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Old Policy #: 6940
Old Policy Name: Nondiscrimination in School and Classroom Practices
New Policy #: 103
New Policy Name: Nondiscrimination in School and Classroom Practices

Administrative Regulation(s)

The School District Compliance Officer will update legal announcements, the school address and phone number in yearly publications of this policy, as needed.

Old Policy #: 5330
Old Policy Name: Course Load
New Policy #: 107
New Policy Name: Adoption of Planned Instruction

Administrative Regulation(s)

In the high school (grades 9-12), a student shall have a minimum course load so that they have a maximum of nine study halls in a six-day cycle, and a maximum course load of eight (8) units of credit per year plus physical education, unless special permission is granted to the student by the principal.

Old Policy #: 5120
Old Policy Name: Library Circulation Records
New Policy #: 109
New Policy Name: Resource Materials

Administrative Regulation(s)

Records relating to the circulation of library materials which contain the names or other personally identifying details regarding the users of library materials shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.

Old Policy #: 5400 (page 1 of 4)
Old Policy Name: Selection of Instructional Materials
New Policy #: 109
New Policy Name: Resource Materials

Administrative Regulation(s)

Responsibility for Selection of Materials

The Central Columbia Board of Education is legally responsible for all matters relating to the operation of the school district.

The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.

Procedures for Selection of Materials

The selection of materials is a continuous process which is depended upon the following criteria:

In selecting materials to purchase, the library media specialist evaluates the existing collection and consults with teachers, specialists, from all departments and/or grade levels, administrators, students and member of the community for recommendations.

The library media specialists are aided in their selections by reputable, unbiased, professionally-prepared selection tools. Such tools include professional book selection aids, basic general lists, current general lists, special bibliographies and current reviewing media.

Additional purchase suggestions come from interlibrary loan, visits to book exhibits and state examination centers, examination of book store stock, publishers' samples, and texts and courses of study approved for use within the school district.

In coordinating purchasing to ensure the development of a balanced media collection within a fixed budget, library media specialists determine priorities among materials to be purchased. Evaluation criteria used to determine these priorities include the following:

- a. Facts presented should be accurate and up to date.
- b. Information should be logically arranged.
- c. Subject matter should hold the attention of the student.
- d. Format of the material should be attractive and durable.
- e. Illustrations should be pertinent and well executed.
- f. Each medium should meet a real or potential need.
- g. Each medium should exhibit literacy and aesthetic quality.

Old Policy #: 5400 (page 2 of 4)
Old Policy Name: Selection of Instructional Materials
New Policy #: 109
New Policy Name: Resource Materials

Administrative Regulation(s)

Maintenance of Collection

Gifts

The library media specialist welcomes books and other resource materials from individuals and organizations, but reserves the right to refuse unsuitable materials. To be acceptable, the materials must be of a quality to meet the standards established for the selection of materials in the Central Columbia School District. It is understood that gift collections will be integrated into general collection and do not warrant special housing. Library media professionals dispose of gift materials that become out-of-date or worn.

Weeding

Weeding, the process of ridding the collection of out-of-date materials, is done on a continual basis. Items removed from the collection will be those materials that are:

- a. Unattractive in appearance
- b. In poor physical condition
- c. Seldom circulated
- d. Outmoded in content, use or accuracy
- e. Mediocre or poor in quality
- f. Duplications with several titles no longer in heavy demand
- g. Of a subject matter or treatment not suitable to the district's educational program
- h. Textbooks, except single copies that have reference value
- i. Superseded by new or revised editions
- j. Of passing interest at the time of publication

Materials removed from the shelves will be replaced, repaired, rebound, recycled or discarded. Older sets of recommended encyclopedias will be sent to classrooms.

Replacing

Worn items and missing items are replaced periodically.

Repairing

Minor repairs will be made to materials in house. Items needing additional repair that are valuable to the collection will be replaced or will be sent to the library if no longer in print.

Old Policy #: 5400 (page 3 of 4)
Old Policy Name: Selection of Instructional Materials
New Policy #: 109
New Policy Name: Resource Materials

Administrative Regulation(s)

Discarding

Materials no longer useful to the collection will be stamped "DISCARDED" over all indications of ownership and will be disposed of or will be recycled.

Duplicating

Multiple items of outstanding titles which are much in demand, are purchased as needed. Need is determined by the library media specialist.

Handling Lost or Damaged Items

Materials lost or damaged beyond repair will be paid for at the current replacement cost. Out of print titles will be replaced with items similar in nature.

Challenged Materials

Occasional objections to a selection will be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials.

The principals of the freedom to read and of the professional responsibility of the staff must be defended.

Should a complaint be made, the procedure is as follows:

1. Be courteous but make no commitments.
2. Have group or individual fill out "Request for Reconsideration of Library Materials" form. Assure them that this is necessary so that all parties involved will have the same information. Also, allow them to take the form with them to fill out at home.
3. Notify the administration of the criticism.
4. Once the "Request for Reconsideration of Library Materials" form has been received a review committee will be appointed and will consist of: a school board member, a member of the superintendent's staff, the building principal, the building media specialist, two members of the building staff, and a representative of the student body (secondary).

Old Policy #: 5400 (page 4 of 4)
Old Policy Name: Selection of Instructional Materials
New Policy #: 109
New Policy Name: Resource Materials

Administrative Regulation(s)

5. The committee will review the questioned material and all critical evaluations available. The material will be reconsidered with the specific objections in mind.
6. The report of the Review Committee's decision will be submitted in writing to the complainant and the superintendent by the building principal. The report of the committee will be the final action of the Review Committee.
7. The superintendent will present the findings to the board of school directors. No material will be removed from use until the board has reviewed the report and recommends such action.
8. If the decision results in keeping the material in a reserve area, the Library Media Center Parent Permission Form will be used.

Old Policy #: 5410
Old Policy Name: Procurement of Media
New Policy #: 109
New Policy Name: Resource Materials

Administrative Regulation(s)

Staff requests for media will be submitted to their building principal, Director of Technology and Curriculum Coordinator for budgeting and/or ordering. The administrators will review and submit, to the superintendent, their area budget. Upon approval of the yearly budget, the administrator will initiate purchase orders.

Old Policy #: 8340
Old Policy Name: Textbooks Purchase
New Policy #: 108
New Policy Name: Adoption of Textbooks

Administrative Regulation(s)

All school textbooks shall be adopted by the board of school directors at any regular meeting between the first day of April and the first day of August following:

Textbooks, so adopted, shall be provided for the use of the schools at the beginning of the following school term.

Whenever a new book or series is to be considered for adoption a selection committee comprised of professional staff will be formed to study textbooks and subsequently make a recommendation to the school principal and curriculum coordinator.

The superintendent shall report in which subjects new textbooks are recommended for adoption after receiving the appropriate adoption recommendation from the building principal and curriculum coordinator.

Textbooks or equivalent shall be made available for board member and public inspection at least 30 days prior to adoption.

No adoption or change of textbooks shall be made without the superintendent's recommendation.

Books supplemental to regularly adopted textbooks may be adopted and purchased for use in the schools at any time.

Supplementary books shall be adopted in the same manner as textbooks are required to be adopted.

Old Policy #: 6345
Old Policy Name: Gifted Education
New Policy #: 114
New Policy Name: Gifted Education

Administrative Regulation(s)

District representative at GIEP team. The following staff members shall be authorized to serve as the District representative at the GIEP team meetings and to commit the resources of the District at such meetings when such staff are knowledgeable about resources available for students who are mentally gifted: Director of Special Education, Principal, and Assistant Principal. The following addition staff members may also serve in the capacity on a case-by-case basis when such staff are knowledgeable about recourses available for students who are mentally gifted and when so designed in writing for a particular meeting by the Director of Special Education or by a Principal: Curriculum Coordinator, School Psychologist.

Old Policy #: 5431 (page 1 of 3)
Old Policy Name: Field Trips
New Policy #: 121
New Policy Name: Field Trips

Administrative Regulation(s)

It shall be the responsibility of the planning teacher to make a formal written request to the principal so that the trip may receive prior approval by the Board.

It shall be the responsibility of the teacher-sponsor to develop an instructional plan for each field trip and submit same to the principal.

The educational value of well-planned and properly executed field trips shall be anticipated and coordinated to the course of study to which it relates.

Students scheduled to take the mandated state assessment test (PSSA) may not participate in field trips scheduled during the PSSA testing window.

Requests for overnight field trips within the continental limits of the United States, Alaska and Hawaii must be submitted to the district Superintendent via the building principal at least forty-five (45) days prior to the overnight field trip and must be approved by the Board at a regularly scheduled Board meeting. The following elements must be included in the written request:

1. A clearly stated educational plan, number of students to be involved, number and positions of chaperones to be full-time members of this experience, grade levels of students, facilities available to the students, dates of the involvement, transportation, and planned activities.
2. Costs:
 - a. Cost to each student must be stated.
 - b. District cost must be stated.
 - c. Total cost of the trip must be stated.
 - d. Fundraising activities to support the trip must be stated.

Philosophy and purpose of field trips beyond the continental limits of the United States, Alaska and Hawaii:

1. One aspect of the school district's philosophy is to present varied educational opportunities. The district believes it is important to provide a unique opportunity for its students to visit foreign countries where they can:
 - a. See their heritage from foreign lands.
 - b. Mingle with peoples of other countries.
 - c. Develop their ability to speak in a foreign language.
 - d. Become aware of their own worth as a citizen in acquiring maturity from their travel experiences.
 - e. Learn how to appraise and appreciate how others live.

Old Policy #: 5431 (page 2 of 3)

Old Policy Name: Field Trips

New Policy #: 121

New Policy Name: Field Trips

Administrative Regulation(s)

- f. Acquire everlasting values for themselves.
 - g. Observe the world's greatest masterpieces in art and architecture.
 - h. Field trips beyond the continental limits of the United States, Alaska and Hawaii shall be limited to experiences which are directly related to the Board approved curriculum of the school district.
2. Tour Guidelines:
- a. The tours are to be planned with educational value of prime importance through a reliable organization. Students are to be supervised throughout the tour, and professional guides are to provide informative lectures. Free time is to be at a minimum.
 - b. The department shall select tours which provide the broadest cultural scope in light of the objectives stated in Section 1.
 - c. The school district authorizes and is responsible for organizing tours beyond the continental limits of the United States, Alaska and Hawaii for students of the district.
 - d. The respective department supervisor will be the coordinator for tours generated for the school district.
 - e. The days on which students and teachers are on tour which are regular school days will not be considered as days absent from school. Students will be responsible for making up work missed.
 - f. Requests for trips beyond the continental United States, Alaska and Hawaii will be granted based on the merits of the planning and the educational objectives associated with the trip.
 - g. Only teachers from the department organizing the trip and/or administrators shall serve as chaperones for that trip. All trips must have a minimum of eight (8) students, with the total on a single trip not to exceed forty-five (45). It is to be understood that trips will be cancelled, should the minimum number not be reached by October 15 for end-of-year trips, January 15 for Spring recess trips and September 15 for Thanksgiving trips. No chaperone will be responsible for chaperoning more than twelve (12) students; whenever twenty (20) or more, students will be chaperoned by three (3) staff members. When a third chaperone is required, that chaperone will be a school administrator.
 - h. A survey of students interested in the tours as well as an application form to be signed by their parents will be secured in the Spring prior to the school year in which the tour is to be taken.
 - i. A fair and effective screening of students will be made, with primary consideration given to students with the highest grade point average.
 - j. Parents and students will be required to attend a minimum of one (1) meeting at which rules and penalties for conduct on the tour will be clearly stated in writing.

Old Policy #: 5431 (page 3 of 3)

Old Policy Name: Field Trips

New Policy #: 121

New Policy Name: Field Trips

Administrative Regulation(s)

- k. An insurance package is available, but is not mandatory if the parents already have insurance coverage for this type of travel or prefer to secure their own insurance.
- l. A release form exonerating Central Columbia School District and its chaperones from responsibility for all damages, loss or mishap will be required.
- m. These tours are to occur during Thanksgiving recess, end of the calendar year recess and Spring recess.
- n. A written request for approval of the tour detailing the trip and including itineraries, dates, names of students, staff members, and pending Board approval, other participants must be submitted to the Board via the district Superintendent no later than October 1 for the end of the calendar year recess trips, no later than November 1 for Spring recess trips, and no later than June 1 for Thanksgiving recess trips.
- o. All trips must be approved by the Board during the regularly scheduled October, November, or June meeting of the Board.
- p. Cost for each student and total cost of the tour, including insurance, must be stated.
- q. When trips are approved by the Board at a regularly scheduled meeting, the parent/legal guardian from that time must make the decision to withdraw his/her child(ren) from the approved trip. The superintendent shall have the authority and discretion to cancel any field trip without prior notice if the Superintendent determines that canceling the field trip is in the best interest of the health, safety, or welfare of the field trip attendees. By way of example, the Superintendent may cancel field trips in response to declared states of emergency, extreme weather conditions, terror alerts issued by the U.S. Department of Homeland Security, etc. The district will assume no responsibility for any such cancellation.
- r. If a student is withdrawn by the parent/legal guardian after Board approval has been granted, the parent/legal guardian accepts all responsibility for any loss of deposits.
- s. The school district will not sponsor or support field trips beyond the continental limits of the United States, Alaska and Hawaii during the summer recess.

