCIPLINARY PROCEDURES	
1. Purpose	Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and uniformly. The orderly conduct of the district's functions requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.
2. Authority	The Board directs that procedures be established whereby classified employees shall be informed of the disciplinary actions that are considered appropriate and that are to be applied for violation of district policies, rules and procedures.
3. Delegation of Responsibility	The Superintendent shall prepare and promulgate disciplinary rules for violations of district policies rules which provide progressive penalties, including verbal warning, written warning, transfer, suspension, demotion, and dismissal.
4. Guidelines Act 353 of 1968	<p>In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.</p> <p>Disciplinary procedures shall be reviewed and updated and be referred to the Board for information purposes.</p> <p>Any criticism of a classified employee by a supervisor or district administrator shall be made in confidence and never in the presence of students, parents or other employees, nor at public gatherings.</p> <p>All critiques shall be confidential and be shared with the appropriate employee.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: June 5, 2000

REVISED:

518. PENALTIES FOR TARDINESS	
1. Purpose	Punctual and reliable attendance by classified employees is essential to proper operation of district programs.
2. Authority	<p>Timely attendance by district employees is a matter of primary concern to the Board. That concern is expressed through the Board's direction to the Superintendent and district staff as to how tardiness and attendance will be treated.</p> <p>The Board reserves the right to assess an employee's salary for failure to perform assigned duties or provide services.</p>
3. Delegation of Responsibility	It shall be the responsibility of the Superintendent and/or Business Manager to assess penalties when a classified employee fails to meet attendance requirements.
4. Guidelines	Tardiness or absence without excusable cause for an assigned work period will result in deductions from pay for the period of tardiness or absence.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: June 5, 2000

REVISED:

519. OUTSIDE ACTIVITIES	
1. Purpose	<p>The Board recognizes that classified employees must enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons.</p> <p>The Board and its supervisory staff, however, have a responsibility to evaluate employees in terms of their effectiveness in discharging school duties and responsibilities.</p>
2. Authority	<p>Therefore, when nonschool activities impact upon an employee's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon the employee's responsibilities to the district.</p>
3. Delegation of Responsibility	<p>The Superintendent shall promulgate guidelines so that classified employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.</p>
4. Guidelines	<p>The following guidelines are provided for the direction of classified employees:</p> <ol style="list-style-type: none"><li>1. Do not use school property or school time to solicit or accept customers for private enterprises.</li><li>2. Do not use job time for outside activities when there is no valid reason to be excused from assigned duties.</li><li>3. Do not engage in political activities during assigned hours of employment.</li><li>4. Do not make public statements regarding district policies or procedures that would disrupt harmony among coworkers or interfere with the maintenance of discipline by school officials.</li></ol>



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: GIFTS

ADOPTED: June 5, 2000

REVISED:

522. GIFTS	
1. Purpose	The Board considers the acceptance of gifts by classified staff members an undesirable practice.
2. Authority	It is the policy of the Board that students and parents/guardians shall be discouraged from presenting gifts to classified staff.
3. Delegation of Responsibility	The Superintendent may approve acts of generosity to individual classified staff members in unusual situations.

SECTION: CLASSIFIED EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: April 3, 2000

REVISED: August 29, 2011

# REDBANK VALLEY SCHOOL DISTRICT

523. TOBACCO USE	
<p>1. Purpose</p>	<p>The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.</p>
<p>2. Definition 35 P.S. Sec. 1223.5</p>	<p>For purposes of this policy, <b>tobacco use</b> shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.</p>
<p>3. Authority 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183</p>	<p>The Board prohibits tobacco use by classified employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p>
<p>35 P.S. Sec. 1223.5</p>	<p>The Board may designate specific areas for tobacco use by district employees on property owned, leased or controlled by the district that is at least fifty (50) feet from school buildings, stadiums and bleachers.</p>
<p>35 P.S. Sec. 1223.5</p>	<p>The district shall annually notify employees about the Board's tobacco use policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods.</p>
<p>4. Delegation of Responsibility SC 1303-A</p>	<p>The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of tobacco by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.</p>

References:

School Code – 24 P.S. Sec. 1303-A

School Tobacco Control – 35 P.S. Sec. 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: June 5, 2000

REVISED: November 30, 2010

# REDBANK VALLEY SCHOOL DISTRICT

524. PERSONNEL FILES	
<p>1. Authority</p> <p>SC 510</p>	<p>Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a classified employee of the district.</p> <p>The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.</p>
<p>2. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112</p>	<p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.</p> <p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>Medical records shall be kept in a file separate from the employee's personnel file.</p>
<p>3. Guidelines</p>	<p>Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.</p> <p>Personnel records shall not be available to individual Board members, except as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.</p>

<p>43 P.S. Sec. 1321, 1322</p> <p>43 P.S. Sec. 1322, 1323</p> <p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6311, 7801 Pol. 504</p>	<p><u>Employee Access</u></p> <p>Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.</p> <p>Employees who wish to review their own records shall:</p> <ol style="list-style-type: none"><li>1. Request access in writing.</li><li>2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.</li><li>3. Make no alterations to the record, nor remove any material.</li></ol> <p><u>Appeals</u></p> <p>To appeal material in their personnel file, employees shall submit a written request to the administrator delegated to maintain the records and shall specify:</p> <ol style="list-style-type: none"><li>1. Name and date.</li><li>2. Material to be appealed.</li><li>3. Reason for appeal.</li></ol> <p>The responsible administrator shall:</p> <ol style="list-style-type: none"><li>1. Hear the appeal and make a determination.</li><li>2. Permit the addition of employee comments.</li></ol> <p><u>Title I Schools</u></p> <p>In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p>
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<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801</p>	<p>The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p>
<p>Title 22 Sec. 403.5 20 U.S.C. Sec. 6311 Pol. 304</p>	<p>In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p>
	<p><u>File Contents</u></p> <p>Upon initial employment, an employee's file shall contain:</p> <ol style="list-style-type: none"> <li>1. Completed employment application form.</li> <li>2. Copy of certificate, where applicable.</li> <li>3. Transcripts.</li> <li>4. Recommendations.</li> </ol>
<p>8 CFR Sec. 274a.2</p>	<ol style="list-style-type: none"> <li>5. I-9 Immigration Form.</li> </ol>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<ol style="list-style-type: none"> <li>6. Criminal history and child abuse clearance statements.</li> </ol> <p>During the period of employment, the following additional data shall be maintained in personnel files:</p> <ol style="list-style-type: none"> <li>1. Completed copy of employment contract, where applicable.</li> <li>2. Attainment of advanced degrees and effect on compensation.</li> <li>3. Completed evaluations.</li> <li>4. Disciplinary incidents.</li> <li>5. Special awards or distinctions.</li> </ol>

References:

School Code – 24 P.S. Sec. 111, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.4, 403.5

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

Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6311, 7801

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C.  
Sec. 2000ff et seq.

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

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

Board Policy – 504

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: April 2, 2001

REVISED:

525. DRESS AND GROOMING	
1. Purpose	Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the district's operation and programs.
2. Authority SC 510	The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent an adverse impact on the educational process.
3. Guidelines	All classified employees, when assigned to district duty, shall be physically clean, neat, well-groomed, and dressed in a manner reflecting the employee's assignments. Employees shall utilize safety gear and wear work uniforms, when required.
4. Delegation of Responsibility	If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.
School Code 510	



SECTION: CLASSIFIED EMPLOYEES

TITLE: COMPLAINT PROCESS

ADOPTED: June 5, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

526. COMPLAINT PROCESS	
1. Purpose	It is the Board's intent to establish reasonable and effective means of resolving difficulties which may arise among employees, to reduce potential areas of complaints, and to establish and maintain recognized two-way channels of communication between supervisory personnel and classified employees for situations not covered by the terms of a collective bargaining agreement.
2. Authority	<p>The Board adopts this policy to facilitate proper and equitable solutions to complaints at the lowest appropriate level, and to establish an orderly procedure within which solutions may be pursued.</p> <p>There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.</p>
3. Definition	<b>Complaint</b> - any unresolved problem or interpretation of State laws or regulations; policies or rules of the Board; and written administrative procedures.
4. Guidelines	<p>Complaints should be discussed in private, informal conferences between the parties involved.</p> <p>At least one (1) private meeting should take place between the parties before the complaint procedure is invoked.</p> <p>A complainant may be represented or accompanied at any higher level of authority by anyone of his/her choosing.</p> <p>The time limits provided for in this policy may be extended by mutual agreement of the parties. Any decision not appealed within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.</p>

Level One - Immediate Supervisor

Within ten (10) days after the occurrence giving rise to the complaint, and following an informal discussion as outlined, the complainant must present his/her complaint in writing to the supervising administrator.

This statement shall be a clear, concise expression of the complaint; the rule, policy or law for which there is an alleged violation; and the remedy sought.

Copies of this statement may be sent to any individuals who were present.

Within ten (10) days the administrator shall communicate his/her decision in writing to the employee. If the administrator does not respond within the time limit, the complainant may appeal to the next level.

Either party to the complaint shall have the right to request a personal conference in order to resolve the problem. Either party may request the presence of one (1) conferee.

Level Two - Superintendent

Within ten (10) days after receiving the decision of the administrator at Level One, the complainant may appeal the decision to the Superintendent. The appeal shall be in writing and shall be accompanied by a copy of the decision at Level One.

Within ten (10) days after delivery of the appeal, the Superintendent shall investigate the complaint, giving all persons who participated in Level One a reasonable opportunity to be heard.

Within ten (10) days after delivery of the appeal, the Superintendent shall submit his/her decision in writing, together with the supporting reasons, to the complainant and the administrators involved.

Level Three - The Board

Within ten (10) days after receiving the decision of the Superintendent, the complainant may appeal the decision in writing to the Board.

The Board shall schedule the matter for a hearing at an executive session to be held at the next regularly scheduled Board meeting.

The complainant and his/her conferee shall be present at the hearing.

Within twenty (20) days the Board will submit its decision in writing, together with supporting reasons, to the complainant. A copy shall be furnished to the administrators involved.

The decision of the Board is final.

Miscellaneous Provisions

All documents, communications, and records dealing with processing a complaint shall be filed in a separate file and shall not be kept in the personnel file of any of the participants.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: WAGE AND SALARY  
DETERMINATION

ADOPTED: June 5, 2000

REVISED:

<b>528. WAGE AND SALARY DETERMINATION</b>	
1. Purpose SC 406	An approved wage and salary guide for classified employees shall be established. Employees shall be placed on the guide in accordance with district policy.
2. Authority	The salary guide for district classified employees shall be approved by the Board.  Salary guides shall be in accordance with an applicable collective bargaining agreement or as approved by the Board for those employees not covered in the agreement.
3. Delegation of Responsibility	The Superintendent is authorized to credit past service of an applicant for determination of salary with Board approval.
School Code 406	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: SUBSTITUTE COMPENSATION

ADOPTED: June 5, 2000

REVISED:

<b>529. SUBSTITUTE COMPENSATION</b>	
1. Purpose	In order to ensure reliable assistance in the absence of regular classified personnel, compensation to qualified substitutes shall be in accordance with Board policy.
2. Guidelines	Substitutes for classified employees will be paid on a per diem basis at a rate set by the Board for the various classes of employees.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: OVERTIME

ADOPTED: June 5, 2000

REVISED:

530. OVERTIME	
1. Authority	In order to ensure compliance with applicable federal law regarding payment of overtime and consistent treatment of all employees subject to the law, the Board adopts this policy.
2. Guidelines	<p>In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workweek for each grade of classified employees.</p> <p>Overtime accrues only when a nonexempt employee performs work within the same job classification; when employees at their option agree to perform occasional or sporadic work within a different job classification, such hours shall not qualify for overtime.</p> <p>No overtime shall be scheduled or worked without prior approval of the immediate supervisor.</p> <p>Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week.</p> <p>For purposes of computing overtime, credit shall be given only for hours worked as recorded in district records and as provided by law.</p>

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: June 5, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

531. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, which any district employee incurs in the course of performing services for the district shall be made in accordance with Board policy.
2. Delegation of Responsibility	<p>The validity of payments for job related expenses shall be determined by the Superintendent and/or Business Manager. All requests for reimbursement must be accompanied by official receipts/evidence of payment.</p> <p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned but not between home and school or is authorized in advance by the immediate supervisor.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the rate per mile approved by the Board.</p> <p>Use of a personal vehicle requires that liability insurance for bodily injury and property damage be provided by the employee.</p> <p><u>Attendance at Programs</u></p> <p>Actual and necessary expenses from attendance at conferences, workshops, etc. outside the district shall be reimbursable to the employee if approval has been obtained in advance.</p> <p>All overnight travel shall require prior Board approval. The Superintendent has the authority to approve overnight trips for staff and administration, for unexpected events where Board approval is not possible.</p> <p><u>Travel Expense Voucher</u></p>
531-AR	Eligible employees shall complete monthly the district's Travel Expense Voucher in order to receive travel reimbursement.

No. 531-AR-1

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

TRAVEL EXPENSE VOUCHERS

1. The Redbank Valley School District Travel Expense Voucher will be completed in duplicate on a monthly basis for all employees eligible to receive travel reimbursement. One (1) copy should be retained by the employee, and the original forwarded to the Superintendent's Office.
2. The Travel Expense Voucher is to cover a period from the first of a month through the first day of the next month. Each principal or supervisor is responsible to receive this form from their eligible employees and to submit them as a group to the Board Secretary, on or before the 10th day of each month.
3. The principal or supervisor is responsible to review each Travel Expense Voucher for accuracy and authenticity. After this verification, s/he shall sign each form in the space provided.
4. Each employee shall number their forms consecutively during each school year, beginning with one (1).
5. The employee should use the appropriate code listed on the Chart of Accounts, including the area or building code number, if applicable.
6. Were more than one person is attending the same conference, the persons involved are expected to arrange transportation on a sharing basis. If transportation (car) is not shared, a state ment of explanation will be made on the expense voucher form. If a satisfactory reason is not given, proration of travel costs will be made.





No. 531-AR-2

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

REQUEST FOR PERMISSION TO BE ABSENT FROM REGULAR  
DUTIES

A Request for Permission to be Absent from Regular Duties form must be submitted by all school district employees who desire to attend meetings and conferences, according to the directions on the reverse of the form and the following items:

1. A Request for Permission to be Absent from Regular Duties form must be submitted by all school district employees in connection with any travel or conferences to be attended outside of the confines of the school district.
2. Meetings held during the late afternoon or evening do not necessitate the use of the Request for Permission to be Absent From Regular Duties form for conference participants, but they do require submission of this form if travel and/or meal reimbursement is desired for the participants.
3. Reimbursement for lunches for employees while traveling within the confines of the school district will not be approved.
4. Reimbursement for meals will be approved for certain dinner meetings held within the district after regular school hours.
5. Travel reimbursement will normally be made for all travel for approved conferences for meetings held outside of the assigned attendance area.
6. Where more than one person is attending the same conference, the persons involved are expected to arrange transportation on a sharing basis. If transportation (car) is not shared, a statement of explanation will be made on the expense voucher form.

If a satisfactory reason is not given, proration of travel cost will be made.

7. In the estimated cost shown on the Request for Permission to be Absent From Regular Duties form, the cost of mileage or travel should be included.
8. Requests must be submitted four (4) weeks prior to the day of the conference, or in sufficient time for Board approval prior to the conference.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: June 5, 2000

REVISED:

532. WORKING PERIODS	
1. Purpose	The periods of work required of the classified staff shall be clearly specified to ensure the regular and consistent operation of the district.
2. Authority SC 510	The Board has the authority and responsibility for determining the hours of school district operation and hours of work for employees.
3. Delegation of Responsibility	The Superintendent or designee shall develop procedures to ensure adherence to work schedules by classified employees which shall apply uniformly throughout the schools.
4. Guidelines	Work schedules of the various classes of employees shall be developed in accordance with the terms of the applicable collective bargaining agreement.  Starting and quitting times shall be specified by the designated administrator.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: June 5, 2000

REVISED:

534. SICK LEAVE	
1. Purpose	A sick leave policy to ensure paid days for such absences shall be established and implemented.
2. Authority	<p>The Board shall annually provide regularly employed classified staff sick leave days, which shall be cumulative. Such leaves shall be granted in accordance with the terms of the collective bargaining agreement.</p> <p>The Board reserves the right to require of any employee claiming sick leave pay sufficient proof of the employee's illness or disability, including a physician's certification.</p> <p>The Board shall consider the application of any eligible employee for an extension of sick leave when the employee's accumulated sick leave is exhausted.</p>
3. Delegation of Responsibility	The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines	<p>The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>A sick leave absence shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p> <p>Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has engaged gainful employment, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.</p> <p>No wages shall be paid if an injury occurred while the employee was engaged in remunerative work unrelated to school duties.</p>

Proof Of Disability

Every employee absent for three (3) or more consecutive sick leave days shall be required to submit a physician's statement.

A physician's statement may not be presumed to conclusively establish the employee's disability.

Records

The district's personnel records shall show the attendance of each employee, and the days absent shall be recorded.

A record shall be made of the unused sick leave days accumulated by each employee, and shall be reported to the employee no later than the opening day of each work year.

Unused Sick Leave

Any full-time district employee retiring under the terms and conditions of the Pennsylvania Public School Retirement System with thirty (30) or more years of covered service, with at least the last fifteen (15) years being with this district, shall be entitled to the following \$25.00 per day lump sum bonus will be paid to the retiree for each day of accumulated sick leave to a maximum of 200 days with a maximum dollar amount of \$5,000.00.

Family Member Illness

In the event of a serious or life-threatening illness of a member of the employee's immediate family, as defined in the contract or bereavement policy, the employee will be permitted to be absent from district duties without loss of pay for a period of no more than two (2) days in any school year, according to the following conditions and limitations:

1. The leave will first be applied to any unused personal leave. Should the employee have insufficient personal leave days accumulated, the leave will then be applied to any unused, accumulated sick leave.
2. Serious or life threatening illness shall include but not limited to admission to an intensive care unit, coronary care unit or trauma unit, or any surgical procedure requiring general anesthesia.

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|  | <ol style="list-style-type: none"><li data-bbox="443 283 1498 367">3. The employee must present a written excuse from the attending or admitting physician to the Superintendent upon return to work.</li></ol> |
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: FAMILY AND MEDICAL  
LEAVES

ADOPTED: April 7, 2008

REVISED: April 26, 2010

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



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

THE FAMILY AND MEDICAL LEAVE ACT

1. The FMLA Posting, the FMLA Fact Sheet and the district's Notice of Expectations and Obligations shall be posted and remain posted at all district facilities.
2. A copy of the FMLA United States Department of Labor Fact Sheet No. ESA 95-24 shall be given to all employees
  - a. whenever other written guidance is given by the district to employees concerning employee benefits or leave rights;
  - b. whenever an employee requests leave under the FMLA (regard less of the employee's entitlement to such leave); and
  - c. whenever the district designates a leave as an FMLA leave.
3. The expectations and obligations of a district employee eligible for an FMLA leave are as set forth on the written Notice of Expectations and Obligations. If an employee is eligible for an FMLA leave, or if the district designates a leave as an FMLA leave, the employee shall be provided with the aforesaid written Notice of Expectations and Obligations. The employee shall be required to sign a copy of the Notice of Expectations and Obligations which is to be maintained in the employees' personnel file. If the employee cannot or refuses to sign the notice, appropriate documentation of the situation shall be prepared and maintained in the employee's personnel file, with a copy of the documentation being provided to the employee.
4. An employee may be denied an FMLA leave under the following circumstances:

- a. the employe does not meet the eligibility standards of having actually worked for the district at least twelve (12) months prior to the start of the leave and having worked 1,250 hours during the year prior to the start of the leave;
  - b. if the employe fails to give timely advance notice when the need for FMLA leave is foreseeable; but such leave will be granted if desired by the employe (if the employe is otherwise entitled to the leave) thirty (30) days after the date the employe gives notice;
  - c. if the employe fails to provide timely medical certification where required, FMLA leave may be denied until the certification is provided;
  - d. if the employe has exhausted twelve (12) weeks of FMLA leave during the twelve-month period preceding the start of the leave;
  - e. in any case in which the necessity for the leave is in order to care for the spouse, child or parent of the employe or because of the employe's own serious health condition where the employe fails to make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the district, subject to the approval of the health care provider;
  - f. if both a husband/wife work for the district, and one or the other seeks a leave so that the aggregate number of work weeks taken by both would exceed twelve (12) and the leaves were taken because of the birth or placement of a son or daughter or in order to care for the spouse, child or parent of the employe; and
  - g. if the employe is not qualified for such leave for any reason.
5. The attendance records of each employe shall indicate whether any leaves are designated as FMLA leave and whether FMLA notice was given to the employe in accordance with paragraph 3 hereof.

6. Calculation of the amount of FMLA leave utilized by the employe is to be as follows:
  - a. only the amount of leave actually taken and designated as FMLA leave may be counted;
  - b. for regularly scheduled employes, time taken in less than full-week increments shall be proportionately calculated based upon the amount of time taken off as compared to the employe's normal work week. For example, where an employe who normally works five (5) days a week takes one (1) day off, the employe would use one-fifth of a week of FMLA leave. If a full-time employe who normally works eight- hour days works four-hour days under a reduced leave schedule, the employe would exhaust one-half week of FMLA leave each week;
  - c. for employes whose work-week is varied, a weekly average of the hours worked over the twelve (12) weeks prior to the beginning of the leave period will be used for calculating the employe's normal work-week. If an employe who work thirty (30) hours per week under this calculation works only twenty (20) hours a week as a result of taking FMLA leave, the employe's ten (10) hours of leave would constitute one-third of a week of FMLA leave.
7. All employes requesting a leave of absence, whether for FMLA leave purposes or not, shall complete and submit a written request on the attached form. No employe shall be entitled to a leave of absence unless the form is submitted and completed.
8. FMLA leave cannot be taken intermittently or on a reduced leave schedule for the birth or placement of a child for adoption or foster care.
9. An employe will be denied intermittent leave or leave on a reduced schedule to care for an immediate family member (spouse, child, parent) with a serious health condition or if the employe has a serious health condition, if:
  - a. the employe fails to establish, through

medical certification, that there is a medical need for such leave (as distinguished from voluntary treatments and procedures); or

- b. the employe has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently or on a reduced leave schedule.





LEAVE OF ABSENCE REQUEST

In order to ensure your eligibility for a leave of absence and the district's compliance with applicable law, collective bargaining agreements and policy, you are required to complete this form. Failure to provide any required information may result in a denial of your leave request or other important benefits.

Name: \_\_\_\_\_ Job Classification:

Why are you seeking a leave of absence?

For what period of time are you seeking leave?

What kind of leave are you seeking?

When do you anticipate returning to work?

Please answer the following:

- a. Are you seeking the leave for the birth of a son or daughter or to care for a newborn child?    \_\_\_ Yes  
No.
- b. Are you seeking the leave due to the placement of a son or daughter for adoption or foster care?    \_\_\_ Yes  
No.
- c. Will you be caring for your spouse, son, daughter or parent with a serious health condition?    \_\_\_ Yes  
No.
- d. Do you have a serious health condition which makes you unable to perform the functions of your job?    \_\_\_ Yes  
No.

Note: A serious health condition is defined as an



illness, injury, impairment or physical or mental condition that involves: (1) any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical facility; (2) any period of incapacity requiring absence from work, school or other regular daily activities, of more than three (3) calendar days, that also involves continuing treatment by or under the supervision of a health care provider; or (3) continuing treatment by or under the supervision of a health care provider 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; or for prenatal care.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES  
TITLE: PERSONAL NECESSITY LEAVE  
ADOPTED: June 5, 2000  
REVISED:

<p>1. Purpose</p> <p>2. Authority SC 407</p> <p>3. Guidelines</p>	<p style="text-align: center;">536. PERSONAL NECESSITY LEAVE</p> <p>This policy shall provide for a classified employee's absence for personal necessity when not otherwise covered by policy.</p> <p>The Board has the authority and responsibility to establish reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for such leave.</p> <p><u>Personal Leave</u></p> <p>Personal leave days with pay shall be granted to classified employees in accordance with provisions of the collective bargaining agreement.</p> <p>The form requesting personal leave shall be submitted at least three (3) days prior to the requested date, signed by the immediate supervisor, and approved by the Superintendent.</p> <p><u>Bereavement Leave</u></p> <p>When a classified employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of five (5) school days. The Board may extend the period of absence, at its discretion. <b>Immediate family</b> shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>When a classified employee is absent from duty because of the death of a nearby relative, there shall be no deduction in salary for absence on the day of the funeral. The Board may extend the period of absence, at its discretion. <b>Near relative</b> shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law and sister-in-law.</p>
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65 P.S. Sec. 114	<p><u>Military Leave</u></p> <p>A district employee who volunteers for military service in the armed forces of the United States, either in time of war or during a state of national emergency, or who is inducted for military service shall be granted a leave of absence for the duration of such service. All rights and privileges shall continue for the employee as though s/he continued in the service of the Board.</p> <p>The employee, in submitting his/her written request for a military leave of absence, must agree in writing to return to his/her employment with the school for a minimum period of one (1) year. The Board is required to return the employee to the same or similar position s/he had prior to the leave.</p> <p>The employee's rights are preserved during his/her military leave as though s/he were in actual employment. His/her contract continues in full force, salary increments occur, retirement benefits continue, and all seniority rights are maintained.</p>
P.L. 677	<p><u>Reserve Military Leave</u></p> <p>District employees are entitled to a leave of absence from their respective duties without loss of pay, time or efficiency rating for a period not to exceed fifteen (15) days in any one (1) calendar year for active service or field training ordered or authorized by the federal forces. These employees include either enlisted men/women or commissioned officers of any reserve component of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard.</p>
School Code 407	

SECTION: CLASSIFIED EMPLOYEES

TITLE: VACATION

ADOPTED: June 5, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

	<b>537. VACATION</b>
1. Purpose	Classified employees shall be provided vacation days in accordance with Board policy.
2. Authority SC 407	The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation days may be taken.
3. Guidelines	Vacation days with pay shall be granted by the Board in accordance with the terms of an applicable collective bargaining agreement.  Eligible employees must schedule vacation days with the immediate supervisor.
4. Delegation of Responsibility	All vacation schedules must recognize the district's operating needs and are subject to final approval by the Superintendent.
School Code 407	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES  
TITLE: UNCOMPENSATED LEAVE  
ADOPTED: August 21, 2000  
REVISED: December 4, 2000

539. UNCOMPENSATED LEAVE	
1. Purpose	Being aware of the need for continuity in the school system and the necessity for employees to be present to perform their designated tasks, the school district looks with disfavor on the absence of employees for other than urgent and necessary reasons. Therefore, the following policy will be in effect for classified employees of the district.
2. Definitions	<b>Classified employees</b> are those individuals in the support role i.e. custodians, secretaries, cafeteria employees and aides.
3. Authority	The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
4. Guidelines	Guidelines as follows: <ol style="list-style-type: none"><li>1. All requests for a leave of absence during the student instructional calendar year shall be discouraged.</li><li>2. Employee must provide a written request to the Superintendent at least two (2) weeks prior to scheduled monthly Board meeting, except in cases considered to be an emergency.</li><li>3. Request for unpaid leave will be made to the Superintendent. If the request is denied, an employee has the right to appeal the decision to the Board of Education.</li><li>4. Leaves can be approved for the following reasons:<ol style="list-style-type: none"><li>a. Once in a lifetime opportunities.</li><li>b. Leaves that will broaden the individual's knowledge and awareness that will in turn be a benefit to the students of the Redbank Valley School District. This excludes vacation-type cruises or theme park visits, etc.</li></ol></li></ol>

- c. Unforeseen circumstances that warrant the employee's absence from work (family, personal emergencies and legal matters.)
- 5. All personal leave days and other appropriate leave time must first be exhausted by the employee.
- 6. Uncompensated leave for child care shall be granted in accordance with provisions of the collective bargaining unit agreement.

Parental Leave (Child-Rearing)

- 1. An employee of the staff who becomes the natural or adoptive parent of a child shall be eligible for an unpaid parental leave of absence, not to extend beyond one (1) complete school year.
- 2. At least thirty (30) days prior to beginning date of requested parental leave, whenever possible, the employee shall submit a written request for parental leave. The request must state the beginning date and the intended returning date for the parental leave.
- 3. The employee may return to work following completion of the parental leave.
- 4. Upon return to employment, the employee will be placed on the salary level according to the credited years of service approved at the time of the beginning of the leave. Credit shall be given for the year the employee is on parental leave providing the employee has been on active duty for at least ninety (90) days for that year.

School Code  
522.1

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: JURY DUTY

ADOPTED: July 17, 2000

REVISED:

<p>1. Authority 42 Pa C.S.A. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">542. JURY DUTY</p> <p>Classified employees regularly employed shall be protected against loss of pay occasioned by jury duty.</p> <p>Should an employee be called for jury duty, s/he shall report same to the immediate supervisor.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way for so doing. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty that is in excess of actual expenses shall be credited against such pay.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

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

ADOPTED: May 19, 2009

REVISED:

	<p style="text-align: center;">547. WORKERS' COMPENSATION TRANSITIONAL RETURN-TO-WORK PROGRAM</p> <p>1. Purpose The purpose of a workers' compensation transitional return-to-work program is the safe, timely return of injured district employees to transitional or regular employment.</p> <p>2. Authority In an effort to control workers' compensation costs, the Board adopts this policy to ensure that employees who have been injured at work and are covered by workers' compensation return to work as soon as possible, in accordance with Board policy and administrative regulations.</p> <p>This policy shall apply only to an employee who meets all of the following conditions:</p> <ol style="list-style-type: none"><li>1. Has been injured at work.</li><li>2. Is disabled as defined under the state Workers' Compensation Act.</li><li>3. Is capable of productive work.</li><li>4. Cannot return to his/her pre-injury job for the district with or without reasonable accommodations as a result of his/her work injury.</li><li>5. Is expected to be able to return to his/her pre-injury job within a definite period of time.</li><li>6. Is being paid workers' compensation disability benefits.</li></ol> <p>An employee shall not be eligible for continuation in the transitional return-to-work program if one (1) of the following determinations is made:</p> <ol style="list-style-type: none"><li>1. Employee cannot perform the assigned lighter duty work.</li></ol>
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547. WORKERS' COMPENSATION TRANSITIONAL  
RETURN-TO-WORK PROGRAM - Pg. 2

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

547. WORKERS' COMPENSATION TRANSITIONAL  
RETURN-TO-WORK PROGRAM - Pg. 3

References:

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

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

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

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

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

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: May 6, 2002

REVISED: November 30, 2010

<p>1. Authority</p> <p>43 P.S. Sec. 951 et seq 20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq 42 U.S.C. Sec. 2000ff et seq 29 CFR Sec. 1606.8(a)</p> <p>2. Definitions</p> <p>42 U.S.C. Sec. 2000ff et seq 29 CFR Sec. 1606.8(a)</p>	<p style="text-align: center;">548. UNLAWFUL HARASSMENT</p> <p>The Board strives to provide a safe, positive working climate for its classified employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.</p> <p>The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p> <p>For purposes of this policy, <b>harassment</b> shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, religion or genetic information when such conduct:</p> <ol style="list-style-type: none"> <li>1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.</li> <li>2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.</li> </ol>
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<p>29 CFR Sec. 1604.11 (a)</p> <p>3. Delegation of Responsibility Pol. 104</p>	<p>3. Otherwise adversely affects an individual's employment opportunities.</p> <p>For purposes of this policy, <b>sexual harassment</b> shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"><li>1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.</li><li>2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.</li><li>3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.</li></ol> <p>Examples of conduct that may constitute <b>sexual harassment</b> 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 creates an intimidating, hostile or offensive working environment.</p> <p>In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and district employees regarding unlawful harassment.</p> <p>Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p>
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<p>4. Guidelines</p>	<p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"><li>1. Inform the employee or third party of the right to file a complaint and the complaint procedure.</li><li>2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</li><li>3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</li></ol> <p><u>Complaint Procedure – Employee/Third Party</u></p> <p><b>Step 1 – Reporting</b></p> <p>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p>The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable. (Report Form Policy 548-Attachment)</p> <p><b>Step 2 – Investigation</b></p> <p>Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p>
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<p>Pol. 317, 417, 517</p>	<p><b>Step 3 – Investigative Report</b></p> <p>The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p><b>Step 4 – District Action</b></p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with Board policies, administrative regulations and procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"><li>1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.</li><li>2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.</li><li>3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.</li></ol>
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References:

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

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 2000e et seq. (Title VII)

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C.  
Sec. 2000ff et seq.

