

13.1

Book	Policy Manual
Section	100 Programs
Title	Alternative Instruction
Number	124
Status	From PSBA
Legal	<u>1. 24 P.S. 502</u> <u>2. 24 P.S. 1525</u> <u>3. 24 P.S. 1901</u> <u>4. 24 P.S. 1903</u> <u>5. 24 P.S. 1906</u> <u>6. Pol. 217</u> <u>7. Pol. 102</u> <u>8. Pol. 107</u> <u>24 P.S. 1901 et seq</u> <u>22 PA Code 4.41</u>

**Authority**

The Board may grant credit toward high school graduation for course work successfully completed through approved summer school, correspondence courses, distance education, online courses and dual enrollment, in accordance with this policy.[1][2][3][4][5][6]

**Delegation of Responsibility**

The building principal shall be responsible for reviewing and approving student applications for earning credit toward graduation through approved alternative instruction courses.

The building principal shall determine the number of credits assigned to such a course as part of the approval process before the student begins the course.

**Guidelines**

Students shall submit to the building principal a written request for approval of each proposed course and the number of credits sought.

The course subject must be included in the district's planned instruction and be relevant to established academic standards.[7][8]

The student shall receive the same letter grade for credit that is assigned by the alternative instruction course.

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Book	Policy Manual
Section	100 Programs
Title	Adult Education
Number	125
Status	From PSBA
Legal	<u>1. 24 P.S. 502</u> <u>2. 24 P.S. 1901</u> <u>3. 24 P.S. 1903</u> <u>4. 24 P.S. 1906</u> <u>5. 24 P.S. 1923</u> <u>24 P.S. 1904</u> <u>24 P.S. 1905</u>

### **Purpose**

The Board recognizes the value of **opportunities for** educational growth and advancement to adult members of the community and the need of adults for educational programs.

### **Authority**

The Board may establish and maintain a program of adult education based upon the needs and interests of the residents, consistent with the **district's** educational goals and **objectives and Board** policies.[1][2][3][4]

The Board may employ staff, utilize available facilities, supply instructional and supplementary materials and provide administrative leadership required to maintain the adult education program. The Board shall establish the tuition rate for each course offered in the adult education program.[3][5]

### **Guidelines**

Admission to an adult education program shall be open to:

1. All adult residents of this district.
2. Adult residents of other districts who apply and whose admittance will not deprive admittance to a district resident.
3. Minors **enrolled in district schools, when appropriate.**

### **Delegation of Responsibility**

The Superintendent or designee shall:

1. Assess the needs and resources of the community.

2. Develop a program of adult education and present that program to the Board for approval.
3. Develop and implement means to inform the public of adult education offerings.

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Book	Policy Manual
Section	100 Programs
Title	Class Size
Number	126
Status	From PSBA
Legal	<u>24 P.S. 510</u>

### **Authority**

Class size shall be determined by the Board after consultation with the Superintendent and designated administrators.

### **Delegation of Responsibility**

The Superintendent shall **develop administrative regulations** for **determining** class size, which shall take into account:

1. Subject matter.
2. Type of instruction.
3. Ability of students.
4. Age group of students.
5. Use of aides.
6. Use of special facilities and equipment.

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Book	Policy Manual
Section	100 Programs
Title	Assessments
Number	127
Status	From PSBA
Legal	<u>1. 22 PA Code 4.52</u> <u>2. 22 PA Code 4.13</u> <u>3. 22 PA Code 4.51</u> 4. Pol. 100 <u>5. 22 PA Code 12.41</u> <u>6. 22 PA Code 4.4</u> 7. Pol. 919 <u>8. 20 U.S.C. 6311</u>

### **Purpose**

The Board recognizes its responsibility to develop and implement an assessment plan that will determine the degree to which students are achieving academic standards and provide information for improving the educational program **to positively impact student achievement.**<sup>[1]</sup>

### **Authority**

The Board shall approve an assessment plan for use in district schools that is aligned with the adopted academic standards and state assessments. The assessment plan shall be described in the district's **Comprehensive** Plan.<sup>[2][3][1][4]</sup>

The Board reserves the right to review district assessment measures and to approve those that serve a legitimate purpose without infringing upon the personal rights of the students or parents/guardians.<sup>[1][5]</sup>

The Board shall grant requests by parents/guardians to review the state assessments two (2) weeks prior to their administration, during regular district office hours. The district shall ensure the security of the assessment documents.<sup>[6]</sup>

The Board shall grant parents/guardians the right to have their child excused from state assessments that conflict with their religious beliefs, upon receipt of a written request to the Superintendent.<sup>[6]</sup>

### **Delegation of Responsibility**

The Superintendent or designee shall recommend methods of assessment and evaluation based on his/her professional judgment, generally accepted professional practice, and staff input.