Old Policy #: 5720
Old Policy Name: Chaperones for Bus Trips
New Policy #: 121
New Policy Name: Field Trips

Administrative Regulation(s)

The Central Columbia School District in recognizing its obligation for providing for the safety and control of school children while on school approved field trips will require chaperones in the following numbers:

- a. Kindergarten field trips will require at least one chaperone per class (30 pupils), but may in some instances require one chaperone for each five pupils.
- b. Grades 1 through 12 will require at least one chaperone per class (30 pupils), but may in some instances require one chaperone for each ten pupils.
- c. More chaperones may be required for field trips involving handicapped children and/or other children who may require special attention.

At least one chaperone on each bus must be a responsible, professional staff member and will be the person who will make all decisions for providing the safety and control of the school children.

Volunteer chaperones may be used and are encouraged by the Board to participate in school trips. It must be understood, however, that they must comply with the rules of the school district and that the final decision for providing for the safety and control of the school children rests with the professional staff member(s) in charge.

This policy does not necessarily comply with travel of athletic teams where more controlled conditions prevail and therefore fewer chaperones may be required.

Athletic teams and other school groups traveling over night or longer will be required to comply with the one chaperone for each ten students rule.

Old Policy #: 5206
Old Policy Name: English as a Second Language/Bilingual Program
New Policy #: 138
New Policy Name: English as a Second Language/Bilingual Ed Program

Administrative Regulation(s)

The superintendent or designee, in conjunction with appropriate stakeholders, shall develop and disseminate written procedures regarding the ESL program. The following procedures will be listed on the district website.

- a. Program goals
- b. Student enrollment procedures (i.e., Home Language Survey)
- c. Assessment procedures for program entrance, measuring progress in gaining English proficiency, and program exiting
- d. Accommodations for English Language Learners (ELL) in the classroom
- e. List of resources including support agencies and interpreters

Old Policy #: 5450
Old Policy Name: Online Instruction
New Policy #: 141
New Policy Name: Online Instruction

Administrative Regulation(s)

A third-party vendor may be selected and would be responsible for overseeing and reporting to the Central Columbia School District all aspects of the Central Columbia Cyber Academy student's educational program, including but not limited to attendance, grading, progress, monitoring, and instruction.

The student shall:

1. Participate in all state and district graduation requirements including, but not limited to, assessments, programs of remediation, and graduation projects in accordance with district and Pennsylvania state law and regulations.
2. Complete all assignments, tests and projects required for completion of each course of study.
3. Show evidence of engagement through regular attendance and participation in the coursework assigned in accordance with course requirements.
4. Assume responsibility for communicating with each online teacher.
5. Schedule and attend monthly meetings with assigned district liaison to monitor progress and discuss any concerns.
6. Arrange to take major or culminating assessments identified by the Instructional Planning Team in a proctored setting.
7. Accept responsibility for the care of district equipment provided and return it promptly when requested.
8. Comply with the district's Acceptable Use Policy regarding the use of the computer and Internet in the home.

The family shall:

1. Support your child to ensure success in his or her educational program and with the requirements and expectations listed above.
2. Assume responsibility for the cost of repair/replacement of the computer system or damaged parts.
3. Maintain regular contact with the district regarding your child's progress and accept responsibility for contacting the district when any problems or disruptions that impact the student's educational program occur.
4. Monitor student progress and maintain oversight of your child's educational program and compliance with district policies and guidelines.

Exceptions to the above regulations will be made on a case by case basis including, but not limited to recover from an accident, documented medical conditions, and extenuating circumstances; however, the administration maintains the right to limit enrollment in the Central Columbia Cyber Academy or online coursework as defined by the parameters of this policy.

Old Policy #: 6100
Old Policy Name: Evidence of Age
New Policy #: 200
New Policy Name: Enrollment of Students

Administrative Regulation(s)

One of the following instruments shall be used to verify age.

A legal birth certificate.

A Baptismal certificate indicating date of birth, together with a notarized statement from parent/guardian attesting to the accuracy of the certificate.

A certified copy of entrance into the United States showing the date of birth of the child along with a notarized statement from the parent/guardian.

Such other evidence as an insurance policy, a current passport or previous school record showing date of birth of the child, along with a sworn notarized statement from the parent or guardian.

If none of the above are available, an affidavit of age sworn by the parent/guardian and accompanied by a certificate of age from a public health officer or public school physician, or in their absence, a licensed practicing physician in the county.

Old Policy #: 6021
Old Policy Name: Student Residence/Non-Residence/Tuition
New Policy #: 202
New Policy Name: Eligibility of Nonresident Students

Administrative Regulation(s)

Persons completing an Affidavit of Guardianship are required to submit documentation along with the statement before the district will accept the child as a student. Reasonable information to substantiate the statement shall include the following:

Signer is a resident of the district

- Utility bill, or
- Pennsylvania Department of Transportation identification or driver's license, or
- Pennsylvania Department of Transportation vehicle registration, or
- Copy of State/Federal program enrollment, or
- Copy of paycheck stub with name and address of employee and employer,
- And residency affidavit

Signer is supporting the child gratis

- Copy of completed IRS form transferring tax exemption of child to resident, or
- Copy of Federal or State tax form which lists child as a dependent of resident, or
- Copy of completed county form transferring child support payments to resident, or
- Copy of completed State form notifying Department of Welfare of child's new residence, or
- Copy of insurance policy/card/statement listing child as eligible for services, or
- Copy of lease/rental agreement identifying the child as tenant,
- And residency affidavit.

Signer will assume all personal obligations for the child relative to school requirements sworn statement by resident shall be satisfactory evidence thereof.

Signer intends to so keep and support the child continuously and not merely through the school term sworn statement by resident shall be satisfactory evidence thereof.

Old Policy #: 6310
Old Policy Name: Notification of Assignment
New Policy #: 206
New Policy Name: Assignment Within District

Administrative Regulation(s)

Assignment of students to teachers and classrooms shall be made on or before August 15 and distributed to students on or before the first day of school.

Old Policy #: 6150
Old Policy Name: Possession/Use of Asthma Inhalers
New Policy #: 210.1
New Policy Name: Possession/Use of Asthma Inhalers/Epi Pen

Administrative Regulation(s)

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. Demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:

1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physicians assistant, which shall be kept on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physicians assistant.
3. Determine the student's ability to self-administer medication and the need for care and supervision.
4. Maintain an individual medication log for all students possessing asthma inhalers.

Old Policy #: 5510 (page 1 of 2)
Old Policy Name: Grading System
New Policy #: 212
New Policy Name: Reporting Student Progress

Administrative Regulation(s)

The formal issuance of grades through symbols on a four marking period basis at the Middle School and High School and on a trimester basis in the elementary school, is authorized by the Board in order to promote a process of continuous evaluation of student performance, to inform the student, parents, and counselor of the student's progress, and to provide a basis for bringing about improvement in student performance, where such change seems necessary.

Meaningful evaluation shall include consideration of all activities that have occurred during the particular evaluation period. Such activities should include (1) homework, (2) projects, (3) reports, (4) class participation, (5) test which shall include unit tests, and (6) attendance. In addition to the above activities, examinations may be administered in each course at the conclusion of each semester in courses which offer credit toward high school graduation.

Grading system for the various grade levels are as follows:

High school students are graded on a numerical system in all subjects in grades 9-12. Numerical and equivalent letter grades are as follows:

A---Excellent, (93-99%)
B---Good, (85-92%)
C---Average, (77-84%)
D---Poor, (70-76%)
E---Failing, (Below 70%)

SA-Satisfactory Achievement According to Ability
I----Incomplete
W---Withdrew from course

Middle school students in grades 5-8 are graded on a numerical scale in two categories; proficiency and responsibility.

GRADING SCALE

A---Excellent, (93-99%)
B---Good, (85-92%)
C---Average, (77-84%)
D---Poor, (70-76%)
E---Failing, (Below 70%)

Old Policy #: 5510 (page 2 of 2)

Old Policy Name: Grading System

New Policy #: 212

New Policy Name: Reporting Student Progress

Administrative Regulation(s)

In the elementary schools, a number scale is used to report academic progress in reading, language arts, mathematics, science/health, social studies, art, music, physical education, and library/computer. The grades are as follows:

- 4—Advanced
- 3—Proficient
- 2—Basic
- 1—Below Basic

Special development, work habits, and descriptive times under academic areas are items which do not become part of the student's academic record. They are only intended to give parents a better picture of their child's behavior. These areas are graded as follows:

- S---Shows satisfactory development or better
- N---Performance below that normally expected

Report cards are prepared and distributed to parents either digitally or on paper four times each school year at the Middle School and High School and three times each year at the elementary school.

Old Policy #: 6621
Old Policy Name: Parental Conference
New Policy #: 212
New Policy Name: Reporting Student Progress

Administrative Regulation(s)

If the principal deems it appropriate and/or necessary to hold a conference with a student, their parent or guardian, and the teacher(s)/counselor in order to better communicate progress and/or better serve the student, arrangements will be made to conduct such a conference.

Old Policy #: 5540
Old Policy Name: Honor Rolls
New Policy #: 214
New Policy Name: Class Rank

Administrative Regulation(s)

The Board authorizes the superintendent or their designee to develop criteria for defining honor rolls. The superintendent may implement uniform publication of honor rolls in the school for any or all time periods for which formal grade reporting is done.

Honor students shall be chosen for each graduating class on the basis of individual student grades, credits, and honor points and/or criteria established by the National Honor Society.

Old Policy #: 5550
Old Policy Name: Promotion and Retention of Students
New Policy #: 215
New Policy Name: Promotion and Retention

Administrative Regulation(s)

The Board believes that each person is unique and that each student grows at his/her own rate, in accordance with ability, environment, and past experience. All students cannot meet the same grade standards.

In the elementary schools, each student shall be placed by the principal at the grade level to which each is best adjusted academically, socially, emotionally, chronologically, and physically. The educational program shall provide for the continuous progress of students from grade to grade. A small number of students may benefit from spending two (2) years in the same grade.

Students in grades five through eight (5-8) shall satisfactorily complete the prescribed program of studies and be recommended for promotion by their teachers. Promotion in grades nine through twelve (9-12) shall be based on units of credit which may be earned by successful completion of specific courses.

A student must earn five (5) credits as a freshman to be classified as a sophomore, a total of eleven (11) credits to be classified as a junior, and a total of eighteen (18) credits to be classified as a senior.

Old Policy #: 5552
Old Policy Name: Acceleration
New Policy #: 215
New Policy Name: Promotion and Retention

Administrative Regulation(s)

The staff shall encourage the individual learner to progress academically to the best of his/her ability.

While acceleration ahead of grade should be approached with caution, capable students may be so advanced. The following procedure shall be used to determine acceleration for children in grades 1 through 8. Grades 9 through 12 shall be governed by the regulations contained in Chapter Four.

- a. The parent shall request acceleration in writing.
- b. The student shall have achieved the ninety-ninth percentile in an individually administered achievement test administered during the year prior to acceleration. This percentile shall be with respect to local norms.
- c. The student shall have been identified as meeting the requirements of the district's gifted program.
- d. The student shall have maintained an average grade of at least ninety-five percent in reading, mathematics, science, English and social studies for two consecutive years immediately prior to acceleration.
- e. A multi-disciplinary team meeting shall be held to discuss the recommended acceleration.
- f. The student must be recommended for acceleration by the principal and the district psychologist following an interview with the student.

Old Policy #: 6330
Old Policy Name: Promotion
New Policy #: 215
New Policy Name: Promotion and Retention

Administrative Regulation(s)

Students shall be promoted, transferred, or retained from grade to grade according to the following policy:

Students in grade one through eight shall be promoted, transferred or retained at the discretion of the teacher(s) and administrators, but a student shall not be retained in one grade for more than two consecutive years.

Promotion in grades nine through twelve shall be by credits earned.

- a. to become a Freshman (9th)-Promoted through 8th grade or successfully complete a pre-ninth grade summer program previously approved by the high school principal
- b. to become a Sophomore (10th) – 5 credits earned
- c. to become a Junior (11th) – 11 credits earned
- d. to become a Senior (12th) – 18 credits earned

Old Policy #: 6502 (page 1 of 2)
Old Policy Name: Collection of Student Records
New Policy #: 216
New Policy Name: Student Records

Administrative Regulation(s)

No information shall be collected from students without either prior informed individual consent from the child and parents or representational consent from the board of school directors.

A permanent educational record will be maintained for each student who is enrolled in/or a resident of the Central Columbia Schools.

Personally identifiable information may be collected.

The school psychologist, school social worker, and school counselors may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnoses, and other memory aids for their own personal use in counseling pupils.

- a. Any informational that is considered to be the personal property of a professional employee such as a counselor, social worker or school psychologist shall be guarded by the rules given above in addition to those dictated by professional ethics, or subject to special agreements between the professional and individual parents and/or students.

Information Requiring Individual Consent

- a. Individual consent from students and parents shall be required for collecting information relative to personality testing and assessment, a student's family background, other than that required for pupil identification, or miscellaneous data not directly relevant for educational purposes.
- b. Prior to the requesting of individual consent, parents shall be fully informed, in writing, as to the methods by which the information will be collected; the uses to which it will be put; the methods by which it will be retained and the person to whom it will be available, under what conditions, the location of depositories of records about which a respective parent might be concerned, and the titles and addresses of the official of the listed record depositories. If such explanation is impossible or undesirable, the reasons shall be presented.
- c. In all situations where individual consent is obtained, it shall be in writing.
- d. Where individual parental consent is required, the student's consent shall be obtained when they are reasonably competent to understand the nature and consequences of the decision.