Harassment Regulations and Guidelines

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

Board Policy – 104, 317, 417, 517

**REDBANK VALLEY SCHOOL DISTRICT  
REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT**

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

Alleged harassment was based on: (circle those that apply)

- |          |                    |                 |
|----------|--------------------|-----------------|
| Race     | Color              | National Origin |
| Gender   | Age                | Disability      |
| Religion | Sexual Orientation |                 |

Name of person you believe violated the district's unlawful harassment policy:  
\_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



SECTION: CLASSIFIED EMPLOYEES

TITLE: DRUG AND SUBSTANCE ABUSE

ADOPTED: July 17, 2000

REVISED: December 27, 2001

# REDBANK VALLEY SCHOOL DISTRICT

551. DRUG AND SUBSTANCE ABUSE	
<p>1. Purpose</p> <p>P.L. 100-690</p>	<p>The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by employees, especially as the use relates to an employee's safety, efficiency and productivity.</p> <p>The primary purpose and justification for any district action will be for the protection of the health, safety and welfare of students, staff and school property.</p>
<p>2. Definitions</p> <p>P.S. 35 Sec. 780-101 et seq</p> <p>P.L. 100-690</p>	<p><b>Drugs</b> - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p><b>Conviction</b> - A finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or State criminal drug statute.</p> <p><b>Criminal Drug Statute</b> - A federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p><b>Drug-free Workplace</b> - The site for the performance of work grant at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p>
<p>3. Authority</p> <p>Act 191 of 1988</p>	<p>The Board requires that each employee be given notification that, as a condition of employment, the employee will abide by the terms of district policy and notify the district of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.</p> <p>An employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.</p>

<p>4. Delegation of Responsibility P.L. 101-226 Sec. 5115 (a) (4)</p>	<p>A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the employee's workplace shall be provided and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.</p> <p>Grantors of funds shall be notified within ten (10) days after receiving notice from an employee or receiving actual notice of a conviction.</p> <p>In establishing a drug-free awareness program, the Superintendent or designee shall inform employees about:</p> <ol style="list-style-type: none"> <li>1. Dangers of drug abuse in the workplace.</li> <li>2. District's policy of maintaining a drug-free workplace.</li> <li>3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.</li> <li>4. Penalties that may be imposed for drug abuse violations occurring in the workplace.</li> </ol> <p>The district shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.</p>
<p>5. Guidelines</p> <p>Act 191 of 1988</p>	<p>If an employee violates this policy by possessing, manufacturing, distributing, dispensing or using any drug or controlled substance, s/he shall be suspended from work immediately until such time that a hearing before the Board is conducted to adjudicate the employee's violation.</p> <p>Within thirty (30) days of an alleged violation, the district, after a hearing before the Board, shall take appropriate personnel action against any employee not terminated to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes. Appropriate personnel action, within the meaning of this policy, shall be any disciplinary action up to and including termination of employment.</p> <p>An employee who is convicted of possession of a controlled substance or delivery of a controlled substance with the intent to deliver the same shall be terminated from his/her employment with the district. An employee who is not discharged for a violation of this policy, as a condition precedent to returning to work, must certify that s/he has enrolled in and/or completed a drug abuse assistance or rehabilitation program.</p>



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: OBJECTIVES

ADOPTED: July 17, 2000

REVISED:

601. OBJECTIVES	
1. Purpose	<p>The Board recognizes its responsibility to district taxpayers to ensure that public monies expended by the school district are utilized for delivery of the educational program in a manner that requires full value to the taxpayers, and that adequate constraints and records are established to ensure that end.</p>
2. Authority SC 408, 439, 518, 601, 609, 623, 634, 664, 687, 690, 691, 751, 807.1, 1155, 2401	<p>The Board has the authority and responsibility to prepare the budget, approve bids and approve each expenditure of the district.</p> <p>The current Pennsylvania School Accounting Manual which pertains to budgeting, accounting, reporting, auditing, and other related aspects of school finance shall be used, in accordance with law.</p>
3. Delegation of Responsibility	<p>To meet the goals of this policy, the Board requires the Board Secretary/Business Manager to establish sound accounting procedures based upon recommendations of the district auditor and State and federal government, institute effective business practices, and recommend appropriate accounting equipment when necessary.</p> <p>The Superintendent shall review monthly the financial operations, report to the Board on effectiveness and recommended improvements, and prepare administrative procedures for sound district and school fiscal operations.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PLANNING

ADOPTED: July 17, 2000

REVISED:

<p>1. Authority SC 433, 601, 644, 687</p> <p>2. Delegation of Responsibility</p> <p>Pol. 706</p> <p>SC 601</p>	<p style="text-align: center;">602. BUDGET PLANNING</p> <p>The budget shall be designed to reflect the Board's objectives concerning the education of the district students. Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of district programs shall be reviewed on a continual basis.</p> <p>To meet the objectives of this policy, the Board directs the Superintendent, with input from the Board Secretary/Business Manager, to:</p> <ol style="list-style-type: none"> <li>1. Include in all ongoing district studies of the educational program an estimated annual cost of implementation.</li> <li>2. Prepare a long range plan for annual maintenance and replacement of facilities.</li> <li>3. Maintain an inventory and replacement schedule of all district equipment.</li> <li>4. Establish a projected budget of expenditures and income for the current year and ensuing year.</li> <li>5. Prepare an annual estimate of anticipated school enrollments.</li> <li>6. Maintain a plan of anticipated revenues based on changes in State and federal legislation.</li> <li>7. Report to the Board any serious financial implications arising from the budget plan.</li> </ol> <p><u>Principal's Budget Book</u></p> <p>Each principal shall be responsible for completion of a principal's budget book for the succeeding school year during December and January of the current year.</p>
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The principal's budget book shall contain all budget accounts that are the responsibility of the principal and indicate the total budgetary limit for each principal.

Included in the principal's budget book are various budgetary request forms and requisitions which are distributed to the faculty. After receiving and reviewing the requisitions from his/her staff, the principal, in keeping with his/her budgetary limit shall use these requisitions and requests as a basis for determining his/her budget requests for the succeeding school year.

The expenditure of funds allocated in the budget to the principal's accounts shall be planned cooperatively with the faculty of the school. Any request of funds by teacher(s) that must be modified or denied shall be discussed thoroughly with the teacher(s) by the principal.

Principal's Budget Report

The monthly budget report shall indicate the amount budgeted to each account controlled by the principal and the remaining unencumbered and unexpended balance.

Through this report, each principal is able to maintain control over his/her local school budget for the current school year.

Line Of Credit

A line of credit may be established for ready use by the district with Board approval.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: July 17, 2000

REVISED: January 25, 2007

603. BUDGET PREPARATION	
<p>1. Purpose</p>	<p>The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the district's educational plan. The budget shall be designed to support the educational plan in a comprehensive and efficient manner, to maintain district facilities, and to honor district obligations.</p>
<p>2. Authority SC 687</p>	<p>The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of this district and its students.</p>
<p>3. Delegation of Responsibility SC 433, 601, 687 53 P.S. Sec. 6926.301 et seq Pol. 604</p>	<p>In order to ensure adequate time for preparation and review of the proposed/ preliminary budget, the Board directs the Superintendent and Business Manager to present to the Board all available information associated with the budget at least 110 days prior to the primary election.</p> <p>In preparing the budget, the responsible administrator shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> <li>1. Staff necessary to maintain current programs.</li> <li>2. Technology, equipment and supplies necessary to maintain current programs.</li> <li>3. Additional staff necessary to improve or expand current programs.</li> <li>4. New technology, equipment and supplies necessary to improve or expand current programs.</li> </ol>
<p>53 P.S. Sec. 6926.302</p>	<p>As a component of budget preparation, the Business Manager shall notify the Board of the appropriate Index to be used in limiting tax increases for the budget year.</p>

<p>53 P.S. Sec. 6926.301 et seq</p>	<p>When presented for Board review, the proposed budget shall contain:</p> <ol style="list-style-type: none"><li>1. Estimated revenue and expenditures in each financial category for the previous fiscal year.</li><li>2. Estimated revenue and expenditures in each financial category for the upcoming fiscal year.</li><li>3. Amount of surplus anticipated at the end of the current fiscal year.</li><li>4. Explanation of each item of expense proposed, upon request.</li><li>5. Listing of all exceptions for which the district may be eligible.</li><li>6. Relation of the estimated tax increase to the Index limitation for the district.</li><li>7. Increase, if any, of tax rate in relation to the Index.</li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 433, 601, 687</p> <p>Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.</p> <p>Board Policy – 604</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: BUDGET ADOPTION

ADOPTED: July 17, 2000

REVISED: June 17, 2007

604. BUDGET ADOPTION	
1. Purpose	It is the philosophy of the Board that the annual budget represents the position of the Board, and all reasonable means shall be employed to present and explain the preliminary and final budgets to district residents. Board members and district administrators shall be knowledgeable about, and understand the need for, proposed expenditures.
2. Definition	<b>Index</b> - the tax rate limit that restricts the school district from increasing the rate of any tax for the support of district schools without seeking voter approval through referendum or an exception granted by the Pennsylvania Department of Education (PDE) or the Court of Common Pleas with jurisdiction.
3. Delegation of Responsibility SC 687 53 P.S. Sec. 6926.301 et seq	The Board directs the Superintendent and Business Manager to prepare both the preliminary and final budgets on the required forms; comply with advertising requirements; and make the budget documents and supporting information available in printed form for public inspection in the district administrative offices, in accordance with the timelines specified in law and Board policy.
4. Authority	The Board shall annually, but not later than the first business meeting of January, decide the budget option to be used for the following fiscal year. The Board shall approve either the Accelerated Budget Process Option or the Board Resolution Option.
53 P.S. Sec. 6926.311	<p><u>Accelerated Budget Process Option</u></p> <p>At least 110 days prior to the primary election, the Board shall prepare and present a preliminary budget on the required form.</p> <p>The preliminary budget shall be made available in printed form for public inspection at least 110 days prior to the primary election. Public inspection shall be available for at least twenty (20) days prior to planned adoption. The Board shall give public notice of its intent to adopt at least ten (10) days prior to adoption of the preliminary budget.</p>

<p>53 P.S. Sec. 6926.333</p> <p>53 P.S. Sec. 6926.312</p>	<p>The Board may hold an advertised public hearing prior to adoption of the preliminary budget.</p> <p>The Board shall annually adopt the preliminary budget at least ninety (90) days prior to the primary election.</p> <p>If the preliminary budget exceeds the increase authorized by the Index, an application for an exception may be filed with either a Court of Common Pleas with jurisdiction or PDE and made available for public inspection, consistent with the requirements of law. The application for an exception shall be submitted by the Superintendent, Business Manager and/or solicitor.</p> <p>However, the Board may substitute the filing of an application for an exception to the Index limit by submitting a referendum question seeking voter approval for a tax increase, in accordance with law.</p> <p>In the event that a court or PDE denies an application for an exception to the Index limit adopted as part of the preliminary budget, the Board may approve immediate filing of a referendum question, as authorized by law, seeking voter approval for a tax rate that exceeds the Index. This filing shall be performed by the Superintendent, Business Manager and/or solicitor.</p> <p>Any referendum question shall include an accompanying nonlegal, interpretative statement referencing the expenditure items for which a tax increase is being sought and the consequences that will result if the referendum question fails. Such information shall be made available to the public through media resources.</p> <p>At least thirty (30) days prior to adoption, the final budget shall be presented to the Board on the required form and supplemented with information deemed necessary by the Board.</p> <p>The final budget shall include any necessary changes from the adopted preliminary budget. Any reduction required as the result of the failure of referendum shall be clearly stated. If the actions taken do not include those previously stated as the outcome of referendum failure, they shall be accompanied by a detailed statement as to the reasons. The statement shall be prepared by the Superintendent and Business Manager.</p> <p>The final budget shall be made available in print for public inspection at least twenty (20) days prior to final adoption. The Board shall give notice of its intent to adopt at least ten (10) days prior to adoption of the final budget.</p>
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SC 508, 687	<p>The Board shall annually adopt the final budget by a majority vote of all members of the Board prior to June 30.</p>
53 P.S. Sec. 6926.311	<p><u>Board Resolution Option</u></p> <p>The Board shall adopt a resolution that it will not raise the rate of any tax for the following fiscal year by more than the Index. Such resolution shall be adopted no later than 110 days prior to the primary election and must contain the following unconditional certifications that:</p> <ol style="list-style-type: none"> <li>1. The Board will not increase any tax at a rate that exceeds the school district Index.</li> <li>2. The Board will comply with Section 687 of the School Code for budget adoption.</li> <li>3. The increase of any tax at a rate less than or equal to the Index will be sufficient to balance its final budget.</li> </ol>
SC 687	<p>At least thirty (30) days prior to adoption of the final budget, the Board shall prepare and present a proposed budget on the required form. The proposed budget shall be made available in print for public inspection and duplication at the district administrative offices at least twenty (20) days prior to adoption of the budget. The Board shall give public notice of its intent to adopt at least ten (10) days prior to adoption of the proposed budget.</p>
SC 508, 687	<p><u>Final Budget</u></p> <p>The Board shall annually adopt the final budget by a majority vote of all members of the Board by June 30.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 687</p> <p>Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et seq.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: TAX LEVY

ADOPTED: June 17, 2000

REVISED: April 26, 2010

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

SECTION: FINANCES

TITLE: TAX COLLECTION

ADOPTED: July 17, 2000

REVISED: January 25, 2007

606. TAX COLLECTION	
1. Authority Pol. 605  53 P.S. Sec. 6901 et seq, 6926.301 et seq	<p>Real estate and per capita taxes provided for in the School Code shall be collected by the elected tax collector, who shall be properly bonded during the term of office.</p> <p>All other taxes shall be collected by the elected and properly bonded tax collector or cooperative agency with other units of local government.</p>
2. Delegation of Responsibility  SC 684	<p>All taxes shall be collected and remitted to the district Treasurer within twenty (20) business days of collection, with a report detailing the sources of tax revenues.</p> <p>The Board Secretary shall be responsible to ascertain that a tax collector is properly bonded and shall submit information on estimated collection required to set proper bond.</p> <p>All monies received from the tax collectors shall be deposited on the day of receipt or as soon as possible, and all receipts shall be supported by documentary evidence.</p> <p>Preparation of tax bills shall be conducted by a firm selected by the Board, the tax collector, or the county assessor's office.</p>
3. Guidelines	<p><u>Bonds</u></p> <p>The Business Manager shall be responsible to ascertain that a tax collector is properly bonded and shall submit information on estimated collection in order to set proper bond.</p> <p>Tax collectors appointed to collect taxes levied under Act 511 shall file with the Business Manager a fidelity bond with corporate surety in an amount equal to fifty percent (50%) of the amount estimated to be collected. The Superintendent shall approve or reject sureties on such bonds.</p>

	<p><u>Commissions/Expenses</u></p> <p>The annual compensation rates of the elected tax collectors for collection of taxes levied by the school district shall be determined by the Board.</p> <p>Compensation rates for the collector of wage taxes shall be determined by the Board.</p> <p><u>Exemptions</u></p> <p>The district exempts from payment of per capita taxes any person whose total income is less than \$5,000 annually.</p> <p>The district exempts from payment of occupation tax all housewives, students, disabled and retired persons.</p> <p><u>Exonerations</u></p> <p>606-AR Each tax collector shall submit one (1) exoneration list for current taxes to the district in accordance with administrative regulations.</p> <p><u>Delinquent Taxes</u></p> <p>606-AR The tax collector shall notify delinquent taxpayers in accordance with law and administrative regulations.</p> <p><u>Mobile Homes Leaving District</u></p> <p>When a request for a mobile home removal permit is received before the school millages are set, the tax collector is authorized to collect taxes based on the previous year's school millage. At no time will the tax collector issue a mobile home removal permit without collecting all school taxes.</p> <p>Should any collector fail to collect such taxes or fail to check that all back taxes are paid before issuing a mobile home removal permit, s/he will not be exonerated from such tax and will be responsible for payment of same.</p>
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References:

School Code – 24 P.S. Sec. 684

Local Tax Enabling Law – 53 P.S. Sec. 6901 et seq.

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

Board Policy – 605

Board Regulation – 606-AR

No. 606-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

EXONERATIONS/DELINQUENT TAXES

Tax Collector's Expense

One third (1/3) the cost of the tax collector's bond and full cost of mailing expenses will be paid by the Redbank Valley School District.

Exonerations List

Each tax collector shall submit one (1) exoneration list for current taxes to the district. The single exoneration list will be presented to the Board Secretary, along with other final reports, during the month of May, but no later than June 15th of each school year. The standard exoneration list form will be used.

In the completion of the remarks section of the exoneration list, the exact reason must be given for the exoneration request. Some specific reasons that must be shown in the remark column are as follows:

1. Deceased - Include approximate date of death.
2. Moved from taxing district - Include approximate date moved and present residence, if known.
3. Double Assessed - Indicate the exact second name and the other taxing district, if applicable.
4. Under eighteen (18) years of age - Indicate month, day and year born.
5. Paid current taxes in another taxing district - Include date, number of receipt and name of taxing district.

When a tax collector has been exonerated from collecting any tax, such action shall not in any way have the effect



of discharging or limiting the liability of the taxable; but all methods of enforcing collection of taxes shall continue as though no exoneration has been made.

#### Delinquent Tax Notice

The tax collector shall, at least fifteen (15) days prior to the presentation of a written notice and demand to the State Treasurer or other fiscal officer of the state, or to any corporation political subdivision, association, company or individual, notify the taxpayer owing the delinquent tax by registered or certified mail that a written notice and demand shall be presented to his/her employer unless such tax is paid.

The return receipt card for certified or registered mail shall be marked and delivered to addressee only. The cost of notification by certified or registered letter shall be added to the cost of collecting taxes.

Information regarding income must be furnished to the tax collector upon request.

Act 118  
Sec. 20.1

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: TUITION INCOME

ADOPTED: July 17, 2000

REVISED:

607. TUITION INCOME	
1. Authority SC 1316 Pol. 202	When the district receives students who are residents of another school district, it shall assess tuition charges in accordance with the School Code. Tuition shall be assessed for those students whose attendance has been approved by the Board, in accordance with Board policy.
2. Delegation of Responsibility	It shall be the responsibility of the Business Manager to invoice tuition for approved students.
3. Guidelines	Tuition rates are determined annually by the Pennsylvania Department of Education for secondary and elementary schools.  Tuition billings will be made in advance of the billing period.
School Code 1306, 1316, 2561	
Board Policy 202	

SECTION: FINANCES

TITLE: BANK ACCOUNTS

ADOPTED: July 17, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

	<p style="text-align: center;">608. BANK ACCOUNTS</p> <p>1. Authority SC 621 The Board, by a majority vote of the entire members, shall designate one or more banks or bank and trust companies as depository(ies) for the safeguarding of school funds.</p> <p>2. Responsibility SC 624 Each depository shall be required to report monthly to the Treasurer or Board on the status of funds in the manner required by law.</p> <p>3. Guidelines SC 622 Each designated depository shall furnish proper security for deposits in the amount designated by the Board and in accordance with law.</p> <p>SC 440 Each designated depository shall be advised not to cash checks payable to the school district but to deposit said checks to the district accounts.</p> <p>The Board shall periodically obtain quotations for specified banking services prior to designating its depository(ies).</p> <p><u>Safe Deposit Box</u></p> <p>In order to provide safe storage for the district's legal documents, a safe deposit box shall be rented.</p> <p>The Business Manager, Treasurer and Superintendent, or any two (2) of these, are authorized access to documents in this vault until this authority is revoked.</p> <p><u>Treasurer's Reports</u></p> <p>The Business Manager shall deposit funds belonging to the school district in the district's depository, as directed by the Board. S/he shall at the end of each month make a report to the Board Treasurer, of the amount of funds received and disbursed by him/her during the month.</p> <p>All deposits of school funds by the Business Manager shall be made in the name of the school district.</p>
<p>4. Delegation of Responsibility</p>	

608. BANK ACCOUNTS - Pg. 2

<p>School Code 440, 621, 622</p>	<p>A report shall be submitted monthly to the Board, outlining the total amount budgeted, received to date, and balance due in each basic revenue account of the current year's budget. This will be provided as an information report for the Board.</p>
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SECTION: FINANCES

TITLE: INVESTMENT OF DISTRICT FUNDS

ADOPTED: July 17, 2000

REVISED: August 7, 2006

# REDBANK VALLEY SCHOOL DISTRICT

## 609. INVESTMENT OF DISTRICT FUNDS

1. Purpose

It shall be the policy of the Board to optimize its return through investment of cash balances in such a way as to minimize noninvested balances and to maximize return on investments.

The primary objectives of investment activities, in priority order, shall be:

**Legality** - All investments shall be made in accordance with applicable laws of Pennsylvania.

**Safety** - Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be ensured through the mitigation of credit risk and interest rate risk.

**Liquidity** - Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands.

**Yield** - Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

2. Authority  
SC 440.1, 621,  
622, 623

All investments of the school district made by an officer and/or employee of the district shall be made in accordance with this policy and a Board-approved investment program.

3. Definitions

**Short-term** - any period thirteen (13) months or less.

**Long-term** - any period exceeding forty-eight (48) months' duration.

**Mid-range** - any period between short-term and long-term.

<p>4. Delegation of Responsibility SC 440.1</p> <p>SC 440.1</p>	<p><b>Concentration of credit risk</b> - the risk associated with the consolidation of investments in a single pool, institution, or instrument.</p> <p><b>Credit risk</b> - the risk of loss of principal due to the failure of the security issue or backer of the issue.</p> <p><b>Custodial credit risk</b> - the risk of loss associated with consolidation of investments with a single institution where the district may rely on the institution to hold investments on behalf of the district or through collateral action when the instruments are not in the district name.</p> <p><b>Foreign currency risk</b> - the risk associated with investment in foreign currency that is subject to market fluctuation and associated currency conversion.</p> <p><b>Interest rate risk</b> - the risk that the market value of securities will fall due to changes in general interest rates.</p> <p><b>Investment program</b> - the specifically enumerated and Board-approved investment strategy.</p> <p>The Board shall delegate to a designated individual the responsibility to manage the district's investment program, in accordance with written, Board-approved procedures for operation of the investment program.</p> <p>An annual review of the investment program shall be prepared by the designated individual, based upon the anticipated cash flow of all district funds, i.e. general, capital reserve, bond, etc. The investment program shall be submitted to the Board no later than thirty (30) days after adoption of the annual budget.</p> <p>The designated individual responsible for investments shall report monthly to the Board the following:</p> <ol style="list-style-type: none"> <li>1. Amount of funds invested.</li> <li>2. Interest earned and received to date.</li> <li>3. Types and amounts of each investment and the interest rate on each.</li> <li>4. Names of the institutions where investments are placed.</li> <li>5. Current market value of the funds invested.</li> <li>6. Other information required by the Board.</li> </ol>
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<p>5. Guidelines SC 440.1</p> <p>17 CFR 270</p> <p>SC 440.1</p> <p>65 P.S. 1101 et seq</p>	<p>The Board directs the Superintendent to have developed written procedures that will ensure compliance with this policy. Such procedures shall include a disclosure form for designated individuals involved in the investment process and/or required written statements for advisors and bidders.</p> <p>Investments permitted by this policy are those defined in Section 440.1 of the School Code, as amended, which are collateralized in accordance with applicable laws.</p> <p>All securities shall be purchased in the name of the school district, and custody of the securities shall be specified within the district's investment program.</p> <p>An exception to purchases in the name of the school district is permitted for the purchase of shares of an investment company that is or conducts business voluntarily in compliance with SEC section 2a7.</p> <p>All investment advisors or bidders 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.</p> <p>The district shall require all investment advisors/bidders to submit annually any or all of the following, as appropriate:</p> <ol style="list-style-type: none"> <li>1. Audited financial statements.</li> <li>2. Proof of National Association of Securities Dealers (NASD) certification.</li> <li>3. Proof of state registration.</li> </ol> <p><u>Disclosure</u></p> <p>Designated officers and employees involved in the district's investment process shall disclose any personal business activity that could conflict with the proper execution and management of the investment program or could impair their ability to make impartial decisions.</p> <p><u>Audit</u></p> <p>The Board directs that all investment records be subject to annual audit by the district's independent auditors.</p>
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<p>53 Pa. C.S.A. Sec. 8001 et seq Sec. 8224</p> <p>SC 218 GASB Stmt 40</p>	<p>The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.</p> <p>It shall be the responsibility of the investment advisor and/or bidder to maintain necessary documents to permit independent audit of the district's investments.</p> <p><u>Bond Proceeds</u></p> <p>Bond proceeds shall be invested in accordance with the Local Government Unit Debt Act and applicable federal and state laws, subject to approval by the solicitor and/or bond counsel and the School Board.</p> <p>Investment transactions arising from bond proceeds shall be reported monthly to the Board, in accordance with this policy.</p> <p><u>Compliance With GAAP</u></p> <p>The following is intended to guide district investments as limited by Section 440.1 of the School Code:</p> <ol style="list-style-type: none"><li>1. District funds shall not be invested in foreign currency and shall not have any related risk that would require disclosure pursuant to GASB Statement 40.</li><li>2. District investments shall limit the exposure to loss of principal due to market changes in interest rates.</li><li>3. District investments in authorized instruments that are not backed by the “full faith and credit” of the federal or state government shall be limited to those with the highest two (2) credit ratings available for such instruments issued by a recognized organization.</li></ol> <p>If, after purchase, the rating of any instrument is reduced and is no longer in compliance with this policy, the individual responsible for district investments shall replace the investment immediately upon receipt of notice of the rating change and notify the Board of the rating change, action taken and replacement investment.</p> <ol style="list-style-type: none"><li>4. When district funds are invested in any one (1) issuer other than designated depository accounts, the amount of the investment shall be unlimited, but the Board shall be notified of such investment monthly.</li></ol>
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5. For purposes of interest rate disclosure in the annual financial report, the method of determining interest rate risk shall be based on weighted average maturity.

References:

School Code – 24 P.S. Sec. 218, 440.1, 621, 622, 623

Ethics Standards And Financial Disclosure – 65 P.S. 1101 et seq

Title 17, Code of Federal Regulations – 17 CFR 270

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO  
BID/QUOTATION

ADOPTED: July 17, 2000

REVISED: January 25, 2007

	<p>610. PURCHASES SUBJECT TO BID/QUOTATION</p>
<p>1. Authority SC 751, 807.1</p>	<p>It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.</p>
	<p><u>Supplies</u></p>
<p>SC 807.1</p>	<p>The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances costing \$10,000 or more, unless exempt by statute. The Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.</p>
<p>SC 807.1</p>	<p>Furniture, equipment, school supplies and appliances to be purchased by the district costing more than \$4,000 but less than \$10,000 may be obtained on written or telephonic quotations, unless exempt by statute. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p>
	<p><u>Contracts</u></p>
<p>SC 751</p>	<p>The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a cost or value of more than \$10,000, unless exempt by statute.</p>
<p>SC 751</p>	<p>All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a cost or value of more than \$4,000 but not more than \$10,000, may be obtained on written or telephonic quotations, unless exempt by statute. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p>

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

<p>SC 751</p>	<p>The Board may authorize district employees to perform construction, reconstruction, repairs or work having a cost or value of less than \$5,000.</p>
<p>62 Pa. C.S.A. Sec. 4602, 4603</p>	<p><u>Electronic Bidding</u></p> <p>The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.</p> <p>The district shall electronically maintain the confidentiality of the bid until the bid opening.</p>
<p>62 Pa. C.S.A. Sec. 4602, 4604</p>	<p><u>Competitive Electronic Auction Bidding</u></p> <p>The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.</p> <p>An invitation for bids shall be issued and shall include:</p> <ol style="list-style-type: none"><li>1. Procurement description.</li><li>2. All contractual terms, when practical.</li><li>3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.</li></ol> <p>Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.</p> <p>Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.</p> <p>During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.</p> <p>At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.</p> <p>After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.</p>

610. PURCHASES SUBJECT TO BID/QUOTATION - Pg. 3

<p>2. Delegation of Responsibility</p> <p>SC 807.1</p> <p>SC 751</p> <p>73 P.S. Sec. 1602</p>	<p>The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.</p> <p>Bid specifications shall be prepared by the Superintendent or Business Manager.</p> <p>Bid specifications shall provide for alternates wherever possible.</p> <p>The Board Secretary or Business Manager shall combine like items of supply and material whenever it is feasible and permissible under statute and shall not split purchases to avoid requirements for bidding.</p> <p>Bids shall be opened publicly by the Superintendent, Board Secretary, Business Manager, or designee, before one (1) or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.</p> <p>The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.</p> <p>Whenever a contractor submits a bid for performance of work and later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact; in such case the bid shall be returned unopened.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 751, 807.1</p> <p>Local Government Unit Electronic Bidding Act – 62 Pa. C.S.A. Sec. 4601 et seq.</p> <p>Withdrawal of Bids – 73 P.S. Sec. 1602</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: July 17, 2000

REVISED:

611. PURCHASES BUDGETED	
<p>1. Authority SC 751</p>	<p>It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.</p>
<p>2. Delegation of Responsibility</p> <p>611-AR</p>	<p>All purchases that are within budgetary limits may be made upon authorization of the Superintendent.</p> <p>All purchase order requests must be referred to the responsible administrator designated in the administrative regulations.</p>
<p>3. Guidelines SC 511 (e), 807 Act 38 of 1990</p> <p>611-AR</p>	<p>Written or telephonic price quotations shall be required from at least three (3) responsible contractors for the supplies, equipment or services desired, and when the contemplated expenditure is less than \$10,000. A written record shall be made of these quotations and shall contain the date of the quotation; name of contractor; contractor's representative; the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p> <p>In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:</p> <ol style="list-style-type: none"> <li>1. Items commonly used in the various schools and buildings be standardized whenever possible.</li> <li>2. Opportunity to do business with the district shall be provided to as many responsible suppliers as possible. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.</li> <li>3. No purchase request will be honored unless made on a district requisition form that has the necessary approval.</li> </ol>

No. 611-AR

REDBANK VALLEY  
SCHOOL DISTRICT

ADMINISTRATIVE  
REGULATIONS

### PURCHASING PROCEDURE

1. The principal prepares a purchase order in four (4) copies; all four (4) copies are sent to the Superintendent's office. The Superintendent reviews the purchase order for completeness and accuracy. Account numbers and prices must be shown.
2. The Superintendent assures that sufficient money is available in the designated account.
3. In the case of bidding, the Superintendent tabulates the bids or quotation and prepares the purchase orders from the accepted bid or quotation. If formal bidding is not necessary, the Superintendent prepares the order and submits it to the Board Secretary for encumbering.
4. The account is encumbered, and the purchase order is signed by the Superintendent. His/Her signature is an indication to proceed with the mailing of the purchase order when it is returned with all copies intact.
5. The original copy of the purchase order is released to the vendor, and all other copies are distributed as marked on the respective copies.
6. The commodity is delivered by the vendor as per instructions.
7. The principal checks delivery and prepares a report of goods received to the Board Secretary by returning the receiving copy of the purchase order.
8. The Superintendent compares the report of goods received and checks the specifications and then submits both his/her copy and the receiving copy of the purchase order to the Board Secretary.
9. The vendor submits three (3) copies of his/her invoice to the Board Secretary.
10. The Board Secretary verifies the invoice and the receiving copy of the purchase order and issues a voucher for payment.
11. The Board Secretary attaches the invoice and a copy of the voucher to the Superintendent's copy and the receiving copy. These documents are then filed intact by voucher check number.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES NOT BUDGETED

ADOPTED: July 17, 2000

REVISED:

612. PURCHASES NOT BUDGETED	
<p>1. Authority SC 609</p> <p>SC 609, 666, 687 (d)</p>	<p>The laws of the State and the interests of the community require fiscal responsibility by the Board in the operation of the school district. Appropriate fiscal controls shall be adopted to ensure that public funds are not disbursed in amounts in excess of the appropriations provided to the district.</p> <p>When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Board in the last nine (9) months of the fiscal year if it is apparent that the necessary surplus funds do exist in another appropriation, the procedures specified in the School Code are followed, and it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year.</p>
<p>2. Guidelines</p>	<p>In the event of emergency, which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes, a purchase order may be authorized by the Superintendent.</p> <p>When budgeted funds are allocated on a building basis, the total amount budgeted may not be exceeded without prior approval.</p> <p>Any expenditures in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting with a recommendation of funds to be transferred to cover said purchase.</p> <p><u>Budgetary Transfer Request</u></p> <p>During any budget year a principal may need to purchase items from a particular budget account that does not have sufficient funds to cover the purchase. The district form for such a request must be submitted to the Superintendent at the time the principal makes the requisition; the requisition will then be processed, and the purchase order issued.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: COOPERATIVE PURCHASING

ADOPTED: July 17, 2000

REVISED:

613. COOPERATIVE PURCHASING	
1. Authority SC 751, 807.1 53 P.S. Sec. 481	The Board recognizes the advantages of centralized purchasing. Therefore, the Board encourages the administration to seek the benefits and savings that may accrue through joint agreements with other political subdivisions for the purchase of supplies, equipment or services.
2. Delegation of Responsibility	The Board authorizes the Board Secretary/Business Manager and/or Superintendent to negotiate appropriate cooperative purchase agreements with other political subdivisions, in accordance with law and Board policy.
3. Guidelines 53 P.S. Sec. 481  SC 807.1	Cooperative purchases require an agreement approved by the Board and the participating contracting body(s) which shall specify: <ol style="list-style-type: none"><li>1. Categories of equipment or supplies to be purchased.</li><li>2. Manner of advertising for bids and awarding contracts.</li><li>3. Method of payment by each participating party.</li><li>4. Other matters deemed necessary to carry out the purposes of the agreement.</li></ol> All such agreements must conform to relevant provisions of the School Code.