The Superintendent or designee shall annually disseminate to parents/guardians and the public information regarding student assessment results, as required by federal and state law and regulations.[7]

The Superintendent shall recommend improvements in the **educational program**, curriculum and instructional practices based upon student assessment results.

### **Guidelines**

Parents/Guardians shall receive information regarding their child's state assessment scores and may obtain an explanation of assessment results from qualified school personnel.[8]

The district shall provide assistance to students not attaining academic standards at the proficient level. **The district shall inform students and parents/guardians about how to access such assistance.**[1][5]

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Book	Policy Manual
Section	100 Programs
Title	Homework
Number	130
Status	From PSBA
Legal	<u>1. 22 PA Code 12.2</u>

### **Purpose**

The purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills presented by the teacher.
2. Provide opportunities for parents/guardians to know what their child is studying.
3. Encourage parent/guardian and child interaction.

### **Guidelines**

**Each** student **shall be responsible for completing homework** assignments **as directed.****[1]**

Homework **shall** complement classroom instruction **and** be planned and evaluated with respect to its purpose, appropriateness, and completion time.

The demand of homework upon the students' time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school.

Homework **shall** not interfere with the proper development of a student's health **and/or assigned** responsibilities in the home.

Homework shall not be assigned as a form of punishment.

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Book	Policy Manual
Section	100 Programs
Title	After School Alternative Program
Number	132
Status	From PSBA
Legal	1. Pol. 233 <u>2. 24 P.S. 510</u> 3. Pol. 204

### **Authority**

The Board **shall approve an** after school program **that** provides **eligible students** an alternative to out-of-school suspensions.[1][2]

**The** program **shall be** designed to **accomplish the following:**

1. Reduce **the incidence of** dropouts.
2. Increase attendance **opportunities.**
3. Provide academic assistance to **students** assigned to the program.

### **Delegation of Responsibility**

**The Superintendent or designee will be responsible to develop and implement administrative guidelines to implement this policy, which shall include the following:**

1. **Program time schedule.**
2. Student **requirement** to complete assignments, projects and tests during the specified **program** schedule.
3. Attendance **requirements.**[3]

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Book	Policy Manual
Section	100 Programs
Title	Home Education Programs
Number	137
Status	From PSBA
Legal	<u>1. 24 P.S. 1327</u> <u>2. 24 P.S. 1327.1</u> <u>3. 22 PA Code 11.31a</u> <u>24 P.S. 111</u> Pol. 203 Pol. 209

### **Authority**

Home education programs for students **of compulsory school age** residing in the school district shall be conducted in accordance with state law and regulations.[1][2][3]

### **Definitions**

**Appropriate Education** - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.[2]

**Hearing Examiner** - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.[2]

**Home Education Program** - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.[2]

**Supervisor** - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.[2]

### **Delegation of Responsibility**

**The Superintendent or designee shall develop and distribute administrative regulations for registering and monitoring home education programs.**

The Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days **after the Superintendent has notified the supervisor that it has been determined** that appropriate education is not **occurring** in the home education program and the program **is** out of compliance.[2]

Book	Policy Manual
Section	100 Programs
Title	Extracurricular Participation by Home Education Students
Number	137.1
Status	From PSBA
Legal	<u>1. 24 P.S. 511</u> <u>2. 24 P.S. 1327.1</u> 3. Pol. 122 4. Pol. 123 5. Pol. 137 6. Pol. 204 7. Pol. 218

### **Authority**

**The Board shall approve participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all the conditions stated in Board policy.[1][2][3][4][5]**

**The Board shall not provide individual transportation for students enrolled in home education programs who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.**

### **Guidelines**

**Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs.**

**A home education student may participate in extracurricular activities and interscholastic athletic programs only at the school building the student would be assigned to if s/he was enrolled in the school district.**

**Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee.**

**To be considered in attendance in accordance with Board policy, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program and submitted documentation.[5][6]**