Old Policy #: 6502 (page 2 of 2)
Old Policy Name: Collection of Student Records
New Policy #: 216
New Policy Name: Student Records

Administrative Regulation(s)

- e. The rights accorded to and the consent required of the parent of the student under this policy thereafter only be accorded to and required of the eligible student.

Information requiring Representational Consent

- a. The board of school directors, the elected representatives of the parents, shall have the authority to grant consent for the collection of all permanent educational record information, including aptitude and achievement test results, health and medical information, and reports of skill and knowledge outcomes in subject matter areas currently in the curriculum, and such additional information as is agreed upon by the board of school directors and the school administration, provided there is reasonable effort to assure prior community knowledge of the intent to engage in such an agreement.
- b. In situations in which representational consent is sufficient, students and their parents shall be informed in advance, by school officials, annually, of the purposes and character of the information collected, and shall be given reasonable opportunity by the board of school directors to contest the necessity or desirability of the collection process or the proposed use of the information. However, the decision of the board of school directors is, subject to higher authority or judicial review, binding on all students and parents, whether or not they might individually have consented to the collection.

Information Collected for Non-School Purposes

- a. In regard to information which is to be collected for non-school purposes, by school personnel or outsiders, the foregoing policies shall be fully applied, with the further provision that prior informed consent must be obtained from the appropriate building principal, or in the case of the district-wide collection, the superintendent of schools.
- b. In cases where the information is to be collected under conditions of anonymity, the collecting agency must still obtain the appropriate form of consent. Procedures for regulating the collection of such information shall include the following: notification to students and parents that their participation is voluntary; and careful review of the instruments and procedures to be used for any such information collection to determine whether the methods and/or inquiries constitute a significant potential invasion of privacy, even though the information is to be collected under conditions of anonymity.

Old Policy #: 6503
Old Policy Name: Maintenance and Storage of Student Records
New Policy #: 216
New Policy Name: Student Records

Administrative Regulation(s)

The responsible official shall be responsible for insuring that the education records, confidentiality rules established under Pa. Code 22, Chapter 341, paragraph 341, 61(b) of Title 22, Part XVI, and this Education Records Policy for students are enforced and administered. This official will:

- a. Annually notify parents and eligible students of this policy; its procedures, and their rights. The notification shall be in their primary language unless it is not feasible to do so;
- b. The individual building counselor shall be responsible for record maintenance and access, and shall educate the staff concerning maintenance and access procedure
- c. All school personnel having access to records including personally identifying information shall receive periodic in-service in security emphasis upon privacy rights of students and parents.
- d. Records shall be kept under lock and key at all times, under the supervision of the guidance counselor.
 1. Permanent files in building office.
 2. Personally identifiable files in counselor's office.
 3. Memory aids are individual owners' responsibility.

Old Policy #: 6504
Old Policy Name: Student Record Access
New Policy #: 216
New Policy Name: Student Records

Administrative Regulation(s)

In situations in which the school is asked by other agencies, institutions, or individuals to transmit student information to those parties, stringent precautions are required to protect the rights of the student against infringement of privacy, misinterpretation of data, and inappropriate use.

Authorized Access Rights

A list of the names and positions of those agents and employers of the LEA who are authorized to have access to personally identifiable information shall also be maintained and appropriately posted. These officials may without student/parent consent release or access student records. All other professionals desiring access to a student's educational record will be required to sign the written access record form included in each permanent file, indicating specifically the "legitimate educational interest" that they have in seeking this information.

This record which indicates the legitimate interest the parties have in obtaining information from the student's record, may be inspected by the parent of the student or eligible student.

Parent Access Rights

The parent or eligible student or designated representative shall be permitted to inspect and review the education record of the student within a reasonable period of time, but in no case more than 30 days after a written request has been made. Requests should be directed to the building principal who will arrange a meeting at a mutually agreeable time.

A parent also has the right to request and receive the following:

- a. Explanation of information in the student's education records.
- b. Copies of the records will be provided to the parent or eligible student upon request at a fee not to exceed duplicating costs.
- c. A list of the types and location of the student's education record collected, maintained, or utilized by the LEA.

Student Access Rights

An eligible student has the right to access their educational record.

Old Policy #: 6505 (page 1 of 3)
Old Policy Name: Dissemination of Student Information
New Policy #: 216
New Policy Name: Student Records

Administrative Regulation(s)

The Central Columbia School District recognizes that it is necessary to protect the rights of a student and parents against infringement of privacy, misinterpretation of data, and inappropriate use.

Release of Education Information to Educational Officials

The school may, without consent of parents or eligible students release a student's educational record to:

- a. Officials of another school or school system in which the student is enrolled or intends to enroll. Records will be mailed to the receiving school upon confirmation of legitimate enrollment.
- b. Authorized school officials who have been determined by the Central Columbia School District to have a legitimate educational interest (a legitimate educational interest for an authorized school official means that this official will have administrative, supervisory, or instructional duties with regard to the student's educational program).
- c. Authorized representatives of the Comptroller General of the United States, Secretary, the Commissioner, the Assistant Secretary for Education, or to the appropriate officials of the U.S. Department of Education, or the PA Department of Education.
- d. State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974; or
- e. Comply with a judicial order or lawfully issued subpoena, provided the Central Columbia School District makes a reasonable effort to notify the parent or the student, or the eligible student of the order or subpoena in advance of compliance.
- f. Appropriate authorities in a health or safety emergency after consideration of the seriousness of the threat, the need for the 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.
- g. When a school district in which the student is enrolled or intends to enroll requests the release of information, the Central Columbia School District will comply with the request within seven working days of receiving the request.

Old Policy #: 6505 (page 2 of 3)
Old Policy Name: Dissemination of Student Information
New Policy #: 216
New Policy Name: Student Records

Administrative Regulation(s)

Release of Educational Information to Others

Written consent will be obtained prior to release of personally identifiable information to any party not mentioned above. Prior to requesting consent, the Central Columbia School District will provide the parent or eligible student in writing with the following: (1) a general description of the information or record to be released; (2) the form of the release; (3) the reason the release was requested; and (4) the party or agency to whom the information will be released.

- a. Separate and specific consent shall be required for the release of information in personally identifiable information.
- b. Under no conditions, except by judicial order or subpoena, shall the school release information gathered by any non-school agency which is included in the school record, with the exception of birth date.
- c. Each matter of request for consent must be handled separately, and no blanket permissions for release of information within an extended period of time may be solicited except where requests are made for transcripts to be sent to schools of higher education for admission.
- d. Parental requests for the release of information to other persons or agencies shall be complied with, except that when a student reaches the age of eighteen, is no longer attending high school, or is married (whether eighteen or not) consent alone must be obtained. This includes the right to deny parental access to records.

Release of Anonymous Information for Outside Research

The school may provide anonymous information from its records for outside research purposes without consent where the likelihood of identifying any individual because of unique characteristics is negligible, with administrative approval.

Release of Information by Government Mandate

- a. In cases in which local, state, or federal governmental agencies mandate the release of information on individuals, the principle of informed consent should apply except in those cases involving school responsibilities under existing child abuse or neglect statutes.

Old Policy #: 6505 (page 3 of 3)
Old Policy Name: Dissemination of Student Information
New Policy #: 216
New Policy Name: Student Records

Administrative Regulation(s)

- b. Where identification of individuals is nevertheless legally required, with or without consent, written protest shall be made by the superintendent of schools to the requesting agency, and parents shall be informed of the specific information which has been provided.

- c. Parents or eligible students who wish to file complaints with regard to compliance of this policy may do so by contacting the district superintendent. If further appeal is necessary, the parent or eligible student may contact the U.S. Department of Education or PA Department of Education

Release of Information by Public Notice

Directory information may be disclosed for purposes beneficial to the student or the school district only with the approval of the responsible official of the Central Columbia School District.

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 notice relative to this right at the beginning of the school year.

Directory information that is released may be on either a former student or one currently enrolled.

The Central Columbia School District shall give public notice of the categories of personally identifiable information which they have designated as directory information. This notice may be accomplished by a mailing to the parent. Parents or eligible student have the right to refuse to permit this designation and/or the release of any or all of this information; however, the parent or eligible student must register their protest in writing within 30 days of the public notice.

Old Policy #: 6506
Old Policy Name: Destruction of Student Records
New Policy #: 216
New Policy Name: Student Records

Administrative Regulation(s)

The Central Columbia School District will not destroy any or part of an education record or personally indefinable information necessary for the education of a student who is enrolled or has been enrolled in a program operated by the Central Columbia School District.

Notification of Destruction

The Central Columbia School District will inform the parents of a student when personally identifiable information in the records of the student is no longer relevant to and necessary for the provision of educational services to the student.

Parent Request for Destruction

Upon the parents' request, information no longer relevant to and necessary for the provision of educational services to the student shall be destroyed. Only in this situation is the LEA or APS required to destroy education records. Prior to the destruction of this information, the parents will receive written notification informing them of their rights to receive a copy of the material being destroyed.

Old Policy #: 6507 (page 1 of 2)
Old Policy Name: Amendment of Student Records
New Policy #: 216
New Policy Name: Student Records

Administrative Regulation(s)

Parent Request for Amendment of Records

A parent has the right to request the Central Columbia School District amend information contained in education records collected, maintained, or used by the Central Columbia School District if they believe it to be inaccurate, misleading, or in violation of the privacy or other rights of the student.

Challenging the Validity of Information

Students and their parents may challenge the validity of any information contained in their student record by formal written petition to the appropriate building principal. The principal's decision may be appealed to the superintendent of schools, and the superintendent's decision may be appealed to the board of school directors.

- a. Subsequent to the request for an amendment, the Central Columbia School District shall decide whether to amend the disputed information within 45 days after the receipt of the request to amend.
- b. If the Central Columbia School District agrees to amend the disputed information, the parent or eligible student shall be notified in writing.
- c. If the Central Columbia School District decides not to amend the education records in accordance with the request of the parent, the Central Columbia School District shall inform the a parent in writing of the refusal, the reason(s) for the refusal, and shall provide further notification of their right to request and receive a records review hearing.
- d. The school board shall hear challenges no later than the second regularly scheduled meeting following the date such a challenge is filed, and shall render a judgment at the regularly scheduled meeting following such hearing. Hearing may be closed at the request of the student or parents, but judgments shall be rendered in public meetings.
- e. A parent and an LEA may meet by mutual agreement, prior to a request for a hearing, to consider parental concerns about an educational record.

Old Policy #: 6507 (page 2 of 2)
Old Policy Name: Amendment of Student Records
New Policy #: 216
New Policy Name: Student Records

Administrative Regulation(s)

Procedures for Requesting Hearing

The following procedures will be followed with then opportunity for a hearing is actualized:

- a. The hearing shall be held at a mutually agreed upon time and place within thirty days after the Central Columbia School District receives the request for a hearing from the parent;
- b. The Central Columbia School District shall give written notification to the parent of the date, place, and time of the hearing no later than five (5) days in advance of the hearing.
- c. The hearing will be conducted by any party who does not have a direct interest in the outcome of the hearing (this could include an official of the Central Columbia School District);
- d. The parent/eligible student shall be afforded a full and fair opportunity to present evidence relevant to the specific information and reason(s) for requesting that information be amended, and may be represented by an individual of their choice, including legal counsel;
- e. The hearing officer shall render a written decision within 30 days of the conclusion of the hearing. This decision shall be based solely on evidence presented at the hearing and include a summary of the evidence and reasons for the decision;
- f. If the decision rendered is to amend the education record(s), the Central Columbia School District will inform the parent of this in writing; and
- g. If the decision rendered is not to amend the education record(s), the Central Columbia School District shall inform the parent in writing of their right in the education record and/or reasons for disagreeing with it in the actual record. The parental statement will be part of the record and released as such for the duration of the time the record is maintained.
- h. With respect to both challenges and verifications, parents and students shall be assured minimal rights of due process. Regardless of the outcome of a challenge, the student or parents shall have a right to place a statement in the student's file challenging the information in question.

Old Policy #: 5560
Old Policy Name: Graduation Requirements
New Policy #: 217
New Policy Name: Graduation

Administrative Regulation(s)

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 are aligned to established academic standards.

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.