SECTION: FINANCES  
TITLE: PAYROLL AUTHORIZATION  
ADOPTED: July 17, 2000  
REVISED:

REDBANK VALLEY  
SCHOOL DISTRICT

<p>1. Authority SC 508</p>          <p>2. Delegation of Responsibility</p>  <p>Pol. 530</p>   <p>School Code 508, 522, 607, 624, 1155</p>	<p style="text-align: center;">614. PAYROLL AUTHORIZATION</p> <p>Employment of all permanent, temporary and part-time district personnel must be approved by the Board. The Board shall authorize payment of salaries to employees. Actions by the Board to employ or to reemploy on a contractual basis shall include the name of the individual, position title, salary to be paid over term of the contract, period of employment, position classification, if employee is tenured in the position, and method of payment.</p> <p>Actions by the Board to employ temporary or part-time personnel shall include the name of the individual, position title, rate of pay, person authorized to request the employee report for work, and the maximum number of hours or days employee may work under this authorization.</p> <p>The minutes of Board meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees or nonretention of a temporary professional employee. Each action shall include the name of the employee, date upon which salary or wages will terminate, and position formerly held.</p> <p>Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be required of all employees.</p> <p>Salary or wages may be withheld for unapproved time off, in accordance with Board policy, by the Superintendent.</p> <p>Overtime can be scheduled and paid only when authorized in advance by the immediate supervisor.</p> <p>The payroll shall be certified by the Board Secretary/Business Manager.</p>
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SECTION: FINANCES

TITLE: PAYROLL DEDUCTIONS

ADOPTED: March 6, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

	<b>615. PAYROLL DEDUCTIONS</b>
1. Purpose 615-AR	The Board may, at its discretion, act on behalf of individual employees to deduct a certain amount from the employee's paycheck and to remit an equal amount to an agent designated by the employee. It is the intent of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee.
2. Authority SC 513	No deduction may be made from the wages of an employee except for federal or State income tax, PA unemployment, county tax, municipal or school taxes, social security and School Employees' Retirement Fund without proper authorization by the employee.
615-AR	The Board shall permit deductions from an employee's paycheck upon proper authorization on the appropriate district form for the purposes approved by the Board.
3. Guidelines	<p><u>Tax Sheltered Annuities</u></p> <p>Upon the request of any eligible employee, a portion of the salary shall be withheld by the payroll department from his/her bi-weekly salary to be contributed to a tax sheltered annuity.</p> <p>The school district requires that a minimum of five (5) school district employees be enrolled with each company at the time of the initial application.</p> <p>The enrollment dates are limited to September 1 and January 2 of any given year, unless unusual circumstances prevail.</p>
School Code 513	

No. 615-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

#### PAYROLL DEDUCTIONS

At the present time, deductions are made for any employee for any of the following purposes:

- Public School Employees Retirement
- Social Security
- Federal Income Tax
- State Income Tax
- Earned Income Tax - (if listed in register)
- American Life Insurance
- Tax Sheltered Annuity
- Association Membership Dues
- Occupational Privilege Tax - (if listed in register)
- United Way
- Clarion Onized Federal Credit Union
- Unemployment Compensation

The Board has authorized the use of payroll deductions for the collection of association membership dues for employees.

The following procedures will be followed:

1. The authorization for deduction forms will be collected by a representative and submitted in a group to the payroll department on or before October 1 of each school year. The first deduction for dues to be made from the October paycheck.
2. Dues will be withheld over the same uniform number of months for all persons.
3. The authorization for deductions form must contain the following minimum information: name, total amount of dues, signature and date.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PAYMENT OF CLAIMS

ADOPTED: July 17, 2000

REVISED:

616. PAYMENT OF CLAIMS	
<p>1. Purpose</p>	<p>It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of district bills.</p>
<p>2. Authority SC 439, 607, 1155  SC 427, 439</p>	<p>Each bill or obligation of this Board must be fully itemized, verified and passed upon by the Board before a check can be drawn for its payment, except that the Business Manager and/or Superintendent is permitted to draw payment orders for:</p> <ol style="list-style-type: none"> <li>1. The prompt payment of items that will accrue to the district's advantage.</li> <li>2. Progress payments to contractors specified in a contract approved by the Board.</li> <li>3. Orders to cover approved payrolls and agency account deposits.</li> <li>4. Utility and other regular bills in months the Board does not meet.</li> </ol> <p>A list of bills shall be prepared for presentation to the Board at the regular monthly meeting for approval for payment. The list shall include bills paid during the previous month, petty cash vouchers, travel expense and conference vouchers, and regular invoices.</p> <p>A report shall be submitted to the Board at the regular monthly meeting, indicating the total amount budgeted, expended, encumbered and unencumbered in each expenditure account of the current year's budget. This report will be provided as an information report for the Board.</p>
<p>3. Delegation of Responsibility</p>	<p>It shall be the responsibility of the Board Secretary/Business Manager upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and invoice is for the amount contracted.</p> <p>Should the invoice vary from the acknowledged purchase order, s/he shall document on the invoice the reason for such variance.</p>

616. PAYMENT OF CLAIMS - Pg. 2

<p>SC 607, 687(d)</p>	<p>Should funds not be available in the account to which a proposed purchase will be charged, the Board Secretary/Business Manager shall determine the overage and request the Board make a legal transfer to cover it.</p>
<p>SC 439</p>	<p>Upon approval of an order, the Board Secretary/Business Manager shall prepare a check for payment and cancel the commitment placed against the appropriate account.</p>
<p>SC 427, 428, 433</p>	<p><u>Signatures On Checks</u></p> <p>All general fund checks shall be signed by the President or Vice-President, Secretary and Treasurer of the School Board.</p> <p>All payroll fund checks shall be signed by the President or Vice-President, Secretary and Treasurer of the School Board.</p> <p>All cafeteria fund checks shall be signed by the President or Vice-President and Secretary of the School Board.</p> <p>All capital reserve withdrawals shall be signed by any three (3) of the following: President, Vice-President, Secretary or Treasurer of the School Board.</p>
<p>4. Guidelines Act 276 of 1974</p>	<p>Signatures of the President, Vice President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.</p>
<p>72 P.S. 7204(12)</p>	<p><u>Sales Tax</u></p> <p>The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue in compliance with established regulations. The exemption number shall be used only when buying property or services for district use.</p> <p>The district shall obtain a sales tax license number for school organizations who purchase items to be resold.</p> <p>In order to monitor these activities, the Superintendent shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.</p>

<p>Pol. 618</p>       <p>School Code 427, 428, 433, 439, 607, 608, 610, 625, 687(d), 1155</p> <p>Other Cites Act 276 of 1974</p>	<p><u>Purchase Of Personal Items</u></p> <p>Purchasing of items for personal home use on school district stationery, purchase orders, or in the name of the school district in order to receive wholesale prices, or in order to avoid payment of certain taxes, is prohibited. This includes transaction involving the student activity fund as well as all other funds.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PETTY CASH

ADOPTED: July 17, 2000

REVISED:

617. PETTY CASH	
1. Purpose Pol. 616	Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.
2. Authority	The Board authorizes the establishment of petty cash funds under the control of designated employees.
3. Delegation of Responsibility Pol. 811	Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.  The person responsible for each petty cash fund shall be bonded in accordance with Board policy and shall prepare a total of the disbursement slips
4. Guidelines	Each request for funds shall be made in writing and signed by the requestor with any confirming papers attached.  Receipts are required for all expenditures.  Funds are not used to circumvent the regular purchasing procedure.  The petty cash box shall be secured.  All petty cash funds shall be closed out for audit at the end of the school year.
Board Policy 811	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: July 17, 2000

REVISED: February 5, 2001

618. STUDENT ACTIVITY FUNDS	
1. Purpose	It is the purpose of this policy to establish financial supervision and controls for administering various activities that comprise student activity funds.
2. Definition	For purposes of this policy, student activity funds shall include the funds of Board-approved student groups.
3. Authority SC 511(d), 618-AR	<p>The Board adopts this policy to ensure proper supervision of student activity funds under the district's responsibility.</p> <p>Student activity funds are not part of district funds but must be approved by the Board and supervised by the Superintendent or designee, who shall countersign all checks drawn upon them.</p>
4. Guidelines 618-AR	<p>Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group. Groups shall follow the procedures listed in the administrative regulations.</p> <p>All student activities shall be on a self-sustaining basis, except for situations approved by the Board.</p>
SC 440.1	Funds of any student body organization may be deposited or invested in banks whose accounts are insured by FDIC or investment certificates or withdrawable shares in State-chartered savings and loan associations doing business in-State and insured by FDIC or FSLIC.
Pol. 618.1	<p>The student activity fund and the extracurricular fund shall be centralized in the student activities office.</p> <p>Withdrawals from the student activity fund shall be made by check and signed for by the Student Activities Coordinator and the bookkeeper; the principal may sign if one of those two (2) are not available.</p>



<p>SC 511 (d)</p>	<p>The quarterly report of these funds shall indicate opening balances, receipts by source, expenditures by type and closing balances, and shall be submitted to the Board. Reports shall be available for audit.</p> <p>Receipts shall be issued by all persons receiving funds on behalf of the district, an individual school, or a school organization. All duplicate copies of receipts shall be properly filed. The receipt and its duplicate shall clearly indicate the source and the purpose of the funds received.</p> <p>Receipts in the form of checks shall be written in favor of the district or the name of the internal fund of that particular school, as may be proper.</p> <p>All organizations shall submit a financial report within a reasonable time to the custodians of the student activities fund for all money-making activities.</p> <p>Such expenditure from school internal accounts shall be made in accordance with prescribed procedures as authorized by School Board policy. Such checks may be signed by the custodian of the student activity fund upon receipt of a check request prepared and signed by the individuals responsible for the financial affairs of the particular organization or activity.</p> <p>The check blanks shall be pre-numbered, and the person in charge shall account for each blank.</p> <p>The monies in the student activity fund shall be consolidated into one (1) savings account under the supervision of the Activities Coordinator.</p> <p><u>Graduating Classes</u></p> <p>All graduating classes, after payment of all financial obligations and prior to graduation, shall make a commitment for distribution of the funds remaining in the class account to school activities of the class's choosing, such as a senior gift or scholarship fund. It is recommended that the distribution of funds be directed to an existing school activity/club/account or enhancement of the school facilities in accordance with Facilities Naming/Sponsorship Policy 701.1.</p> <p>Funds may not be disbursed or set aside for future obligations, such as class reunions.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: EXTRACURRICULAR FUND

ADOPTED: July 17, 2000

REVISED:

618.1. EXTRACURRICULAR FUND	
1. Purpose	The purpose of this policy is to establish financial supervision and controls for administering the extracurricular fund.
2. Authority SC 511	The control of extracurricular expenditures shall be administered according to the guidelines established in Board policy.
3. Guidelines	<p>The student activity fund and the extracurricular fund shall be centralized in the student activities office.</p> <p>Accounting procedures shall include a method that accounts for cash received and disbursed, reconciles tickets used, programs sold, and itemizes cash expenditures and deposits from each extracurricular event charging admission. The methodical form or report shall be signed by the Activities Coordinator, principal, and bookkeeper.</p> <p>The sale of tickets shall be controlled by accounting for them by number and relating that number sold to the cash received. In addition, receipts and disbursements and the writing of checks shall be properly recorded in the student activities office.</p> <p>All expenditures from the extracurricular account shall be supported by documentary evidence as to disbursement.</p>
Pol. 610, 611, 612	<p>Items to be purchased for extracurricular activities shall be subject to bidding and purchasing procedures as specified in the School Code, as directed by Board policy.</p> <p>Monies expended for extracurricular salaries and wages shall be paid from the general fund.</p>

No. 618-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

STUDENT ACTIVITY FUNDS

1. At the beginning of each school year, the Activities Coordinator shall receive for approval a list of student organizations.
2. The Activities Coordinator shall be the supervisor of the funds accumulated by these organizations and shall approve the purpose and method of any fund raising.
3. The Activities Coordinator shall be the custodian of the student activity funds and shall be provided with a performance bond. The premium shall be paid from the general fund.
4. The custodian's duties shall include:
  - A. Supervision of an accounting system
    - Each organization shall be accounted for separately.
    - Proper forms shall be developed for deposits and withdrawals.
  - B. Supervision of issuing of checks signed by the fund custodian, bookkeeper and/or principal for approved expenditures.
  - C. Submitting a quarterly financial statement to the School Board.
  - D. Submitting the accounts for audit.
5. The student organizations must elect officers who will manage the individual accounts within the fund.
6. Deposits may be made to the fund only by the elected

officers or appointed representatives.

7. Checks may be drawn on the fund by the custodian only after properly approved forms have been submitted by elected officers and advisors.
8. Minutes of organization actions for expenditures shall be kept, and a copy turned into the Activities Coordinator's Office, with the properly approved form, at the time of check authorization.
9. Student organizations will use the proper deposit and requisition forms.

10. The officers will report the organization balances to the student members at regular meetings.
11. Unused or uncommitted funds by inactive clubs and organizations after one (1) year shall be deemed to have been committed and transferred to the Student Body Activities Account (Student Council) for any proper school related purposes.
12. Any funds unused or uncommitted by graduation classes may be left to the next year's senior class, after all outstanding expenditures are paid. The graduating class must direct this to be enacted at their final class meeting and record in their minutes.
13. Purchases will be initiated by a purchase order. The purchasing agent shall be the custodian of the Activities Account, along with the high school principal.
14. A Student Activities Fund, Cash Fund for purchases of under \$10.00 may be established. The high school principal shall be the administrator of the petty cash fund, and s/he will approve every petty cash disbursement. Vouchers will be signed by the person who receives the disbursement and the high school principal. To replenish the petty cash fund, reimbursement equal to the sum of used petty cash vouchers and supporting documents will be returned by check to the high school principal who then cashes the check and returns the cash to the petty cash fund. Accounts, indicated on the vouchers, are then charged for the petty cash disbursements.
15. Interest earned on savings and checking shall be prorated to each class or club at the end of every school year (June 30). The total cash balance of each class or club will be divided by the total cash balance of all classes or clubs to find the percent of interest each class or club will earn.



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: DISTRICT AUDIT - PUBLIC

ADOPTED: July 17, 2000

REVISED:

619. DISTRICT AUDIT - PUBLIC	
<p>1. Purpose SC 408 Pol. 801 65 P.S. Sec. 66.1 65 P.S. Sec. 261</p>	<p>The Board recognizes the importance of the public's right to have access to the public records of the district, including public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the district's accountants and the audit conducted by the Commonwealth's Auditor General's office.</p>
<p>2. Authority Pol. 601</p>	<p>The Board shall employ an independent, certified public accountant as a consultant for business affairs and to conduct a district audit in conformance with the prescribed standards and legal standards. The completed audit shall be presented to the Board for its examination and approval.</p> <p>The Board recognizes its obligation as an elected body to represent the best interests of all its constituents. Therefore, the Board shall make the results of both the district's accountants' audit and the Auditor General's audit available to the public at the business office of the district.</p>
<p>Pol. 801</p>	<p>The Board recognizes that certain information shall not be made available to the public, such as:</p> <ol style="list-style-type: none"> <li>1. Personnel records.</li> <li>2. Student records.</li> <li>3. Labor relations negotiations records.</li> <li>4. Property acquisition negotiation information.</li> <li>5. records regarding actions of a criminal justice nature.</li> <li>6. Other records not considered public records.</li> </ol>

3. Delegation of Responsibility

The certified public accountant retained by the Board shall develop the district's records system to conform with the state's required accounting system. S/He will propose methods to systematize financial records to make information readily available for required federal, State and Board reports.

All internal audit controls shall be recommended by the certified public accountant.

School Code  
408

65 P.S.  
Sec. 66.1, 261

Pol. 801



SECTION: FINANCES

TITLE: LOCAL TAXPAYER  
BILL OF RIGHTS

ADOPTED: January 4, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

<b>621. LOCAL TAXPAYER BILL OF RIGHTS</b>	
<p>1. Purpose 53 Pa. C.S.A. Sec. 8401 et seq</p> <p>2. Definition Act 511 Of 1965 53 Pa. C.S.A. Sec. 8422</p> <p>3. Authority 53 Pa. C.S.A. Sec. 8423</p> <p>53 Pa. C.S.A. Sec. 8423</p>	<p>As a local taxing authority, the Board recognizes the school district's responsibility to comply with the requirements of applicable law.</p> <p><b>Eligible taxes</b> 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.</p> <p>The Board shall adopt a Local Taxpayer Bill of Rights that includes the following components:</p> <ol style="list-style-type: none"> <li>1. Taxpayer rights and the district's obligation during an audit or administrative review of the taxpayer's books or records.</li> <li>2. Administrative and judicial procedures for a taxpayer to appeal or seek review of a tax decision.</li> <li>3. Procedures for filing and processing refund claims and taxpayer complaints.</li> <li>4. Enforcement procedures.</li> </ol> <p>The Board shall ensure that taxpayers are notified about the district's Local Taxpayer Bill of Rights any time they are contacted regarding assessment, audit, determination, review and collection of any tax other than property taxes.</p>

<p>4. Delegation of Responsibility</p>	<p>It shall be the responsibility of the Superintendent, Business Manager, and/or other designated school district employee to develop procedures to implement this policy which shall include:</p> <ol style="list-style-type: none"> <li>1. Preparation and dissemination of the required notice of availability of the Local Taxpayer Bill of Rights.</li> <li>2. Preparation of a Local Taxpayer Bill of Rights.</li> <li>3. Preparation of a procedure for the district to request information from a taxpayer.</li> <li>4. Establishment of an administrative appeals process.</li> <li>5. Development of the form, content, process and deadlines for taxpayers to file a tax appeal petition.</li> <li>6. Formulation of rules of practice and procedure for hearings.</li> </ol>
<p>53 Pa. C.S.A. Sec. 8423</p>	<p>The district shall respond to taxpayer requests for the Local Taxpayer Bill of Rights by making copies available at the district offices or mailing at district expense.</p>
<p>5. Guidelines 53 Pa. C.S.A. Sec. 8437</p>	<p>Information obtained by the school district as a result of an audit, return, report, investigation, hearing or verification shall be confidential. If a violation of confidentiality is committed by an officer or employee of the Board, s/he shall be subject to fines and dismissal from office or discharge from employment.</p>
<p><u>Appeals Process</u></p>	
<p>Title 1 CSA Sec. 1991</p>	<p>The district establishes the following administrative process to receive and make determinations on petitions from taxpayers relating to assessment, determination or refund of an eligible tax:</p>
<p>53 Pa. C.S.A. Sec. 8430</p>	<ol style="list-style-type: none"> <li>1. Review or hearing and decision by a local tax appeals board appointed by the Board, consisting of three (3) to seven (7) members, including joint local tax appeal boards with other political subdivisions.</li> <li>2. Review and decision by the Board in executive session.</li> <li>3. Hearing and decision by a hearing officer appointed by the Board, which shall determine the qualifications and compensation of the appointee.</li> <li>4. Administrative review or appeal process currently in effect in the district that meets the requirements of applicable law.</li> </ol>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: GASB STATEMENT 34

ADOPTED: March 7, 2002

REVISED:

<p>1. Purpose SC 613</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">622. GASB STATEMENT 34</p> <p>The Board recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education.</p> <p>The primary objectives of implementing the GASB Statement 34 are to assure compliance with state requirements, and properly account for both the financial and economic resources of the district.</p> <p>Participation of the school district in any such activity shall be in accordance with Board policy.</p> <p>The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the Business Manager.</p> <p>The designated individual shall be responsible for implementing of the necessary procedures to establish and maintain a fixed asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the independent auditors.</p> <p>The Business Manager shall prepare the required Management Discussion and Analysis (MD&amp;A). The MD&amp;A shall be in the form required by GASB Statement 34 and shall be submitted to the Board for approval, prior to publication.</p> <p>Prior to submission of the MD&amp;A for Board approval, the district's independent auditors shall review the MD&amp;A, in accordance with SAS No. 52, "Required Supplementary Information."</p>
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4. Guidelines

Purchased Capital Assets greater than \$1,500.00 should be recorded at historical/original cost. The cost of a capital asset should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs that are directly attributable to asset acquisition - such as freight and transportation charges, site preparation costs, and professional fees.

Purchases less than \$1,500.00 but have lives that extend beyond one year and need to be controlled for insurance purposes, should be classified as non-capital equipment expenditures, and coded to the object specified by the Pennsylvania Public School Accounting Manual. Purchases less than \$1,500.00, and are consumed within the fiscal year are treated as supplies and coded to the supply objects prescribed by the Pennsylvania Public School Accounting Manual.

Group purchases of assets greater than \$1,500.00 should be recorded at historical cost. Group assets are assigned to one specific location, are movable property requiring loss control, and have a useful life extending beyond a single reporting period. Group assets include classroom furniture, classroom texts, library books, musical instruments, computer equipment, and band uniforms. Group purchases less than \$1,500.00 are not capitalized.

Capital Assets should be depreciated over their useful lives as determined for each assets class. Land, and some land improvements, are considered inexhaustible, and are therefore not subject to depreciation.

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.

Depending upon the information available and the category of the assets, fixed assets records should include all or part of the following:

Asset Tag Number	Estimated Useful Life
Description	Depreciation Method
Asset Class	Salvage Value
Serial Number	Accumulated Depreciation
Cost	Depreciation Expenses
Location or Functional Area	Replacement Cost
Acquisition Date	

Donated Capital Assets must be reported at fair market value plus ancillary charges, if any, at the time of donation. Donated assets are depreciated over their useful lives as determined for each asset class. 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.

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 roads, electrical distribution systems, street lighting, water wells, etc.

Infrastructure assets should be depreciated over the useful lives.

Routine repairs and maintenance costs are charged to operations as incurred. Expenditures that extend the useful life of the infrastructure are capitalized as part of the asset and depreciated over the newly established useful life.

Depreciation is required for the District's Capital Assets. Depreciation is allocated to expense in a systematic and rational manner. Depreciation is calculated using the Straight Line method and reported by area of activity (function). The District calculates depreciation on all capital assets reported in the District financial statements other than land, permanent improvements to land, and construction in progress.

Depreciation may be calculated for a class of assets, a network of assets or individual assets.

*Sale of Fixed Assets* - When fixed assets are sold, 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).

*Trade-ins* - The value given for a trade is part of the cost of the newly acquired asset. The cost and accumulated depreciation of the traded-in 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.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: FINANCES

TITLE: FEDERAL FISCAL  
COMPLIANCE

ADOPTED: October 24, 2007

REVISED:

	<b>626. FEDERAL FISCAL COMPLIANCE</b>
1. Authority	The Board shall review and approve all applications for federal funds submitted by the district.
2. Delegation of Responsibility	The Board designates the Superintendent and Federal Programs Coordinator as the district contacts for all federal programs and funding.
626-AR	<p>The Superintendent or designee shall develop administrative regulations governing the procurement, use, management and disposal of goods, materials and equipment purchased with federal grant funds. At a minimum, the administrative regulations shall provide procedures to ensure:</p> <ol style="list-style-type: none"><li>1. Expenditures of federal grant funds are completed in accordance with federal requirements.</li><li>2. Title to and control of location, custody and security of equipment and/or property purchased with federal funds are maintained.</li></ol> <p>The designee shall track and document all federal programs expenditures and verify budgetary information required for those programs.</p> <p>All district employees paid with federal funds shall document the time they expend towards federal programs, in accordance with law.</p> <p>References:</p> <p>No Child Left Behind Act – 20 U.S.C. Sec. 6301-6514, 7901</p> <p>Administrative Regulation – 626-AR</p>

### 626-AR. FEDERAL FISCAL COMPLIANCE

The district has developed the following to comply with federal requirements, including the federal Maintenance of Effort Regulation, for procuring, using, managing and disposing of goods, materials and equipment purchased with federal grant funds, such as Title I.

#### Title I Requirements

The district will comply with the following requirements:

1. Funds are expended within the appropriate fiscal year.
2. Expenditures are an allowable use of funds, and align with the district's application or budget revision.
3. Expenditures are coded to the appropriate fiscal line items.
4. Financial line items are identical to those filed with the state.
5. Amounts for contracted services are evidenced by a written contract filed with the district.

#### Inventory Control/Management

All equipment and capital outlay purchased with federal funds, regardless of cost, will be inventoried as a safeguard. This includes "small and attractive" items, such as laptop computers, calculators, PDA's, digital cameras, scanners, etc.

Items acquired using federal funds will be physically labeled by source of funding and acquisition date.

Inventory must be current and available for review and audit and include the following information:

1. Description of the item, including any manufacturer's model number.
2. Manufacturer's serial number or other identification number.
3. Identification of funding source.
4. Acquisition date and unit cost.

## 626-AR. FEDERAL FISCAL COMPLIANCE

5. Source of items, such as company name.
6. Percentage of federal funds used in the purchase.
7. Present location, use, condition of item, and date information was reported.
8. Pertinent information on the ultimate transfer, replacement or disposition of the item.

Inventory will be updated as items are purged and new items purchased.

Adequate safeguards must prevent loss, damage or theft of items, in accordance with the following:

1. Any loss, damage or theft will be investigated and fully documented.
2. The district is responsible for replacing or repairing lost, damaged, destroyed or stolen items.
3. If stolen items are not recovered, the district must submit copies of the investigative report and insurance claim to the Department of Federal Programs.
4. Replaced equipment is property of the originally funded program and should be inventoried accordingly.

An annual physical inventory of items will be conducted, and the results will be reconciled with the inventory records.

### Disposition

Equipment or “small and attractive” items with an acquisition cost of less than \$5,000 that is no longer effective can be retained, sold, purged, or transferred to the district upon notification to the Department of Federal Programs.

