

## 800 OPERATIONS

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# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: PUBLIC RECORDS

ADOPTED: December 6, 2004

REVISED:

801. PUBLIC RECORDS	
<p>1. Purpose</p>	<p>The Board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right under law to inspect and to procure copies of public records, with certain exceptions, subject to Board policy. The Board also recognizes its obligation to maintain the confidentiality of student records and personnel records.</p>
<p>2. Definition 65 P.S. Sec. 66.1</p>	<p>The <b>public records</b> of this district shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; acquisition, use or disposal of services, supplies, materials, equipment or other property; or any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.</p> <p><b>Public records</b> shall <b>not</b> include the following:</p> <ol style="list-style-type: none"> <li>1. Any report, communication or other paper whose publication would disclose the institution, progress or result of an investigation undertaken in the performance of official duties.</li> <li>2. Any record, document, material, exhibit, pleading, report, memorandum, or other paper to which access or publication is prohibited, restricted or forbidden by law, regulation, court order or decree of court; would operate to the prejudice or impairment of a person's reputation or personal security; or would result in the loss of federal funds, except the record of a conviction for any criminal act.</li> </ol>
<p>Pol. 216</p>	<ol style="list-style-type: none"> <li>3. Education records concerning individual students, in accordance with federal and state laws.</li> </ol>
<p>Pol. 324, 424, 524</p>	<ol style="list-style-type: none"> <li>4. Personnel files, in compliance with applicable laws.</li> </ol>
<p>3. Authority 65 P.S. Sec. 66.1 et seq SC 408, 518</p>	<p>The Board shall make the district's public records available for inspection and duplication to any state resident, in accordance with Board policy and district procedures, with the exception of records exempted by law.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL ORGANIZATION

ADOPTED: December 6, 2004

REVISED:

802. SCHOOL ORGANIZATION	
1. Purpose	The Board recognizes that the district's organizational structure can affect both the instructional program and the operation of the schools.
2. Authority Title 22 Sec. 4.3 SC 1310	Upon approval of the Department of Education, the Board directs that district schools be organized as follows:  <ol style="list-style-type: none"><li>1. Elementary school: grades K through 5.</li><li>2. Middle school: grades 6 through 8.</li><li>3. High school: grades 9 through 12.</li></ol>
3. Delegation of Responsibility	The Superintendent shall continually monitor the effectiveness of the district's organizational plan and recommend to the Board modifications that benefit the instructional program, effectively utilize district resources, and implement the Board's educational goals.

# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL CALENDAR

ADOPTED: December 6, 2004

REVISED: March 21, 2005

<b>803. SCHOOL CALENDAR</b>	
1. Purpose	The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district.
2. Authority SC 1501, 1502, 1503, 1504  SC 1501 Title 22 Sec. 4.4, 11.1	<p>The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law and regulations.</p> <p>The school calendar shall normally consist of a minimum of 180 student days.</p> <p>The Board reserves the right to alter the school calendar when it is in the best interests of the district.</p>
3. Delegation of Responsibility	<p>The Superintendent shall prepare annually a school calendar for Board consideration no later than March 31<sup>st</sup>.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1501, 1502, 1503, 1504</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL DAY

ADOPTED: December 6, 2004

REVISED: March 21, 2005

804. SCHOOL DAY	
<p>1. Purpose</p>	<p>The normal school day for the instruction of district students shall be in accordance with law, regulations and Board policy.</p>
<p>2. Authority Title 22 Sec. 4.4, 11.2, 11.3 SC 1504</p>	<p>The Board shall establish the times for the daily sessions of district schools.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee may close, delay the opening, or dismiss schools early for emergency reasons and to protect the health and safety of students and staff. The Superintendent or designee shall prepare procedures for proper and timely notification of all concerned, in the event of an emergency closing.</p>
<p>Title 22 Sec. 11.25 Pol. 204</p>	<p>The Superintendent or designee shall develop guidelines that allow students to enter and leave schools under exceptional conditions so that variances with the normal school schedule may be accommodated. Such guidelines shall consider such things as inclement weather, illness, urgent reasons and other circumstances.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 1504</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.2, 11.3, 11.25</p> <p>Board Policy – 204</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: EMERGENCY EVACUATION  
OF SCHOOLS

ADOPTED: December 6, 2004

REVISED:

805. EMERGENCY EVACUATION OF SCHOOLS	
1. Purpose	<p>The district's system of emergency preparedness shall ensure that:</p> <ol style="list-style-type: none"><li>1. Health and safety of students and staff are safeguarded.</li><li>2. Time necessary for instructional purposes is not unduly diverted.</li><li>3. Minimum disruption occurs to the educational program.</li><li>4. Students are taught to respond appropriately to emergency situations.</li></ol>
SC 1518	
2. Authority	<p>The Board directs that established policy shall be followed for emergency evacuations that affect the operation of district schools.</p>
3. Guidelines	<p>All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly, in accordance with the plan for emergency preparedness as promulgated by the Superintendent or designee.</p> <p>Reports of fire shall normally require the evacuation of the threatened school or building, after consideration of mitigating circumstances.</p> <p><u>Bomb Threats</u></p> <p>In the event of a threat that a bomb has been placed in a district school, the established procedures shall be followed:</p> <ol style="list-style-type: none"><li>1. After consideration of mitigating circumstances by the Superintendent or designee, occupants of the building may be moved to a secured area or evacuated.</li><li>2. Police and fire departments shall be notified immediately.</li><li>3. A search of the building shall be conducted, with the assistance of the police and/or fire departments personnel.</li></ol>

# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CHILD/STUDENT ABUSE

ADOPTED: December 6, 2004

REVISED:

<p>1. Authority 23 Pa. C.S.A. 6301</p> <p>2. Definitions</p>	<p style="text-align: center;">806. CHILD/STUDENT ABUSE</p> <p>The Board adopts this policy to affirm district employees' obligation to assist in identifying possible child abuse as well as victimization of students by school employees, and to establish procedures for reporting such in compliance with the Child Protective Services Law of 1990 and its amendments.</p> <p>The following definitions are for purposes of this policy.</p> <p><b>Child Abuse</b> - shall mean any of the following:</p> <ol style="list-style-type: none"><li>1. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen (18) years of age.</li><li>2. Any act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.</li><li>3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.</li><li>4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.</li></ol> <p>No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.</p>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: December 6, 2004

REVISED:

808. FOOD SERVICES	
1. Purpose	The district's food service programs shall be directed at meeting the nutritional needs of the students.
2. Authority SC 504, 1337	The Board shall provide food service for breakfast and for lunch in all district schools.
SC 504	A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.
SC 504	Food sold by the school may be purchased by students and district employees but only for consumption on school premises.
3. Delegation of Responsibility	Operation and supervision of the food services program shall be the responsibility of the Food Services Director.
SC 504, 1337	Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Superintendent and/or auditor.
35 P.S. Sec. 655.6	The Superintendent or designee shall cooperate with the Department of Agriculture in conducting cafeteria health and safety inspections and ensuring employee participation in inspection services and training programs made available by the department.
4. Guidelines SC 504	Surplus accounts shall be used only for the improvement and maintenance of the food service program.  All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.

# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: DRUG/ALCOHOL TESTING -  
COVERED DRIVERS

ADOPTED: December 6, 2004

REVISED:

810.1. DRUG/ALCOHOL TESTING - COVERED DRIVERS	
1. Purpose	The Board recognizes that the use and abuse of drugs and alcohol is a serious problem that may be present in the workplace. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.
2. Definition	<p>A <b>covered driver</b> shall mean any district employee who drives or operates a motor vehicle with a gross vehicle weight rating of 26,001 or more pounds or is designed to transport sixteen (16) or more passengers, including the driver; or any other district employee who is regularly assigned to drive a school district vehicle of any size or kind.</p> <p>The phrase includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; casual, intermittent or occasional individuals; and leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the district or who operate a bus owned or leased by the district.</p>
3. Authority SC 510 49 CFR Sec. 382.305	The Board establishes that transportation companies contracted by the Board shall provide a program of drug and alcohol testing for covered drivers. A statement ensuring such program shall be included in the contracted agreement.

# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: VIDEOTAPES

ADOPTED: December 6, 2004

REVISED:

810.2. VIDEOTAPES	
1. Purpose Pol. 705	The district recognizes the value of using videotapes on school buses and school grounds to promote the safety for all students and employees. Videotapes on school buses and school grounds will also be used as a deterrent in curbing discipline problems.
2. Guidelines	<p>The district supports the use of videotapes in these specific instances and under the following conditions:</p> <ol style="list-style-type: none"><li>1. Videotapes will be stored for seven (7) days. If no incident is reported within this period, the tapes can be recycled. If an incident is reported, the videotape will be retained through the end of the disciplinary matter, including appeals.</li><li>2. The date, bus number, and bus driver's name will be marked on every videotape. A log of the tapes should be maintained.</li><li>3. The videotape will be used to augment a driver's or administrator's complaint. The involved parties, bus management, the driver, parents/guardians, and the student, may view those portions of the tape pertaining to the incident, if requested. Such requests shall be made in writing. The tape will remain as property of the school district and used as evidence.</li><li>4. In no instances will the tapes be shown at random to individuals not specified in this policy.</li></ol>

SECTION: OPERATIONS  
 TITLE: TRANSPORTATION  
 ADOPTED: December 6, 2004  
 REVISED:

# HIGHLANDS SCHOOL DISTRICT

810. TRANSPORTATION	
1. Purpose	Transportation for students shall be provided in accordance with law and Board policy.
2. Authority Title 22 Sec. 23.1, 23.2, 23.4 SC 1361, 1362	The Board shall contract for school bus services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.
SC 1362	The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.
SC 1361	The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law.
3. Delegation of Responsibility	The school bus driver shall be responsible for the discipline of students while they are being transported.
Title 22 Sec. 23.4	The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.
	Two (2) bus evacuation drills shall be scheduled annually by the Director of Transportation. The first drill shall take place the first week of school and the second drill during the first week of March.
	Principals and bus drivers shall be required to complete the information supplied by the Director of Transportation, needed for state reports.

SECTION: OPERATIONS

TITLE: BONDING

ADOPTED: December 6, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

	<b>811. BONDING</b>
1. Purpose	Prudent trusteeship of district resources dictates that employees responsible for the safekeeping of district funds be bonded.
2. Authority SC 409, 431, 436, 684	The Board directs that the district be indemnified against loss of money by bonding each employee required to be bonded by policy or by statute. The Board shall bear the cost of bonds for designated employees.  Enumeration and valuation on such bonds shall be determined annually.
3. Guidelines	All other employees shall be covered under a blanket bond.  The amount of each bond shall be commensurate with the financial responsibility of the position.
4. Delegation of Responsibility	The Business Manager/Board Secretary shall be responsible for securing bond insurance.
School Code 409, 431, 436, 511, 684, 2122	

SECTION: OPERATIONS

TITLE: PROPERTY INSURANCE

ADOPTED: December 6, 2004

REVISED:

# HIGHLANDS SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority SC 774</p> <p>School Code 774</p>	<p style="text-align: center;">812. PROPERTY INSURANCE</p> <p>The Board recognizes its responsibility under law to insure the real and personal property of this school district.</p> <p>The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests in its buildings and properties. Such coverage shall insure for actual cost value and/or replacement cost.</p> <p>In placing insurance, the Board shall be guided by the scope of coverage provided, price of desired coverage and assurance of coverage.</p> <p>The Board shall authorize the Business Manager/Board Secretary to purchase the district's property insurance.</p>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: OTHER INSURANCE

ADOPTED: December 6, 2004

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 513, 774</p> <p>3. Guidelines</p>	<p style="text-align: center;">813. OTHER INSURANCE</p> <p>Proper school district operation requires that adequate, basic insurance programs be provided for the protection of the district and its employees.</p> <p>The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests. Such coverage shall be in accordance with established guidelines and the Pennsylvania School Code.</p> <p><b>Liability insurance</b> for the district shall include coverage for liability as a result of general liability and any other area of liability the Board deems proper.</p> <p><b>Travel accident insurance</b> shall include coverage for administrators and other designated employees while in the performance of their duties.</p> <p><b>Health care insurance</b> shall include coverage for regularly employed staff members in accordance with the terms of a collective bargaining agreement, administrative compensation plan or individual contract.</p> <p><b>Group life insurance</b> shall include coverage for regularly employed staff members.</p> <p><u>COBRA</u></p> <p>In the event of a qualifying event to the employee, the employer has thirty (30) days to notify the plan administrator of the termination, reduction in hours, or death of the employee. This terminates his/her insurance under the plan.</p> <p>The plan administrator has fourteen (14) days to notify the employee of the right to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).</p> <p>In the event of a qualifying event to a dependent, the employer has fourteen (14) days to notify the dependent of his/her rights to continue coverage after being advised by the employer or dependent that the event has occurred.</p>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: COPYRIGHT MATERIAL