CENTRAL COLUMBIA SCHOOL DISTRICT GRADUATION REQUIREMENTS

- ❖ The student must successfully complete the Course Sequence in English, Mathematics, Science, Social Studies, Health/Physical Education and World Language:

This four-year plan of study should serve as a guide as you develop your academic core requirements and electives. All plans should meet CCHS graduation requirements.			
9 th	10 th	11 th	12 th
• English (choose 1) English 9 OR Honors English 9	• English (choose 1) English 10 OR Honors English 10	• English (choose 1) English 11 OR Honors English 11	• English Electives (total of 4 credits for graduation)
• Math (choose 1) Algebra I OR Algebra II OR Geometry OR Honors Geometry	• Math (choose 1) Algebra II OR Geometry OR Math Electives	• Math (choose 1) Geometry OR Math Electives	• Math Electives (total of 4 credits for graduation)
• Science (choose 1) Physical Science OR Honors Biology	• Science (choose 1) Biology OR Chemistry	• Science (choose 1) Chemistry OR Physics	• Science Electives (total of 4 credits for graduation)
• Social Studies American History OR AP US Government	• Social Studies Modern American History I & II OR AP US History	• Social Studies Modern World History OR AP European History	• Social Studies Electives (total of 4 credits for graduation)
• Physical Education	• Physical Education	• Physical Education	
• Futures I	• Futures II	• Futures III	
• World Language	• World Language		
• Art Appreciation & Music Appreciation	• Health Education		
Pathway Electives (up to 1.5 credits)	Pathway Electives (up to 1.5 credits)	Pathway Electives (up to 3.0 credits)	Pathway Electives (up to 5.0 credits)

Courses above are graduation requirements (-)

- ❖ The above holds true with the exception of:
 - ❖ Algebra II passed in 8th grade will count for high school credit and for the graduation sequence.
 - ❖ Algebra II will appear on a student's high school transcript but only as "a course passed prior to high school." No grade will be recorded on the high school transcript.
 - ❖ A student passing Algebra II in 8th grade will enter high school needing to complete three additional credits in mathematics including the sequence requirement of Geometry (or Honors Geometry) at a minimum.
 - ❖ A student passing Algebra II in 8th grade MAY elect to retake the course in the high school. A student who does not take or pass Algebra II in 8th grade will need to successfully complete four mathematics credits including the course sequence requirements.
 - ❖ A student must receive a minimum grade of 85% in 8th grade Algebra II to qualify for "Honors Geometry" in 9th grade.
- ❖ The student is required to take at least four additional credits within their Pathway.
- ❖ The student is also required to take two additional credits outside their Pathway.
- ❖ Beginning with the class of 2017 – students will be required to pass three Keystone Exams – Algebra I, Biology, and Literature – or a comparable assessment as per state regulations to obtain a high school diploma.
- ❖ All students with an IEP will take the Keystone exam for Algebra 1, American Literature and Biology at least one time prior to junior year.
- ❖ If a student with an IEP does not achieve proficiency on a Keystone exam, the IEP team (including regular education teachers and guidance staff) will review individual student's score and determine if they will retake the Keystone exam.
- ❖ If a student with an IEP does not achieve proficiency on a Keystone exam the IEP team (including regular education teachers and guidance staff) will schedule a Project Based Assessment in the subject area the student has not achieved proficiency. This is to be determined by the end of the student's sophomore and/or junior year in order to allow for scheduling time in the student's junior & senior year.
- ❖ If the student with an IEP is unable to achieve proficiency in the project based assessment by the end of their senior year the IEP team will determine graduation based on the completion of IEP goals and objectives.
- ❖ If the IEP team determines that a student cannot complete the Project Based Assessment following an initial attempt at Keystone exams, then alternative criteria can be developed via the IEP to designate graduation criteria.
- ❖ The student must participate and reach proficiency in a Senior Exit interview.

Old Policy #: 6622
Old Policy Name: Detention
New Policy #: 218
New Policy Name: Student Discipline

Administrative Regulation(s)

If the principal and/or teacher deems it appropriate, in terms of serving the best interest of the student, to require a student to stay after school for a stated period of time for a stated purpose, the principal may authorize such detention provided that the parent/guardian has received at least one day's notice.

Old Policy #: 6720
Old Policy Name: Disruption of School
New Policy #: 218
New Policy Name: Student Discipline

Administrative Regulation(s)

No student of the Central Columbia School District shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct intentionally cause the disruption of the educational function, mission, process of the school to which assigned or any other school in the school district.

No student shall participate or become involved in any of the following activities that may serve to disrupt the educational process.

- a. Boycotts or walkouts
- b. Assault or cause personal physical injury
- c. Student demonstrations which disrupt classes
- d. Use threatening or abusive action
- e. Possess or transmit weapons or dangerous instruments
- f. Commit theft or damage to school property
- g. Any activity which infringes on the rights or freedoms of other students

Old Policy #: 6640 (page 1 of 2)
Old Policy Name: Drug Controlled Substances and Alcoholic Beverages
New Policy #: 227
New Policy Name: Controlled Substances/Paraphernalia

Administrative Regulation(s)

Off-Campus Violation-A student apprehended by law enforcement authorities for the violation of the Act or of any Federal Drug Statute, while not subject to the school's jurisdiction, will be permitted to continue attending classes but shall be subject to temporary suspension by the principal, provided in his opinion the student's presence, because of his actions in school, is disrupting to the educational system or detrimental to the welfare or safety of other students.

Possession or Use-A student who, while subject to the school's jurisdiction, possesses or uses any controlled substances, alcoholic beverage or any prescription drug other than drugs registered in accordance with this policy, shall be temporarily suspended from school and all school-related activities for a period of up to two weeks, and shall be placed on probation for the remainder of the school year. During the period of probation, a student may be excluded from some or all school related activities, including social functions.

Under the Influence-A student who, while subject to the school's jurisdiction, is under the influence of a controlled substance, alcoholic beverage or any prescription drug other than drugs registered in accordance with this policy, shall be temporarily suspended from school and all school-related activities for a period of up to two weeks, and shall be placed on probation for the remainder of the school year.

Sale or Distribution-A student who, while subject to the school's jurisdiction, sells or distributes, or offers to sell or distribute, any controlled substance, alcoholic beverage, or prescription drug, shall be immediately and temporarily suspended pending a hearing. After a proper hearing the student may be subject to suspension, expulsion, probation or continuation of studies outside the school premises.

Drug Distribution-A student, who, while subject to the school's jurisdiction, sells or distributes, or offers to sell or distribute, any drug other than those mentioned in the preceding section, or any other pill, tablet, or capsule of any kind, may be suspended for a period of time to be determined by the school board after a proper hearing.

Hearing-The school board or an appropriate officer of the board may appoint a committee for the purposes of conducting hearings with regard to any alleged violation of this policy. Nothing in this policy shall prevent the school administration from immediately suspending a student.

Probation-A student subject to probation under this policy shall continue to attend school, but shall be required to observe certain conditions relating to in-school conduct and behavior which conditions may include but need not be limited to:

- a. Prohibition of association with certain students;

Old Policy #: 6640 (page 2 of 2)
Old Policy Name: Drug Controlled Substances and Alcoholic Beverages
New Policy #: 227
New Policy Name: Controlled Substances/Paraphernalia

Administrative Regulation(s)

- b. Prohibition of any further violation of this policy;
- c. Prohibition of participation in athletic or social functions
- d. Reporting at stated period of appropriate persons for counseling;
- e. Attending after school hours disciplinary detention of study hall;
- f. Assistant in after school hours maintenance and rehabilitation programs
- g. Loss of driving privileges;
- h. Placement in alternative education setting;
- i. Such other conditions reasonably related to insuring a correction of the misbehavior or misconduct for which the probation was imposed.

Violation of any condition of probation by a student, shall after a hearing result in suspension, expulsion, more restrictive probation, or continuation of studies outside school premises.

Rehabilitation-In each instance when a student is placed on probation or is suspended, the school authorities will endeavor to involve the students in appropriate rehabilitation experiences through the student assistance program. The school will attempt to arrange for psychological or social services appropriate to the student's needs. The school will continue to work closely with authorities and institutions, in particular those within the community concerned with juveniles, and will seek their advice and assistance in dealing with students violating this policy. The school will make every effort to encourage cooperative action on the part of the offender, the parents, school personnel, and agencies mentioned above, in planning a program of rehabilitation.

Instruction-Building principals are charged with the responsibility of implementing an appropriate, well-organized program of instruction concerning the proper use of medicines and the detrimental effects of the misuse of drugs and controlled substances. The use of a drug dog may be used for education, training, and random searches to aid in instruction.

Old Policy #: 6639
Old Policy Name: Controlled Substances - Students
New Policy #: 227
New Policy Name: Controlled Substances/Paraphernalia

Administrative Regulation(s)

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a **first** violation, suspension from school athletics for the remainder of the season.
2. For a **second** violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a **third** violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verify that no residual evidence of steroids exists.

Old Policy #: 6830 (page 1 of 2)
Old Policy Name: Public Appearances - Band
New Policy #: 230
New Policy Name: Public Performances by Students

Administrative Regulation(s)

The board of school directors feels that community band performances are beneficial to both the students and the community.

The board realizes that it will not always be possible to present a full band complement during the summer vacation months; however, the board, through the administration, encourages and requests band members to participate whenever possible.

Procedure for requesting band performances at parades and/or concerts are as follows:

- a. All requests for the marching band to participate in local parades and/or concerts are to be submitted, in writing, to the senior high school principal.
- b. All requests will be considered on a first come basis.
- c. All requests will be reviewed with the band director to determine the availability of the band.
- d. All requesting groups will be notified, in writing, of acceptance or non-acceptance of an invitation to perform. The reason for non-acceptance will be so stated on the notice.
- e. It is strongly urged that all requests be submitted at least three weeks prior to the performance date. All arrangements require.
 1. Administrative approval;
 2. That the band members be contacted to determine availability; and
 3. Board approval on all trips.

Procedure to be used by the band in requesting permission to travel is as follows:

- a. Written request must be submitted to the high school principal as early as possible, preferably sixty (60) days in advance and must include:
 1. Name of group sponsoring the event;
 2. Location of the parade or concert;
 3. Travel arrangements;
 4. Itinerary:
 - i. Departure time and date
 - ii. Return time and date
 5. Housing arrangements;
 6. Meal arrangements;
 7. Cost of the trip;

Old Policy #: 6830 (page 2 of 2)
Old Policy Name: Public Appearances -Senior High Band
New Policy #: 230
New Policy Name: Public Performances by Students

Administrative Regulation(s)

8. Who is responsible for payment
 9. How much personal expense to each band member.
- b. Administrative and board approval are required for each trip.

Old Policy #: 6630
Old Policy Name: Pregnant/Married Students
New Policy #: 234
New Policy Name: Pregnant/Parenting/Married Students

Administrative Regulation(s)

The superintendent or designee shall develop procedures for implementing this policy which include:

1. Offering counseling services to help students plan their future.
2. Cooperation with community resources to assist students.
3. Development of curriculum for the alternate educational program to which the pregnant student may be assigned on her request.
4. Designation of a qualified staff member to act upon the licensed physician's statement regarding the examination and health of a pregnant student.

Old Policy #: 7182
Old Policy Name: Photographs or Video of School Pupils
New Policy #: 235
New Policy Name: Student Rights and Responsibilities

Administrative Regulation(s)

The school board establishes the following guidelines with respect to the taking of photographs or video of school students while such students are on school grounds:

- a. No person may take photographs or video recordings of school students while such school students are on school grounds unless those persons are school personnel, employees or contractors of the school district except as otherwise set forth herein.
- b. Contractors of the school district shall include photographers or videographers hired by the school district or appointed by the school district for the purpose of taking photographs or video recordings of school students.
- c. Photographs and video recordings shall be permitted to be taken of school students while school students are on school grounds in the following circumstances unless specifically prohibited, in writing, by the superintendent or a school principal, in which case such photographs and video recordings shall be prohibited:
 1. Interscholastic athletic and academic events
 2. Musical, theatrical or other performances
 3. Graduations and other ceremonies, but only to the extent permitted by the superintendent or principal in charge of such ceremonies.
 4. As otherwise expressly permitted by the superintendent.
- d. Although this policy applies to persons off school premises who are photographing or conducting video recordings of students while such students are on school property, any person violating this policy while such person is on school property shall be deemed to be trespassing and such persons shall not be deemed to have permission to be on school property and shall be deemed to have been prohibited from being present upon school property and the superintendent and administration may bring such criminal and/or civil action, including the pursuit of injunctive relief, as deemed necessary or prudent by the superintendent or administration.

Old Policy #: 6660 (page 1 of 3)
Old Policy Name: Electronic Devices
New Policy #: 237
New Policy Name: Electronic Devices

Administrative Regulation(s)

The Board prohibits possession of laser pointers and telephone paging devices/beepers by students on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

Cellular Phones/Portable Music Players

The Board prohibits use of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities during the school day, with the following exceptions for the high school only:

- High School student are permitted to bring their cellular phones and portable music players into the school building.
- High School students may use cellular phones and portable music players in the school building at the following times: until the instructional days begins, in the cafeteria or courtyard during their assigned lunch period, and after the instructional day ends.
- Upon entering a classroom, if a student has a cellular phone, the student must place the device out on their desk; the device must be turned off and may not be used for any reason. If a student has a portable music player, the device must be turned off and put away.
- Teachers may allow students to use their cellular phones for in-class instructional activities.
- Students are not permitted to use cellular phones or portable music players during classes (including study halls) or between classes during the instructional day.
- Students may use the school telephone near the attendance clerk's desk in the main office to make phone calls during the school day. Parents/guardians may call the school office and leave a message for their child.
- Students are not permitted to take photographs or record videos on their cellular phones.
- If a teacher sees or hears a student using a cellular phone or portable music player during class or between classes, the teacher will confiscate the device and take it to the main office at their earliest convenience. At that point an administrator will store the device and assign an appropriate consequence.
- If a teacher sees or hears a student using a cellular phone in class during a test or quiz, the teacher will give the student a grade of '0' on the test or quiz.
- After the device has been confiscated, school personnel will not utilize the device for any reason.