The written notice to purge or transfer must include:

1. Item.
2. Date of acquisition.
3. Original cost.
4. Reason for purge or transfer.
5. Anticipated use.



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: FACILITIES PLANNING

ADOPTED: August 7, 2000

REVISED:

701. FACILITIES PLANNING	
<p>1. Authority Title 22 Sec. 5.203</p>	<p>The Board shall develop and maintain a Strategic Plan, as required by State Board of Education regulations. Community, business and parental involvement is an important part of this process. Facilities planning is a primary component of strategic planning.</p>
<p>SC 1351</p>	<p>The Board shall, annually between March 1 and September 1, or continuously conduct a census of all the children from birth to eighteen (18) years living in the district. The Board will employ as many enumerators or attendance officers as necessary.</p>
<p>2. Delegation of Responsibility</p>	<p>In order to inform the Board of the district's future needs, the Superintendent shall:</p> <ol style="list-style-type: none"> <li>1. Annually report to the Board on the number of live births and resident students attending private school.</li> <li>2. Report to the Board on the enrollment by grades during the school year.</li> <li>3. Estimate each spring the number of students who will be enrolled in the district's schools in September of the year for which the estimate is made.</li> </ol>
<p>3. Guidelines SC 1351</p>	<p>Information gathered in the census shall include for each child the name and address of his/her parents or guardians; name and location of the school in which the child is or could be assigned; name and address of any employer of a child under eighteen (18); child's name, date of birth, age, sex, nationality, address; and other information the Board may require to operate the district efficiently and equitably.</p>
<p>SC 701, 704</p>	<p>When planning to enlarge or modify its facilities, the Board shall consider not only the number of students whose educational needs must be met, but also the physical requirements of the programs it deems best suited to meet those needs.</p>
<p>42 U.S.C. Sec. 12101 et seq</p>	<p>Each school building and site shall provide suit able accommodations to carry out the educational pro gram, including provision for the handicapped/disabled, pursuant to law and regulations.</p>

<p>School Code 1351, 701, 704</p> <p>PA Code Title 22 Sec. 5.203</p> <p>Federal Regulations P.L. 94-142 45 CFR 84</p>	<p><u>Sale Of Land/Buildings</u></p> <p>The Board is vested with the power and authority to sell unused and unnecessary <u>lands</u> and <u>buildings</u> by one of the following methods:</p> <ol style="list-style-type: none"><li>1. By public auction, held either on the premises to be sold or at places selected by the Board after due notice by publication in one or more newspapers of general circulation.</li><li>2. Upon sealed bids requested by the Board.</li><li>3. At private sale, subject to the approval of the Court of Common Pleas of the county in which the school district is located.</li></ol>
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SECTION: PROPERTY

TITLE: FACILITIES NAMING/  
SPONSORSHIP

ADOPTED: January 15, 2001

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

701.1. FACILITIES NAMING/SPONSORSHIP	
1. Authority	It is the policy of the Redbank Valley School District, in order to maintain district equality and unity, that buildings and facilities owned by the district shall not be named for any individual.
2. Guidelines	Sponsorship or funding for school district facilities or improvements may be accepted with a recognition plaque or sign attached to said structure or item.
Pol. 702	All sponsorships or donations must be approved by the Redbank Valley School District Board of School Directors. It is the responsibility of the Board of Directors to evaluate each sponsorship or donation on an individual basis.  All facilities or items become property of the Redbank Valley School District upon acceptance and completion.
Board Policy 702	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: GIFTS, GRANTS, DONATIONS

ADOPTED: August 7, 2000

REVISED:

702. GIFTS, GRANTS, DONATIONS	
1. Purpose	The Board recognizes that individuals, businesses and organizations in the community may wish to contribute supplies and equipment to enhance or extend the programs in the schools.
2. Authority SC 216	The Board has the authority to accept gifts and donations made to the school district or to any district school.
SC 216	The Board reserves the right to refuse to accept any gift which does not contribute toward achievement of district goals or such ownership would tend to adversely affect the district.
SC 216	Any gift accepted by the Board or its designee shall become district property, may not be returned without Board approval, and is subject to the same controls and regulations as are other district properties.
SC 216	The Board shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.
SC 216	The Board shall make every effort to honor the intent of the donor in its use of the gift, but it reserves the right to utilize any gift in the best interest of the district's educational program.
SC 216	In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise or institution of learning.
SC 216 Pol. 706	All gifts shall be recorded in the appropriate inventory listing and property records.
3. Delegation of Responsibility	The Superintendent shall: <ol style="list-style-type: none"> <li>1. Encourage individuals and organizations considering a contribution to consult with the principal or Superintendent before appropriating funds.</li> </ol>

School Code  
216

2. Report to the Board all gifts which s/he has accepted on behalf of the Board.
3. Acknowledge in writing the receipt and value of any gift accepted by the school district.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SANITARY MANAGEMENT

ADOPTED: August 7, 2000

REVISED:

	<b>703. SANITARY MANAGEMENT</b>
1. Purpose	The Board recognizes that safeguarding the health and physical well-being of district students depends upon the cleanliness and sanitary conditions of the school buildings and grounds.
2. Authority SC 701	<p>The Board directs that a program of sanitary management shall be maintained in all district buildings and explained periodically to all staff members.</p> <p>The Board directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor &amp; Industry and any local agency which has jurisdiction.</p>
3. Delegation of Responsibility	<p>All district facilities shall be inspected regularly for cleanliness and proper sanitation by the Maintenance Supervisor.</p> <p>The Superintendent or designee shall develop and supervise a program for cleanliness and sanitary management of school buildings, school grounds and school equipment pursuant to statute, State Board regulations and requirements of the local and State Boards of Health and the Department of Labor &amp; Industry.</p> <p>Cleanliness of each school building shall be the responsibility of the building principal and the Maintenance Supervisor.</p> <p>Teachers shall be responsible for maintaining a neat appearance of their classroom.</p>
School Code 701	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: August 7, 2000

REVISED:

704. MAINTENANCE	
1. Purpose	Adequate maintenance of buildings, grounds and equipment is essential to efficient and fiscally prudent management of district facilities.
2. Authority SC 701	The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop and supervise a maintenance program which shall include:</p> <ol style="list-style-type: none"><li>1. Regular program of facilities repair and conditioning.</li><li>2. Critical spare parts inventory.</li><li>3. Equipment replacement program.</li><li>4. Long-range plans for building modernization and conditioning.</li></ol> <p>The Superintendent or designee shall develop guidelines necessary for maintenance, repair and improvement of physical facilities.</p> <p>Each building principal, in conjunction with the building maintenance person, shall conduct a physical inspection of the building on a periodic basis and report to the Superintendent the findings of that inspection.</p> <p>The Superintendent shall report annually to the Board regarding the current maintenance and improvement program.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: August 7, 2000

REVISED: December 22, 2009

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>SC 1518</p> <p>SC 1517, 1518 Pol. 805</p>	<p style="text-align: center;">705. SAFETY</p> <p>The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors.</p> <p>The Board directs that a district-wide safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect district buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools.</p> <p>The Superintendent or designee shall develop and present to the Board for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations.</p> <p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> <li>1. Ensure curriculum to instruct students in safety and fire prevention.</li> <li>2. Provide required drills to instruct students in safety procedures.</li> <li>3. Review and evaluate annually district safety rules and plans.</li> </ol> <p>Administrators shall inform all staff and students of safety rules at the beginning of the school year.</p>
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<p>4. Guidelines</p> <p>Title 34 Sec. 129.1001- 129.1011 72 P.S. Sec. 1722-J 77 P.S. Sec. 1038.2</p>	<p><u>Certified Safety Committee</u></p> <p>A safety committee shall be maintained to promote the district's goals concerning safe schools.</p> <p>The safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.</p> <p>It shall be the responsibility of the safety committee to:</p> <ol style="list-style-type: none"><li>1. Evaluate the current safety program.</li><li>2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.</li><li>3. Make recommendations to correct hazards.</li><li>4. Review, in a timely manner, incident and accident report and investigation forms.</li><li>5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.</li></ol> <p>A quorum of the safety committee members shall meet at least once a month.</p> <p>The safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.</p> <p>All decisions of the committee shall be made by majority vote of members present.</p> <p>The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.</p> <p>The Superintendent or designee shall maintain written records of safety committee training.</p>
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References:

School Code – 24 P.S. Sec. 510, 1517, 1518

Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001-129.1011

Fiscal Code – 72 P.S. Sec. 1722-J

Certification of Safety Committee – 77 P.S. Sec. 1038.2

Board Policy – 805

No. 705-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

SAFETY PROCEDURES

1. All persons working in science classrooms, when necessary, and industrial and vocational shops shall have safety protective glasses or wear goggles.
2. There shall be proper storage of all inflammable liquids.
3. Safety treads or tape on stairways is a desirable safety precaution.
4. All inflammable decorations shall follow the Department of Labor and Industry standards.
5. There shall be periodic checks of fire extinguishers, fire hoses, emergency lighting systems and fire alarm systems.
6. There shall be an inspection and clean-up of all electric motors on an established regular schedule.
7. On an established schedule there shall be an inspection of pilot lights in wall outlets.
8. All incinerators shall be periodically inspected.
9. All storage areas, furnace rooms and related areas shall be free from debris.
10. "Off Limits" signs shall be placed where they are needed.
11. There shall be a check of stairwell doors and lights periodically.
12. An inspection of all air valves on all radiators shall take place on an established schedule.

13. All boiler safety valves shall be checked.
14. Water collected by the vapor bulb on all air pressure machines shall be removed periodically.
15. A periodic check of all exhaust fans in paint rooms, shops and cafeteria shall be made.
16. A routine inspection of all extension cords, ground wires and electric outlets shall be made.
17. A periodic inspection of furnace expansion tanks shall be made.
18. Panic bars and locks on exit doors shall be inspected.
19. All scaffolding used must comply with Department of Labor and Industry standards.
20. All guard posts on school property shall be properly maintained.
21. Periodic checks of all safety zones for loading and unloading of bus students and building exits shall be made.
22. There shall be a periodic inspection of all buses.
23. A scheduled evacuation drill of school buses shall be enforced.
24. Periodically, an inspection of sidewalks, steps and parking lots shall be made.
25. All playground equipment shall be inspected regularly.
26. Railing on retaining walls shall be inspected.
27. All bleachers, indoors and outdoors, shall be evaluated according to standards set forth by the Department of Labor and Industry.
28. A survey of existing physical facilities and a safety program for professional and nonprofessional employees and students shall be established.

29.A working agreement with local police and firemen shall be established.

30.Disregard of driving regulations on school property will lead to removal of parking privileges.

Pol. 205

Pol. 223

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: August 7, 2000

REVISED:

706. PROPERTY RECORDS	
1. Purpose	The Board recognizes that adequate property and inventory records be maintained on all buildings, equipment, and physical property under district control.
2. Authority	The Board directs that a complete inventory, by physical count, of all district-owned equipment and property records of all district buildings and grounds shall be maintained and updated annually.
3. Delegation of Responsibility	It shall be the responsibility of the Superintendent or designee to ensure that equipment inventories are systematically and accurately recorded, updated and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.
4. Guidelines	<p>Major items of equipment shall be subject to annual physical spot check inventory to determine loss, mislocation or depreciation; any major loss shall be reported to the Board.</p> <p>Records of consumable supplies shall be maintained on a continuous inventory basis.</p>
Pol. 708, 710	<p>No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.</p> <p><u>School Supplies/Equipment</u></p> <p>The district maintains general and special supplies that are used throughout the school year. The principal is responsible for the inventory and distribution of all supplies used in the classroom.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: August 17, 2000

REVISED: August 8, 2003

707. USE OF SCHOOL FACILITIES	
1. Authority	<p>The Board establishes that school facilities of this district shall be made available for community purposes, provided that purpose does not interfere with the educational program of the schools.</p>
707-AR-1 707-AR-2	<p>The following policy and administrative regulations shall govern the use of school facilities by non-school groups. It is important that the policy be read and understood by all persons and groups renting and using such school facilities.</p> <p>The Board shall provide the use of school facilities when permission has been requested in writing and has been approved by the Superintendent.</p> <p>The Board directs that the use of school facilities shall not be granted for any commercial or profit-making organization, personal benefit or gain, partisan political activity, or any purpose prohibited by law.</p>
SC 511	<p>The Board prohibits the use of school facilities by groups other than school groups while school is in session.</p> <p>The Board shall be held harmless by the user for any liability that arises from use of school facilities by any non-school related organization, individual or activity.</p>
SC 775	<p>The Board shall establish a schedule of fees for the use of school facilities by approved groups.</p>
2. Delegation of Responsibility	<p>The Superintendent or designee shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.</p> <p>Employees who find that any facilities have been abused or damaged by a group using the facilities shall report such damages immediately to the lead teacher or principal's office in the building where damage occurs.</p>

<p>3. Guidelines SC 511</p>	<p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent or building principal.</p> <p>School activities have preference in scheduling. Permits granted to organizations or individuals may be cancelled, for a just cause, at the discretion of the Superintendent.</p> <p>A school custodian or school representative will be on duty at all times when school facilities are in use. Conduct detrimental to the public interest or abuse of the building is not permitted. It shall be the duty of the school representative and the organization sponsor to enforce this policy.</p> <p>Sponsoring groups are responsible for the proper use of all school equipment and facilities. The building and equipment must be left in a clean, orderly condition; failure to do so will result in charges, as determined by the Superintendent.</p> <p>Security is necessary to protect all public property and will be furnished by and at the expense of the lessee, as needed.</p> <p><u>Required Insurance Coverage</u></p> <ol style="list-style-type: none"><li>1. Social Groups, General Meetings, etc. - No certificate of insurance required.</li><li>2. Any paid event, non sporting or dances - Minimum of \$300,000 with a certificate of insurance to RVSD prior to the start of the event.</li><li>3. Any paid event or free event that involves sports or dances, etc. - Minimum of \$500,000, with heavy emphasis on securing RVSD as additional named insurance endorsement.</li><li>4. No certificate of insurance, or additional named insured endorsement prior to the start of the event, RVSD will reserve the right to not allow the event to take place.</li></ol> <p>Groups using gymnasiums, football fields, baseball fields, playgrounds or tennis courts shall be guided by the school regulations.</p>
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Application Process

An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form fourteen (14) days in advance of the proposed date to the building principal.

The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event.

Along with the completed application, the individual or group must submit the following:

1. Evidence of organizational liability to limits required by district policy.
2. Documentation evidencing the school district shall be held harmless by the individual or group.

Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which if damaged or operated by an unqualified operator would be detrimental to the operation of a district program.
4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purposed, because of the nature or duration of the activity.
5. Individual or community group uses school facilities in excess of five (5) times during any calendar year for the same purpose. This limitation shall not apply to individual athletic contests or activities for children or adults that are part of an overall athletic or activities season schedule.

<p>SC 511</p>	<p><u>Limitations</u></p> <p>When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:</p> <ol style="list-style-type: none"><li>1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.</li><li>2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.</li><li>3. All activities must begin and terminate at the agreed upon time. Individuals and community group members may not enter and must exit the school premises within the prescribed times.</li><li>4. When advertising or promoting activities held at school facilities, individuals and community group shall clearly communicate that the activities are not being sponsored by the school district.</li><li>5. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.</li></ol> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"><li>1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.</li><li>2. Possession of weapons.</li><li>3. Conduct that would alter, damage or be injurious to any district property, equipment or furnishings.</li><li>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</li></ol>
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<p>10 P.S. 311 et seq</p> <p>20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p>	<p>5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.</p> <p>6. Use of tobacco products.</p> <p><u>Violations</u></p> <p>The school district reserves the right to remove from school district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p> <p>In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.</p> <p><u>Use of District Owned Equipment</u></p> <p>All operation of district stage sound equipment shall be under the direct control and supervision of a school employee. Lessee is required to provide any additional stage help desired. Such help shall be under the direct supervision of the school employee. Information concerning the stage setting required shall be furnished to the principal's office at least one (1) week working days prior to the performance.</p> <p><u>Prohibited Activities</u></p> <p>The rental of school facilities is limited to residents of the Redbank Valley School District, except by special permission from the Superintendent. A permit for rental shall not be transferable.</p> <p>Pianos shall not be taken from any school building, but may be moved from one room to another under supervision of the school authorities.</p> <p>Pennsylvania Bureau of Labor and Industry Safety Regulations prohibits, chairs and/or any other obstructions from being placed in aisles, entrances or exit areas. Exit lights must be on when building is occupied.</p> <p>Wherever possible, only fire resistant materials and/or materials which have been treated may be used for decorations.</p>
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No. 707-AR-1

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

#### RENTAL PROCEDURES

##### Use Of School Facilities

Local non-school organizations and/or local community service organizations wishing to use a building on a given date shall check with the building principal for clearance of dates before making their requests. All requests for building usage should be submitted in writing as follows:

1. Non-fee building usage requests shall be submitted to the building principals involved for their approval.
2. All building requests involving fees should be submitted on a standardized form to the high school principal or the Elementary Supervisor for scheduling and approval and then forwarded to the Superintendent for final approval.
3. Rental fees will apply only when local non-school organizations and/or local community service organizations are charging admissions or receiving donations.

##### Use Of Food Service Facilities

Requests for food service involving kitchens must be coordinated with the regular food service and be approved by the Cafeteria Supervisor.

Food prepared in school kitchens shall be prepared and supervised by assigned food service employees. Wages for these employees shall be paid by the sponsoring group, pursuant to their normal pay standard. Groups using school facilities are not permitted to bring food or refreshments into cafeteria or kitchens except for school related activities which have been approved.

##### Banquets For Community/Civic Organizations

The following procedure must be followed before arrangements for banquets are made:

- a. A letter for request must be submitted to the high school principal or the Elementary Supervisor in charge of the buildings. The principal or supervisor will then clear available cafeteria dates with the Cafeteria Manager.

- b. The principal or supervisor will then send an application, in duplicate, for approval to the Superintendent. One (1) copy will remain in the Superintendent's office; the other will be returned to the principal or the supervisor, stating whether or not permission was granted.
- c. Applications should be submitted at least three (3) weeks prior to the requested date.

#### Use By Non-Profit Organizations

The following conditions shall govern use of school facilities by non-profit organizations:

1. Meeting should be held at times when custodial help is already scheduled to be on duty.
2. Meetings should terminate by 11.00 p.m., unless special occasion warrants a longer period of time.
3. Said organizations will abide by all school regulations and policy relative to use of school facilities by non-school organizations.
4. Arrangements for use of building will be made with the principal or Elementary Supervisor in charge of the building where such usage is desired.
5. Said organizations will be responsible to see that all rooms are left in the condition in which they were found.
6. Secretarial time should not be used except for school related activities.
7. This policy includes the use of all general classrooms, gymnasiums, educational equipment, and other facilities except offices, shops, sewing areas, kitchen, laboratories and libraries. Groups using school facilities should arrange for a student projectionist or staff member to operate all audiovisual equipment.
8. All groups using school facilities will be expected to pay for janitorial supervision where extra time is needed. The over time rate will be determined by the

Superintendent's Office.

9. All payments of rental fees for building usage must be paid directly to the school district through the Superintendent's Office.
  
- 10.A record of all local non-school community organizations or groups using the building shall be maintained by the building supervisor and a copy immediately forwarded to the Superintendent following the request. This record shall also list all requests made to use the building by non-school community groups and, where the request has been denied, the reason for its denial stated. Requests denied shall also be forwarded to the Superintendent's office, stating reasons for denial. The building supervisor and the custodian shall inspect the building after its use to assure the proper care of the building and its equipment. All violations will be handled in accordance with existing Board policy.



No. 707-AR-2

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

RENTAL FEES

No rent is charged for school sponsored activities and entertainments held by and for the benefit of the school. This also includes school affiliated organizations. Rental fee covers the use of facilities, lighting and heat. Tips to school employees are not permitted for regular service rendered. Arrangements of payment of rental and other fees are to be made at the time the facility is reserved.

Rules and Regulations for Rental of High School Facilities

Schedule Of Rates:

- 1. Local school sponsored organizations, clubs, etc., including the P.T.A., and Band Mothers-----  
FREE
- 2. Community organizations when no admission charge is made ..... FREE
- 3. Community organizations when an admission charge is made or collection taken  
.....\$100.00
- 4. Organizations using the facilities for commercial and non-commu nity purposes and conventions of all kinds  
.....\$150.00

Custodian - Usual Rate

Rehearsal or practice sessions.....\$25.00

The above charges are for one (1) session only. Sessions are designated as follows:

- 8:00 a.m. to 12:00 noon
- 12:00 noon to 6:00 p.m.

6:00 p.m. to 11:00 p.m.

Additional sessions will be charged accordingly.

5. The volunteer fire companies in our area, namely Hawthorn, Distant and New Bethlehem and the Clarion County Ambulance are permitted to use the auditorium or gym once a year free of charge.

Rental rates include the services of one (1) janitor when rental time coincides with janitor's regular assignment.

Lessee to furnish two (2) persons for parking cars.

Rental of the auditorium includes the use of the stage and one locker room, which will serve as a dressing room. If additional rooms are needed, arrangements for their use must be made in advance by lessee and an extra charge of five dollars (\$5.00) will be made for each such room.

The lessee shall assign a capable person to report any disturbance to the Police Department and to control admissions. He/She shall be stationed in the hall at the entrance to the auditorium.

When the auditorium is used, the charge includes the services of two (2) members of the high school stage force per session. Additional janitors and/or stage hands will be furnished at the request of the lessee at these rates:

Janitors - Time and one-half (1-1/2)

Custodian - Usual Rate

The district shall under no circumstances be liable for injuries sustained by any person or to any property of the lessee.

The above rates shall apply without exception to all applications for permission to use these facilities.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: LENDING OF  
EQUIPMENT/BOOKS/  
MATERIALS

ADOPTED: August 17, 2000

REVISED:

<p>1. Purpose SC 801 Pol. 707</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p> <p>SC 804</p> <p>School Code 801, 804</p> <p>Board Policy Pol. 707</p>	<p style="text-align: center;">708. LENDING OF EQUIPMENT/BOOKS/MATERIALS</p> <p>The Board directs that district owned equipment shall not be loaned to individuals for nonschool use off school property.</p> <p>If equipment is required for use by those granted permission to use the school facilities, it may be loaned in accordance with Board policy.</p> <p>Use of specific items of equipment (when unobtainable elsewhere) may be granted on the written request of the intended user and approval by the Superintendent.</p> <p>When equipment authorized for lending requires the services of an operator, the user shall employ the person designated by the district and shall pay the stated cost of services.</p> <p>School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks relevant to their school or job responsibilities. Prior approval of the principal is required for such removal.</p> <p>School books may be used by students during vacations when permission is granted by the building principal.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING GROUNDS  
SECURITY

ADOPTED: August 17, 2000

REVISED:

	<b>709. BUILDING GROUNDS SECURITY</b>
1. Purpose	The Board recognizes the need to maintain security of school facilities and grounds for reasons of vandalism and theft.
2. Delegation of Responsibility	<p>Toward this end, a program of building and grounds security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys to school properties.</p> <p>The Superintendent shall determine, who is entitled to building(s) keys and who may have after hours access to district facilities.</p>
3. Guidelines	<p>Access to school buildings and grounds shall be established in accordance with the following.</p> <p><u>Limited Access</u></p> <p>Possession of keys by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none"><li>1. A log of key assignments shall be maintained in the Superintendent's or designated office.</li><li>2. Individuals assigned keys may not duplicate or lend them.</li><li>3. All keys must be surrendered at the end of the year if no longer needed or upon request of the principal or Superintendent.</li><li>4. Overnight key loans may be made by request to the Activities Coordinator designee.</li></ol> <p>It shall be district policy to keep all school buildings locked during non-school hours when no activities are scheduled.</p>

	<p>Unless on school business, unauthorized motor vehicles, including recreational vehicles, are not permitted to operate on public school grounds. This policy includes all vehicles, whether licensed or unlicensed.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FACILITIES,  
EQUIPMENT AND MATERIALS  
BY STAFF

ADOPTED: August 17, 2000

REVISED:

	<p style="text-align: center;">710. USE OF FACILITIES, EQUIPMENT AND MATERIALS BY STAFF</p> <p>1. Authority The Board establishes that school equipment and facilities may not be used by district staff for personal reasons, either on or off school property, without explicit authorization or administrative permission.</p> <p>2. Guidelines District facilities and equipment are available for staff use only if in accordance with applicable collective bargaining agreements or such use is clearly within the authorization granted in Board policy.</p> <p>Computer hardware and software shall be available for loan over vacation periods to Redbank employees who use the technology as part of their district duties. The loan will be made for the purpose of refining personal computer skills, updating data files, learning to use new software, and other job related tasks.</p> <p>A district computer loan request shall be submitted to the Building Principal or designee, and clearance granted before equipment or software is removed from district premises.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF WIRELESS DEVICES  
BY EMPLOYEES

ADOPTED: April 6, 1997

REVISED:

712. USE OF WIRELESS DEVICES BY EMPLOYEES	
1. Authority	The Board endorses the use of certain wireless devices by school district personnel/employees in support of the general welfare and the instructional program of the school.
2. Delegation of Responsibility	<p>The Board authorizes the Superintendent to enforce guidelines to regulate the use of wireless devices by employees. The Superintendent may delegate responsibility for the enforcement of this policy to the appropriate school district officials.</p> <p>Employees must use discretion in the use of those devices so that the program will not be disrupted.</p>
3. Guidelines	<p>Cellular phones may be used to make brief calls which are necessary for carrying out professional, personal, or family obligations and responsibilities. It is understood that these calls should be limited and should only be made during periods of non-assignment. The periods of non-assignment are as follows: for support staff during lunch/dinner or scheduled breaks; for teachers during preparation periods, lunch, before and after student arrival time, or during study hall coverage when another teacher is also present.</p> <p>At no time, should calls be made in front of students, nor should they interrupt assigned duties.</p> <p>Receiving calls on cell phones is strictly prohibited unless given prior, written approval by the building principal.</p> <p>Use of beepers, paging devices and any other similar wireless communication devices is prohibited unless given prior, written approval by the Superintendent or designee.</p>



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: August 17, 2000

REVISED:

	<b>715. USE OF FAX MACHINES</b>
1. Purpose	FAX communications allow for instant communication similar to telephone conversations and also create a permanent record.
2. Authority	<p>FAX transmissions may be considered public documents and, as such, must be treated accordingly. Verification of authenticity, security of handling, time and place of receipt, and use of FAX documents are of utmost concern to the Board.</p> <p>The Superintendent shall designate the employees responsible for sending and receiving FAX communications in order to ensure that information reaches its intended destination and remains confidential.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: INTEGRATED PEST  
MANAGEMENT

ADOPTED: August 5, 2002

REVISED:

716. INTEGRATED PEST MANAGEMENT	
<p>1. Purpose</p>  <p>Title 22 Sec. 4.12 Pol. 102</p>	<p>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.</p>  <p>The district shall integrate IPM education into the curriculum in accordance with relevant academic standards.</p>
<p>2. Definitions</p>  <p>SC 772.1</p>	<p><b>Integrated Pest Management (IPM)</b> is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.</p> <p><b>Integrated Pest Management Plan</b> 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.</p>
<p>3. Authority</p> <p>3 Pa. C.S.A. Sec.111.21- 111.61 7 Pa. Code Sec. 128 et seq</p> <p>SC 772.1</p>	<p>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.</p>  <p>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.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall be responsible to implement integrated pest management procedures and to coordinate communications between the district and the approved contractor.</p>

<p>SC 772.1</p> <p>5. Guidelines</p>	<p>The Board shall designate an employee to serve as IPM coordinator for the district.</p> <p>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.</p> <p>Appropriate personnel involved in making decisions relative to pest management shall participate in update training.</p> <p>Pest management strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and site appropriate pesticides.</p> <p>An integrated pest management decision shall consist of the following five (5) steps:</p> <ol style="list-style-type: none"> <li>1. Identify pest species.</li> <li>2. Estimate pest populations and compare to established action thresholds.</li> <li>3. Select the appropriate management tactics based on current on-site information.</li> <li>4. Assess effectiveness of pest management.</li> <li>5. Keep appropriate records.</li> </ol>
<p>SC 772.1</p>	<p>An Integrated Pest Management Plan shall include the education of staff, students and the public about IPM policies and procedures.</p> <p>When pesticide applications are scheduled in school buildings and on school grounds, the district shall provide notification in accordance with law, including:</p> <ol style="list-style-type: none"> <li>1. Posting a pest control sign in an appropriate area.</li> <li>2. Providing the pest control information sheet to all individuals working in the school building.</li> <li>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.</li> </ol>
<p>SC 772.1</p>	<p>Where pests pose an immediate threat to the health and safety of students or employees, the district may authorize an emergency pesticide application and shall notify by telephone any parent and guardian who has requested such notification.</p>

<p>SC 772.1</p> <p>Title 22 Sec. 4.12</p> <p>School Code 772.1</p> <p>7 Pa. Code Sec. 128 et seq</p> <p>3 Pa. C.S.A. Sec. 111.21-111.61</p> <p>7 U.S.C. Sec. 136 et seq</p> <p>Board Policy 102</p>	<p>The district shall maintain detailed records of all chemical pest control treatments for at least three (3) years. Information regarding pest management activities shall be available to the public at the district's administrative office.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SERVICE ANIMALS IN  
SCHOOLS

ADOPTED: February 1, 2010

REVISED: July 5, 2011

718. SERVICE ANIMALS IN SCHOOLS	
<p>1. Purpose</p>	<p>The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability.</p>
<p>2. Definition 28 CFR Sec. 35.104</p>	<p><b>Service animal</b> means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability.</p>
<p>28 CFR Sec. 35.136</p>	<p>Miniature horses may be utilized as <b>service animals</b> if:</p> <ol style="list-style-type: none"> <li>1. The miniature horse is individually trained to do work or perform tasks for the benefit of an individual with a disability.</li> <li>2. The facility can accommodate the type, size and weight of the miniature horse.</li> <li>3. The presence of the miniature horse does not compromise the safe operation of the facility.</li> </ol>
<p>28 CFR Sec. 35.104</p>	<p>The work or tasks performed by a <b>service animal</b> shall be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.</p>
<p>28 CFR Sec. 35.104</p>	<p>The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition.</p>

<p>3. Authority 43 P.S. Sec. 953 29 U.S.C. Sec. 794 42 U.S.C. Sec. 12101 et seq 28 CFR Sec. 35.130</p>	<p>The Board shall permit individuals with disabilities to use service animals in district buildings; on district property; and on vehicles that are owned, leased or controlled by the school district, in accordance with this policy and applicable state and federal laws and regulations.</p>
<p>4. Guidelines</p> <p>Pol. 103.1, 113</p> <p>28 CFR Sec. 35.130</p> <p>28 CFR Sec. 35.136</p> <p>28 CFR Sec. 35.136</p> <p>3 P.S. Sec. 459-201</p> <p>3 P.S. Sec. 455.1 et seq</p>	<p><u>Admission Of Service Animals To Schools</u></p> <p>A student or an employee with a disability may submit a request to bring a service animal to school for educational or employment purposes. However, there is no automatic right to be accompanied by a service animal in the school setting.</p> <p>Parents/Guardians of students with disabilities who believe the student needs to bring a service animal to school in order to receive a free and appropriate public education, shall notify the building principal or the Section 504 or IEP team. The appropriate team shall evaluate the request to use the service animal in school, gather necessary information and determine whether the student requires the service animal during the school day or at school activities. This may include a request for parental permission to formally assess the student’s education-based needs that might include alternative methods of accommodating needs. Any service animal accompanying a student with a disability to school or school activities shall be handled and cared for in a manner detailed in the student’s IEP or Section 504 Service Agreement.</p> <p>Before a service animal shall be allowed in a district building, or on district property or vehicles, the district shall request the following documentation from the owner or handler of the animal:</p> <ol style="list-style-type: none"> <li>1. Verification of the need for a service animal.</li> <li>2. Description of the function(s) the service animal is trained to perform in relation to the individual’s disability.</li> <li>3. Current dog license.</li> <li>4. Proof of current vaccinations and immunizations of the service animal.</li> </ol>

<p>43 P.S. Sec. 953 28 CFR Sec. 35.136 Pol. 904</p> <p>28 CFR Sec. 35.136</p> <p>28 CFR Sec. 35.136</p> <p>5. Delegation of Responsibility</p> <p>28 CFR Sec. 35.136</p>	<p><u>Admission Of Service Animals To Public Events</u></p> <p>Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public. This right of access does not extend to the schools generally or to other activities that are not open to the general public.</p> <p>School administrators may inquire of the owner or handler of an animal whether the animal is required because of a disability and the specific tasks that the animal has been trained to perform, but shall not ask questions about an individual's disability.</p> <p>The district shall not require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations to implement Board policy and accommodate individuals with disabilities requesting use of a service animal in district buildings and on district property and vehicles.</p> <p>The designated administrator shall ensure that all individuals involved in a situation where a service animal will regularly accompany an owner or handler in district buildings or on district property or vehicles are informed of the Board policy and administrative regulations governing this issue. Involved individuals can include administrators, appropriate employees, student and parent/guardian.</p> <p>The owner or handler of a service animal shall be solely responsible for:</p> <ol style="list-style-type: none"> <li>1. Supervision and care of the animal, including any feeding, exercising, clean up and stain removal.</li> <li>2. Control of the animal at all times through the use of a harness, leash, tether or by other effective means.</li> <li>3. Damages to district buildings, property and vehicles caused by the animal.</li> <li>4. Injuries to students, employees, volunteers and visitors caused by the animal.</li> <li>5. Annual submission of documentation of vaccinations and immunizations.</li> </ol>
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<p>Pol. 103.1, 104, 906</p>	<p>The building principal shall receive and forward to the Director of Special Education, Supervisor of Special Education and Superintendent each completed request by an individual with a disability to be accompanied by a service animal. The principal shall respond to the request.</p> <p>District administrators may exclude a service animal from district buildings, property and vehicles under the following circumstances:</p> <ol style="list-style-type: none"><li>1. Presence of the animal poses a direct threat to the health and safety of others.</li><li>2. Owner or handler is unable to control the animal.</li><li>3. Animal is not housebroken.</li><li>4. Presence of the animal significantly disrupts or interferes with the educational process.</li><li>5. Presence of the animal would require a fundamental alteration to the program.</li></ol> <p>Any individual with a service animal who is aggrieved by a decision to exclude, limit or remove a service animal may appeal that decision in accordance with applicable Board policy. The appeal must be in writing and provide detailed information regarding the basis of the appeal.</p> <p>References:</p> <p>Rabies Prevention and Control in Domestic Animals and Wildlife Act – 3 P.S. Sec. 455.1 et seq.</p> <p>The Dog Law – 3 P.S. Sec. 459-201</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 953</p> <p>Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p>
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	<p>Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35</p> <p>Federal Equal Employment Opportunity Commission Regulations, Title 29, Code of Federal Regulations – 29 CFR Part 1630</p> <p>Board Policy – 103, 103.1, 104, 113, 707, 904, 906</p>
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SECTION: OPERATIONS

TITLE: RECORDS MANAGEMENT

ADOPTED: April 7, 2008

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority SC 518</p> <p>65 P.S. Sec. 67.901</p> <p>3. Definitions</p>	<p style="text-align: center;">800. RECORDS MANAGEMENT</p> <p>The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines district staff responsibilities and complies with federal and state laws and regulations.</p> <p>The Board shall retain, as a permanent record of the district, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the district for a period of not less than six (6) years.</p> <p>All other district records shall be retained in accordance with state and federal law and regulations and the district Records Management Plan approved by the Board.</p> <p>The district shall make a good faith effort to comply with all proper requests for record production.</p> <p><b>Electronic Mail (E-mail) System</b> - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.</p> <p><b>Litigation Hold</b> - a communication ordering that all records and data relating to the subject of a dispute being addressed by current or impending litigation be preserved for possible production in the litigation.</p> <p><b>Records</b> - any recorded information, regardless of form and including electronic records, that documents a transaction or activity that is created, received or retained in pursuance of law or in connection with the transaction of official business.</p> <p><b>Records Management Plan</b> - the system implemented by the district for the retention, retrieval, and disposition of all records generated by district operations.</p>
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<p>4. Delegation of Responsibility</p> <p>SC 433</p>	<p><b>Records Retention Schedule</b> - a comprehensive listing stating retention periods and proper disposition of records.</p> <p><u>Records Management Committee</u></p> <p>A committee responsible for the development and recommendation of the district's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:</p> <ol style="list-style-type: none"><li>1. Superintendent.</li><li>2. Director of Education.</li><li>3. Board Secretary.</li><li>4. District solicitor.</li><li>5. Information Technology Director or designee.</li><li>6. Business Manager.</li><li>7. Board member(s).</li><li>8. Principals.</li><li>9. Teacher Representatives.</li></ol> <p>The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.</p> <p><u>Records Coordinator</u></p> <p>In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Superintendent as the district's Records Coordinator.</p>
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<p>5. Guidelines</p> <p>65 P.S. Sec. 67.708 20 U.S.C. Sec. 1232g</p>	<p>The Records Coordinator shall be responsible to:</p> <ol style="list-style-type: none"><li>1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:<ol style="list-style-type: none"><li>a. Operation, care and handling of the equipment and software.</li><li>b. Requirements of the records retention schedule.</li><li>c. Protocols for preserving and categorizing district records.</li><li>d. Identification of what is and what is not a record.</li><li>e. Disposal of records.</li></ol></li><li>2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.</li><li>3. Identify, when the retention period expires, the specific records to be disposed of as needed.</li></ol> <p><u>Records Management Plan</u></p> <p>The district's Records Management Plan shall be the principal means for the retention, retrieval, and disposition of manual and electronic records, including e-mails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.</p> <p>The Records Management Plan shall include:</p> <ol style="list-style-type: none"><li>1. Comprehensive listing of records and data of the district.</li><li>2. Criteria to distinguish official records of the school district from the supplemental personal records of individual employees.</li><li>3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.</li><li>4. Preservation measures to protect the integrity of records and data.</li><li>5. Data map or flow chart detailing the sources, routes, and destinations of electronic records.</li></ol>
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6. Procedures and employee designated for determining whether an item is a record.
7. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
8. Records retention schedule.
9. Provisions for the storage and retrieval of records in the event of an emergency or disaster.
10. Positions authorized to access district records.
11. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:
  - a. Who can initiate a litigation hold.
  - b. How and to whom a litigation hold is communicated.
  - c. Who will determine which records are subject to the litigation hold.
  - d. Who will be responsible for collecting such records.
  - e. In what format the records will be collected.