**The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by home education students, who shall:**

- 1. Be a resident of the school district.**
- 2. Meet the required eligibility criteria.[3][4]**
- 3. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.[4]**
- 4. Comply with Board policies and school rules and regulations regarding extracurricular activities, interscholastic athletics, and student discipline. [3][4][7]**
- 5. Comply with policies, rules and regulations, or their equivalent, of the activity's governing organization.[1][2]**
- 6. Meet attendance and reporting requirements established for all participants of the activity or program.[6]**
- 7. Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions.[2][4]**
- 8. Comply with all requirements and directives of the district staff, coaches and administrators involved with the extracurricular activity or interscholastic athletic program.**

**If a class for credit held during the school day by the school district is required for participation in activities that take place outside of the class, home education students shall not be eligible to participate in such activities.**

#### **Delegation of Responsibility**

**The building principal or designee shall ensure that home education students have access to information regarding the district's extracurricular activities and interscholastic athletic programs.**

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

**The building principal or designee shall distribute information regarding eligibility criteria and student participation in extracurricular activities and interscholastic athletics to all affected by them.**

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Book	Policy Manual
Section	100 Programs
Title	Limited English Proficiency Program
Number	138
Status	From PSBA
Legal	<u>1. 22 PA Code 4.26</u> <u>2. 20 U.S.C. 6801 et seq</u> 3. Pol. 103 4. Pol. 103.1 <u>5. 24 P.S. 1205.1</u> <u>6. 24 P.S. 1205.2</u> <u>7. 22 PA Code 4.13</u> 8. Pol. 100 9. Pol. 333 <u>10. 22 PA Code 11.11</u> 11. Pol. 200 12. Pol. 113 <u>13. 20 U.S.C. 6812</u> <u>14. 20 U.S.C. 6826</u> <u>15. 20 U.S.C. 6842</u> 16. Pol. 102 17. Pol. 217 <u>18. 20 U.S.C. 1703</u> 19. Pol. 122 20. Pol. 123 <u>21. 20 U.S.C. 6841</u> 22. Pol. 304 <u>23. 20 U.S.C. 7012</u> <u>34 CFR Part 200</u>

### **Purpose**

In accordance with the Board's philosophy to provide a quality educational program to all students, the district shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The **goal** of the program **shall be** to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success. Students who have Limited English Proficiency (LEP) will be identified, assessed and provided appropriate

services.

### **Authority**

The Board shall adopt a program of educational services for each student whose dominant language is not English. The program shall include bilingual/bicultural or English as a Second Language instruction. The program shall be based on effective research-based theory, be implemented with sufficient resources and appropriately trained staff, and be evaluated periodically.[1][2][3][4]

The Board shall include **a description of** the LEP program in its Strategic Plan and appropriate training for professional staff in its Professional Education Plan.[5][6][7][8][9]

**The Board may contract with Allegheny Intermediate Unit No. 3 for Limited English Proficiency services and programs.**

### **Delegation of Responsibility**

The Superintendent or designee shall implement and supervise an LEP program that ensures appropriate LEP instruction in each school and complies with federal and state laws and regulations.

The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop **administrative regulations** regarding the LEP program.

### **Guidelines**

The district shall establish procedures for identifying **and assessing the needs of** students whose dominant language is not English. The Home Language Survey shall be completed for each student enrolled in the district and be filed in the student's permanent record folder through graduation.[10][2][11]

The LEP program shall be designed to provide instruction that meets each student's individual needs, based on the assessment of English proficiency in listening, speaking, reading and writing. Adequate content area support shall be provided while the student is learning English, to assure achievement of academic standards.

**Students who are English language learners may be eligible for special education services once it has been determined that the disability exists and this disability is not solely due to lack of instruction or proficiency in the English language. Students participating in LEP programs who are eligible for special education services shall continue receiving LEP instruction at the appropriate proficiency and developmental level.[12]**

Students participating in LEP programs shall be required, with accommodations, to meet established academic standards and graduation requirements adopted by the Board.  
[13][14][15][16][17]

Students shall have access to and be encouraged to participate in all academic and extracurricular activities available in the district.[18][19][20]

The LEP program shall be evaluated for effectiveness as required, based on the attainment of English proficiency, and shall be revised when necessary. [13][14][21]

Certified professional employees and appropriate support staff, when necessary, shall provide the LEP program. [22][9]