Old Policy #: 6660 (page 2 of 3)
Old Policy Name: Electronic Devices
New Policy #: 237
New Policy Name: Electronic Devices

Administrative Regulation(s)

All electronic devices, unless specifically utilized or permitted by the classroom teacher for instructional purposes, are banned from classrooms.

Teachers and support personnel may possess cellular telephones; however their use is prohibited during scheduled instructional time except during extreme emergency (to call the office, the nurse's office, or 911). Teachers' and support personnel electronic devices, except those specifically used for instructional purposes, are to be turned off during instructional time so as to not disrupt instruction.

The Board prohibits use of cellular telephones that have the capability to take photographs or record audio or video during the school day in district buildings, on district property and while students are engaged in school-sponsored activities during the school day except where otherwise stated in this policy.

In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet that specifically by-passes the district filtering system.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

The superintendent or designee shall annually notify students, parents/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided for in a student's individualized education program (IEP). Violations of this policy by a student shall result in disciplinary action as determined by the administration and may result in confiscation of the electronic device.

Disciplinary action for violations of this policy by teachers or support personnel will be handled in accordance with Board policy and the PA School Code.

Telephone Pagers/Beeper

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

Old Policy #: 6660 (page 3 of 3)
Old Policy Name: Electronic Devices
New Policy #: 237
New Policy Name: Electronic Devices

Administrative Regulation(s)

- A student who is a member of a volunteer fire company, ambulance or rescue squad.
- A student who has a need for such device due to the medical condition of an immediate family member.
- Other reasons determined appropriate by the building principal.

Laptop Computers/Personal Digital Assistants

Laptop computers and personal digital assistants (PDAs) brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers and PDAs.

Old Policy #: 0900
Old Policy Name: Academic Achievement Award
New Policy #: 240
New Policy Name: Academic Achievement Award

Administrative Regulation(s)

The board will hold an annual academic achievement recognition event in May.

A plaque will be erected in the high school to permanently display the names of those students who have been recognized at the academic achievement event.

Old Policy #: 6628
Old Policy Name: Bullying/Cyberbullying
New Policy #: 249
New Policy Name: Bullying/Cyberbullying

Administrative Regulation(s)

Investigation Procedures

1. A student shall report a complaint of bullying or cyberbullying, orally or in writing, to the teachers, building administrator, or counselor.
2. The building administrator will investigate the alleged conduct that occurred.
3. The building administrator may ask assistance from other district employees in the investigation process.
4. After the investigation, the building principal or designee shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

Old Policy #: 2140
Old Policy Name: Function of the Superintendent
New Policy #: 302
New Policy Name: Employment of Superintendent

Administrative Regulation(s)

The function of the superintendent follows:

Executive

- a. The superintendent of schools shall be the chief administrative officer of the school district, responsible to the board of school directors for the total education program for citizens of the Central Columbia School District. As such, shall attend all meetings of the board, including the executive sessions.
- b. The Pennsylvania School Code, Section 1081, provides that the superintendent “shall have a seat on the board of school directors and the right to speak on all matters before the board, but not to vote.”

Instructional

- a. The superintendent of schools shall be considered as the instructional leader of the school system. Shall provide instructional leadership to the professional staff through inservice education, pre- and post-school workshops, dissemination of new knowledge on the methods and content of instruction, and the distribution of professional literature to the staff.
- b. Section 1005 mandates that, “It shall be the duty of each superintendent to see that in the district there shall be taught the several branches required by this act, as well as such other branches as the board of school directors may require.”

Old Policy #: 1030
Old Policy Name: Employment Requirements
New Policy #: 304
New Policy Name: Employment of District Staff

Administrative Regulation(s)

To be considered for employment and to finalize contracts, if selected, each employee shall do the following:

- a. Completed application form, resume, and credentials
- b. Completed Act 34 – Pennsylvania State Police Request for Criminal History Record Check
- c. Pennsylvania Child Abuse History Clearance (Act 151)
- d. Completed Act 114 – FBI Federal Criminal History Check
- e. Completed Act 168 – Employment History Review
- f. Completed Act 24 – Arrest/Conviction Report & Certification form
- g. Copy of Pennsylvania teaching certificate
- h. The original cost of the clearances listed in letters b., c., and d., above will be paid by the employee. Those employees serving in a part-time capacity (working less than 20 hours per week) will be reimbursed for costs after satisfactory service of one full year.

Upon being hired, the employee will be required to complete the following:

- a. Employment Eligibility Verification Form (I-9)
- b. Completed physical examination and Tuberculosis test
- c. W-4 Form (Employee's Withholding Exemption Certificate)
- d. Retirement, insurance, and other forms required
- e. Signed contract
- f. All district employees are responsible to obtain and present clearances to the business office consistent with the requirements and timelines of the Child Protective Services Law.
- g. Employees shall report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.

Old Policy #: 3040 (page 1 of 3)
Old Policy Name: Procedure for Professional Candidate Eval & Appointment
New Policy #: 304
New Policy Name: Employment of District Staff

Administrative Regulation(s)

Candidates for permanent and long term substitute *employment shall be selected on the basis of: (a) application, (b) academic qualifications, (c) state certification, (d) personal interview, and (e) teaching experience based on college supervisor and cooperating teacher observation, or if presently employed, immediate supervisor observation, (f) recent (e.g. last two years) letters of recommendation, and (g) recommendation from the interview team.

***A long-term substitute is one who will be employed ninety or more consecutive school days. There is no guarantee of a permanent position. Long-term substitutes should be rotated.**

Applications from teacher candidates will be kept in the district office. Applications will remain active for one year and will be filed by certification area and date. Candidates can continue their active status by calling or writing each year requesting to keep the application active.

- a. Advertisements for all professional positions will be placed with PSBA.
- b. In the event that there are less than five applications on file, an effort will be made to acquire additional applications by contact the placement directors of universities and colleges.

The principal of the building where a vacant professional position exists will establish an interview team to review and evaluate applications in order to select a minimum of five candidates to be interviewed according to board policy. Members of the interviewing team must not be references for or a direct relative of the candidate.

The principal will select an interview team. This team will consist of the principal and at least three of the following recommended professional staff members. Whenever possible, at least three team members will be teachers. Persons leaving the district should not be part of the interview team. In cases where they are the sole building employee in that area, an employee in that area from another building should be considered.

- a. **Elementary School**
 1. Assistant Principal
 2. Guidance counselor
 3. Grade group leader for grade or specialty area where vacancy exists
 4. Classroom teacher
 5. Educational co-op or instructional assistant

Old Policy #: 3040 (page 2 of 3)
Old Policy Name: Procedure for Professional Candidate Eval & Appointment
New Policy #: 304
New Policy Name: Employment of District Staff

Administrative Regulation(s)

- b. **Middle School**
 - 1. Assistant Principal
 - 2. Guidance counselor
 - 3. Department head
 - 4. Classroom teacher from team or specialty area where vacancy exists
 - 5. Educational co-op or instructional assistant

- c. **High School**
 - 1. Assistant Principal
 - 2. Guidance counselor
 - 3. Department head
 - 4. Classroom teacher from department or specialty area where vacancy exists
 - 5. Educational co-op or instructional assistant

Teacher evaluations will be conducted as follows:

- a. All applications will be reviewed by members of the interviewing team.
- b. A minimum of five applicants will be selected for interviews by the team.
- c. Candidates who have accepted an invitation to interview will be evaluated using questions developed by the interview team. The list of questions will be pre-approved by the superintendent. All interview candidates will take part in teaching a lesson in a classroom before the interview team. The interview process will include both phases.
- d. The top three candidates ranked in order of committee preference shall be submitted to the superintendent along with all of the appropriate written documentation. The superintendent shall, after consultation with the respective administrator, have the final authority to accept and/or reject the committee's recommendation and may/may not submit any name to the board for its consideration. The superintendent's decision to submit or not submit a candidate to the board shall be accompanied by the appropriate documentation.
- e. The superintendent will submit the name of the successful candidate to the board for appointment and make available the candidate's credentials for the board's inspection.
- f. A candidate is then appointed by a majority vote from the board.
- g. As a professional courtesy, all interviewees will be notified in writing of the search results.

Old Policy #: 3040 (page 3 of 3)
Old Policy Name: Procedure for Professional Candidate Eval & Appointment
New Policy #: 304
New Policy Name: Employment of District Staff

Administrative Regulation(s)

In the event that a professional vacancy exists and the next regular board meeting is not scheduled until after school begins, then the superintendent has the authority to hire an applicant on a temporary appointment until the board can take action on the appointment. Should the board not accept the candidate appointed by the superintendent, the person will receive salary for the days worked.

The superintendent may make a temporary appointment when an emergency occurs such as death of a staff member, sudden long term illness, commencing maternity leave earlier than expected, etc., based on the applications in the file.

Candidates for employment will be selected on the basis of:

- a. Application
- b. Training background
- c. Experience record
- d. Personal interviews
- e. Ability

Old Policy #: 3510
Old Policy Name: Substitute Teachers
New Policy #: 305
New Policy Name: Employment of Substitutes

Administrative Regulation(s)

A prospective substitute teacher shall furnish:

- a. Completed application form, resume, and credentials
- b. Completed Act 34 – PA State Police Request for Criminal History Record Check
- c. Pennsylvania Child Abuse History Clearance (Act 151)
- d. Completed 114 – FBI Federal Criminal History Check
- e. Completed Act 168 – Employment History Review
- f. Act 24 – Arrest/Conviction Report & Certification form
- g. Copy of Pennsylvania Teaching Certificate
- h. Employment Eligibility Verification form – (I-9)
- i. Completed Physical Examination and Tuberculosis test
- j. Employee's Withholding Exemption Certificate Form – (W-4)

District administrators will monitor substitute teachers by requiring substitute teachers and classroom teachers to complete substitute teacher reports after each period of substitution. District administrators will observe substitute teachers.

With continuity and quality of instruction in mind, building principals will rotate calling substitute teachers by the numbered list to provide equal opportunity for all. Substitutes should be available between the hours of 6 and 7:30a.m. each day school is in session. The school's inability to reach a substitute by telephone will be considered a refusal of employment for that day.

Old Policy #: 3511 (page 1 of 2)
Old Policy Name: Remuneration and Fringe Benefits for Substitute Professional
New Policy #: 305
New Policy Name: Employment of Substitutes

Administrative Regulation(s)

Substitute professionals are subject to the following guidelines and are classified into the following categories for purposes of remuneration and/or fringe benefits:

Compensation

1. Day-to-Day Substitute: One who is called to substitute by the day or for a period of less than or equal to 30 consecutive school days for the same professional staff member.
 - a. The salary remuneration will be \$80 per day.
 - b. Persons holding an LPN or RN certificate and substitute for a school nurse will receive \$100 per day.
 - c. There will be no fringe benefits awarded.
2. Thirty-one (31) School Days through Eighty-nine (89) Days Substitute: One who is called to substitute for a period of more than or equal to 31 consecutive school days, but less than or equal to 89 consecutive school days, for the same professional staff member.
 - a. The salary remuneration will be \$85 per day.
 - b. There will be no fringe benefits awarded.
3. More than Thirty (30) School Days as a Day-to-Day Substitute: One who is called to substitute for a period of more than or equal to 31 school days.
 - a. The salary remuneration will be \$85 per day.
 - b. There will be no fringe benefits awarded.
4. Regular Substitute: One who is appointed annually by the School Board to serve a specific non-consecutive placement at least 70 days but not to exceed 140 days.
 - a. The salary remuneration will be \$100 per day.
 - b. There will be no fringe benefits awarded.
5. Ninety (90) School Days to a Full Year Substitute: One who is called to substitute for a period of 90 or more continuous school days during the course of one academic year.
 - a. The salary remuneration will be at a per diem rate equal to the rate prescribed in the CBA, given the appropriate step to which the employee is entitled.
 - b. Fringe benefits will be as included in the CBA in effect at the time.
 - c. The long-term substitute would be eligible to be included in the Bargaining Unit.

Old Policy #: 3511 (page 2 of 2)
Old Policy Name: Remuneration and Fringe Benefits for Substitute Professional
New Policy #: 305
New Policy Name: Employment of Substitutes

Administrative Regulation(s)

Extensions

If a substitute professional's retention is extended beyond an initial or a previously extended retention, the pay rate of that substitute professional for the extended retention period shall be increased, from the date of the extension forward and not retroactively, to the rate applicable to the category of retention for the time period which is equal to the continuous substitute service provided by the substitute prior to the extension, plus the time period during which said substitute's retention is extended without lapse of service. Benefits will be prorated.

Payroll Deductions

The following payroll deductions will be taken from all substitute employees pay regardless of classification:

- a. Federal Income Tax
- b. Social Security (FICA)
- c. Earned Income Tax
- d. State Income Tax
- e. Pennsylvania Employee Retirement must be deducted if an employee will work more than 80 days in one (1) or more state institutions during any one (1) fiscal year.
- f. Occupational Privilege Tax
- g. Unemployment Compensation Tax

Old Policy #: 1250
Old Policy Name: General Transfers
New Policy #: 309
New Policy Name: Assignment and Transfer

Administrative Regulation(s)

The Central Columbia School Board recognizes that there are cases when personnel must be transferred, in addition to those who have requested transfers. The following guidelines are established so that optimum assurance of fair treatment may be provided to employees involved. Factors to be considered as having bearing on such transfer are:

- a. Program change
- b. Change in enrollment
- c. Court mandate
- d. Student achievement data

Old Policy #: 2250
Old Policy Name: Orientation
New Policy #: 309
New Policy Name: Assignment and Transfer

Administrative Regulation(s)

It shall be the responsibility of the superintendent to provide orientation for each administrator given a new assignment.