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

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

The district shall maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

#### Manual Records

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Define the contents of the system, including record formats.
3. Identify vital records and information.
4. Determine restrictions on access and use.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Specify all technical characteristics necessary for reading or processing the records stored on the system.
3. Identify all defined inputs and outputs of the system.
4. Define the contents of the system, including records formats and database tables.
5. Identify vital records and information.
6. Determine restrictions on access and use.
7. Describe update cycles or conditions.

<p>65 P.S. Sec. 67.506</p>	<p><u>E-mail Records</u></p> <p>E-mail messages, in and of themselves, do not constitute records. Retention and disposition of e-mail messages depends on the function and content of the individual message.</p> <p>Records on an e-mail system, including messages and attachments, shall be retained and disposed of in accordance with the district's Records Management Plan.</p> <p>E-mail messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.</p> <p>It is noted that each employee is responsible to save/maintain any e-mail messages and attachments that may be needed for any foreseeable litigation, pending litigation, or any other proceedings, which would be construed a district record.</p> <p>E-mail records may be maintained as an electronic record or be printed and maintained as a manual record.</p> <p>For each e-mail considered to be a record, the following information shall be retained:</p> <ol style="list-style-type: none"><li>1. Message content.</li><li>2. Name of sender.</li><li>3. Name of recipient.</li><li>4. Date and time of transmission and/or receipt.</li></ol> <p><u>Contractors</u></p> <p>Records created or maintained by contractors employed by the Board shall be retained and disposed of in accordance with the Records Management Plan.</p>
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References:

School Code – 24 P.S. Sec. 433, 518

Right-To-Know Law – 65 P.S. Sec. 67.101 et seq.

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

Federal Rules of Civil Procedure – 16, 26, 34, 37, 45

Board Policy – 004, 006, 105.2, 114, 138, 203, 203.1, 209, 212, 216, 216.1, 233,  
314, 324, 326, 334, 414, 424, 426, 434, 514, 524, 526, 534, 601, 609, 610, 618,  
618.1, 619, 702, 706, 716, 801, 810, 810.1, 830, 912



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: PUBLIC RECORDS

ADOPTED: August 17, 2000

REVISED: October 14, 2008

<p>1. Purpose</p> <p>2. Definitions 65 P.S. Sec. 67.102</p>	<p style="text-align: center;">801. PUBLIC RECORDS</p> <p>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 to access and procure copies of public records, with certain exceptions, subject to law, Board policy and administrative regulations.</p> <p><b>Financial record</b> - any account, voucher or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.</p> <p><b>Public record</b> - a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.</p> <p><b>Record</b> - information, regardless of physical form or characteristics, that documents a district transaction or activity and is created, received or retained pursuant to law or in connection with a district transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.</p> <p><b>Response</b> - the district's notice informing a requester of a granting of access to a record or the district's written notice to a requester granting, denying, or partially granting and partially denying access to a requested record.</p> <p><b>Requester</b> - a legal resident of the United States, or an agency, who requests access to a record.</p>
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<p>3. Authority 65 P.S. Sec. 67.302, 67.305, 67.504, 67.701</p>	<p>The Board shall make the district's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations.</p>
<p>4. Delegation of Responsibility 65 P.S. Sec. 67.502</p>	<p>The Board shall designate an Open Records Officer, who shall be responsible to:</p> <ol style="list-style-type: none"> <li>1. Receive written requests for access to records submitted to the district.</li> <li>2. Review and respond to written requests in accordance with law, Board policy and administrative regulations.</li> <li>3. Direct requests to other appropriate individuals in the district or in another agency.</li> <li>4. Track the district's progress in responding to requests.</li> <li>5. Issue interim and final responses to submitted requests.</li> <li>6. Maintain a log of all record requests and their disposition.</li> <li>7. Ensure district staff are trained to perform assigned job functions relative to requests for access to records.</li> </ol>
<p>65 P.S. Sec. 67.502, 67.901, 67.1101</p>	<p>Upon receiving a request for access to a record, the Open Records Officer shall:</p> <ol style="list-style-type: none"> <li>1. Note the date of receipt on the written request.</li> <li>2. Compute and note on the written request the day on which the five-day period for response will expire.</li> <li>3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.</li> <li>4. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.</li> </ol>
<p>5. Guidelines 65 P.S. Sec. 67.701</p>	<p>Requesters may access and procure copies of the public records of the district during the regular business hours of the administration offices.</p>

	<p>A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.</p>
<p>65 P.S. Sec. 67.302</p>	<p>The district shall not limit the number of records requested.</p>
<p>65 P.S. Sec. 67.705</p>	<p>When responding to a request for access, the district is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the district does not currently use.</p>
<p>42 U.S.C. Sec. 12132 28 CFR Sec. 35.160, 35.164</p>	<p>Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.</p>
<p>65 P.S. Sec. 67.504, 67.505</p>	<p>The district shall post at the administration office and on the district's web site, if the district maintains a web site, the following information:</p> <ol style="list-style-type: none"> <li>1. Contact information for the Open Records Officer.</li> <li>2. Contact information for the state's Office of Open Records or other applicable appeals officer.</li> <li>3. The form to be used to file a request, with a notation that the state Office of Open Records form may also be used if the district decides to create its own form.</li> <li>4. Board policy, administrative regulations and procedures governing requests for access to the district's public records.</li> </ol> <p><u>Request For Access</u></p>
<p>65 P.S. Sec. 67.504, 67.505, 67.703</p>	<p>A written request for access to a public record shall be submitted on the required form(s) and addressed to the Open Records Officer.</p> <p>Written requests may be submitted to the district in person, by mail, to a designated facsimile machine, and to a designated e-mail address.</p>
<p>65 P.S. Sec. 67.701, 67.703</p>	<p>Each request must include the following information:</p> <ol style="list-style-type: none"> <li>1. Identification or description of the requested record, in sufficient detail.</li> </ol>

<p>65 P.S. Sec. 67.703</p>	<p>2. Medium in which the record is requested.</p> <p>3. Name and address of the individual to receive the district's response.</p> <p>The district shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.</p>
<p>65 P.S. Sec. 67.1307</p>	<p><u>Fees</u></p> <p>Except for the duplication fee established by the state, the Board shall approve a list of reasonable fees relative to requests for public records. The district shall maintain a list of applicable fees and disseminate the list to requesters.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>No fee may be imposed for review of a record to determine whether the record is subject to access under law.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>Prior to granting access, the district may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>The Superintendent may waive duplication fees when the requester duplicates the record or the Superintendent deems it is in the public interest to do so.</p>
<p>65 P.S. Sec. 67.502, 67.702</p>	<p><u>Response To Request</u></p> <p>District employees shall be directed to immediately forward requests for access to public records to the Open Records Officer.</p>
<p>65 P.S. Sec. 67.901</p>	<p>Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the district has possession, custody or control of that record.</p>
<p>65 P.S. Sec. 67.901</p>	<p>The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.</p> <p>The initial response shall grant access to the requested record; deny access to the requested record; partially grant and partially deny access to the requested record; notify the requester of the need for an extension of time to fully respond; or request more detail from the requester to clearly identify the requested material.</p>
<p>65 P.S. Sec. 67.901</p>	<p>If the district fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.</p>

<p>65 P.S. Sec. 67.901, 67.902</p>	<p><u>Extension Of Time</u></p> <p>If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.</p> <p>Up to a thirty (30) day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date.</p> <p>A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.</p> <p><u>Granting Of Request</u></p> <p>If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include information on the regular business hours of the administration office, provide electronic access, or state where the requester may go to inspect the records or information electronically at a publically accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of \$100.00 and the medium in which the records will be provided.</p>
<p>65 P.S. Sec. 67.701</p>	<p>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. However, the district is not required to permit use of its computers.</p>
<p>65 P.S. Sec. 67.701, 67.704</p>	<p>The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the district shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the district's notice, submits a written request to have the record converted to paper, the district shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.</p>

<p>65 P.S. Sec. 67.506</p>	<p>A public record that the district does not possess but is possessed by a third party with whom the district has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the district. When the district contracts with such a third party, the district shall require the contractor to agree in writing to comply with requests for such records and to provide the district with the requested record in a timely manner to allow the district to comply with law.</p>
<p>65 P.S. Sec. 67.706</p>	<p>If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.</p>
<p>65 P.S. Sec. 67.905</p>	<p>If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the district's response, the district shall dispose of the copy and retain any fees paid to date.</p>
<p>65 P.S. Sec. 67.707</p>	<p><u>Notification To Third Parties</u></p> <p>When the district produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the district, the person that is the subject of the record, and the requester.</p>
<p>65 P.S. Sec. 67.707</p>	<p>The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative regulations.</p> <p><u>Denial Of Request</u></p>
<p>65 P.S. Sec. 67.901, 67.903</p>	<p>If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:</p> <ol style="list-style-type: none"> <li>1. Description of the record requested.</li> <li>2. Specific reasons for denial, including a citation of supporting legal authority.</li> <li>3. Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued.</li> </ol>

<p>65 P.S. Sec. 67.506</p> <p>65 P.S. Sec. 67.506</p> <p>65 P.S. Sec. 67.706, 67.903</p> <p>65 P.S. Sec. 67.1101</p>	<p>4. Date of the response.</p> <p>5. Procedure for the requester to appeal a denial of access.</p> <p>The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the district.</p> <p>The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.</p> <p>Information that is not subject to access and is redacted from a public record shall be deemed a denial.</p> <p>If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 408, 518</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Accessibility to Communications, Title 28, Code of Federal Regulations – 28 CFR Sec. 35.160, 35.164</p> <p>Board Policy – 800</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL ORGANIZATION

ADOPTED: August 17, 2000

REVISED:

	<b>802. SCHOOL ORGANIZATION</b>
1. Purpose	The Board recognizes that the district's organizational structure can affect both the instructional program and operation of the schools.
2. Authority	Upon the approval of the Department of Education, the Board directs that the district schools be organized as elementary schools (K-6) and a junior-senior high school (7-12).
3. Delegation of Responsibility	The Superintendent shall continually monitor the effectiveness of the district's organizational plan and recommend to the Board modifications that benefit the instructional program, effectively utilize district resources, and implement the Board's educational goals.
School Code 1310	



# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL CALENDAR

ADOPTED: August 17, 2000

REVISED: April 4, 2005

803. SCHOOL CALENDAR	
1. Purpose	The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district.
2. Authority SC 1501, 1502, 1503, 1504  SC 1501 Title 22 Sec. 4.4, 11.1	<p>The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law and regulations.</p> <p>The school calendar shall normally consist of a minimum of 180 student days.</p> <p>The Board reserves the right to alter the school calendar when it is in the best interests of the district.</p>
3. Delegation of Responsibility	<p>The Superintendent shall prepare annually a school calendar for Board consideration no later than March.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1501, 1502, 1503, 1504</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL DAY

ADOPTED: August 17, 2000

REVISED: April 4, 2005

<p>1. Purpose</p> <p>2. Authority Title 22 Sec. 4.4, 11.2, 11.3 SC 1504</p> <p>3. Delegation of Responsibility</p> <p>Title 22 Sec. 11.25 Pol. 204</p> <p>4. Guidelines</p>	<p style="text-align: center;">804. SCHOOL DAY</p> <p>The normal school day for the instruction of district students shall be in accordance with law and Board policy.</p> <p>The Board shall establish the times for the daily sessions of district schools.</p> <p>The Superintendent may close, delay the opening, or dismiss schools early for emergency reasons and to protect the health and safety of students and staff. The Superintendent or designee shall prepare procedures for proper and timely notification of all concerned, in the event of an emergency closing.</p> <p>In all cases, the Superintendent shall inform the Board President as soon as possible.</p> <p>The Superintendent or designee shall develop guidelines that allow students to enter and leave schools under exceptional conditions so that variances with the normal school schedule may be accommodated. Such guidelines shall consider such things as inclement weather, illness, urgent reasons and other circumstances.</p> <p><u>Emergency Closing Of School</u></p> <p>After consideration and evaluation by the administrative staff regarding required action in closing school due to an emergency situation, it is recommended that:</p> <ol style="list-style-type: none"> <li>1. In the event schools must be closed because of inclement weather or its results, <b>WHEN NOT IN SESSION</b> all schools in the Redbank Valley School District shall be closed.</li> <li>2. In the event a school or schools are closed while school <b>IS IN SESSION</b>, these areas and buildings will be closed which are interrelated transportation.</li> </ol>
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3. Part or all areas may be closed due to snow, water, or other acts of nature.
4. In the event a building is closed due to failure of physical equipment such as heat, water, roof, fire, etc., only that area of the district in which the building is located, and those buildings which are dependent on some transportation equipment, will be closed.
5. Failure of the physical equipment, plant, or both, during the period of school, that is unable to be corrected to the degree that school may be conducted in that building, will result in the same action as in item 2.

References:

School Code – 24 P.S. Sec. 1504

State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.2, 11.3, 11.25

Board Policy – 204

SECTION: OPERATIONS

TITLE: EMERGENCY PREPAREDNESS

ADOPTED: September 18, 2000

REVISED: August 29, 2011

# REDBANK VALLEY SCHOOL DISTRICT

805. EMERGENCY PREPAREDNESS	
<p>1. Purpose</p>	<p>The Board recognizes its responsibility to safeguard the health and welfare of district students and employees. Therefore, the Board shall provide the facilities, equipment and training necessary to minimize the effects of all hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics. Advance planning and comprehensive implementation are key components in ensuring the protection of the school community.</p>
<p>2. Authority 35 Pa. C.S.A. Sec. 7701</p>	<p>The district, in cooperation with the local Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.</p> <p>The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.</p>
<p>SC 1517, 1518 35 Pa. C.S.A. Sec. 7701</p>	<p>The Board shall ensure that emergency and evacuation drills are conducted at intervals required by state law.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, staff, community agencies and first responders, during the development and implementation of the emergency preparedness plan.</p> <p>The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.</p>
<p>4. Guidelines SC 1302.1-A 35 Pa. C.S.A. Sec. 7701</p>	<p>The emergency preparedness plan shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the Emergency Management Agency and each local police department with jurisdiction over the school property. The emergency preparedness plan shall be communicated to students, parents/guardians, the community and other relevant stakeholders.</p>

<p>SC 1303-A Pol. 909</p>	<p><u>Memorandum Of Understanding</u></p> <p>As required by state law and regulation and as an essential element of the emergency preparedness plan, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over district property. The memorandum of understanding shall be signed by the Superintendent, police chief and each building principal.</p>
<p>SC 1303-A Pol. 218, 218.1, 218.2, 222, 227</p>	<p>The memorandum of understanding shall comply with state law and regulations and set forth procedures to be followed regarding incidents that include, but are not limited to, acts of violence, weapons, terroristic threats, controlled substances, alcohol and tobacco.</p>
<p>SC 1303-A</p>	<p>The memorandum of understanding may specify other matters related to crime prevention mutually agreed upon by the Superintendent and the local police department who has jurisdiction over the school property.</p>
<p>SC 1303-A</p>	<p>Every two (2) years, the memorandum of understanding shall be updated by the Superintendent, re-executed with the appropriate police department, and filed with the Office of Safe Schools.</p>
<p>35 Pa. C.S.A. Sec. 7701</p>	<p><u>Continuity Of Student Learning/Core Operations</u></p> <p>In the event of an emergency, local, county or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county or state officials may also utilize district-owned buses and other transportation vehicles.</p> <p>The district shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences. Such alternatives may include:</p> <ol style="list-style-type: none"> <li>1. Web-based district instruction.</li> <li>2. Telephone trees.</li> <li>3. Mailed lessons and assignments.</li> </ol> <p>The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency preparedness plan.</p>

<p>35 Pa. C.S.A. Sec. 7701</p> <p>SC 1517, 1518</p> <p>SC 1517</p>	<p><u>Education</u></p> <p>Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.</p> <p>Effective infection control and prevention procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.</p> <p><u>Required Drills</u></p> <p>At least annually, all district schools shall conduct a disaster response or emergency preparedness plan drill.</p> <p>Fire drills shall be conducted at least once a month during the school year.</p> <p>Bus evacuation drills shall be conducted twice a year, in accordance with law.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A, 1303-A, 1517, 1518</p> <p>Disaster Prevention – 35 Pa. C.S.A. Sec. 7701</p> <p>Board Policy – 218, 218.1, 218.2, 222, 227, 810, 909</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CHILD/STUDENT ABUSE

ADOPTED: September 18, 2000

REVISED: May 18, 2007

806. CHILD/STUDENT ABUSE	
<p>1. Authority 18 Pa. C.S.A. Sec. 4304 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>The Board adopts this policy to affirm district employees' obligation to assist in identifying possible child abuse as well as victimization of students by other school employees, and to establish procedures for reporting such in compliance with law.</p>
<p>2. Definitions</p> <p>23 Pa. C.S.A. Sec. 6351</p> <p>23 Pa. C.S.A. Sec. 6303</p> <p>23 Pa. C.S.A. Sec. 6303</p>	<p>The following definitions are for purposes of this policy.</p> <p><b>Administrator</b> - the person responsible for the administration of a district school. The term includes a person responsible for employment decisions in a school and an independent contractor. The principal of the school where the abused student is enrolled will serve as the administrator under this policy.</p> <p><b>Applicant</b> - an individual who applies for a position as a school employee. The term includes an individual who transfers from one classification of employment to another classification of employment within the school district.</p> <p><b>Child Abuse</b> - means any of the following:</p> <ol style="list-style-type: none"> <li>1. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen (18) years of age.</li> <li>2. Any act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.</li> <li>3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.</li> </ol>

	<p>4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.</p> <p>No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.</p> <p><b>Perpetrator</b> - a person who has committed child abuse and is a parent/guardian of a child, a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent/guardian. The term does not include a person who is employed by or provides services or programs in district schools.</p> <p><b>School Employee</b> - an individual employed in a district school. The term includes an independent contractor and employees. The term excludes an individual who has no direct contact with students.</p> <p><b>Serious Bodily Injury</b> - bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.</p> <p><b>Serious Mental Injury</b> - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:</p> <ol style="list-style-type: none"> <li>1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.</li> <li>2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.</li> </ol> <p><b>Serious Physical Injury</b> - an injury that causes a child severe pain, or significantly impairs a child's physical functioning, either temporarily or permanently.</p> <p><b>Sexual Abuse or Exploitation</b> – includes any of the following: the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in any sexually explicit conduct or simulation of sexually explicit conduct for the purpose of producing visual depiction, including photographing, videotaping, computer depicting and filming of any sexually explicit</p>
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<p>23 Pa. C.S.A. Sec. 6303</p>	<p>conduct; or any of the following offenses committed against a child: rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, sexual abuse or sexual exploitation.</p> <p><b>Student</b> - an individual enrolled in a district school under eighteen (18) years of age.</p>
<p>3. Delegation of Responsibility 23 Pa. C.S.A. Sec. 6301 et seq Pol. 302, 303, 404, 405, 406, 504, 505</p>	<p>In accordance with Board policy, the Superintendent shall require each applicant for employment, including each covered employee being transferred, to submit an official child abuse clearance statement issued within the preceding year, except for those exempted by law.</p>
<p>4. Guidelines</p>	<p style="text-align: center;"><b>CHILD ABUSE BY PERPETRATOR</b></p>
<p>23 Pa. C.S.A. Sec. 6311, 6313</p>	<p><u>Duty To Report</u></p> <p>School employees who in the course of employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of district employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.</p>
<p>23 Pa. C.S.A. Sec. 6311 42 Pa. C.S.A. Sec. 5945</p>	<p>Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report.</p>
<p>23 Pa. C.S.A. Sec. 6311</p>	<p>School employees required to report suspected child abuse shall include but are not limited to a school administrator, school teacher, and/or school nurse.</p>
<p>23 Pa. C.S.A. Sec. 6318</p>	<p>Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.</p>
<p>18 Pa. C.S.A. Sec. 4304</p>	<p>A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree.</p>

<p>23 Pa. C.S.A. Sec. 6319</p>	<p>A school employee or official required to report suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.</p>
	<p><u>Reporting Procedures</u></p>
	<p>School employees who suspect child abuse shall immediately notify the school principal. Upon notification, the principal shall report the suspected child abuse.</p>
<p>23 Pa. C.S.A. Sec. 6313</p>	<p>Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty-eight (48) hours after the oral report.</p>
	<p><u>Investigation</u></p>
<p>23 Pa. C.S.A. Sec. 6346</p>	<p>School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.</p>
<p>23 Pa. C.S.A. Sec. 6314</p>	<p>The school official required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child.</p>
<p><b>STUDENT ABUSE BY SCHOOL EMPLOYEE</b></p>	
	<p><u>Duty To Report</u></p>
<p>23 Pa. C.S.A. Sec. 6352</p>	<p>A school employee shall immediately contact the principal when the school employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.</p>
<p>23 Pa. C.S.A. Sec. 6352</p>	<p>If the accused school employee is the principal, the school employee shall immediately report to law enforcement officials and the district attorney.</p>
<p>23 Pa. C.S.A. Sec. 6353</p>	<p>The principal who receives a report from a school employee or who has independent cause to suspect injury or abuse shall immediately report to law enforcement officials and the appropriate district attorney. The principal shall exercise no discretion but has an absolute duty to report when receiving notice from a school employee.</p>

<p>23 Pa. C.S.A. Sec. 6352, 6353</p>	<p>A school employee or principal who refers a student abuse report shall be immune from civil and criminal liability arising out of the report.</p>
<p>23 Pa. C.S.A. Sec. 6352</p>	<p>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.</p>
<p>23 Pa. C.S.A. Sec. 6353</p>	<p>An administrator who willfully fails to report immediately to law enforcement officials and the appropriate 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 misdemeanor of the third degree.</p>
<p>23 Pa. C.S.A. Sec. 6353</p>	<p><u>Reporting Procedures</u></p> <p>The principal's report to law enforcement officials and the district attorney shall include: name, age, address, and school of the student; name and address of the student's parent/guardian; name and address of the principal; name, work, and home address of the school employee; nature of the alleged offense; and any specific comments or observations directly related to the alleged incident and the individuals involved.</p>
<p>23 Pa. C.S.A. Sec. 6352</p>	<p>The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.</p>
<p>23 Pa. C.S.A. Sec. 6353.1</p>	<p><u>Investigation</u></p> <p>Upon receipt of a report of suspected student abuse, an investigation shall be conducted by law enforcement officials, in cooperation with the district attorney.</p>
<p>23 Pa. C.S.A. Sec. 6353.1</p>	<p>If law enforcement officials have reasonable cause to suspect, on the basis of initial review, that there is evidence of serious bodily injury, sexual abuse or sexual exploitation committed by a school employee against a student, the officials shall notify the county agency in the county where the alleged abuse or injury occurred for the purpose of the agency conducting an investigation.</p>
<p>23 Pa. C.S.A. Sec. 6346</p>	<p>School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected student abuse, including permitting authorized personnel to interview a student while in attendance at school.</p>
<p>23 Pa. C.S.A. Sec. 6353.1</p>	<p>Law enforcement officials and the county agency shall coordinate their respective investigations. They shall conduct joint interviews with students, but law enforcement officials shall interview school employees prior to the county agency.</p>

The principal has an independent duty to report to the Superintendent or designee that an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of the report or its content shall not limit the principal's responsibility to use the information received to initiate and conduct an independent school investigation into the allegations. The independent school investigation shall be conducted in cooperation with the county agency and law enforcement officials, and shall be for the purpose of ascertaining appropriate employee discipline and taking action necessary to curtail wrongdoing.

References:

Endangering Welfare of Children – 18 Pa. C.S.A. Sec. 4304

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

Confidential Communications to School Personnel – 42 Pa. C.S.A. Sec. 5945

PA Statutes, Title 42, Judiciary and Judicial Procedure – 42 Pa. C.S.A.  
Sec. 9795.1, 9795.4, 9798.1

Board Policy – 302, 303, 404, 405, 406, 504, 505

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: OPENING EXERCISES/  
FLAG DISPLAYS

ADOPTED: September 18, 2000

REVISED: May 18, 2007

807. OPENING EXERCISES/FLAG DISPLAYS	
1. Purpose	The Board adopts this policy to ensure that all district schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.
2. Authority SC 771	A United States flag shall be displayed in classrooms and on or near each school building during school hours, in clement weather and at other times determined by the Board.
SC 771	District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.
SC 771 Title 22 Sec. 12.10	Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.
SC 1516.1	The Board may direct professional employees to conduct a brief period of silent prayer or meditation as part of daily opening exercises. Silent prayer or meditation shall not be conducted as a religious service or exercise.
	References:  School Code – 24 P.S. Sec. 771, 1516.1  State Board of Education Regulations – 22 PA Code Sec. 12.10

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: September 18, 2000

REVISED: April 26, 2010

808. FOOD SERVICES	
1. Purpose	The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.
2. Authority SC 504, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773	The Board shall provide food service for school breakfasts and school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs.
SC 504	A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.
SC 504	Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The charge to the student must be set at a level so that the charge to the student, plus any local, state, and federal reimbursement, does not exceed the cost of operation.
3. Delegation of Responsibility	Operation and supervision of the food services program shall be the responsibility of the Food Services Director.
SC 504, 1337	Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the auditor.
35 P.S. Sec. 655.12a 42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13	The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.