At the beginning of each school year, the district shall notify parents/guardians of students qualifying for LEP programs regarding the instructional program and parental options, as required by law. Parents/Guardians will be regularly apprised of their student's progress. Communications with parents/guardians shall be in the language understood by the parents/guardians, whenever possible. [23]

The district shall maintain an effective means of outreach to encourage parental involvement in the education of their children. [13][14][23]

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Book	Policy Manual
Section	100 Programs
Title	Charter Schools
Number	140
Status	From PSBA
Legal	<u>1. 24 P.S. 1702-A</u> <u>2. 24 P.S. 1703-A</u> <u>3. 24 P.S. 1715-A</u> <u>4. 24 P.S. 1717-A</u> <u>5. 24 P.S. 1718-A</u> <u>6. 65 Pa. C.S.A. 701 et seq</u> <u>7. 24 P.S. 1720-A</u> <u>8. 24 P.S. 1723-A</u> <u>9. 24 P.S. 1724-A</u> <u>10. 24 P.S. 1728-A</u> <u>11. 24 P.S. 1729-A</u> <u>12. 24 P.S. 1727-A</u> <u>13. 24 P.S. 1726-A</u> <u>14. 24 P.S. 1719-A</u> <u>24 P.S. 1701-A et seq</u>

## **Purpose**

In order to provide students, parents/guardians and community members an opportunity to establish and maintain schools that operate independently from this school district, the Board shall evaluate applications submitted for charter schools located within the district, in accordance with the requirements of law and those established by the Board.[1]

The Board shall work cooperatively with individuals and groups submitting proposals and applications for charter schools.

## **Definitions**

**Appeal Board** means the State Charter School Appeal Board established by the Charter School Law.[2]

**Board of Trustees** of a charter school shall be classified as public officials.[3]

**Charter School** means an independent, nonsectarian public school established and operated under a charter from the local Board in which students are enrolled or attend. A charter school must be organized as a public, nonprofit corporation; and charters may not be granted to any for-profit entity nor to support home education programs.[2][3][4]



**Local Board of Directors (Board)** means the Board of Directors of the school district in which a proposed or approved charter school is located.[2]

**Regional Charter School** means an independent public school established and operated under a charter from more than one local Board and approved by an affirmative vote of a majority of all Board members of each of the school districts involved.[2][5]

### **Authority**

The Board shall evaluate submitted applications for charter schools based on the criteria established by law, **regulations** and any additional criteria **required** by the Board.[4]

A charter school application shall be approved or denied by a majority vote of all Board members at a public meeting, in accordance with the provisions of law. Written notice of the Board's decision shall be sent to the applicant, Department of Education and the Appeal Board, including reasons for denial and a clear description of application deficiencies if the application is denied. The Board shall evaluate denied applications that are revised and resubmitted.[4][6]

Upon approval of a charter application, the Board and the charter school's Board of Trustees shall sign the written charter, which shall be binding on both. The charter shall be for a period of three (3) to five (5) years and may be renewed for five-year periods by the Board.[7]

**The Board shall not cap nor limit the number of district students enrolling in a charter school, unless agreed to by the charter school as part of the written charter.[8]**

The Board may approve a leave of absence for up to five (5) years for a district employee to work in a charter school located in the district of employment or in a regional charter school in which the employing district is a participant, and the employee shall have the right to return to a comparable position in the district. The Board at its discretion may grant tenure to a temporary professional employee on leave from this district to teach in a charter school located in the district, upon completion of the appropriate probation period.[9]

The Board shall annually assess whether each charter school is meeting the goals of its charter and shall require each charter school to submit an annual report no later than August 1 of each year.[10]

The Board shall conduct a comprehensive review prior to granting a five-year renewal of the charter.[10]

The Board shall have ongoing access to the records and facilities of the **charter** school to ensure that the charter school is in compliance with its charter, Board policy and applicable laws.[10]

In cases where the health or safety of the charter school's students, staff or both is at serious risk, the Board may take immediate action to revoke a charter.[11]

The Board affirms that the Board of Trustees and the charter school shall be solely liable for



any and all damages and costs of any kind resulting from any legal challenges involving the operation of a charter school. The local Board shall not be held liable for any activity or operation related to the program of a charter school.[12]

A charter school shall execute a "hold harmless" agreement indemnifying and insuring/agreeing to defend the school district in any and all kinds of liability areas so that the school district and Board are protected in any litigation related to the operation of a charter school.