Old Policy #: 3200
Old Policy Name: Personnel Assignment
New Policy #: 309
New Policy Name: Assignment and Transfer

Administrative Regulation(s)

Professional personnel shall be assigned by the superintendent on the basis of training, competence, experience and the best interests of the school system.

Old Policy #: 3250
Old Policy Name: Performance Review and Evaluation of Employees
New Policy #: 313
New Policy Name: Evaluation of Employees

Administrative Regulation(s)

Evaluation of employees is a management function and shall be the duty and the responsibility of the administration.

The purpose of supervision and evaluation of teachers is for the improvement of instruction and continuing employment by the district.

The ultimate criterion for determining the effectiveness of a teacher shall be the effect that the teacher has on the progress of his students.

Since the traits which are considered as prerequisites to effective teaching will be difficult to measure objectively, a major part of the evaluation process must be done on the basis of subjective judgement.

- a. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. Although unannounced classroom visitations will be used the majority of time.
- b. Employee shall be offered the opportunity to review with the individual making a written report of the observation the content thereof and to append, and sign their comments with respect to such contents. They may also submit any supporting documents they wish.

Old Policy #: 1200
Old Policy Name: Access to Personnel Files
New Policy #: 324
New Policy Name: Personnel Files

Administrative Regulation(s)

Any employee shall be allowed to review their personnel record file in the personnel office in accordance with the following conditions:

1. Only one (1) review shall be allowed in a given school year, unless extenuating circumstances may justify otherwise.
2. The superintendent or designee shall be present for all approved reviews.
3. Requests for reviews shall be submitted only for times when the personnel office is regularly open.
4. All review requests shall be filed at least ten (10) working days before the first requested date.
5. A request shall be filed for such review at the personnel office on the request form provided, and supply such information as:
 - a. A date and hour for the review, and an alternate date and hour in case the first date can't be granted.
 - b. List of items desired for review.
 - c. Reason(s) for the review.
6. The superintendent or designee shall respond to each review request form showing approval, rejection, and/or remarks at least five (5) working days prior to the earliest review date requested.

Old Policy #: 1220
Old Policy Name: Content of Personnel Files
New Policy #: 324
New Policy Name: Personnel Files

Administrative Regulation(s)

A personnel record file shall be maintained in the district personnel office for each district employee and shall contain such items as:

- a. Application for employment with State Police Clearance (Act 34), FBI, and/or Department of Welfare (Act 151) Clearance
- b. Wage or salary information
- c. Notices of commendations
- d. Warnings or disciplines
- e. Authorization for a deduction or withholding of pay
- f. Fringe benefit information
- g. Leave records
- h. Employment history with the school district, including salary information, job title, dates of changes, retirement record, attendance records and records performance evaluations.

A separate confidential personnel record file shall contain such material as:

- a. Physical Exam and medical records
- b. Letters of reference
- c. Documents being prepared for use in civil, criminal, or grievance procedures
- d. Information available to the employee under "The Fair Credit Reporting Act"

Old Policy #: 2204
Old Policy Name: Administrative Personnel – Wage and Salary
New Policy #: 328
New Policy Name: Compensation Plans/Salary Schedules

Administrative Regulation(s)

For purposes of this policy, school administrators shall be defined as any employee of the school district below the rank of superintendent or assistant superintendent, but including the rank of first level supervisor, who by virtue of assigned duties is not in a bargaining unit of public employees as created under Act 195 (Public Employee Relations Act). This definition shall apply to all principals, director of special education/school psychologist, curriculum coordinator, business administrator, supervisor of technology, food service director, supervisor of buildings and grounds, and supervisor of transportation shall be included under the administrative compensation plan.

The plan shall include:

- a. A description of the program for determining administrative salaries,
- b. Salary amounts and/or salary schedules or scales,
- c. A list of fringe benefits to be provided to administrators.

Old Policy #: 3701 (page 1 or 2)
Old Policy Name: Payment of Co-Curricular Salaries
New Policy #: 328
New Policy Name: Compensation Plans/Salary Schedules

Administrative Regulation(s)

Co-curricular salaries are divided into two (2) categories: (1) scholastic sports, and (2) clubs. Salaries for scholastic sports will be paid either by one lump sum payment at the end of the season, or by two equal payments. If two equal payments are elected, the first would be paid at approximately mid-season, the second at the completion of the season. Each coach will be responsible for notifying the business manager, by payroll voucher, of his/her preference for payment. If no notification is received at least two (2) weeks prior to the scheduled pay period, it will be paid at the end of each sport season.

In most cases, the end of the club activity period is at the end of the school year, therefore, a lump sum payment will be made at this time.

Scholastic sports payments will be made as follows:

- a. Fall Sports:
 1. The first partial payment, if applied for, will be made on the last payroll period in September.
 2. The final payment will be made on the second payroll period in November.
 3. The single lump sum payment, if elected, will be made on the second payroll period in November.
- b. Winter Sports:
 1. The first partial payment, if applied for, will be made on the second payroll period in December.
 2. The final payment will be made on the first payroll period in March.
 3. The single lump sum payment, if elected, will be made on the first payroll period in March.
- c. Spring Sports
 1. The first partial payment, if applied for, will be paid on the second pay period in April.
 2. The final payment will be made on the first payroll period in June.
 3. The single lump sum payment, if elected, will be made on the first payroll period in June.
- d. JH Girls Basketball
 1. The first partial payment, if applied for, will be paid on the second payroll period in November.
 2. The final payment will be made on the second payroll period in December.
 3. The single lump sum payment, if elected, will be made on the second payroll in December.

Old Policy #: 3701 (page 2 or 2)
Old Policy Name: Payment of Co-Curricular Salaries
New Policy #: 328
New Policy Name: Compensation Plans/Salary Schedules

Administrative Regulation(s)

Scholastic Sports payments will not be made until all equipment has been returned to the School District and the Director of Co-Curricular Activities and Head Coach have had their end of season meeting and evaluation. If this occurs after the above payroll period, the pay will be applied to the next payroll period after the meeting. The Director of Co-Curricular Activities will affirm to the Business Office when requirements have been met.

Club payments will be made as follows:

Payment for club activities will be made as a lump sum payment at the end of the activity.

Old Policy #: 1100
Old Policy Name: Sick Leave
New Policy #: 334
New Policy Name: Sick Leave

Administrative Regulation(s)

A sick leave shall commence when the employee, or agent of 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.

Proof of Sick Leave/Disability

An employee absent for three (3) or more consecutive school days shall be required to submit a physician's statement.

The superintendent may request documentation of illness for less than three (3) consecutive days after providing a written notification as such to any employee.

Old Policy #: 1110
Old Policy Name: Accidents and Injuries
New Policy #: 347
New Policy Name: Worker's Compensation Transitional Return-to-Work Program

Administrative Regulation(s)

Any employee who is injured while working on school premises must make a report of the accident if they wish to be eligible for Worker's Compensation. This report should be made in the business office within twenty-four (24) hours after the accident. If the injured employee is unable to report the accident, assistance should be sought of another employee in order to make the required report on their behalf.

Old Policy #: 1360 (page 1 of 5)
Old Policy Name: Employee Drug and Alcohol Policy
New Policy #: 351
New Policy Name: Drug and Substance Abuse

Administrative Regulation(s)

Central Columbia School District is committed to programs that promote safety in the workplace and employee health and well-being. Consistent with the spirit and intent of this commitment, CCSD has developed this policy statement.

Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, undermine public confidence, and, most importantly, jeopardize the safety of students, fellow employees and the public. Such involvement is particularly unacceptable in an environment such as ours. Our goal, therefore, and the purpose of this policy, is to establish and maintain a safe workplace and a healthy and efficient workforce free from the effects of drug and alcohol abuse.

CCSD recognizes that alcohol and drug addiction are problems that can be successfully overcome. Therefore, an employee who acknowledges a drug/alcohol problem and who requests help in an alcohol or drug rehabilitation program approved by CCSD will not have his or her job security jeopardized as a result of the request, provided that the employee comes forward voluntarily, prior to being requested to submit to a test, subject to the policies set forth below. Furthermore, employees who avail themselves of counseling or treatment will not be exempt from rules, policies or procedures relating to work performance standards. Payment for an employee's participation in an alcoholism or drug addiction program will be the responsibility of the employee and/or their benefit package, not of CCSD.

Rules Regarding Drugs and Alcohol

- a. The use, possession, sale, distribution, storage or dispensation of alcohol or of controlled or illegal drugs by employees while on CCSD property, during working hours (including lunch and other breaks), or otherwise while on CCSD business is strictly prohibited and will be cause for immediate discharge. The exception would be the possession of prescription medicine specifically prescribed to the employee. Illegal substances will be confiscated and the appropriate law enforcement agencies notified.
- b. Employees may not report for duty under the influence of:
 1. Marijuana
 2. Alcohol
 3. Any other controlled or illegal substance
 4. Any other substance, including over-the-counter medication and medication prescribed by a doctor, that may in any way adversely affect alertness, coordination, reaction, response or safety ("other intoxicants"). Employees who take over-the-counter or prescribed medications are responsible to report to their supervisors the use of medication likely to impair their ability to do their jobs.

Old Policy #: 1360 (page 2 of 5)
Old Policy Name: Employee Drug and Alcohol Policy
New Policy #: 351
New Policy Name: Drug and Substance Abuse

Administrative Regulation(s)

Violations may be cause for immediate discharge and will be treated on a case-to-case basis.

Testing for Drugs/Alcohol in System

An employee who engages in conduct which raises a reasonable suspicion that the employee is under the influence of alcohol and/or illegal drugs and/or other intoxicants, will be required to submit to drug and alcohol testing, and thus will be required to provide a urine, blood and/or Breathalyzer sample.

- a. An employee who refuses to be tested will be subject to severe disciplinary action up to and including discharge for insubordination.
- b. An employee found to have a blood-alcohol concentration of .04% or more (or its equivalent as determined by a diagnostic test such as a Breathalyzer) will be considered "under the influence" for purposes of this policy and will be subject to severe disciplinary action up to and including immediate discharge on the first offense. An employee found to have detectable concentration of marijuana or its metabolites (above 50 nanograms) in his or her system will be considered "under the influence" for purposes of this policy and will be subject to severe disciplinary action up to and including immediate discharge on the first offense. An employee found to have a detectable concentration (in excess of a level that would result in a likelihood of false positive test results in greater than 2% of test results) of any intoxicant or illegal drug other than marijuana or alcohol in his or her system, including opiates (e.g. heroin, morphine, codeine, methadone), cocaine, cannabinods (e.g. marijuana, hashish), amphetamines, barbiturates, other narcotics and hallucinogens (e.g. phencyclidine-PCP, methaqualone-quaalude, peyote-LSD), benzodiazepines (e.g. valium, librium) will be considered "under the influence" for the purposes of this policy and will be subject to severe disciplinary action up to and including immediate discharge on the first offense.

Reasonable suspicion that an employee is in violation of this policy will be based upon specific supervisory observances of the employee while on CCSD property or on CCSD business which indicate unusual, unexplained, or significant deterioration in appearance or work habits. If possible and reasonable, the supervisor should have the observation confirmed by another person in a supervisory role. Such observable signs might include, but are not limited to, the following:

- a. Significant changes in normal activity level (hyperactive or lethargic)
- b. Significant, unexplained deterioration in employee's past satisfactory attendance record, appearance or work habits

Old Policy #: 1360 (page 3 of 5)
Old Policy Name: Employee Drug and Alcohol Policy
New Policy #: 351
New Policy Name: Drug and Substance Abuse

Administrative Regulation(s)

- c. Glassy, red or blood-shot eyes
- d. Slurred speech or unusually rapid or slow speech
- e. Unsteady, staggering gait
- f. Loss of coordination
- g. Disoriented or bizarre behavior
- h. Smell of alcohol on employee's breath or person
- i. Smell of marijuana on employee's person
- j. Unexplained inability to concentrate
- k. Dilated pupils
- l. Unusual restlessness
- m. Drowsiness
- n. Hallucinations
- o. The employee's involvement in a work-related accident or injury that appears to result from the employee's lack of attention or coordination, gross negligence, or where the accident or injury is otherwise inexplicable.
- p. Observed use, possession or sale of illegal drugs and/or use, possession, sale or abuse of alcohol and/or illegal use or sale prescription drugs.
- q. Apparent physical state of impairment of motor functions.
- r. Marked changes in personal behavior not attributable to other factors.
- s. Violations of criminal drug law statutes involving the use or possession of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

Procedures for Drug and Alcohol Testing

- a. Employee is informed of the reason that (s)he is being required to submit to drug and alcohol testing. The employee will be required to follow all instructions and procedures established by the collection site to identify the employee, establish proper chain of custody, and preserve the integrity of the sample.
- b. At the expense of CCSD, employee is transported to and registers at a certified collection site. Arrangements will be made with the collection site so that its personnel will take reasonable steps to protect the privacy of the employee, consistent with the requirement that the collection site maintain the integrity of the sample.
- c. Employee signs a consent form. A copy of the signed and witnessed consent form must be given to the certified collection site for their medical records.
- d. Employee's urine and/or blood and/or Breathalyzer samples are taken at the certified collection site. The testing process will only test for the following drugs:
 - 1. Opiates (e.g. heroin, morphine, codeine, methadone)
 - 2. Cocaine

Old Policy #: 1360 (page 4 of 5)
Old Policy Name: Employee Drug and Alcohol Policy
New Policy #: 351
New Policy Name: Drug and Substance Abuse

Administrative Regulation(s)

3. Cannabinods (e.g. marijuana, hashish)
4. Amphetamines
5. Barbiturates
6. Other narcotics and hallucinogens (e.g. phencyclidine-PCP, methaqualone-Quaalude, peyote-LSD)

The testing also test for alcohol.