<p>42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13, 220.7</p>	<p><u>School Food Safety Inspections</u></p> <p>The district shall obtain two (2) safety inspections per year in accordance with all local, state, and federal laws and regulations.</p> <p>The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p>
<p>42 U.S.C. Sec. 1758(h) 7 CFR Part 210, Part 220</p>	<p><u>School Food Safety Program</u></p> <p>The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.</p>
<p>7 CFR Sec. 210.9, 210.13, 220.7</p>	<p>The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and local laws and regulations and federal food safety requirements.</p>
	<p><u>School Meal Accounts</u></p> <p>Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:</p> <ol style="list-style-type: none"><li>1. Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.</li><li>2. Method in which students and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.</li><li>3. Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.</li></ol>
	<p>Students and parents/guardians shall be notified annually concerning the contents of this policy and district procedures.</p>



References:

School Code – 24 P.S. Sec. 504, 1335, 1337

Public Eating Places – 35 P.S. Sec. 655.12a

Child Nutrition and WIC Reauthorization Act of 2004 – 42 U.S.C. Sec. 1751 notes

School Lunch and Breakfast Programs – 42 U.S.C. Sec. 1751 et seq., 1773

National Food Service Programs, Title 7, Code of Federal Regulations –  
7 CFR Part 210, Part 220, Part 245

Board Policy – 000, 103, 103.1, 246, 808.1

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FREE/REDUCED-PRICE MEALS  
AND FREE MILK

ADOPTED: April 26, 2010

REVISED:

<ol style="list-style-type: none"> <li>1. Authority 42 U.S.C. Sec. 1758 7 CFR Part 245</li> <li>2. Definition 7 CFR Sec. 210.2</li> <li>3. Delegation of Responsibility</li> </ol>	<p style="text-align: center;">808.1. FREE/REDUCED-PRICE MEALS AND FREE MILK</p> <p>The Board shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.</p> <p><b>Point of service</b> - the point in the food service operation where a determination can accurately be made that a reimbursable free, reduced-price or paid lunch has been served to any eligible student.</p> <p>The Food Services Director shall review applications for free or reduced-price meals and/or free milk and make determinations of eligibility.</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program. Administrative regulations should include the following:</p> <ol style="list-style-type: none"> <li>1. Application procedures, including procedures for approval, denial and verification of applications.</li> <li>2. An appeals process for parents/guardians to appeal a district's decision regarding eligibility.</li> <li>3. Method of retaining records required by this policy.</li> <li>4. Procedures for disclosure of information, including what information can be disclosed with or without consent from the parent/guardian.</li> <li>5. Procedures for compliance with nondiscrimination practices as well as procedures for receiving and processing discrimination complaints.</li> </ol>
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<p>4. Guidelines</p> <p>42 U.S.C. Sec. 1758 7 CFR Sec. 245.5</p> <p>42 U.S.C. Sec. 1758</p> <p>42 U.S.C. Sec. 1758</p> <p>7 CFR Sec. 245.7</p> <p>42 U.S.C. Sec. 1758</p>	<p>6. Procedures for collecting money from students or parents/guardians eligible for reduced-price meals because of an outstanding balance in the student's account.</p> <p>7. Method by which the district will keep an accurate count of meals served in each building.</p> <p><u>General Requirements</u></p> <p>The district shall publish and disseminate information about free and reduced-price meals and/or free milk and the income eligibility guidelines on or before the first day of school by sending a letter to parents/guardians and issuing a public media release to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.</p> <p><u>Application Procedures</u></p> <p>The district shall provide all parents/guardians with program application forms on or before the first day of school, upon enrollment, or whenever there is a change in eligibility criteria.</p> <p>The district shall approve, deny and verify applications in accordance with state and federal laws and regulations.</p> <p>The district shall inform parents/guardians of their eligibility status.</p> <p><u>Confidentiality/Disclosure Of Eligibility</u></p> <p>The district shall only release a student's name, eligibility status, and other information provided on the application, or obtained through direct certification or verification, if disclosure of such information is specifically authorized by law.</p> <p><u>Appeals</u></p> <p>The district shall establish an appeals process under which a parent/guardian may appeal a decision regarding his/her initial application for benefits, or any subsequent reduction or termination of benefits.</p> <p><u>Meal Pricing</u></p> <p>The district shall set reduced-price charges for lunch and breakfast at or below the maximum reduced price allowed by federal regulations and below the full price of lunch or breakfast.</p>
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<p>7 CFR Sec. 210.10 Pol. 103.1</p>	<p>The district shall make meal substitutions at no extra charge to eligible students who require such modifications because of a disability.</p>
<p>7 CFR Sec. 210.7</p>	<p><u>Counting/Claiming</u></p> <p>The district shall be responsible for the establishment and maintenance of the free and reduced-price meals eligibility roster.</p> <p>The district shall implement an approved counting system that provides an accurate count at the point of service of free, reduced-price and paid meals in each building.</p> <p>The district shall claim reimbursement only for reimbursable meals served to eligible students.</p>
<p>SC 1337 7 CFR Sec. 210.9, 210.20, 245.6a Pol. 800</p>	<p><u>Records Retention</u></p> <p>The district shall retain all free and reduced-price meal applications for a minimum of three (3) and not in excess of five (5) years after the final claim is submitted for the fiscal year to which they pertain. If a federal audit is being conducted, records must be kept until the audit is completed.</p>
<p>SC 1337 7 CFR Sec. 210.9, 210.10, 210.20</p>	<p>The district shall retain production and menu records for the meals they produce for a minimum of three (3) and not in excess of five (5) years.</p>
<p>42 U.S.C. Sec. 1758 7 CFR Sec. 245.8 Pol. 103, 103.1</p>	<p><u>Nondiscrimination</u></p> <p>The district shall ensure that, in the operation of the free and reduced-price meals and/or free milk programs, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.</p> <p>The district shall treat students who receive free or reduced-price meals and/or free milk in the same manner as those students who pay full price for their meals.</p> <p>The district shall take such actions as are necessary to ensure that the names of students eligible to receive free or reduced-price meals and/or milk shall not be published, posted, or announced in any manner and there shall be no overt identification by the use of special tokens or tickets or any other means.</p>

References:

School Code – 24 P.S. Sec. 1335, 1337

School Lunch and Breakfast Programs – 42 U.S.C. Sec. 1758

National Food Service Programs, Title 7, Code of Federal Regulations –  
7 CFR Part 210, Part 215, Part 220, Part 245

Board Policy – 000, 103, 103.1, 800, 808

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: March 6, 2000

REVISED: March 20, 2009

810. TRANSPORTATION	
1. Purpose	Transportation for students shall be provided in accordance with law and Board policy.
2. Authority SC 1361, 1362 Title 22 Sec. 23.1, 23.2, 23.4	The Board shall purchase, equip, and maintain vehicles and/or contract for school bus services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.
SC 1362 Title 67 Sec. 447.1 et seq	The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.
SC 1374 Title 22 Sec. 23.3 Pol. 103	The Board shall transport handicapped students without regard to distance or hazardous walking conditions.
SC 1361	The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law.
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.  Drivers of vehicles transporting students shall not use tobacco products while operating the vehicles for school purposes.
35 P.S. Sec. 4601 et seq	The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.

	<p>The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where passengers load and unload.</p>
<p>Title 67 Sec. 212.101</p>	<p>The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.</p>
<p>3. Delegation of Responsibility</p>	<p>The school bus driver shall be responsible for the discipline of students while they are being transported.</p> <p>Adults are not permitted to ride or board student buses, except those assigned by administrators or approved as chaperones through Board or administrator approval.</p>
<p>Title 22 Sec. 23.4</p>	<p>The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.</p>
	<p>The Superintendent or designee shall be responsible to:</p>
<p>Title 22 Sec. 23.4</p>	<p>1. Prepare a district map or schedule indicating each bus stop and bus route.</p>
<p>Title 22 Sec. 23.1, 23.4</p>	<p>2. Maintain records and make required reports regarding school transportation.</p>
<p>Title 22 Sec. 23.4</p>	<p>3. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.</p>
	<p><u>Reports Of Employee Crimes/Child Abuse</u></p> <p>District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:</p>
<p>SC 111</p>	<p>1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.</p> <p>2. Were charged with a crime deemed serious under the criteria established by law.</p>

<p>Pol. 504</p> <p>Pol. 517</p>	<p>3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.</p> <p>This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers.</p> <p>The district and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination.</p> <p>If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1331, 1361, 1362, 1365, 1366, 1374, 2541, 2542</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 15.1 et seq., 23.1, 23.2, 23.3, 23.4, 23.6</p> <p>State Department of Transportation Regulations – 67 PA Code Sec. 212.101, 447.1 et seq.</p> <p>Diesel-Powered Motor Vehicle Idling Act – 35 P.S. Sec. 4601 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Transportation of Individuals with Disabilities, Title 49, Code of Federal Regulations – 49 CFR Part 37, Part 38</p> <p>Board Policy – 103, 504, 517</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: DRUG/ALCOHOL TESTING-  
COVERED DRIVERS

ADOPTED: May 3, 1999

REVISED:

810.1. DRUG/ALCOHOL TESTING - COVERED DRIVERS	
1. Purpose	The Board recognizes that the use and abuse of drugs and alcohol is a serious problem that may be present in the workplace. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.
2. Definition	<p>A <b>covered driver</b> shall mean any district employee who drives or operates a motor vehicle with a gross vehicle weight rating of 26,001 or more pounds or is 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.</p> <p>The phrase includes drivers and mechanics who operate such vehicles, including full-time, 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.</p>
3. Authority SC 510 49 CFR Sec. 382.305	<p>In accordance with its authority and responsibility, the Board adopts this policy to comply with federal regulatory mandates and to establish programs and practices designed to help prevent accidents and injuries resulting from misuse of drugs and alcohol by covered drivers employed by the district.</p> <p>The Board prohibits a covered driver from reporting or remaining on duty while using or possessing alcohol, having an alcohol concentration of 0.04 or greater, or within four (4) hours after using alcohol.</p>
4. Guidelines 49 CFR Sec. 382.305	The Board prohibits a covered driver from reporting or remaining on duty while using any drugs or testing positive for drugs. An exception shall be made for an employee with a physician's written instructions advising the driver that the prescribed substance will not adversely affect his/her ability to safely operate a commercial motor vehicle. Staff shall be required to undergo testing for drugs and

<p>5. Delegation of Responsibility</p>	<p>alcohol, as required by law. The district shall require covered drivers to submit to the following tests: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.</p> <p>Consistent with contractual, legal and constitutional requirements, a determination shall be made as to the appropriate disciplinary action to be imposed upon a covered driver who violates any of the prohibitions or mandates set forth in Board policy or procedures. Nothing in this policy shall limit the district's authority to impose discipline, including discharge.</p> <p>The Superintendent or designee shall develop procedures to implement this policy and the requirements of law.</p> <p>Procedures to implement this policy shall include the following components:</p> <ol style="list-style-type: none"><li>1. Contracts with a qualified medical review officer and substance abuse professional and a certified laboratory.</li><li>2. Establishment of procedures for required testing for covered drivers.</li><li>3. Maintenance of the confidentiality of all aspects of the testing process.</li><li>4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and procedures.</li><li>5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.</li><li>6. Implementation of procedures for the preparation, maintenance, retention and disclosure of records, as required by law.</li><li>7. Distribution to affected employees information and materials relevant to district policies and procedures regarding drug and alcohol testing.</li></ol>
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SECTION: OPERATIONS

TITLE: TRANSPORTATION CONTRACTORS, CONTRACTOR'S CURRENT EMPLOYEES AND ALL CONTRACTED SERVICE PROVIDERS

# REDBANK VALLEY SCHOOL DISTRICT

ADOPTED: September 30, 2005

REVISED:

<p>1. Delegation of Responsibility</p> <p>SC 111</p> <p>2. Guidelines</p>	<p style="text-align: center;">810.2. TRANSPORTATION CONTRACTORS, CONTRACTOR'S CURRENT EMPLOYEES AND ALL CONTRACTED SERVICE PROVIDERS</p> <p>It shall be the responsibility of the district's transportation contract carriers, their employees, and all contracted service providers to inform the district in writing any time they or their employees:</p> <ol style="list-style-type: none"> <li>1. Have been charged with a recent (within two (2) weeks) criminal offense that would bar their employment as a bus driver or contracted service provider.</li> <li>2. Were charged with a crime deemed serious under Pennsylvania School Code 24 PS 1-111, background checks of prospective employees; conviction of employees of certain offenses.</li> <li>3. Have been charged or convicted of crimes that, even though not barred by state law, affect their suitability to have direct contact with children.</li> </ol> <p>This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the contract carriers.</p> <p>The contract carriers shall have procedures in place to ensure that they are notified by their employees when the employees are charged with crimes. The procedures shall also include the provision that the failure on the part of the employee to make such a timely (within two (2) weeks) notification shall subject them to disciplinary action, which could include termination.</p> <p>If any employees have been charged as stated in this policy, the transportation contractor or contract service provider shall, in its written notification, include the name of the employee, the nature of the offense and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students or to be in contact with students.</p>
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No. 810-AR-1

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

#### BUS DISCIPLINE

The following rules and regulations apply to all students riding school buses to and from school. These rules and regulations are established to assist the drivers in assuring that all students are afforded the safest possible ride to and from school. The school bus driver is responsible for the enforcement of the regulations. Poor behavior on the bus can endanger the lives and safety of all passengers on the bus, and will not be tolerated.

1. Students being transported are under the authority of the bus driver. Drivers may assign seats at their discretion.
2. Students shall stay in their seats and keep hands and feet to themselves.
3. Students must have permission from their parents (a note) and the school to ride another bus, or to leave the bus at other than the regular stop.
4. Students shall converse in normal tones; shouting, screaming and profane language is prohibited.
5. Arms, and/or other parts of the body are not to be extended out of bus windows.
6. Nothing will be thrown on the bus or out of windows.

Automatic suspension of bus privileges will result for the following infractions:

1. Use of tobacco products or creating a fire hazard.
2. Fighting or hitting.

3. Possession of use of alcohol or drugs.
4. Interference with the safe operation of the bus.
5. Insubordination/defiance toward the driver.
6. Vandalism.
7. The second driver referral.
8. Any other serious or major violation of the Student Discipline Code.

When rule violations occur, a written conduct report, completed by the driver, will be given to the proper building principal. The principal will attempt to resolve minor problems with the student and will notify the parent of the problem. If possible, the driver will be present at the student or parent conference.

The following basic guidelines will be used for the suspension of bus riding privileges:

**First Suspension** - 5 school days (student present in school for five (5) days)

**Second Suspension** - One (1) month (twenty (20) school days - student present in school for 20 days)

**Third Suspension** - Remainder of the school year

In the case of severe or flagrant violations of these rules the disciplinary action could exceed these guidelines (to be determined by the administration).

No. 810-AR-2

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

FIELD TRIPS

The Redbank Valley School District will attempt to dispense transportation equally among all bus contractors.

Mileage Rate:Redbank Valley School District will pay \$1.30 per mile (from school and return only) for all extracurricular trips.

Van mileage     \$.80 per mile with driver  
                      \$.70 per mile without driver

Layover Time:After a period of four (4) hours, from the time of arrival at the destination point, Redbank Valley School District will pay \$4.00 per hour thereafter for layover.

Short Trip Rate:Redbank Valley School District will pay a minimum of \$20.00 per activity for short trips.

A mileage chart will be developed by the Activities Coordinator, principal and a bus contractor.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: BONDING

ADOPTED: September 18, 2000

REVISED:

811. BONDING													
1. Purpose	<p>Prudent trusteeship of district resources dictates that employees responsible for the safekeeping of district funds be bonded.</p> <p>Enumeration and valuation on such bonds shall be determined annually.</p>												
2. Authority SC 431,409, 436, 684	<p>The Board directs that the district shall be indemnified against loss of money by bonding of each employee required to be bonded by policy or by statute. The Board shall bear the cost of bonds for designated employees.</p>												
3. Guidelines  SC 436, 431	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Title of Employee</th> <th style="text-align: right;">Amount of Bond</th> </tr> </thead> <tbody> <tr> <td>Treasurer</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td>Secretary</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td>Cafeteria Manager</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td>Activities Secretary</td> <td style="text-align: right;">\$10,000</td> </tr> <tr> <td>Athletic Director</td> <td style="text-align: right;">\$10,000</td> </tr> </tbody> </table> <p>All other designated employees shall be covered under a blanket bond.</p>	Title of Employee	Amount of Bond	Treasurer	\$10,000	Secretary	\$10,000	Cafeteria Manager	\$10,000	Activities Secretary	\$10,000	Athletic Director	\$10,000
Title of Employee	Amount of Bond												
Treasurer	\$10,000												
Secretary	\$10,000												
Cafeteria Manager	\$10,000												
Activities Secretary	\$10,000												
Athletic Director	\$10,000												
SC 511 (d) Pol. 618	<p>The treasurer or fund custodian for any student organization shall be bonded.</p> <p>Bonds shall be commensurate with the financial responsibility of the position.</p>												
School Code 409, 431, 436, 511, 684, 2122													

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: PROPERTY INSURANCE

ADOPTED: September 18, 2000

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 774</p> <p>School Code 774</p>	<p style="text-align: center;">812. PROPERTY INSURANCE</p> <p>The Board recognizes its responsibility under law to insure the real and personal property of this school district.</p> <p>The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests in its buildings and properties. Such coverage shall ensure for actual cost value and or replacement cost.</p> <p>In placing insurance the Board shall be guided by the service of an insurance agent.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: OTHER INSURANCE

ADOPTED: September 18, 2000

REVISED:

813. OTHER INSURANCE	
1. Purpose	Proper school district operation requires that adequate, basic insurance programs be provided for the protection of the district and its employees.
2. Authority	The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests. Such coverage shall be in accordance with established guidelines.  In placing insurance the Board shall be guided by the service of an insurance agent.
3. Guidelines	Liability Insurance for the district shall include coverage for liability as a result of general liability and errors and omission of Board members and administrators.  Health care and life insurance and shall include coverage for regularly employed eligible staff members in accordance with terms of a collective bargaining agreement or memo of understanding.  <u>COBRA</u>  In the event of a qualifying event to the employee, the employer has thirty (30) days to notify the plan administrator of the termination, reduction in hours, or death of the employee. This terminates his/her insurance under the plan.  The administrator, has fourteen (14) days to notify the employee of the right to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).  In the event of a qualifying event to a dependent, the employer has fourteen (14) days to notify the dependent of his/her rights to continue coverage after s/he is advised by the employee or dependent that the event has occurred.

813. OTHER INSURANCE - Pg. 2

	<u>Qualifying Event</u>	<u>Duration of Continuance of Coverage</u>
	Termination of employment (except for gross misconduct)	Up to 18 months
	Reduction of the employee's hours which results in loss of coverage	Up to 18 months
	Death of an employee	Up to 36 months
	Divorce	Up to 36 months
	Loss of dependent coverage because employee becomes entitled to Medicare benefits	Up to 36 months
	Dependent child no longer meets definition of an eligible dependent	Up to 36 months
	Terminated employees are responsible for the gross rate of premiums charged, with an additional two percent (2%) charged for additional corporate administrative cost.	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: COPYRIGHT MATERIAL

ADOPTED: September 18, 2000

REVISED:

<p>1. Authority P.L.94-553 Sec. 107</p> <p>2. Definition</p>	<p style="text-align: center;">814. COPYRIGHT MATERIAL</p> <p>The Board emphasizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. The Board attests that severe penalties are provided for unauthorized copying of audio, visual, software or printed materials unless the copying falls within the bounds of the "fair use" doctrine.</p> <p>Under the <b>fair use doctrine</b>, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product falls within the bounds of fair use, four (4) standards must be met:</p> <ol style="list-style-type: none"><li>1. <b>THE PURPOSE AND CHARACTER OF THE USE.</b> The use must be for such purposes as teaching or scholarship and must be nonprofit.</li><li>2. <b>THE NATURE OF THE COPYRIGHTED WORK.</b> Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.</li><li>3. <b>THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.</b> Copying the whole of a work cannot be considered fair use; copying a small portion may be if stated guidelines are followed.</li><li>4. <b>THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.</b> If resulting economic to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.</li></ol>
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<p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p>Staff may make copies of copyrighted school district materials that fall within stated guidelines. Where there is reason to believe the material to be copied does not fall within guidelines, prior permission shall be obtained from the principal. Staff members who fail to follow this policy may be held personally liable for copyright infringement.</p> <p><u>Permitted Copies</u></p> <p>1. Multiple copies, not exceeding more than one per student, may be made for classroom use or discussion if the copying meets the tests of brevity, spontaneity and cumulative effect. Each copy must include a notice of copyright.</p> <p>A library or archive may reproduce one copy or recording of a copyrighted work and distribute it if:</p> <ol style="list-style-type: none"> <li>1. Reproduction or distribution is made without any purpose of direct or indirect commercial advantage.</li> <li>2. Collection of the library or archives is open to the public or is available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field.</li> <li>3. Reproduction or distribution of a work includes a notice of copyright.</li> </ol> <p>Copies of materials for face-to-face teaching activities involving performances or displays made by students or instructors, religious services, live performances without commercial advantage, and the use of instructional broadcasts are permitted.</p> <p><u>Prohibited Copies</u></p> <ol style="list-style-type: none"> <li>1. The law prohibits using copies to replace or substitute for anthologies, consumable works or compilations or collective works. <b>Consumable</b> works include: workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals; nor can they repeatedly copy the same item from term to term. Copying cannot be directed by a "higher authority"; and students cannot be charged more than actual cost of photocopying.</li> </ol> <p>Schools must be licensed to play copyrighted music where the performer is paid or admission is charged, even if the admission is used to cover refreshment costs.</p> <ol style="list-style-type: none"> <li>2. Juke boxes must be licensed, and a certificate of license must be displayed on each machine.</li> </ol>
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Off-air Recordings

Broadcast programs may be recorded off-air simultaneously with broadcast transmission and retained by the district for a period not to exceed forty-five (45) consecutive calendar days after the date of recording. After this period of time, all recordings must be erased or destroyed immediately.

Program recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period.

After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for evaluation purposes by the teacher.

Off-air recordings may be made only at the request of and use by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

Off-air recordings need not be used in their entirety; but they may not be altered from their original content and may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. Such recording must include the copyright notice on the broadcast program as recorded.

Videotapes/ Optical Discs/ Distance Learning/ Audio-Visual Delivery Devices

A library, archive, or media center may reproduce one copy of a recording of a copyrighted work and distribute it in accordance with provisions of law.

Recorded copies of copyrighted programs owned by a staff member or another person, or a copy of a rental program are considered illegally made and may not be used for instruction purposes unless its use meets the fair-use test.

Rental videocassettes, laser discs and other optical media with the "home use only" warning label may not be used in a classroom, school assembly, or club unless specifically covered in the rental agreement.

Multimedia use of copyrighted material falls under the guidelines of the medium being used (e.g. computer, video, audio).

Distance learning is subject to copyright guidelines if copyrighted material is copied or recorded during a transmitted lesson.

Closed-circuit distribution of a copyrighted work to classrooms in a school or campus is legal, as long as the transmission is used for instructional activity and not entertainment.

Off-air taping of broadcast programs is permitted to educational institutions for programs broadcast to the general public. Pay cable TV services and satellite broadcasts available at an extra charge are not allowed without permission from the copyright owner.

Certain restrictions for taping off-air broadcasts apply:

1. A recorded program can be used only twice within the first ten (10) school days following the broadcast; the second time is only for reinforcement purposes.
2. After using the recorded broadcast as stated above, the recorded program can be used by teachers only for evaluation purposes and must be erased at the end of forty-five (45) calendar days following the broadcast.
3. No program may be taped a second time by/for a given teacher, even if rebroadcasted.
4. Satellite reception of programming is subject to the same guidelines as off-air broadcasts.

#### Computer Software

Copies of software including those downloaded via modem, other than "public domain" software, cannot be made without the permission of the vendor or copyright owner.

Illegal copies of copyrighted programs may not be made or used on school equipment.

A computer program may be legally copied only for the following reasons:

1. It is created as an essential step in the use of the computer program, such as automatic copying into memory when a program is loaded.

2. It is created as a backup or archival copy only. All backup and archival copies must be destroyed in the event the original program is erased or removed from inventory.

Backup or archival copies may not be used simultaneously with the original program.

Copying a copyrighted program from a computer hard drive to a floppy disc, for use as an additional copy, is illegal.

Booting computer software in more than one machine at a time is unclear in the law. It is prudent to refrain from this practice until the law is clarified. **Booting** is defined as the loading of a computer program into the memory of a computer.

Networking computer software is also illegal if the legal multiple user or site licenses have not been acquired from the vendor or copyright owner. **Networking** is the use of a single program in a single computer that is connected to other computers, permitting the program to be used simultaneously in more than one computer.

Reproduction of original computer software manuals is also illegal, and copying must abide by the fair use guidelines.

The district will provide expenditures for software as a budgetary item. Priority will be given to software which supports and/or is critical to curriculum or operating needs. All other software will be purchased if reasonable need is established and/or financial resources allow such purchase.

Renting or leasing original copies of software by individuals without the express permission of the copyright owner is illegal.

Federal  
Regulations  
P.L. 94-553

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF INTERNET

ADOPTED: September 18, 2000

REVISED: June 22, 2011

# REDBANK VALLEY SCHOOL DISTRICT

## 815. ACCEPTABLE USE OF INTERNET

1. Purpose

The Board supports and provides use of the Internet, electronic communications and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

2. Authority  
24 P.S.  
Sec. 4604

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network, electronic and telecommunications use provided by the district is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.



<p>24 P.S. Sec. 4604 47 U.S.C. Sec. 254</p>	<p>The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.</p>
<p>3. Delegation of Responsibility 24 P.S. Sec. 4604</p>	<p>The district shall make every effort to ensure that this resource is used responsibly by students and staff.</p> <p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.</p> <p>The building administrator shall have the authority to determine what is inappropriate use.</p>
<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p>	<p>The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.</li> <li>2. Maintaining and securing a usage log.</li> <li>3. Monitoring online activities of minors.</li> </ol>
<p>4. Guidelines</p>	<p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.</p>

<p>SC 1303.1-A Pol. 249</p>	<p><u>Prohibitions</u></p> <p>Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:</p> <ol style="list-style-type: none"><li>1. Facilitating illegal activity.</li><li>2. Commercial or for-profit purposes.</li><li>3. Nonwork or nonschool related work.</li><li>4. Product advertisement or political lobbying.</li><li>5. Bullying/Cyberbullying.</li><li>6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.</li><li>7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.</li><li>8. Access to obscene or pornographic material or child pornography.</li><li>9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.</li><li>10. Inappropriate language or profanity.</li><li>11. Transmission of material likely to be offensive or objectionable to recipients.</li><li>12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.</li><li>13. Impersonation of another user, anonymity, and pseudonyms.</li><li>14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.</li><li>15. Loading or using of unauthorized games, programs, files, or other electronic media.</li><li>16. Disruption of the work of other users.</li></ol>
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<p>24 P.S. Sec. 4604</p>	<p>17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.</p> <p>18. Quoting of personal communications in a public forum without the original author's prior consent.</p> <p><u>Security</u></p> <p>System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:</p> <ol style="list-style-type: none"><li>1. Employees and students shall not reveal their passwords to another individual.</li><li>2. Users are not to use a computer that has been logged in under another student's or employee's name.</li><li>3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.</li></ol> <p><u>Consequences For Inappropriate Use</u></p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.</p> <p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.</p> <p>Vandalism will result in cancellation of access privileges. <b>Vandalism</b> is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.</p>
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<p>17 U.S.C. Sec. 101 et seq Pol. 814</p> <p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p> <p>47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p>	<p><u>Copyright</u></p> <p>The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.</p> <p><u>Safety</u></p> <p>To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.</p> <p>Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.</p> <p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"><li>1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.</li><li>2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.</li><li>3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.</li><li>4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.</li><li>5. Restriction of minors' access to materials harmful to them.</li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A</p> <p>PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312</p>
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Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.

Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256

Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777

Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254

Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520

Board Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 348, 814

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: INTERNET WEB SITE  
CONTENT

ADOPTED: July 24, 2001

REVISED: August 7, 2006

<p>1. Authority SC 510 Pol. 815</p> <p>2. Guidelines</p>	<p style="text-align: center;">816. INTERNET WEB SITE CONTENT</p> <p>As an official district web site, all web pages must follow the standards in the following guidelines and any related district policies.</p> <p><u>Privacy</u></p> <ol style="list-style-type: none"><li>1. Students' first initial/last name, image, grade level and student work may appear on a web site only with parent/guardian permission.</li><li>2. Employee names (Mr./Mrs. Last Name), Redbank Valley School District e-mail addresses and phone extensions may be included in lists of names. No other employee information or images may be used unless posted by the person, or prior permission is given by the individual.</li><li>3. All other individuals such as volunteers, contractors, or parents/guardians may have their information included only with prior permission of the individual.</li><li>4. School District Board of Directors meetings minutes may be posted on the web site in their entirety using full names and other specific information.</li></ol> <p><u>Content</u></p> <ol style="list-style-type: none"><li>1. No commercial advertising of any type, except for school functions.</li><li>2. Schools, departments and teachers may post any school relevant information within the guidelines of all school policies.</li><li>3. Students may design web pages as a classroom or graduation project. That does NOT mean they will be accessible to the outside world unless they follow procedures and meet the standards set by this and other school policies.</li></ol>
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4. All pages must contain a way to contact the webmaster and the following or a link to a page which contains the same:

***Redbank Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, handicap or limited English proficiency in its activities, program, or employment practices as required by Title VI, Title IX and Section 504.***

Guidelines

1. Copyrights must be respected.
2. All text should be carefully proofread for spelling and grammar.
3. Links and content should be up-to-date. If using time-specific material, school pages must be updated on a regular basis.
4. Web pages must reflect and promote the image of the district and its policies/goals, and provide educational value.
5. The district reserves the right to remove and/or not to post any content from the server(s) that it deems to be legally, morally, or ethically inappropriate, or any page that is not in the best interest of the district.
6. No passwords for posting will be given to students.
7. No pages will be posted to the district web site unless they follow all district guidelines.
8. Identified breaches of this policy will be corrected or pulled as soon as possible.
9. No student pages will be posted until they are approved by the webmaster liaison who has the posting password.
10. All pages are subject to periodic review.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: VIDEO MONITORS

ADOPTED: May 4, 2009

REVISED:

817. VIDEO MONITORS	
1. Purpose	<p>The Board strives to fulfill the district’s moral responsibility to ensure the safety of its students and employees as well as protect school property and school vehicles. The Board recognizes the value of video monitoring systems as a means to deter individuals from engaging in acts of violence or vandalism on school district property.</p> <p>The purpose of this policy is to authorize the use of video monitoring systems in furtherance of the district’s efforts to protect school property and the health, safety and welfare of students and employees. When using video monitoring systems, the district must balance its need to protect persons and property with the privacy rights of students and employees.</p>
2. Definition	<p>For purpose of this policy the term <b>video monitoring systems</b> shall mean the use of fixed or portable cameras that record video images.</p>
3. Authority	<p>Balancing the right of privacy of students and staff against the district’s duty to maintain order and discipline, the Board deems it appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds.</p>
4. Guidelines	<p>The following guidelines shall govern the use of video cameras for monitoring:</p> <ol style="list-style-type: none"> <li>1. The district shall notify its students and staff that video monitoring equipment may be used on any school property or on any transportation vehicle. The district shall incorporate said notice in the student calendar and handbook.</li> <li>2. The use of video monitoring equipment on transportation vehicles shall be supervised by the district transportation supervisor. The use of video monitoring equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator.</li> </ol>



3. The use of video recordings from monitoring equipment shall be subject to other policies of the district, including policies concerning the confidentiality of student and staff records. Video recordings should only be used as an aid in the investigation of an incident and possible evidence in a disciplinary or legal proceeding, if requested for that purpose.
4. Video monitoring shall only be used to promote the order, safety and security of students, staff and property.
5. The Board shall be kept apprised by the administration as to the nature of altercations that occur and to the effectiveness of the videos.
6. The district shall post signs in conspicuous places to notify the public that video monitor equipment is used to protect school property, students and employees. The purpose of those signs is to notify the public that they do not have a legitimate expectation of privacy in their actions or communications when present in those monitoring areas.
7. The Superintendent or designee shall ensure that building principals and the transportation supervisor develop written procedures for the storage, use and dissemination of video images obtained from the district's video monitoring equipment. Those procedures shall reflect that:
  - a. No video image shall be stored or maintained in excess of fourteen (14) days, unless it is being maintained for use as evidence in a disciplinary matter, legal proceeding or as directed by the Superintendent.
  - b. Video images shall only be disseminated to determine: 1) if an individual depicted in the video image violated school rules or has knowledge of any such violation; 2) to report suspicious or criminal activity to law enforcement officials; or 3) to allow the Superintendent or designee to consult with third parties as deemed necessary.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CONTRACTED SERVICES