### **Delegation of Responsibility**

Applications for charter schools shall be submitted to the Superintendent or designee, who shall be responsible for communicating and cooperating with all applicants.

The Superintendent or designee shall be responsible to assist applicants with plans for technical assistance and contracted services that may be provided by the district.

### **Guidelines**

A charter school shall be subject to all federal and state laws and regulations prohibiting discrimination in admissions, employment and operation on the basis of disability, race, creed, color, **sex**, gender, sexual orientation, national origin, religion, ancestry or need for special education services.[3]

A charter school shall submit monthly enrollment figures and other required reports to the district, as stated in the charter.

### **Transportation**

The district shall provide transportation to resident students attending a charter school located in the district, a regional charter school of which the district is a member, and a charter school located within ten (10) miles outside district boundaries, **in accordance with distance requirements established for district students.**[13]

Transportation shall be provided to charter school students on the dates and periods that the charter school is in session, regardless of whether transportation is provided to district students on those days.

### **Applications**

Applications for charter schools must contain all the information specified in the Charter Schools Law and any additional information required by the Board.[4][14]

Applications for charter schools shall be submitted to the Board by November 15 of the school year preceding the school year in which the school will be established.[4]

Within forty-five (45) days of receipt, the Board shall hold at least one (1) public hearing on the charter application, in accordance with law. At least forty-five (45) days must pass between the first public hearing and the final decision of the Board. No later than seventy-five (75) days after the first public hearing, the Board shall grant or deny the application.[4]

### Insurance/Risk Management

The charter school shall adequately protect against liability and risk through an active risk management program approved by the Board. The program shall include proof of purchase of insurance coverages as required by the Board.[14][12]

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

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

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Book	Policy Manual
Section	100 Programs
Title	Extracurricular Participation by Charter/Cyber Charter Students
Number	140.1
Status	From PSBA
Legal	<u>1. 24 P.S. 1719-A</u> <u>2. 24 P.S. 1743-A</u> <u>3. 24 P.S. 1749-A</u> 4. Pol. 122 5. Pol. 123 6. Pol. 140 7. Pol. 218 <u>8. 24 P.S. 511</u> 9. Pol. 204

### **Authority**

The Board shall approve participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a charter or cyber charter school who meets all the conditions stated in Board policy and the charter or cyber charter school does not provide the same extracurricular activity or interscholastic athletic program.[1][2][3][4][5][6]

The Board shall not provide individual transportation for students enrolled in charter or cyber charter schools who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, charter/cyber charter students shall be required to use the transportation provided by the district.

The Board may require the charter or cyber charter school to pay the cost of the expenses for its students' participation in the district's extracurricular activities or interscholastic athletic programs.

### **Guidelines**

Charter and cyber charter school students shall be given an equal opportunity to compete for positions and participate in extracurricular activities and interscholastic athletic programs.

A charter or cyber charter school student may only participate in extracurricular activities and interscholastic athletic programs at the school building closest to the charter or cyber charter school and/or at the school building the student would be assigned to if s/he was enrolled in the school district.

**The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by eligible charter and cyber charter school students, who shall:**

- 1. Be a resident of the school district.**
- 2. Meet the required eligibility criteria.[4][5]**
- 3. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.[5]**
- 4. Comply with Board policies and school rules and regulations regarding extracurricular activities, interscholastic athletics, and student discipline. [4][5][7]**
- 5. Comply with policies, rules and regulations of the activity's governing organization.[8]**
- 6. Meet attendance and reporting requirements established for all participants of the activity or program.[9]**
- 7. Meet the requirements for physical examinations, physical fitness and any height and/or weight restrictions.[5]**
- 8. Comply with all requirements and directives of the district staff, coaches and administrators involved with the extracurricular activity or interscholastic athletic program.**

**If a class for credit held during the school day by the school district is required for participation in activities that take place outside of the class, charter/cyber charter students shall not be eligible to participate in such activities.**

#### **Delegation of Responsibility**

**The building principal or designee shall ensure that charter and cyber charter students have access to information regarding the district's extracurricular activities and interscholastic athletic programs.**

**The building principal or designee shall receive and review written verification from the charter or cyber charter school that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.**

**The building principal or designee shall distribute information regarding eligibility criteria and student participation in extracurricular activities and interscholastic athletics to all affected by them.**

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