- e. At the expense of CCSD, employee is transported home.
- f. If an initial drug-screening test indicates positive findings, a confirmatory test, such as gas chromatography/mass spectrometry, will be conducted.
- g. The employee will not be permitted to return to work until the results of the tests are known by CCSD and provided the results are negative. No employee will be charged with leave of any type missed based on a negative test result.

Other Rules

a. **Searches**

CCSD reserves the right to carry out, for cause, reasonable searches of employees and their property, including, but not limited to, lockers, lunch boxes, and other packages or containers of any kind brought onto or off of CCSD property, that might conceal alcohol or illegal drugs. An employee who refuses to submit immediately to such a search shall be subject to immediate discharge on the first offense.

b. **Drug Paraphernalia**

Employees are prohibited from bringing drug paraphernalia onto CCSD property at any time. An employee who possesses or distributes such paraphernalia while on CCSD property shall be subject to disciplinary action, up to and including discharge.

c. **Reporting Violations**

It is each employee's responsibility to immediately report unsafe working conditions or hazardous activities that may jeopardize his or her safety or the safety of fellow employees or the public. This responsibility includes the responsibility to make an immediate report if an employee observes another employee working in an unsafe manner. An employee who fails to report such violation is subject to disciplinary action, up to and including discharge.

d. **Job Applicants**

Applicants for employment with CCSD may be given blood, urine, or other diagnostic

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Old Policy Name: Employee Drug and Alcohol Policy
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tests to detect alcohol and/or drugs (or drug metabolites) in their systems. Refusal to submit to a test shall result in denial of employment.

1. Alcohol

If an applicant tests positive for the current use of alcohol and medical evidence indicates that such alcohol use may be potential safety risk or is at a level that may impair job performance, the applicant will not be offered a position. The level must be such that it would not result in a likelihood of false positive test resulting in greater than 2% of test results.

2. Illegal Drugs

If an applicant tests positive for an illegal drug, employment may be denied. The level must be such that it would not result in a likelihood of false positive test resulting in greater than 2% of test results.

3. Legal Drugs

If an applicant tests positive for the use of a legal, mood-altering drug, the applicant may be required to offer proof that the drug has been prescribed by a physician. If the applicant is unable to provide such proof, employment may be denied. Employment may also be denied, in accordance with applicable disability laws, where future or continued use of the drug poses a potential safety risk or would impair work performance. The level must be such that it would not result in a likelihood of false position test resulting in greater than 2% of test results.

e. **Re-employment/Re-entry into Workforce**

Consistent with applicable disability and family and medical leave laws, an individual who for any reason has not performed work for CCSD for a period exceeding ninety (90) days, will, for purposes of this policy, be treated as an applicant for employment.

f. **“CCSD” Property Defined**

For purposes of this policy, the term “CCSD property” shall include but not be limited to all land, buildings, structures, parking lots, equipment and means of transportation owned by, contracted by, or leased to CCSD.

g. **Progressive Discipline Not Applicable**

The discipline to be imposed for violations of the Drug and Alcohol Policy shall be governed solely by the provisions set forth herein. The principle of progressive discipline may not be applicable to violations of the Drug and Alcohol Policy.

h. The board will provide the necessary training for supervisors and administrators to determine “reasonable suspicion”.

Old Policy #: 4410
Old Policy Name: Retirement
New Policy #:
New Policy Name:

Administrative Regulation(s)

Retirement policies and procedures shall be in accordance with statutes establishing and empowering the function of the Pennsylvania Public Employees Retirement System.

Under provisions of the Pennsylvania Public Employees Retirement Board, all hourly employees who service five (500) hundred hours or more per year shall be members of the Pennsylvania Employees' Retirement System and shall contribute to Social Security. Part-time employees must contribute to Social Security.

Old Policy #: 8320
Old Policy Name: Purchases Subject to Bid/Quotation
New Policy #: 610
New Policy Name: Purchase Subject to Bid/Quotation

Administrative Regulation(s)

Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:

- a. Furniture, equipment, school supplies and appliances having a cost in the base amount range for price quotations published most recently in the Pennsylvania Bulletin.
- b. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value in the base amount range for price quotations published most recently in the Pennsylvania Bulletin.

A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the vendor and the vendor's representative, the supplies which were the subject of the quotation and the price of the supplies. Written price quotations, written records of telephonic price quotations and memoranda shall be retained for a period of three years.

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area.

Old Policy #: 8310
Old Policy Name: Purchases Budgeted
New Policy #: 611
New Policy Name: Purchases Budgeted

Administrative Regulation(s)

All items that are purchased for the school district must be processed on the approved school district purchase order form and approved by the respective principals, before order is placed with the business office.

Methods of processing all requisitions, purchase orders, invoices, and board authorization for the payment of invoices shall be developed by the Business Administrator with the approval of the Superintendent.

Employees who place orders without authorization from the principal, Business Administrator, or Superintendent may be liable for the cost of the items so ordered.

Old Policy #: 1050
Old Policy Name: 403(b) Tax Sheltered Annuities
New Policy #: 615
New Policy Name: Payroll Deductions

Administrative Regulation(s)

Employees may elect to purchase tax sheltered annuities from the following companies through payroll deductions:

- a. Ameriprise Financial, Inc.
- b. Horace Mann Life Insurance Company
- c. ING Reliastar Life Insurance
- d. Kades-Margoles Corporation
- e. Lincoln Investment Planning, Inc.
- f. Security Benefit Group of Companies
- g. Valic

Old Policy #: 1051
Old Policy Name: 457(b) Tax Deferred Compensation Plan
New Policy #: 615
New Policy Name: Payroll Deductions

Administrative Regulation(s)

Employees may elect to purchase a tax deferred compensation plan from the following companies through payroll deductions:

- a. Horace Mann Life Insurance Company
- b. ING Reliastar Life Insurance Company
- c. Kades-Margoles Capital Corporation
- d. Lincoln Investment Planning, Inc.
- e. Security Benefit Group Companies

Old Policy #: 8220
Old Policy Name: Statement of Accounts
New Policy #: 619
New Policy Name: District Audit

Administrative Regulation(s)

The school directors, their proper officers, school depositors, the superintendent, and other proper persons shall furnish to the auditors, whenever required by them for auditing purposes, statements and accounts of all finances of the district and other funds belonging to or controlled by the district, including assets and liabilities, together with access to all books, records, tax duplicates, vouchers, school orders, payrolls, letters, and other matters pertaining to the finances of the school district.

Old Policy #: 8230
Old Policy Name: Time of the Audit
New Policy #: 619
New Policy Name: District Audit

Administrative Regulation(s)

The auditors for the school district shall begin their duties soon after the first day of July each year, and promptly within thirty (30) days audit the accounts of the treasure, school depositories, and other school funds, for the preceding fiscal year as provided for in the School Code.

Old Policy #: 8240
Old Policy Name: Audit Filing Procedure
New Policy #: 619
New Policy Name: District Audit

Administrative Regulation(s)

The auditors, upon completion of the audit, shall make correct copies which shall contain an itemized statement of all receipts, expenditures, and credits, whatsoever, of school officials, and the assets and liabilities of the school district.

Copies of the audit shall be filed as follows:

- a. The school board
- b. County Court of Common Pleas of Columbia County
- c. The Intermediate Unit Board of Directors
- d. The Pennsylvania Department of Education

The auditors shall within ten (10) days after completing their audit, advertise a concise financial statement of the district in the newspaper of general circulation in the district, once a week for three (3) successive weeks.

Old Policy #: 7500 (Page 1 of 3)
Old Policy Name: Hazard Communication Program
New Policy #: 705
New Policy Name: Safety

Administrative Regulation(s)

In order to comply with the Hazard Communication Standard, the following written Hazard Communication Program has been established for Central Columbia School District for review by any interested employee.

a. Container Labeling

The supervisor of buildings and grounds will verify that all containers received by for use will:

1. Be clearly labeled as to the contents.
2. Note the appropriate hazard warning.
3. List the name and address of the manufacturer.

The supervisor of buildings and grounds will ensure that all secondary containers are labeled with either an extra copy of the original manufacturers label or with the generic label which has a block for identity and block for the hazard warning. For help with labeling, please see the supervisor of buildings and grounds. The supervisor of buildings and grounds will review the schools labeling system every twelve months and update as required.

b. Material Safety Data Sheets (MSDS)

The supervisor of buildings and grounds will be responsible for obtaining and maintaining the data sheet system for the school district. Supervisor of buildings and grounds will review incoming data sheets for new and significant health/safety information. He will see that any new information is passed on to the affected employees. Copies of MSDS's for all chemicals to which employees of this school district may be exposed will be kept in each school office and district office. MSDS's will be available to all employees in their work area for review during each work shift. If MSDS's are not available on new chemicals, in use, and we do not have MSDS's immediately contact supervisor of buildings and grounds.

c. Employee Training and Information

Supervisory of buildings and grounds is responsible for the employee training program. This individual will ensure that all elements specified below are carried out.

Old Policy #: 7500 (Page 2 of 3)
Old Policy Name: Hazard Communication Program
New Policy #: 705
New Policy Name: Safety

Administrative Regulation(s)

Prior to starting work each new employee of Central Columbia School District will attend a health and safety orientation and will receive information training on the following:

1. An overview of the requirements contained in the Hazard Communication Standard.
2. Chemicals present in their workplace operations.
3. Location and availability of our written hazard program.
4. Physical and health effects of the hazardous chemicals.
5. Methods and observation techniques used to determine the presence or release of hazardous chemical in the work area.
6. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
7. Steps the company has taken to lessen or prevent exposure to these chemicals.
8. Emergency procedures to follow if they are exposed to these chemicals.
9. How to read labels and review MSDS's to obtain appropriate hazard information.
10. Location of MSDS file and location of hazardous chemical list.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials and understood the school district policies on hazard communication.

Prior to new chemical hazard being introduced into any section of this school district, each employee of that section will be given information as outlined above. Supervisory of buildings and grounds is responsible for ensuring that MSDS on the new chemicals are available.

d. List of Hazardous Chemicals:

The Central Columbia School District safety committee will compile a list of all known hazardous chemicals used by employees of Central Columbia School District. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets (MSDS) located in the school and district office.

This list will be part of this program as Appendix I.

Old Policy #: 7500 (Page 3 of 3)
Old Policy Name: Hazard Communication Program
New Policy #: 705
New Policy Name: Safety

Administrative Regulation(s)

e. Hazardous Non-Routine Tasks:

Periodically employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity. This information will include:

1. Specific chemical hazards.
2. Protective/safety measures the employee can take.
3. Measures the school district has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

f. Information Contracts:

It is the responsibility of the supervisor of buildings and grounds to provide contractor (with employees) the following information:

1. Hazardous chemicals to which they may be exposed while on job site.
2. Precautions the employee may take to lessen the possibility of exposure by usage of appropriate protective measures.

Supervisor of buildings and grounds will be responsible for contacting each contractor before work is started in the school district. This individual is to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace. It is the responsibility of the contractor to train the employees.

Old Policy #: 7801
Old Policy Name: Lift Belts
New Policy #: 705
New Policy Name: Safety

Administrative Regulation(s)

Lift belts and training will be provided to all employees involved in lifting heavy materials, supplies, and equipment.

- a. Employee shall be required to wear lift belts when doing movement of heavy materials, supplies, or equipment.
- b. Heavy lifting is defined as any material, supply, or equipment in excess of 25 pounds.

Employee shall be required to participate in training on how to use the lift belt properly.

Old Policy #: 0410 (Page 1 of 5)
Old Policy Name: Records Management
New Policy #: 800
New Policy Name: Records Management

Administrative Regulation(s)

Litigation Hold

Issuing a Litigation Hold is the responsibility of the Superintendent or Administrative Director, who shall consult with Solicitor as needed. The Litigation Hold will be sent directly to the Records Coordinator. The Litigation Hold may be communicated initially by phone but will be followed by a written notification (fax, email, or letter).

A Litigation Hold shall be issued when a communication is received by a member of the School District administrative staff reasonably notifying the School District of a dispute that is current, threatened or impending. Administrative staff who receive any such communication shall immediately forward or relay the same to the Superintendent.

The Superintendent, in consultation with the Solicitor as needed, will decide which records are subject to the Litigation Hold and in which form the records will be retained or produced.