ADOPTED: September 18, 2000

REVISED: September 30, 2005

818. CONTRACTED SERVICES	
1. Purpose	In its effort to provide cost-effective programs, the Board may need to utilize contracted services. The Board will continue to supervise and evaluate such services to assure their effectiveness. This policy is to assist the Board in maintaining qualified and legally certified services.
2. Authority SC 111 23 Pa. C.S.A. 6301 et seq	The Board is required by law to ensure that independent contractors and their employees who have direct contact with students comply with the mandatory background check requirements for criminal history and child abuse.
3. Delegation of Responsibility	The Superintendent shall prepare procedures to assure compliance with the legal requirements for contracted services.  Failure to comply with this policy and the requirements of Act 34 of 1985 by an independent contractor shall lead to cancellation of the contract.
Pol. 610	Mandatory background check requirements will be included in all bidding specifications for contracted services.  <u>Transportation Contractors, Contractor's Current Employees And All Contracted Service Providers</u>
SC 111	It shall be the responsibility of the district's transportation contract carriers, their employees, and all contracted service providers to inform the district in writing any time they or their employees: <ol style="list-style-type: none"> <li>1. Have been charged with a recent (within two (2) weeks) criminal offense that would bar their employment as a bus driver or contracted service provider.</li> <li>2. Were charged with a crime deemed serious under Pennsylvania School Code 24 PS 1-111, background checks of prospective employees; conviction of employees of certain offenses.</li> </ol>

<p>School Code 111</p> <p>Board Policy 610</p>	<p>3. Have been charged or convicted of crimes that, even though not barred by state law, affect their suitability to have direct contact with children.</p> <p>This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the contract carriers.</p> <p>The contract carriers shall have procedures in place to ensure that they are notified by their employees when the employees are charged with crimes. The procedures shall also include the provision that the failure on the part of the employee to make such a timely (within two (2) weeks) notification shall subject them to disciplinary action, which could include termination.</p> <p>If any employees have been charged as stated in this policy, the transportation contractor or contract service provider shall, in its written notification, include the name of the employee, the nature of the offense and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students or to be in contact with students.</p>
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SECTION: OPERATIONS

TITLE: STUDENT SUICIDE  
PREVENTION

ADOPTED:

REVISED:

819. STUDENT SUICIDE PREVENTION	
1.Purpose	<p>The Redbank Valley School District recognizes its part in the total community's responsibility for responding to suicide and self-destructive behaviors of students. the Board initiates responsible leadership in establishing intervention and postvention procedures. This policy and administrative regulations will communicate the district's efforts to deal with these problems. These procedures will attempt to coordinate efforts of staff members, family and community services.</p>
2.Authority	<p>The Board directs that all school personnel and students be inserviced concerning the warning signs of childhood and adolescent depressions/suicide and the subsequent immediate response strategies. In addition, the school will have a Student Assistance Team, trained in crisis intervention skills.</p>
Pol. 207	<p>It is the district's objective that students identified as self-destructive shall receive the appropriate help as quickly as possible. The primary responsibilities of school personnel working with a depressed or suicidal student are support, parental contact, and referral. To that end, student confidentiality will be waived in life-threatening situations.</p>
3.Definitions	<p><b>Student At Risk</b> A student who has indicated by a marked change in behavior, depression, or verbal/written comment that s/he may be contemplating suicide.</p> <p><b>Prevention</b> A process which promotes mental and physical health by providing students with the information and assistance they require in order to deal successfully with complex, stressful life situations.</p> <p><b>Crisis Interventions</b> The act of providing immediate assistance in order to lessen the severity of a crisis situation. This type of intervention occurs immediately after and/or during a crisis.</p> <p><b>Postvention</b> The act of providing assistance to reduce the effects of a traumatic event, such as a completed suicide. For example, the purpose of postvention could be to help the survivors cope successfully with life after the suicide of a relative, friend or classmate.</p>

<p>4.Guidelines</p>	<p>Assessment May include psychological, psycho-social, and physiological examinations. Any costs involved are the responsibility of the student's parent(s) or legal guardian(s).</p> <p>SAP Team (Student Assistance Program) A group of professional staff members, including administrators, counselor, school nurse, teachers, as well as representatives from county "Mental Health" and "Drug and Alcohol" agencies, all of whom have received special training in dealing with the issue of suicide from the perspective of prevention, intervention, and postvention.</p> <p>There are numerous approaches to identifying students who are at risk. No one method is best for all schools. The following are suggested components and recommendations the school district may consider in developing an intervention procedure.</p> <p><u>Inservice Training</u></p> <p>All school staff should be familiar with "AT RISK" warning signs. They must know how and to whom to communicate their observations.</p> <p>The administration and the Student Assistance Team will prepare an inservice program which will address the following:</p> <ol style="list-style-type: none"><li>1. How to talk with the "at risk" student.</li><li>2. Confidentiality.</li><li>3. How to handle third party information.</li><li>4. What community agencies are available to assist.</li></ol> <p>Quality inservice training will not only address the above information, but also be geared to develop a knowledgeable, compassionate, empathetic and professional response by school staff.</p> <p><u>Student Identification</u></p> <p>Often students are the most knowledgeable about potential suicides among their peers. In order to tap this valuable source of information, it is important to reassure students that they should communicate this information to appropriate teachers, administrators or other school staff. This can be accomplished by thorough development of local brochures as well as holding student meetings to discuss the subject of suicide.</p>
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A student "drop-in" center shall also be started. This room would be staffed by a counselor or staff member specifically trained to listen and make referrals. In addition to being available to all students as a place to go for help, it could receive informal referrals from teachers, parents, or students.

Parent Identification

As with students, parents often can identify whether their child or teenager is at risk. Unfortunately, parents may not know where to go for help. The school can be a good source of information in this area. Schools should explain this issue in newspapers and newsletters. A school may also choose to discuss the issue of suicide at a special meeting for parents. Parents should have the names of specific people to contact if they have concerns and questions.

No. 819-AR

REDBANK VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS

### SUICIDE PREVENTION

These administrative regulations have been developed to enhance the effective administration of the district policy on SUICIDE PREVENTION.

The school's professional staff operates under the concept of "in loco parentis". The concept provides school personnel with certain rights and responsibilities similar to that of the parent. It permits administrators and staff to take action necessary to protect and educate each student on a day-to-day basis.

#### Responsibilities of School Personnel

All personnel of the Redbank Valley School District are to report to their administrator for a SAP team member the name of any student who is thought to be contemplating, planning, or making an overt attempt to commit suicide.

The administrator or SAP team member is to report such information to the Superintendent immediately and confirm the same to the Superintendent as soon as possible in writing relating the specific sequence of events in each case.

The SAP team will evaluate each student referred to them, determine the level of risk, and make appropriate referrals when indicated. The principal must be informed about all students who exhibit suicidal ideations. Of course any student who exhibits an immediate need for emergency service will be referred to the appropriate service by the administration or School Nurse immediately.

The primary responsibilities of school personnel working with a depressed or suicidal student are support, parental contact and referral.

The SAP team will use the indicators presented below as a guide to estimating and determining possible courses of action:

1. HIGH RISK INDICATORS are feelings of hopelessness, suicide plan, written/spoken statements expressing suicidal inclinations, history of previous attempt, chronically self-destructive lifestyle, anniversary of a loss, inability to accept help, and/or method of suicide available.



2. MEDIUM RISK INDICATOR are some threats of ending it all through explicit statements, no concrete plans, does not have a method of completing an attempt, probably lacking any support from a professional or significant others, and/or has not exhibited any radical changes in behavior.
3. LOW RISK INDICATORS are vague feelings of hopelessness, no suicide plan, no explicit written threat, support help avail able.

The following SAP team intervention procedures are intended to provide a consistent minimum standard response to students at risk.

1. HIGH RISK OR IMMINENT RISK OF SUICIDE
  - a. Keep the student under observation and do not let him/her out of view.
  - b. Immediately contact emergency ambulance service and MH/MR/D&A crisis intervention service.
  - c. Notify parents/guardian.
  - d. Insure that the student becomes involved with the MH/MR/D&A crisis intervention service.
  - e. After contact is made with the appropriate mental health service, a brief informational meeting should be held with those staff involved with the student.
2. MEDIUM RISK
  - a. Keep student in a supervised environment.
  - b. Parent must be notified.
  - c. Student and parent will be made aware of school and community assistance available in an emergency.
  - d. A referral will be made to MH/MR/D&A

for an assessment.

- e. A SAP team member must follow up to be sure that the student at risk has contacted MH/MR/D&A.
3. LOW RISK
- a. Parents will be notified.
  - b. Student and parents will be made aware of school and community assistance available in an emergency.
  - c. A referral may be made to MH/MR/D&A.
  - d. To provide a consistent means for effectively responding to suicide related situations, the cases referred to below are to serve as additional guides to action.

A staff member is made aware of a change in student behavior or performance through direct observation, by a student, parent/guardian, another staff member or community person.

IMMEDIATE ACTION - Staff member will notify principal or SAP team member and will monitor child until s/he is under the supervision of the principal or SAP team member.

INVESTIGATION-SAP team will assess the level of risk by collecting all pertinent information about the student, including but not limited to a private interview with the student.

#### REFERRAL

1. High or medium risk students - Mandatory referral to MH/MR/D&A professional for assessment.
2. Low risk students - Referral to be made at discretion of the SAP team.

#### PARENT NOTIFICATION

1. High or medium risk student - Contact parent immediately to arrange an in-school parent conference

with principal/SAP team.

#### DISPOSITION/REHABILITATION

1. High risk student - Transport to appropriate facility by emergency method. Student will be admitted back into school upon written recommendation from the mental health provider. Weekly monitoring of the student by SAP team will continue, as necessary. If parent/student does not comply with the mental health agency's recommendations after assessment, the matter will be referred for an Administrative/School Board hearing.
2. Medium risk student - Student remains in school and is monitored by the school staff and SAP team, as necessary. Assessment by mental health provider to be completed as soon as possible. If parent/student does not comply with the mental health agency's recommendations after assessment, the matter will be referred for an administrative/school board hearing.
3. Low risk student - Student remains in school and is monitored by school staff and SAP team, as necessary.

#### **PROCEDURES FOR A RESPONSE TO A STUDENT SUICIDE ATTEMPT**

In the event of a student attempting suicide DURING THE SCHOOL DAY and ON SCHOOL GROUNDS, the following procedures will be followed:

1. IMMEDIATE PROCEDURES

- a. Immediately call the nurse for first aid services.
- b. Emergency Ambulance service will be called.
- c. Notify the building administrator, s/he will:
  - Notify parent or guardian
  - Call the Superintendent
  - Notify police
- d. The building administrator, along with the school nurse, if they are available, will assess the situation and will contact the SAP team to assist.
- e. The building administrator and SAP team will strategize a plan for response to students and faculty affected by the event.
- f. The building administrator may direct staff to move student classes to another location so the situation may be handled as efficiently as possible.
- g. The student is to be taken to the appropriate medical facility. If the situation is too emergent to wait for the parents' arrival, or if the parents are unable or unwilling to take the child for evaluation, 302 Procedures (involuntary commitment) will be implemented.
- h. A complete incident report will be filed with the Superintendent.

2. FOLLOW-UP PROCEDURES

- a. The parent of a student who has made an overt suicide attempt in school will be requested to have a mental health assessment for the student. The student's readmission to school is best accomplished when a mental health facility provides written recommendation that readmission to the school setting is appropriate. Homebound

instruction will be provided in the interim if requested by the physician. The returning student should not be treated any differently than any other student who has been absent due to illness. A student needs to return, as much as possible to his/her normal routine within the school.

- b. Teachers and other school personnel should be encouraged to discuss their concerns, no matter how minimal with the SAP team.
  - c. Periodic checks should be made by the school counselor and/or the SAP team with the student's teachers, mental health counselors, and other appropriate school staff. Attendance records and academic standing reports should be reviewed periodically in order to assess and evaluate the student's overall adjustment. This monitoring should continue until the student graduates or leaves school.
  - d. Contact with the student's parents should be maintained in order to extend support, encourage parental involvement, and to report progress.
  - e. If parent/student does not comply with mental health recommendations, the matter will be referred to the school's SAP team.
3. In the event of a student attempting suicide ON A SCHOOL BUS, the following procedures will be followed:
- a. The bus driver will communicate the incident to emergency services and/or the bus contractor immediately.
  - b. If necessary, the bus contractor will contact police with the location of the bus, and dispatch emergency services. He will contact the building administrator or Superintendent to report the incident. He will dispatch another bus to retrieve the other passengers.
  - c. The building administrator will notify the Superintendent, the SAP team, parent/guardian of

involved student, and MH/MR.

- d. The building administrator will develop plans for the immediate handling of the other students on the bus who witnessed the incident. SAP team should assist.
- e. The bus driver will give an oral report to the building Administrator/Superintendent at the earliest practical time, describing the incident and the steps taken to ensure the safety and welfare of all students on the bus. A written report should follow in twenty-four (24) hours.

**PROCEDURES FOR RESPONSE TO A REPORTED STUDENT SUICIDE ATTEMPT OUT SIDE OF SCHOOL**

In the event of a student attempting suicide outside of school and off school grounds, the following procedures will be followed:

1. IMMEDIATE PROCEDURES:
  - a. The building administrator or designee will attempt to verify the validity of the report.
  - b. S/He will determine if emergency medical procedures have been initiated. If not, emergency medical services will be initiated, if necessary.
  - c. Once emergency medical services have been implemented, contact the parent/guardian if they have not yet been made aware of the situation. MH/MR should be contacted.
  - d. The building administrator or designee will notify the Superintendent and SAP team.
  - e. The building administrator or designee will complete an incident form.
  - f. The SAP team will distribute and process referral forms.
2. FOLLOW-UP PROCEDURES:

- a. If a student suicide attempt has been verified, a mental health assessment will be requested via the parent.
- b. Decisions on the types of support needed for the student to attend school prior to assessment will be made on an individual basis by the SAP team and building administrator.
- c. If parent/student does not comply with mental health recommendations, the matter will be referred to the building administrator and SAP team.
- d. Periodic checks should be made by the school counselor and/or the SAP team.
- e. Contact with the student's parents should be maintained in order to extend support, encourage parental involvement and to report progress.

#### **POSTVENTION PROCEDURES**

Despite the best intervention and early identification methods utilized by district staff, student may attempt to take his/her life or the life of another. If a suicide does occur, it is the intent of the School District to provide support for students, parents, and members of the school staff. We would hope that establishing procedures to help all individuals react in a positive fashion will serve as a deterrent to future suicides. It will also serve as a guide in the event of a student/staff death due to other causes.

##### **1. IMMEDIATE RESPONSE:**

- a. The building administrator will notify the Superintendent and SAP team.
- b. The building administrator will contact the Coroner to determine the method and cause of death.
- c. The student's death and circumstances of the death are reported to school personnel.
- d. If the suicide occurs after school, the

Building Administrator will initiate two phone chains.

- e. In-school faculty and all building staff will be called for an early morning informational meeting.
- f. SAP team will be called to organize campus crisis work.

2. DAY ONE IN SCHOOL

A faculty meeting held before school will give teacher the facts and plans they need to carry on through the day.

- 1. The Building Administrator will review the facts and involve the SAP team in the review process in order to implement the postvention process.
- 2. A policy for handling media is discussed. ALL MEDIA CONTACTS WILL BE DIRECTED TO THE SUPERINTENDENT'S OFFICE. Building administrators will discourage media personnel on school property in order to discourage contact with the general student body and faculty immediately following the crisis.
- 3. A counselor or school psychologist should describe the feelings which students may be experiencing and review supportive listening skills, procedures of the postvention SAP team, and the need for awareness of warning signs in other students. Time should be allocated for staff support and discussion. Staff members should be encouraged to seek help should they experience personal difficulties.
- 4. Teachers are encouraged to handle any expression of grief or loss in their classes to the extent that they are comfortable. All students who are distraught or express need to talk to someone are referred to the postvention SAP team. All classes should follow the routine schedule.



5. Teachers are asked to discuss the incident to dispel ru mors. Discussions should be serious, frank and supportive.
6. Acknowledgement of a student's suicide should be announced, when appropriate, by the individual classroom teacher. Announcement should express sympathy to the family and friends of the deceased. A moment of silence would be appropriate.

A letter is suggested to be sent to the parents of all students enrolled in the building regarding the recent death of a student, faculty, or staff member.

The function of the postvention SAP team:

The postvention SAP team consists of the SAP team and community Mental Health representative. It needs to be proactive in its design, responsibilities and communication.

The outline of the crisis SAP team operation is as follows:

1. Crisis SAP team members assemble before the school day begins. Members are assigned space and responsibilities for either group or individual intervention work. All grieving students must have adult supervision. All students reporting to these areas will use sign-in sheets. Two of the crisis SAP team, who know many of the school's students, are designated as "float ers" to wander around the campus and watch for withdrawn or isolated students experiencing adverse reactions.
2. Any students identified as "critically distraught" by school staff or SAP team members will be seen for individual inter view.
3. The Building Administrator will call a faculty meeting at the end of the school day to review the day's happenings and to develop further strategies, if necessary. A report by members of the SAP team will be given and critically distraught stu dents will be briefly discussed with their specific teachers. Staff are again reminded to be on the look out for any of the warning signs of depression or

suicidal behavior in other students.

4. At the end of the school day, postvention SAP team members will meet and discuss any critically distraught individuals who might require mental health referral and/or other follow-up.
5. The SAP team coordinates phone calls to parents of individual students identified as particularly distraught and also those students registered on the sign-in sheets. Resources within the community are shared and appropriate advice given on how to handle their son/daughter in regard to this crisis.
6. Representatives of the School District should visit the victim's family to express sympathy and support.
7. Contact the Funeral Director to obtain funeral arrangements and discuss release of students and their attendance at the funeral proceedings.
8. Students released for funeral proceedings must have written parental permission submitted to the Building Administrator prior to attendance.

Any students who wish to offer a memorial as a sentiment of grief may make contributions in memory of the deceased to the school's memorial fund. Monies from this fund will be used to support special school projects.

#### DAY TWO IN SCHOOL

1. Students should participate in normal classroom activities as much as possible.
2. SAP team will be available to assist teachers in their class rooms and to assist students who may be expressing their grief in the halls or cafeteria.
3. SAP team monitors the behavior of critically distraught students. Parents of students who continue to seek counsel are so informed. These calls should be documented.
4. Faculty members who are experiencing personal difficulty with situation should be encouraged to seek help.

#### DAY THREE IN SCHOOL

1. A faculty meeting may be helpful at the end of the day to provide the staff with time to reflect and to discuss interventions which have taken place.
2. Strategies for critically distraught students should be mapped out for teachers.
3. Periodic, discreet checks should be made by the guidance counselor or the SAP team to assess the critically distraught student's overall adjustment following individual interviews.
4. Where a student had to be referred to counselling outside the school setting, SAP/administration contact with the primary therapist is very helpful.

#### **FOLLOW-UP**

A staff meeting should be held at the end of the first week to discuss the interviews which took place and provide staff with a time for reflection and support. Staff are reminded to continue to monitor the behavior of all students, especially those identified as critically distraught.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: AUTOMATED EXTERNAL  
DEFIBRILLATOR

ADOPTED: March 7, 2002

REVISED:

	<p style="text-align: center;">820. AUTOMATED EXTERNAL DEFIBRILLATOR</p> <p>1. Purpose The Redbank Valley School District, through its Board of School Directors, is committed to providing a healthful environment. The purpose of this policy is to be prepared to treat victims who experience sudden cardiac arrest (SCA).</p> <p>2. Definition The <b>Automated External Defibrillator (AED)</b> system is a program that includes a medical emergency response team (MERT). The MERT team shall consist of staff members who volunteer to be part of the team. Each member must be currently certified in CPR and AED by participating successfully in a nationally recognized training program to use the AED on a victim.</p> <p>3. Guidelines The AED system will be facilitated in accordance with approved district procedures. The AED units are owned by Redbank Valley School District and will be housed in secure and accessible locations.</p> <ol style="list-style-type: none"> <li>1. In the event the AED is used on a victim of cardiac arrest, an Incident Report will be filed and a copy of the recorded files, downloaded from the AED, will be provided to the EMT service, and/or the victim's physician.</li> <li>2. The following resources will be used to establish and maintain an AED program to meet national standards: <ul style="list-style-type: none"> <li>• PA Public Access Defibrillation Law Summary</li> <li>• AHA and ARC AED Guidelines</li> <li>• Medical Emergency Action Plan</li> <li>• Infection Control Procedure for occupational exposure to blood borne pathogens</li> <li>• Good Samaritan Act providing immunity from liability exclusion</li> </ul> </li> <li>3. The medical advisor of the AED program is the school physician. The medical advisor of the AED program is responsible for writing a prescription required to purchase AED's and reviewing and approving guidelines for emergency.</li> </ol>
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## 822. AUTOMATED EXTERNAL DEFIBRILLATOR

4. The RVSD will assure that two or more persons assigned to the location where the automated defibrillators will be primarily housed are trained.
5. The RVSD will ensure that the device will be secured in a safe and readily accessible location and agree to properly test the device according to the manufacturer's operational guidelines.
6. The RVSD will agree to provide training to school personnel who are expected to use the automated external defibrillators.

The AED may be used by all members of the district's (MERT) who have successfully completed training or any trained volunteer responder who has successfully completed an approved CPR and AED training program and has a current successful course completion card.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: BREACH OF COMPUTERIZED  
PERSONAL INFORMATION

ADOPTED: February 5, 2007

REVISED:

<p>1. Purpose</p> <p>2. Authority 73 P.S. Sec. 2301 et seq</p> <p>3. Definitions 73 P.S. Sec. 2302</p> <p>73 P.S. Sec. 2302</p>	<p style="text-align: center;">830. BREACH OF COMPUTERIZED PERSONAL INFORMATION</p> <p>With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Board is concerned about the risk of a breach in the district’s electronic system security and the possible disclosure of personal information. This policy addresses the manner in which the district will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.</p> <p>The Board directs that district administrators shall provide appropriate notification of any computerized system security breach to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.</p> <p><b>Breach of the system’s security</b> - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the district as part of the database of personal information regarding multiple individuals and that the district reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the school district for the purpose of the district is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the district and is not subject to further unauthorized disclosure.</p> <p><b>Individual</b> - means any natural person, not an entity or company.</p> <p><b>Personal information</b> - includes an individual’s first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:</p> <ol style="list-style-type: none"> <li>1. Social security number.</li> <li>2. Driver’s license number or state identification card number issued instead of a driver’s license.</li> </ol>
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<p>Pol. 801</p> <p>4. Delegation of Responsibility 73 P.S. Sec. 2303</p> <p>73 P.S. Sec. 2302</p>	<p>3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.</p> <p>Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.</p> <p><b>Records</b> - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.</p> <p>The Superintendent or designee shall ensure that the district provides notice of any system security breach, following discovery, to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the district in writing that the notification would impede a criminal or civil investigation, or the district must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The district will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.</p> <p>The district shall provide notice by at least one (1) of the following methods:</p> <ol style="list-style-type: none"> <li>1. Written notice to last known home address for the individual.</li> <li>2. Telephone notice if the individual can be reasonably expected to receive the notice and the notice is given in a clear and conspicuous manner; describes the incident in general terms; verifies the personal information but does not require the individual to provide personal information; and provides a telephone number to call or Internet web site to visit for further information or assistance.</li> <li>3. E-mail notice, if a prior business relationship exists and the school district has a valid e-mail address for the individual.</li> </ol>
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<p>73 P.S. Sec. 2305 15 U.S.C. Sec. 1681a</p>	<p>4. Substitute notice if the district determines that the cost of notice exceeds \$100,000, the affected individuals exceed 175,000 people, or the district does not have sufficient contact information. Substitute notice shall consist of an e-mail notice, conspicuous posting of the notice on the district's web site, and notification to major statewide media.</p> <p>If the district provides notification to more than 1,000 persons at one (1) time, the district shall also notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution and number of notices, without unreasonable delay.</p> <p>References:</p> <p>Breach of Personal Information Notification Act – 73 P.S. Sec. 2301 et seq.</p> <p>Fair Credit Reporting Act – 15 U.S.C. Sec. 1681a</p> <p>Board Policy – 801</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC RELATIONS  
OBJECTIVES

ADOPTED: September 18, 2000

REVISED:

901. PUBLIC RELATIONS OBJECTIVES	
1. Purpose	The purpose of the school-community relations program is to establish and maintain a communication that informs the public and involves them in the educational goals and programs of the district's schools.
2. Authority	<p>The Board recognizes the value of keeping the general public well-informed, and keeping the Board well-informed of the public's concerns.</p> <p>The Board invites all interested persons to attend the Board meetings.</p> <p>The Board recognizes both the necessity and importance of having good rapport between the Board, administration, staff and the general public. The Board shall formulate policy to promote this rapport on an on-going basis.</p>
3. Guidelines	<p>The objectives of the district's public relations program shall be to:</p> <ol style="list-style-type: none"> <li>1. Explain the programs, achievements and needs of the schools.</li> <li>2. Determine which particular areas of the school program, policies or operations need further clarification or explanation.</li> <li>3. Keep staff members fully informed of district policies and procedures and the reasons for them and system-wide activities.</li> <li>4. Operate in public session, as speedily and efficiently as circumstances permit and with public participation.</li> </ol>
65 P.S. 271 et seq	
4. Delegation of Responsibility	<p>It shall be the responsibility of all district staff to:</p> <ol style="list-style-type: none"> <li>1. Acquaint residents with the work of the schools.</li> <li>2. Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints.</li> </ol>

901. PUBLIC RELATIONS OBJECTIVES - Pg. 2

<p>Pol. 916 Pol. 917</p> <p>School Code 701.1, 702, 706, 775, 3603</p>	<ol style="list-style-type: none"><li>3. Make parents feel welcome in the school and in the classroom.</li><li>4. Cooperate with the parent-teacher and other community groups.</li><li>5. Maintain student relations so as to enlist the cooperation of the home.</li><li>6. Observe interstaff relations conducive to high morale that merits the respect of students and citizens.</li></ol>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: September 18, 2000

REVISED:

902. PUBLICATIONS PROGRAM	
1. Purpose	The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations.
2. Authority	The Board shall determine which of its official actions have such community impact and interest to warrant special release; and it will release information on such matters of importance to the media.
3. Delegation of Responsibility	<p>Matters of a routine nature may be released by the Superintendent and/or Board Secretary as they have been recorded in the minutes of Board meetings and upon request of media representatives.</p> <p>All publications, releases, photographs and the like depicting the accomplishments of district students and staff may be approved at the discretion of the Superintendent.</p> <p>The responsible district administrator shall direct an information program designed to acquaint the public with the achievements and the needs of the schools.</p> <p>The Superintendent or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of school publications, including provisions for personal release.</p>
School Code 106, 407, 511, 664	

SECTION: COMMUNITY

TITLE: PUBLIC PARTICIPATION  
BOARD MEETINGS

ADOPTED: May 3, 1999

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

903. PUBLIC PARTICIPATION IN BOARD MEETINGS	
1. Purpose 65 P.S. 271 et seq	The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings.
2. Authority  65 P.S. 710.1(A)	<p>The Board shall establish guidelines to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.</p> <p>In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action or deliberation before the Board prior to official action by the Board.</p> <p>The Board shall require that all public comments be made at the beginning of each meeting.</p> <p>If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.</p>
3. Delegation of Responsibility Pol. 006	The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.
4. Guidelines	<p>Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures.</p> <p>The Board requires that public participants be residents or taxpayers of this district, anyone representing a group in the community or school district, any representative of a firm eligible to bid on materials or services solicited by the Board, any district employee, or any district student.</p>

All individuals wishing to participate in a public Board meeting shall register their intent with the Board Secretary in writing five (5) days in advance of the meeting and shall include the name and address of the participant, topic to be addressed and group affiliation, if applicable.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation if applicable.

Each statement made by a participant shall be limited to five (5) minutes duration.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
5. Waive these rules with the approval of the Board.

The portion of the meeting during which participation of the public is invited shall be limited to fifteen (15) minutes.

Electronic recording devices and cameras, other than those used as official recording devices, shall be permitted at public meetings under guidelines established by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda shall be distributed to the press and public at the meetings.



SECTION: COMMUNITY

TITLE: PUBLIC ATTENDANCE AT SCHOOL EVENTS

ADOPTED: September 18, 2000

REVISED: August 29, 2011

# REDBANK VALLEY SCHOOL DISTRICT

904. PUBLIC ATTENDANCE AT SCHOOL EVENTS	
1. Purpose	The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.
2. Authority SC 511, 775	The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.
3. Guidelines	A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.
	<u>Tobacco Use</u>
35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7181 et seq	The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.
35 P.S. Sec. 1223.5	The Board may designate specific areas for tobacco use by the public on property owned, leased or controlled by the school district that is at least fifty (50) feet from school buildings, stadiums and bleachers.
35 P.S. Sec. 1223.5	The district shall annually notify staff, parents/guardians and members of the public about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.
	<u>Free Admittance</u>
	Senior citizens who are district residents and are sixty-five (65) years of age or older, possessing a school district pass obtained in the high school office, shall be admitted without charge to all school events and to all school athletic events, except tournaments.

<p>43 P.S. Sec. 953 28 CFR Sec. 35.136 Pol. 718</p>	<p>District personnel will be admitted to all school events, except tournaments, at no charge.</p> <p>Free passes to school events will be available to each Board member.</p> <p>The Board will honor athletic passes from all districts that are members of conferences in which teams of this district compete and honor the passes of this district.</p> <p><u>Service Animals</u></p> <p>Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal law and regulation.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 953</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35</p> <p>Board Policy – 718</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC COMPLAINTS

ADOPTED: September 18, 2000

REVISED: November 1, 2007

906. PUBLIC COMPLAINTS	
1. Purpose	The Board welcomes inquiries, suggestions, and constructive criticism regarding the district's programs, personnel, operations and facilities. Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint. The Board intends to provide a fair and impartial method for seeking appropriate resolution.
2. Authority	<p>Attempts to resolve public concerns and complaints of district residents shall begin with informal, direct discussions among the affected parties, following the established guidelines and district organizational structure. Only when informal meetings fail to resolve the issue shall more formal procedures be utilized.</p> <p>In accordance with law, the Board shall adopt a written procedure that provides parents/guardians, public agencies, other individuals, and organizations a means to submit and resolve complaints alleging violations in the administration of educational programs under the No Child Left Behind Act. The complaint procedure shall be available to the public, a copy maintained in each school, and be distributed annually to parents/guardians and staff.</p> <p>Any requests, suggestions or complaints directed to individual Board members and/or the Board shall be referred to the Superintendent for consideration and action. If further action is warranted, based on the initial investigation, such action shall proceed in accordance with the established guidelines.</p>
20 U.S.C. Sec. 7844	
3. Guidelines	<p><u>General Complaint Procedure</u></p> <p>General complaints about Board policy and district procedures, programs, operations, facilities and personnel shall be processed in accordance with the following procedure.</p> <p><b>First Level</b> - Complaints and requests shall be addressed initially to the concerned employee, who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee's authority.</p>

<p>20 U.S.C. Sec. 7844</p>	<p>As appropriate, the staff member shall report the matter and the resolution to the building principal or immediate supervisor.</p> <p><b>Second Level</b> - If the issue cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.</p> <p><b>Third Level</b> - If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent or designee. The principal or supervisor shall provide to the Superintendent or designee a report that includes the specific nature of the complaint, brief statement of relevant facts, how the complainant has been affected adversely, the action requested, and the reasons why such action should be taken or not taken.</p> <p><b>Fourth Level</b> - Should the matter not be resolved by the Superintendent or designee or is beyond his/her authority and requires Board action, the Superintendent or designee shall provide the Board with a complete report.</p> <p><b>Final Level</b> - After reviewing all information relative to the complaint, the Board shall provide the complainant with its written decision and may grant a hearing before the Board or a committee of the Board.</p> <p>The complainant shall be advised of the Board's decision, in writing, no more than ten (10) days following the hearing.</p> <p><u>NCLB Complaint Procedure</u></p> <p>Complaints alleging violations of law in the district's administration of NCLB education programs shall be processed in accordance with the following procedure.</p> <p>The complaint must be filed with the district as a written, signed statement that identifies:</p> <ol style="list-style-type: none"><li>1. Alleged NCLB violation.</li><li>2. Facts supporting the alleged violation.</li><li>3. Supporting documentation, such as information on discussions, correspondence or meetings with the district regarding the complaint.</li></ol> <p>Complaints shall be referred to the Federal Programs Coordinator, who will notify the Superintendent or designee.</p>
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The Federal Programs Coordinator will conduct an independent investigation, which could include but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for each side to question parties of other side and witnesses.