ADOPTED: December 6, 2004

REVISED:

<p>1. Authority P.L. 94-553 Sec. 107</p> <p>2. Definition</p>	<p style="text-align: center;">814. COPYRIGHT MATERIAL</p> <p>The Board emphasizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. The Board attests that severe penalties are provided for unauthorized copying of audio, visual, software or printed materials unless the copying falls within the bounds of the fair use doctrine.</p> <p>Under the <b>fair use doctrine</b>, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product falls within the bounds of fair use, four (4) standards must be met:</p> <ol style="list-style-type: none"> <li>1. <b>THE PURPOSE AND CHARACTER OF THE USE.</b> The use must be for such purposes as teaching or scholarship and must be nonprofit.</li> <li>2. <b>THE NATURE OF THE COPYRIGHTED WORK.</b> Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.</li> <li>3. <b>THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.</b> Copying the whole of a work cannot be considered fair use; copying a small portion may be if stated guidelines are followed.</li> <li>4. <b>THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.</b> If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.</li> </ol>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CONTRACTED SERVICES

ADOPTED: December 6, 2004

REVISED:

818. CONTRACTED SERVICES	
1. Purpose	In its effort to provide cost-effective programs, the Board may need to utilize contracted services. The district will supervise and evaluate such services to assure their effectiveness. This policy is to assist the Board in maintaining qualified and legally certified services.
2. Authority SC 111 23 Pa. C.S.A. 6301 et seq	The Board is required by law to ensure that independent contractors and their employees who have direct contact with students comply with the mandatory background check requirements for criminal history and child abuse.
3. Delegation of Responsibility	<p>The Superintendent or designee shall prepare procedures to assure compliance with the legal requirements for contracted services.</p> <p>Failure to comply with this policy and the background check requirements by an independent contractor shall lead to cancellation of the contract.</p>
School Code 111	
PA Statute 23 Pa. C.S.A. 6301	
Board Policy 610	

# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SUICIDE INTERVENTION

ADOPTED: December 6, 2004

REVISED:

	<p style="text-align: center;">819. SUICIDE INTERVENTION</p> <p>1. Purpose It is the responsibility of Highlands School District staff to promote the health, safety and welfare of our students. To that end, any student who gives evidence of suicidal intent/ideation will receive immediate and appropriate intervention.</p> <p>2. Delegation of Responsibility The district guidance staff and social workers' function shall be:</p> <ol style="list-style-type: none"><li>1. Meet with student and complete assessment for suicide risk.</li><li>2. Contact student's family or guardian and assure that appropriate protective measures are taken.</li><li>3. Provide follow-up monitoring and make a referral to the Student Assistance Team.</li></ol> <p>The district Student Assistance Team function will be:</p> <ol style="list-style-type: none"><li>1. To collect and systematize data/referral of dysfunctional students:<ol style="list-style-type: none"><li>a. The assessment process may include, but is not limited to, the review of:<ol style="list-style-type: none"><li>1) Attendance and discipline reports.</li><li>2) Educational records and reports.</li><li>3) Self-appraisal by student.</li><li>4) Observational reports.</li><li>5) Behavioral checklists.</li><li>6) Referral forms.</li><li>7) District-wide and supplemental testing results.</li></ol></li></ol></li></ol>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: AUTOMATED EXTERNAL  
DEFIBRILLATOR (AED)

ADOPTED: December 6, 2004

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>4. Delegation of Responsibility</p> <p>School Code 1423</p> <p>PA Statute 42 Pa. C.S.A. Sec. 8331.2, 8337.1</p>	<p style="text-align: center;">822. AUTOMATED EXTERNAL DEFIBRILLATOR (AED)</p> <p>The Board is committed to providing a safe and healthy environment for the school community. Maintaining automated external defibrillators (AED) in the schools enables trained responders to deliver early defibrillation to victims of sudden cardiac arrest.</p> <p>The automated external defibrillator (AED) units are owned by the district and shall be properly maintained and located in secure and accessible locations.</p> <p>The automated external defibrillator (AED) units shall be used in accordance with approved district procedures.</p> <p>A core team shall be trained in CPR and AED procedures by completing a training program offered by approved providers. Members of the team shall be provided opportunities for annual training and retraining.</p> <p>Written guidelines for medical emergencies related to the use of automated external defibrillators (AED) shall be provided to all members of the core team.</p> <p>Responders' use of automated external defibrillator (AED) units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.</p> <p>The Superintendent or designee shall develop and disseminate written guidelines for use of automated external defibrillator (AED) systems.</p> <p>Automated external defibrillator (AED) units may be used by all members of the district's core team who have successfully completed training and any trained volunteer who has a current course completion card.</p>
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# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: STATE MANDATE WAIVERS