The Superintendent or designee will be responsible for collecting such records.

Backups

Electronic Records maintained for disaster recover shall be referred to herein as "Backups". The School District shall delete and/or dispose of Backups when they are more than 30 days old.

Archived Electronic Material

"Archived Electronic Material" is an electronic copy of a Backup pertaining to a calendar day and copied once per year. Archived Electronic Material shall be deleted and/or disposed of when it is more than one year old, except with respect to business office records (i.e., business office records shall include, but shall not be limited to, check registers, deposit slips, annual financial reports, and investment records).

Email and other electronic documents

Notwithstanding the Records Retention Schedule, the following shall apply to the retention, deletion and/or disposal of electronically sent messages ("email") and other electronic documents. Email and electronic documents which have been sent to a "trash" folder shall be deleted 30 days after it is sent to the "trash" folder, unless there is a Litigation Hold put on the material.

How to use the Retention Schedule

This Records Retention Schedule attempts to list Records that are created, received or retained as a result of district operations. The schedule includes a description of the

Old Policy #: 0410 (Page 2 of 5)
Old Policy Name: Records Management
New Policy #: 800
New Policy Name: Records Management

Administrative Regulation(s)

Records, format in which the Records will be retained, classification of the Records, retention period, and disposal code. The following information will assist in applying the Schedule.

District Records will be classified based on the information contained therein. Public Records will be identified and made available for inspection in accordance with applicable law and regulations. Records containing private or confidential information will be protected from unauthorized access in accordance with applicable law, regulations, Board policy and administrative regulations.

Retention periods listed on the Schedule are given in years, unless otherwise indicated. Upon expiration of the retention period, identified Records will be disposed of in accordance with the Schedule.

Disposal codes are used to direct the final disposition of Records. Records must be disposed of according to the assigned code listed on the Schedule. Assigned disposal codes are as follows:

1. Routine Handling – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.
2. Special Handling – The destruction of records containing confidential or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.
3. Archival Retention – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
4. Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

Records Not on Schedule

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

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Schedule

Record Description	Record Classification	Retention Period (in years)	Disposal Code
Accident Reports	Public	5	1
Accounts Payable	Public	6	1
Accounts Receivable	Public	6	1
Adopted Annual Budget	Public	10	1
Annual Financial Reports	Public	Permanent	3
Annual Audit Reports	Public	Permanent	3
Attendance Records (Employees)	Private	3 after employment ends	2
Background Check Documentation	Private	7 after employment ends	2
Bank Statements	Public	6	1
Bid Contracts (Accepted)	Public	6 after termination	1
Bid Contracts (Declined)	Public	3 after completion	1
Board Minutes	Public	Permanent	3
Board Policies and Procedures (Current)	Public	Permanent	3
Board Policies and Procedures (Old)	Public	Permanent	3
Budget Work Papers	Contains private info	1 after adoption	2
Check Registers	Public	6	1
Collective Bargaining Agreements	Public	3 after expiration	1
Complaints (By or About Employee)	Private	7 after employment ends	2
Complaints (General)	Public	6	1
Construction Contracts	Public	12 after termination	1
Continuing Education/Professional Development	Private	3 after employment ends	2
Correspondence (General)	Public	3	2
Correspondence (Superintendent)	Public	Permanent	3
Credentials (Certificates/Licenses)	Private	4 after employment ends	2
Deeds and Related Records	Public	Permanent	3
Deposit Slips	Public	6	1
Discipline Records (Employees)	Private	7 after employment ends	2
District Organization Records	Public	Permanent	3
Emergency Preparedness Plan	Public	2 after revised	1
Employee Training Programs	Private	15 after employment ends	2
Employment Application (Hired)	Public	7 after employment ends	1
Employment Application (Not Hired)	Public	3	1
Employment Contracts	Public	3 after employment ends	1
Equal Employment Opportunity Reports	Public	3	1

Old Policy #: 0410 (Page 4 of 5)
Old Policy Name: Records Management
New Policy #: 800
New Policy Name: Records Management

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Schedule cont.

Record Description	Record Classification	Retention Period (in years)	Disposal Code
Equipment Inventories	Public	6	1
Ethics Statement of Financial Interest	Public	5	1
Evaluations	Private	3 after employment ends	2
Facility Use Files	Public	6	1
Fixed Asset List	Public	Permanent	3
Free and Reduced Lunch	Public	5	1
General Ledger	Public	Permanent	3
Grievances	Private	Permanent	3
Insurance Claims and Policies	Public	6 after settlement and/or expiration	1
Investment Records	Public	6 after cancellation	1
Leases (Real Estate)	Public	Permanent	3
Leases (Equipment/Vehicles)	Public	6 after expiration	1
Leave Records (FMLA)	Confidential	3 after employment ends	2
Leave Records (Other)	Private	3 after employment ends	2
Litigation Files	Private	7 after final conclusion of litigation	2
Medical Records (Employee)	Confidential	3 after employment ends	2
Medical Records (Student)	Confidential	2 after graduation	2
Payroll Records	Contains private info	6	2
Pesticide Application Record	Public	3	1
Pre-Employment Medical Examination	Confidential	3 after employment ends	2
Pre-Employment Reference Checks	Confidential	3 after employment ends	2
Press Releases	Public	Permanent	3
Purchase Orders	Public	6	1
Real Property Purchase or Sale	Public	Permanent	3
Resignation/Retirement Records	Private	7 after employment ends	2
Safe Schools Act Report	Public	Permanent	3
Student Records*			
Category A	Contains private info	100	3
Category B	Contains private info	Reviewed periodically	2
Category C	Contains private info	Reviewed annually	2
Tax Collection Records	Public	6	1
Wage and Tax Statements (W-2 Forms)	Private	4	2
Withholding Allowance Certificates (W-4 Forms)	Private	4 after employment ends	2
Workers' Compensation Records	Contains private info	7 after claim closed	2

Old Policy #: 0410 (Page 5 of 5)
Old Policy Name: Records Management
New Policy #: 800
New Policy Name: Records Management

Administrative Regulation(s)

*The retention periods for student records should coincide with the district's plan for student records. 22 PA Code Sec 12.32 requires each district to develop a plan for the management of student records. Section 12.32 also states that the Department of Education will issue guidelines for the retention of student records. Because no current guidelines exist, the student retention periods above are based on the previous guidelines issued by the Department.

Old Policy #: 2160
Old Policy Name: Emergency Closings or Actions
New Policy #: 804
New Policy Name: School Day

Administrative Regulation(s)

All administrators, twelve (12) month, and fifty (50) week personnel will report to work on emergency closing days, unless, because of unusual conditions, it will not be possible to open the offices. This decision will be made by the administrative team.

Old Policy #: 1040
Old Policy Name: Insurance
New Policy #: 813
New Policy Name: Other Insurance

Administrative Regulation(s)

Retired Employees

Those retired school district personnel who retire under terms and conditions of age or early retirement as prescribed by the Public School Employees' Retirement System, who are not comparably insured under their spouse's family coverage obtained elsewhere, and who have not attained the age at which they qualify for Medicare benefits, and who have not attained the age at which they may purchase insurance coverage through the Public School Employee's Retirement System, will be provided with options to purchase single, employee and spouse, or family health and medical coverage, subject to the Central Columbia School District's contractual agreement with its insurance carrier or state insurance regulations.

COBRA

The district in compliance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) offers eligible employees and their families the opportunity for a temporary extension of health coverage at self-pay rates in certain instances where coverage under the plan would otherwise end.

Old Policy #: 5412 (page 1 of 2)
Old Policy Name: Guidelines for Copying, Reproduction, or use of Copyrighted Materials
New Policy #: 814
New Policy Name: Copyright Material

Administrative Regulation(s)

Any employee who copies, reproduces, or uses copyrighted materials shall be responsible for conformity to the following guidelines:

1. Copyrighted materials may not be copied or reproduced without written permission from or a license agreement with the producer.
2. Emergency copying, where time factors do not permit licensing or written permission, will be permitted providing there is recorded efforts to acquire written permission or a license agreement. Retention of any material copied under these conditions will be dependent on the terms established by the producer.
3. Any copying or reproducing for the purpose of avoiding the purchasing of additional originals is prohibited.
4. The copyright notice which appears in the original, must be included in all subsequent copies.
5. Copies may be made for certain academic purposes other than for performances or distribution, but must comply with academic research sections of the law.
6. All off-air taping of broadcast television programs must comply with the following guidelines from the Congressional Record, October 14, 1984:
 - a. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a non-profit educational institution for a period not to exceed 45 calendar days after date recorded. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
 - b. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten consecutive days in the 45-day calendar retention period.
 - c. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No

Old Policy #:	5412 (page 2 of 2)
Old Policy Name:	Guidelines for Copying, Reproduction, or use of Copyrighted Materials
New Policy #:	814
New Policy Name:	Copyright Material

Administrative Regulation(s)

- 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.
- d. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
 - e. After the first ten consecutive school days, off-air recording may be used to up to the end of the 45 calendar days retention period only for teachers evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
 - f. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
 - g. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
 - h. At the close of the academic year the audiovisual center shall erase all off-air recordings for which evidence has not been provided that the material has been licensed or purchased.
 - i. Video taped off-air programs for the purpose for previewing shall be erased at the end of the 10/45-day period unless the requesting faculty member indicates, in writing, the desire to acquire permission from the producer to retain the copy.

Old Policy #: 1370
Old Policy Name: Fraud
New Policy #: 828
New Policy Name: Fraud

Administrative Regulation(s)

In order to prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

Segregation of Duties – Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.

Payments – Payments shall be made only by checks. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction. All checks shall have at least two (2) signatures.

Bank Reconciliations – Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.

Access to Checks – Physical and electronic access to school district checks and accounts shall be limited to those employees with designed business functions.

Capital Assets – The business office shall maintain updated lists of district capital assets.

Training – Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

Old Policy #: 1140 (page 1 of 2)
Old Policy Name: Privacy of Health Information (HIPAA)
New Policy #:
New Policy Name:

Administrative Regulation(s)

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

1. For purposes of this policy, all health information created and maintained by the Central Columbia School District and its agents that is considered part of a student's "education record" under FERPA (Family Educational Rights and Privacy Act) is not subject to this policy.
2. The Central Columbia School Board and Administration recognize that, as an employer and health plan sponsor, 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 school district that engage in non-covered functions and thus, are not required to comply with the HIPAA Privacy Rule. Therefore, the Board hereby designates itself as a "Hybrid Covered Entity" under HIPAA and its rules and regulations.
3. The Board will appoint a Privacy Officer, who will, with individuals appointed by the superintendent as members of a "Privacy Team," undertake the following tasks to ensure compliance with the HIPAA Privacy Rule:
 - a. Conduct a thorough initial assessment of all existing policies, procedures, and practices for creating, maintaining, using, disclosing, and destroying health information to determine where the gaps may be with respect to meeting HIPAA and/or FERPA standards and as to whether there are reasonable administrative, technical, and physical safeguards to protect the privacy of health information.
 - b. Develop and maintain administrative procedures to allow the district to meet the requirements of the HIPAA Privacy Rule as they may apply to the employee health plan and/or its other covered component(s).
 - c. Adopt a "Notice of Privacy Practices" that describes, among other things, the uses and disclosures that the school district is permitted or required to make under the HIPAA Privacy Rule, its obligations under HIPAA, and the rights related thereto for employees, students, and/or other individuals who may receive services from the district's covered component(s).

Old Policy #: 1140 (page 2 of 2)
Old Policy Name: Privacy of Health Information (HIPAA)
New Policy #:
New Policy Name:

Administrative Regulation(s)

- d. Adopt HIPAA-compliant written authorizations to use or disclose PHI for purposes unrelated to treatment, payment, health care operations, and other designated purposes under the HIPAA Privacy Rule.
 - e. Identify business associates and enter into Business Associates Agreements with all third parties that access PHI when providing services on behalf of the school district in relation to its employee health plan and/or health care provider components.
 - f. Establish training for all members of the school district workforce on HIPAA and the school district's policies and procedures related thereto "as necessary and appropriate" for said employees to carry out their functions. The training program shall include periodic refresher courses.
 - g. Develop a process for handling complaints, such process to include the designation of a specific individual to handle such complaints and appropriate procedures for documenting said complaints and the disposition thereof.
4. The Privacy Officer shall ensure the appropriate development and implementation of sanctions against those members of the workforce who fail to comply with the policies and procedures developed hereunder.
5. In addition to ensuring that appropriate administrative procedures are adopted and implemented to ensure compliance with the HIPAA Privacy Rule, the Central Columbia 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.
6. This Board policy and the administrative 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.

Old Policy #: N/A
Old Policy Name: PIAA Play-Off Participation
New Policy #:
New Policy Name:

Administrative Regulation(s)

The Activities and Personnel Committee recognizes that PIAA-related decisions including eligibility, play-off participation, etc. are the responsibility of the building principal. The building principal consults with relevant staff including the Director of Extra/Co-Curricular Activities, considers PIAA rules and regulations, and finally, determines what is in the best interests of the students in that building in making decisions. The guideline that is used by the principal is that in order to qualify for district playoffs, a team must have at least a .500 record. If this record is not obtained but the head coach feels playoff participation is warranted, the head coach may schedule a meeting with the principal to review the team's circumstances and make a case for participation. The principal will then make a final judgement.