When the investigation is completed, the Federal Programs Coordinator will prepare a report with a recommendation for resolving the complaint. The report will include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.
4. Recommended resolution.
5. Reasons for the recommended resolution.

The Federal Programs Coordinator will submit the report to the Superintendent or designee, who will determine whether further investigation is required and/or the district's final response.

All parties involved in the complaint will be notified of the resolution of the complaint by the Superintendent or designee.

The Federal Programs Coordinator will ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint will not exceed sixty (60) calendar days, unless circumstances require additional time.

Either party may appeal the final resolution to the Pennsylvania Department of Education.

Division of Federal Programs  
PA Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333

References:

No Child Left Behind Act – 20 U.S.C. Sec. 7844

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: September 18, 2000

REVISED: July 5, 2011

<p>1. Authority SC 510</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p> <p>SC 510 Title 22 Sec. 14.108</p>	<p style="text-align: center;">907. SCHOOL VISITORS</p> <p>The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.</p> <p>The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.</p> <p>Upon arrival at the school, visitors must register at the office where they will sign in and sign out and receive a visitor's pass.</p> <p>After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.</p> <p>All staff members shall be responsible for requiring a visitor demonstrate that s/he has a visitor's pass.</p> <p>No visitor may confer with a student in school without the approval of the principal.</p> <p>Failure to comply with these procedures shall result in more limited access to the school as determined by the building principal, consistent with Board policies, school rules and federal and state law and regulations.</p> <p><u>Classroom Visitations</u></p> <p>Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.</p>
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<p>24 P.S. Sec. 2402 Pol. 250</p>	<p>The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.</p> <p>Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.</p> <p>The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.</p> <p>Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.</p> <p><u>Military Personnel</u></p> <p>Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:</p> <ol style="list-style-type: none"><li>1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.</li><li>2. Wear official military uniforms while on district property.</li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 14.108</p> <p>Military Visitors – 24 P.S. Sec. 2402</p> <p>Board Policy – 250</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH PARENTS

ADOPTED: September 18, 2000

REVISED:

908. RELATIONS WITH PARENTS	
1. Purpose	The Board believes that the education of students is a joint responsibility that it shares with parents. To ensure that the best interests of each student are served in the educational process, a strong program of communication between home and school must be maintained.
2. Authority SC 1317	<p>The Board feels that it is the parents who have the ultimate responsibility for their children's in school behavior, including the behavior of students who have reached the legal age of majority but are still, for all practical purposes, under parental authority.</p> <p>During school hours, the Board acts in loco parentis or in place of the parents, through its designated administrators.</p>
3. Guidelines	<p>The Board directs that the following activities be implemented to encourage parent-school cooperation:</p> <ol style="list-style-type: none"> <li>1. Parent-teacher conferences to permit two-way communication between home and school.</li> <li>2. Open houses in district schools to provide parents the opportunity to see the school facilities, meet the faculty, and witness the program on a first-hand basis. Each school in the district shall hold an open house at least annually.</li> <li>3. Meetings of parents and staff members to explain and discuss matters of general interest with regard to child-school, child-home, or child-home-school relationships.</li> <li>4. Special events of a cultural, ethnic or topical nature which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community.</li> </ol>

<p>School Code 1317</p>	<p>The Board believes that parents have a responsibility to support and encourage their child's career in school by:</p> <ol style="list-style-type: none"><li>1. Require that students observe all school rules and regulations, and accept their own responsibility for children's willful in-school behavior.</li><li>2. Send children to school with proper attention to their health, personal cleanliness and dress.</li><li>3. Maintain an active interest in the student's daily work and provide a quiet place and suitable conditions for completion of assigned homework.</li><li>4. Read, sign and return promptly all communications from school, when requested.</li><li>5. Attend conferences set up for the exchange of information on the child's progress in school.</li><li>6. Participate in in-school activities and special functions.</li></ol> <p><u>Parent-Teacher Associations/Organizations</u></p> <p>The Board recognizes that any parent-teacher associations and organizations shall be voluntary organizations which exist solely to advance the welfare of children and youth in the home, school, and communities.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: TITLE I PROGRAM

ADOPTED: September 18, 2000

REVISED:

908.1. TITLE I PROGRAM	
1. Purpose	<p>The Board recognizes the importance of parental and teacher involvement in the design and implementation of the Title I reading and math remedial programs. Parents and teachers of the students involved in these programs have a great deal to do with the success of these programs and, therefore, need to be involved in their development.</p>
2. Delegation of Responsibility	<p>It shall be the responsibility of the Title I Specialist and the Title I Coordinator to meet more than once yearly at a general meeting with the parents and teachers of the Title I students to explain, review and discuss various aspects of the program, including the plans for implementation and evaluation. Time at these meetings will be allocated for parents and teachers to make suggestions in regards to the planning, development and operation of the program. Also presented are ways in which parents can be supportive of the process at home with activities and strategies that encourage their children to succeed.</p> <p>Program personnel are expected to provide timely and meaningful responses to parent concerns and questions.</p> <p>Parents of students who are to be involved in the remedial services provided by Title I will be notified in writing. They will be offered the opportunity to confer with the specialists in the program so that they might understand the reasons for the recommended remediation.</p> <p>Parents shall be kept informed of ways they may be of assistance in promoting the education of their children at home. This will be done through newsletters, bulletins, suggestions at parent conferences and by the presentations at general meetings.</p> <p>Specialists will conduct parent and teacher conferences as needed throughout the school year to discuss the progress of the students in the programs. A written progress report shall be provided at the end of the first semester and at the end of the year.</p>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: MUNICIPAL GOVERNMENT  
RELATIONS

ADOPTED: September 18, 2000

REVISED:

909. MUNICIPAL GOVERNMENT RELATIONS	
1. Purpose	It is the policy of the Board that school district officials and municipal officials maintain a close and harmonious association. Such liaison is requisite for dealing with school/community concerns and problems in a satisfactory manner while assuring prudent expenditure of tax dollars.
2. Authority Art. III Sec. 14	The Board recognizes that its authority derives directly from the General Assembly, but it also is aware that the municipalities and the school district must work together for the welfare of the residents.
SC 502, 521, 706, 775, 790	The Board advocates joint expenditures of district and municipal or county funds to provide facilities from which the entire community may derive benefits.
School Code 502, 521, 706, 775, 790	
PA Constitution Art. III Sec. 14	

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: COMMUNITY RELATIONS

ADOPTED: September 18, 2000

REVISED:

910. COMMUNITY RELATIONS	
1. Purpose	<p>The Board feels it is imperative that communication be maintained in both directions between district schools and local institutions, organizations and groups, such as industry, business, labor, charity and others which comprise the structure of the community.</p>
2. Authority	<p>The Board has authority over the students in its care but shares that authority to a limited extent through the cooperative programs that take students into the community during part of their educational career. To make those experiences meaningful, the Board feels cooperation with the community is essential.</p> <p>Any programs which develop from community cooperative efforts require Board approval prior to implementation.</p> <p>The Board encourages district staff to participate in social, civic, and cultural affairs of the community and to take membership in community groups and organizations.</p> <p>The Board endorses and encourages the use of community personnel in classroom presentations and/or school projects. All arrangements shall be approved by the high school principal or elementary principal.</p>
3. Delegation of Responsibility	<p>In reviewing cooperative programs, the administration shall keep in mind that the schools shall:</p> <ol style="list-style-type: none"> <li>1. Maintain an impartiality among all constituents who promote worthy causes.</li> <li>2. Not be used to promote private or commercial interests.</li> <li>3. Not be used for direct sales promotion of goods or services.</li> <li>4. Not assign students to outside tasks which do not primarily benefit the students.</li> </ol>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: NEWS MEDIA RELATIONS

ADOPTED: September 18, 2000

REVISED:

911. NEWS MEDIA RELATIONS	
1. Purpose	Representatives of the local press, radio and TV are important links in the communications chain between school and community. The maintenance of good working relationships with media representatives is essential to meeting the objectives of the school-community relations program.
2. Authority	<p>The Board shall have final approval for all basic policies concerning relations between the news media and the district.</p> <p>The Board reserves the right to negotiate for radio broadcasting, televising, filming, or sound recording of any school event by an outside agency. These rights, if sold, shall be contracted under conditions that bring the most favorable terms to the school district.</p>
3. Delegation of Responsibility	<p>The chief communications representative for the Board shall be the Superintendent.</p> <p>The communications representative shall be responsible to be readily available to media representatives and make presentations about the district to various community civic and governing bodies.</p>
4. Guidelines	<p>Staff members shall not give school information or interviews requested by news media representatives without prior approval of the district's communications representative.</p> <p>Students shall not be permitted to give school information or interviews requested by news media representatives without prior approval of the district's communications representative.</p> <p>Submission of photographs to news media or permission for news media representatives to photograph district subjects, personnel, or students shall be authorized by the communications representative or building principal and the individuals involved or their parents/guardians.</p>

Broadcasting Games

The Board authorizes radio and television broadcasting of athletic events, with the approval of the high school administration.

All costs shall be borne by the station doing the broadcasting. In addition, a Hold Harmless agreement must be signed by each station prior to the broadcasting.

SECTION: COMMUNITY

TITLE: RELATIONS WITH EDUCATIONAL INSTITUTIONS

ADOPTED: September 18, 2000

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

912. RELATIONS WITH EDUCATIONAL INSTITUTIONS	
1. Purpose	The district in which students are in attendance has the responsibility and authority for them. In order for those students to receive maximum benefit from their program of studies, articulation between the cooperating institutions is essential.
2. Authority	It is the policy of the Board that lines of communication be maintained by the district with other districts and institutions which provide programs, training or services not otherwise available to district students and with districts whose resident students are enrolled in programs of this district.
3. Delegation of Responsibility	Maintaining cordial and constructive relationships with other educational institutions shall be the responsibility of the Superintendent or designee.
4. Guidelines	<p><u>Receiving District</u></p> <p>Provide annually a complete description of all programs available to students of the sending district(s).</p> <p>Inform the sending district of any serious discipline problems encountered with students from their district.</p> <p><u>Sending District</u></p> <p>Establish program to inform students of program options in the receiving districts.</p> <p>Develop procedures to follow the progress of the district's students during their attendance in the receiving schools.</p> <p><u>Parochial and Private Schools</u></p> <p>Establish appropriate student accounting procedures to satisfy district and state requirements in the areas of enrollment, attendance, transportation and other special services.</p>
SC 1332, 1354, 1408	

912. RELATIONS WITH EDUCATIONAL INSTITUTIONS - Pg. 2

<p>Pol. 407</p> <p>Pol. 216</p> <p>School Code 923, 1310, 1313, 1332, 1339, 1354, 1408, 1607</p>	<p>Maintain liaison with the administrators of private and parochial schools in order to be aware of any planned program changes that could affect this district.</p> <p><u>Institutions of Higher Education</u></p> <p>Welcome representatives of institutions of higher education who wish to speak to students interested in attending their institutions upon completion of secondary education.</p> <p>Cooperate in the placement and evaluation of practice teachers in accordance with Board policy on student teachers.</p> <p>Honor all proper requests for transcripts and other records in accordance with the Board's policy on student records.</p> <p>Encourage local colleges to offer college level courses for credit for eligible students.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: NONSCHOOL  
ORGANIZATIONS/GROUPS/  
INDIVIDUALS

ADOPTED: September 18, 2000

REVISED: August 1, 2005

<p>1. Purpose</p> <p>2. Definitions</p>	<p style="text-align: center;">913. NONSCHOOL ORGANIZATIONS/GROUPS/INDIVIDUALS</p> <p>Any requests from nonschool organizations, groups or individuals seeking to have students participate in or be informed of the opportunity to participate in nonschool-sponsored activities, awards or scholarships shall be governed by this policy.</p> <p><b>Nonschool organizations, groups or individuals</b> - those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. When employees, students or Board members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them.</p> <p><b>Nonschool materials</b> - any printed or written materials prepared by nonschool organizations, groups or individuals for posting or general distribution which are not prepared as a part of the curricular or approved extracurricular programs of the district. This includes such things as fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization web sites and the like.</p> <p><b>Distribution</b> - handing nonschool written materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool written materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing nonschool written materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy.</p> <p><b>Posting</b> - publicly displaying nonschool written materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored web sites, through other district-owned technology and the like.</p> <p><b>Prohibited activities and materials</b> - activities and materials which are:</p> <ol style="list-style-type: none"> <li>1. Libelous, defamatory, obscene, lewd, vulgar, or profane.</li> </ol>
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<p>3. Authority SC 775 Pol. 707  SC 510</p> <p>4. Delegation of Responsibility</p> <p>5. Guidelines</p>	<ol style="list-style-type: none"> <li>2. Violate federal, state or local laws.</li> <li>3. Violate Board policy or district regulations.</li> <li>4. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs.</li> <li>5. Incite violence.</li> <li>6. Advocate use of force or urge violation of federal, state or municipal law, Board policy or district regulations.</li> <li>7. Interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.</li> </ol> <p>It is the policy of the Board that district facilities be used in accordance with the guidelines established in Board policy.</p> <p>The Board prohibits the use of students and staff members for advertising or promoting nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or events not otherwise open to nonschool organizations, groups or individuals.</p> <p>The Superintendent or designee shall be responsible for carrying out the provisions of this policy, unless otherwise specifically noted in this policy.</p> <p><u>Nonschool Activities/Materials</u></p> <p>The Board recognizes the social and educational values that may be derived from student participation in various activities sponsored by nonschool organizations, groups or individuals, but specifies that unreasonable demands on the time and energies of students and staff by such entities during school hours, or at school-sponsored activities be prevented.</p> <p>Requests for student participation in nonschool organizations, groups or individually sponsored activities must be made in writing to the Superintendent or designee in accordance with administrative procedures, written announcements and this policy.</p>
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<p>Pol. 121</p>	<p>Activities sponsored by nonschool organizations, groups or individuals may not occur, and nonschool written materials may not be used, during instructional time or school-sponsored activities unless they are of educational value to the school program, they benefit district students or the school community, and they are factually accurate. Prohibited activities or materials may never be used.</p> <p>Where the nonschool entity is a for-profit entity that will benefit commercially from an activity or distribution of its material during instructional time, other factors must outweigh the commercial benefit to the nonschool entity; and the Board must approve proposals that would commercially benefit a for-profit entity.</p> <p>A review of any activities or nonschool written materials under this policy shall not discriminate on the basis of content or viewpoint, except that prohibited activities or materials will be rejected, as will any activities or materials that do not comply with Board policy, administrative procedures, or written announcements relating to the proposed nonschool-sponsored activity or materials.</p> <p>Participating students may not leave the school district unless the Board policy for field trips has been followed or the Board has granted special permission.</p> <p><u>Fundraising</u></p> <p>Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the school.</p> <p>Where activities or materials otherwise comply with this policy, administrative procedures and written announcements, fundraising activities may be announced.</p> <p>Directory information regarding students or staff may only be released in accordance with law and Board policy. Directory information for students or staff members will not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.</p> <p><u>Scholarships/Awards</u></p> <p>The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established guidelines be observed.</p>
<p>Pol. 216</p>	<p>No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.</p>

	<p>The scholarship or award, and any pertinent restrictions, shall be approved by the Board.</p> <p>All pertinent information regarding the scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.</p> <p><u>Travel Services/Foreign Trips</u></p> <p>Solicitation and sale of travel services for foreign trips to students are not permitted.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 775</p> <p>Board Policy – 121, 216, 707</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH  
INTERMEDIATE UNIT

ADOPTED: September 18, 2000

REVISED:

914. RELATIONS WITH INTERMEDIATE UNIT	
1. Purpose	Each school district has an opportunity to actively participate in the services and programs offered by the assigned intermediate unit.
2. Authority SC 951, 952	It is the policy of this Board that open lines of communication be maintained with Riverview Intermediate Unit number 6 in order to ensure maximum effectiveness of cooperative programs.
SC 970	The Board shall annually review district programs that involve intermediate unit services and make whatever determinations such a review suggests.
SC 960	This review will normally take place prior to the district's approval of the proposed I.U. budget.
3. Delegation of Responsibility	In order to maintain a constructive relationship with the intermediate unit, the Board member selected/appointed by Board is designated as the official liaison between the district and the Riverview I.U. number 6.
	The duties of the Board representative are to ensure that the Board receives necessary information and data that will lead to sound and valid judgments regarding decisions which involve participation by the district in the various programs and services offered by the intermediate unit.
	The Board representative shall also ensure that the Board receives adequate information to provide informed guidance concerning the programs and services of the intermediate unit.
School Code 901(a), 911(a)	

SECTION: COMMUNITY

TITLE: SCHOOL-RELATED GROUPS/  
BOOSTERS/SUPPORT/PTO  
ORGANIZATIONS

ADOPTED: April 2, 2001

REVISED:

# REDBANK VALLEY SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p style="text-align: center;">915. SCHOOL-RELATED GROUPS/BOOSTERS/SUPPORT/ PTO ORGANIZATIONS</p> <p>The Redbank Valley School District Board of Education recognizes and appreciates the cooperation, encouragement and support given by booster/support/PTO organizations to various extracurricular activities operating in its schools. The Board further recognizes that the purpose of such groups is to assist and support but not to direct nor supplant activities, music programs, curricula or athletic programs. It is necessary that all district-operated activities remain at the school level and under the control, direction, and supervision of the Board of Education through its professional employees.</p> <p>The ultimate goal of both the support groups and Board of Education is to provide the best curricular and extracurricular programs to the students of the Redbank Valley School District.</p> <p>Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board of Education sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster/support/PTO groups.</p> <p><u>Organization</u></p> <p>To facilitate communications between the booster groups and the school district, and to make clear to all concerned the purposes of the booster organizations, the Board requests from each group a list of current officers, their phone numbers and addresses, and a current statement of objectives or by-laws of the group. This is to be submitted by July 1st of the current year or three (3) weeks prior to the start of the extracurricular season. Lists of officers are to be submitted annually; objectives and bylaws should only be submitted when changed or amended.</p>
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<p>Pol. 707</p>	<p><u>Fund Raising</u></p> <p>Fund raising activities shall be requested in writing to the building principal, reviewed and approved at the building level, and conforms to district guidelines. No student time during the day shall be allowed for fund raising activities for any booster/support organization. Student solicitation within the community for any booster/support organization shall be minimal. Any exception to the above guidelines needs approval of the building principal.</p> <p><u>Insurance</u></p> <p>School related organizations should insure that all proper licenses have been procured for proposed fund raising and activities. Proper documentation, to this effect, must be on file.</p> <p>Booster/support organizations shall maintain insurance coverage recommended by the district which includes a combined single limit for bodily injury and property damage for \$500,000; premises, medical payments \$2,000 each person, \$10,000 each accident. Proof of such coverage shall be submitted to the building principal.</p> <p><u>Reporting</u></p> <p>Each booster/support group shall name an FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. A copy of the annual audit/treasurer's report shall be submitted to the Athletic/Activities Director at the end of each fiscal year and forwarded to the Board upon request.</p> <p><u>Use of Facilities</u></p> <p>Booster organizations requesting use of facilities and/or services shall initiate those requests with the building principal and in compliance with the district's policy on facility usage (Policy #707). No activity shall be permitted without such approval.</p> <p><u>Recognition Functions</u></p> <p>A booster organization planning a recognition event shall request permission of the building principal to conduct such event and shall clear the date for the event with the principal.</p> <p>To avoid conflicting events and demands on students and school personnel, each booster/support group shall submit a proposed schedule of events to the building principal.</p>
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<p>Pol. 616</p>	<p><u>Concessions</u></p> <p>Booster/support organizations involved in concessions at school events shall follow district guidelines for use of facilities.</p> <p><u>Instructional Staff</u></p> <p>Any monies maintaining the support staff of an instructional program or any program of either school athletic, music or other program shall be funded through school district funds and the district shall direct payments in accordance with School Code and Board Policy. All personnel shall be approved by the Board of Directors.</p> <p><u>Expenditures for Equipment, Supplies, etc.</u></p> <p>Booster/support organizations shall refrain from expenditures for game or practice uniforms, including warm-ups, equipment, etc. Any purchase of equipment or materials for a program shall have the prior written approval of the principal. No direct payments outside PIAA guidelines may be made to student athletes for attendance at tournaments, camps, or the like.</p> <p><u>Exclusion From Liability</u></p> <p>The Board of Education does not assume any financial responsibility for a booster group and excludes itself from any liability a booster/support group may incur.</p> <p><u>Compliance</u></p> <p>Should any situation emerge between a booster/support organization and the administration regarding the management of any school-related activity, the Superintendent shall resolve the issue within these established guidelines or Board policy. No booster/support organization shall engage in any activity outside these guidelines.</p> <p>Further, in conducting its activities booster/support organizations shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, and other state and federal rules, as applicable.</p> <p>Booster/support groups shall not use the district tax-free number for purchases.</p>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED: September 18, 2000

REVISED:

916. VOLUNTEERS	
1. Purpose	The purpose of this policy shall be to screen all volunteers in order to increase the safety of district students and staff.
2. Definitions	For the purpose of this policy, a <b>volunteer</b> is any person who provides a service on a regular basis without remuneration that involves direct contact with students.
3. Authority SC 510	It shall be the policy of the Board that a volunteer, whether or not a parent or sibling, and whether directly involved in education or in an extracurricular activity, will not have contact with students if s/he has any record of violence or abuse.
4. Delegation of Responsibility	<p>In the event any volunteer, whether new or existing, is found to have a history of violence or abuse or is found to have made a material misstatement of fact, said volunteer shall not have or shall cease to have any contact with any students on school property or at school district functions, whether or not during school hours or on school property.</p> <p>The appropriate professional employee shall recommend a volunteer, and the Superintendent shall attempt to ensure that the volunteer is of good moral character, has an appreciation of children, and is emotionally and mentally mature and stable.</p>
SC 111 23 PA CSA 6301	Before any contact with students, all volunteers shall supply a satisfactory Act 34 and Act 151 report and be cleared by the school district's solicitor.
5. Guidelines	<p>This policy shall be liberally construed to protect school district students and staff. Consistent with this policy, the administration and/or the solicitor are authorized and directed to pursue any appropriate investigative procedure deemed necessary.</p> <p>All costs of the Act 34 and Act 151 clearances shall be borne by the volunteer or by the appropriate school related organization.</p>



Any action to remove charges or records of violence or abuse, unless simultaneous with the resolution of the accusations, shall not be considered an expungement of the record for the purpose of this policy.

All individuals in the following classifications are required to complete the volunteer screening in order to be utilized in the Redbank Valley School District:

1. Student Teachers
2. College Interns
3. On-site Tutors
4. Volunteer Coaches

The following classification of volunteers is not required to complete the Act 34 and Act 151 clearances unless determined by the building principal.

1. Chaperons
2. Room Parents
3. Activity Monitors/Sponsors

Act 34 and Act 151 clearances will be valid as long as the individual remains a volunteer with the school district, unless the school district becomes aware of information that would prohibit the individual for service as a volunteer as per the policy.

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PARENT/ FAMILY  
INVOLVEMENT

ADOPTED: September 18, 2000

REVISED:

	<p>917. PARENT/FAMILY INVOLVEMENT</p>
1. Purpose	<p>The district is committed to the belief that all students can learn and acknowledges that schools and parents share a commitment to the educational success of children.</p>
2. Definition	<p><b>Parent and family involvement</b> shall be defined as an ongoing process that assists parents and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents as leaders and decision-makers concerning the education of their children at all levels.</p>
3. Authority	<p>The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students.</p> <p>To this end, the Board shall support the development, implementation, and continuing evaluation of a parent and family involvement program which will involve parents at all grade levels in a variety of roles.</p>
4. Guidelines	<p>The parent and family involvement program shall be comprehensive in nature and may include the following:</p> <ol style="list-style-type: none"> <li>1. Support for parents as school leaders and decision-makers, in addition to serving in advisory roles.</li> <li>2. Promotion of clear two-way communication between the school and the family about school programs and student progress.</li> <li>3. Assistance to parents and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts and to assist their children with learning at home.</li> <li>4. Involvement of parents, with appropriate training, in instructional and support roles at the school.</li> </ol>

# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: TITLE I PARENT  
INVOLVEMENT

ADOPTED: July 7, 2003

REVISED:

<p>1. Purpose</p> <p>2. Authority 20 U.S.C. Sec. 6318</p>	<p style="text-align: center;">918. TITLE I PARENT INVOLVEMENT</p> <p>The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and community.</p> <p>In compliance with federal law, the district and parents of students participating in Title I programs shall jointly develop and agree upon a written parent involvement policy. When developing and implementing this policy, the district shall ensure the policy describes how the district will:</p> <ol style="list-style-type: none"> <li>1. Involve parents in the joint development of the district's overall Title I plan and the process of school review and improvement.</li> <li>2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.</li> <li>3. Develop activities that promote the schools' and parents' capacity for strong parent involvement.</li> <li>4. Coordinate and integrate parental involvement strategies with appropriate programs, as provided by law.</li> <li>5. Involve parents in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.</li> <li>6. Identify barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.</li> <li>7. Use findings of annual evaluations to design strategies for more effective parent involvement.</li> </ol>
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<p>20 U.S.C. Sec. 6318</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines 20 U.S.C. Sec. 6318</p>	<p>8. Involve parents in the activities of schools served under Title I.</p> <p>The Board shall adopt and distribute the parent involvement policy, which shall be incorporated into the district's Title I plan and shall be evaluated annually, with parent involvement.</p> <p>The Superintendent or designee shall ensure that the district's Title I parent involvement policy, plan and programs comply with the requirements of federal law.</p> <p>The building principal and/or Title I staff shall provide to parents of students participating in Title I programs:</p> <ol style="list-style-type: none"> <li>1. Explanation of the reasons supporting their child's selection for the program.</li> <li>2. Set of objectives to be addressed.</li> <li>3. Description of the services to be provided.</li> </ol> <p>The Superintendent or designee shall ensure that information and reports provided to parents are in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.</p> <p>An annual meeting of parents of participating Title I students shall be held to explain the goals and purposes of the Title I program. Parents shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.</p> <p>In addition to the required annual meeting, additional parent meetings shall be held at various times of the day and evening. At these meetings, parents shall be provided:</p> <ol style="list-style-type: none"> <li>1. Information about programs provided under Title I.</li> <li>2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.</li> <li>3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.</li> <li>4. Opportunities to submit parent comments about the program to the district level.</li> </ol>
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<p>Pol. 102</p> <p>20 U.S.C. Sec. 6318</p> <p>Board Policy 102</p>	<p>If sufficient, Title I funding may be used to facilitate parent attendance at meetings through payment of transportation and child care costs.</p> <p>Opportunities shall be provided for parents to meet with the classroom and Title I teachers to discuss their child's progress.</p> <p>Parents may be given guidance as to how they can assist at home in the education of their child.</p> <p><u>School-Parent Compact</u></p> <p>Each school in the district receiving Title I funds shall jointly develop with parents of students served in the program a School-Parent Compact outlining the manner in which parents, school staff and students share responsibility for improved student achievement in meeting academic standards. The compact shall:</p> <ol style="list-style-type: none"><li>1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district's academic standards.</li><li>2. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.</li><li>3. Address the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.</li></ol>
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# REDBANK VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: DISTRICT/SCHOOL  
REPORT CARDS

ADOPTED: July 7, 2003

REVISED: December 14, 2006

919. DISTRICT/SCHOOL REPORT CARDS	
<p>1. Authority SC 220 20 U.S.C. Sec. 6311 Title 22 Sec. 4.61</p>	<p>To provide pertinent information regarding the academic performance of the district and its schools, the Board shall annually develop and publicly disseminate a district report card and report cards for the individual schools, in accordance with federal and state laws and regulations.</p> <p>The Board, at its discretion, may include additional information not required by law on the district report card.</p>
<p>2. Guidelines  20 U.S.C. Sec. 6311  SC 220</p>	<p><u>District Report Cards</u></p> <p>District report cards shall contain the following information:</p> <ol style="list-style-type: none"> <li>1. Aggregate data on student achievement at each proficiency level on state academic assessments and disaggregated data reflecting race, ethnicity, gender, disability, migrant status, English proficiency and status as economically disadvantaged.</li> <li>2. Comparison of above student groups regarding achievement levels on state assessments.</li> <li>3. Percentage of students not tested, disaggregated by student groups.</li> <li>4. Most recent two-year trend data in achievement by subject area and grade level in areas where assessments are required.</li> <li>5. Aggregate data on state indicators to determine Adequate Yearly Progress (AYP), such as attendance rates for elementary schools.</li> <li>6. Graduation rates for secondary schools, disaggregated by student groups.</li> </ol>

<p>3. Delegation of Responsibility</p>	<p>7. Information on the number of students to whom the PSSA test was administered who were enrolled in the district for less than two (2) school years as of the day the PSSA test was administered.</p> <p>8. Information on the number of students to whom the PSSA was administered who were classified as Limited English Proficient as of the day the PSSA test was administered.</p> <p>9. Information on the number of students to whom the PSSA test was administered who were classified as students with a disability as of the day the PSSA test was administered.</p> <p>10. Information on the district's performance regarding Adequate Yearly Progress (AYP) and the number, percentage and names of schools identified for improvement, including how long they have been so identified.</p> <p>11. Professional qualifications of teachers and percentage of teachers with emergency or provisional credentials.</p> <p>12. Percentage of classes not taught by highly qualified teachers, in the aggregate and disaggregated by schools in the top quartile and bottom quartile of poverty.</p> <p>13. Comparison of district students' achievements on state assessments to students in the state as a whole.</p> <p><u>School Report Cards</u></p> <p>School report cards shall contain the following information:</p> <ol style="list-style-type: none"> <li>1. Same information contained on the district report card.</li> <li>2. Whether the school has been identified for improvement.</li> <li>3. Information that compares the school's students' achievement on state assessments and indicators of Adequate Yearly Progress (AYP) to students in the district and the state as a whole.</li> </ol> <p>The Superintendent or designee shall be responsible to ensure:</p> <ol style="list-style-type: none"> <li>1. Required information is annually updated and posted.</li> </ol>
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SC 220  
Title 22  
Sec. 4.61

2. District report card and school report cards are provided to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.
3. District and school report cards are made available to the public through posting on the Internet, distribution to the media, and distribution to public agencies.
4. Public access is provided to the state report card and the school profile maintained by the state.

References:

School Code – 24 P.S. Sec. 220

No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 6311

State Board of Education Regulations – 22 PA Code Sec. 4.61, 403.1



INDEX  
POLICY MANUAL  
REDBANK VALLEY SCHOOL DISTRICT

This Index is designed to direct the reader to the individual Section(s) or Sections dealing with a specific topic. The terminology used in the Policy Manual has been included here, including a listing of all Sections covered under each topic heading.

In addition, popular synonyms have also been utilized where necessary to guide the reader. Cross-referencing has been employed to provide all of the major Sections dealing with certain important topics.

Example: Employment Contract includes Administrative, Professional and Classified Employees

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