ADOPTED: December 6, 2004

REVISED:

825. STATE MANDATE WAIVERS	
1. Purpose	<p>This policy establishes guidelines for developing, applying for and implementing waivers of state-imposed mandates and other provisions of state law, pursuant to the Education Empowerment Act. Board procedures will supplement those set forth in law or State Board regulations. Waiver applications submitted by the school district shall be processed and implemented in accordance with this policy.</p>
2. Authority SC 1714-B	<p>The Board shall approve at a regular Board meeting the submission of an application for state mandate waivers that will enable the district to improve its instructional program or to operate in a more effective, efficient or economical manner. Approval by the Department of Education shall be required prior to implementation by the district.</p> <p>No waiver shall be in effect until after approval has been received from the Secretary of Education, and the Board has taken formal action acknowledging the approval and specifying the effective date of the waiver.</p> <p>The Board reserves the right to decline to implement any waiver that has been approved, and to rescind any waiver in effect in the district.</p>
3. Delegation of Responsibility	<p>The Superintendent shall advise the Board of waiver requests being evaluated and developed beyond the preliminary stage.</p> <p>The administration shall promptly notify the Board when a waiver application is approved or denied. When denied, the administration shall prepare a recommendation concerning revisions and re-submittal.</p> <p>The administration shall be responsible to implement required measurement methods and prepare appropriate documentation for submission prior to the expiration of the three-year trial period.</p>

# HIGHLANDS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: HEALTH INSURANCE  
PORTABILITY AND  
ACCOUNTABILITY ACT  
(HIPAA)

ADOPTED: December 6, 2004

REVISED:

826. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)	
<p>1. Authority 45 CFR 160 et seq</p>	<p>It shall be the policy of Highlands School District to protect and safeguard the protected health information created, acquired and maintained by the district consistent with the privacy regulations promulgated pursuant to the Health Insurance Portability And Accountability Act (HIPAA) of 1996 and applicable state laws.</p>
<p>2. Guidelines</p> <p>20 U.S.C. Sec. 1232g 34 CFR 99 Pol. 216</p>	<p>HIPAA privacy regulations establish national standards to protect the privacy of individually identifiable health information, held, and used or disclosed by health care providers and other covered entities. Violating HIPAA can result in substantial penalties, including fines and imprisonment.</p> <p>All records, files, documents and other materials that contain information directly related to a student or employee’s medical information will be kept confidential and secure. Only those directly involved with student or employee, in need of information, and with full consent of student or employee will have access to medical information.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall serve as the Privacy Officer who is responsible for the development and implementation of the district’s privacy policies. The Superintendent or designee shall also serve as the district’s Complaint Contact who is responsible for receiving complaints concerning the district’s compliance with policies and procedures.</p> <p>Any breach of confidentiality is to be reported to Complaint Contact. The district will apply appropriate sanctions against workforce members who fail to comply with its privacy policies and/or privacy regulations as administered through the Privacy Officer.</p> <p>All employees, including new hires, will be given proper notification of HIPAA regulations and trained appropriately.</p>

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HIGHLANDS SCHOOL DISTRICT  
POLICY MANUAL

This Index is designed to direct the reader to the individual Section(s) dealing with a specific topic. The terminology used in the Policy Manual has been included here, including a listing of all Sections covered under each topic heading.

In addition, popular synonyms have also been utilized where necessary to guide the reader. Cross-referencing has been employed to provide all of the major Sections dealing with certain important topics.

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Title 22 Sec. 4.4, 11.1	=	State Board of Education Regulations
Art. III Sec. 14	=	Pennsylvania Constitution
35 P.S. 11301	=	Purdons Pennsylvania Statutes
P.L. 93-380	=	Federal Statutes
45 CFR 99	=	Code of Federal Regulations
C.S.A.	=	PA Consolidated Statutes Annotated
Pol. 116	=	Board Policy Reference