

**SHALER AREA SCHOOL DISTRICT
STUDENT CODE OF CONDUCT
2017 – 2018**

Levels of student behavior and Corresponding Disciplinary Consequences:

LEVEL I

LEVEL I is minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school personnel.

1. Examples of LEVEL I student behavior:

- a. Unacceptable social behavior
- b. Disrespect
- c. Classroom disturbances
- d. Classroom tardiness
- e. Cheating and lying
- f. Abusive or offensive language
- g. Failure to complete assignments or carry out directions

2. Staff Procedures:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may require a conference with the counselor or administrator. An accurate record of the disciplinary action is maintained by the staff member.

3. Disciplinary options/responses:

- a. Verbal
- b. Special assignment
- c. Behavioral contract
- d. Counseling
- e. Withdrawal of privileges
- f. Detention

LEVEL II

LEVEL II is misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation.

Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

1. Examples of LEVEL II student misbehavior:
 - a. Unmodified Level I misconduct
 - b. School tardiness
 - c. Truancy
 - d. Smoking
 - e. Using forged notes or excuses
 - f. Disruptive classroom behavior
 - g. Cutting class
 - h. Leaving school grounds

2. Staff procedures:
 - a. The student is referred to the administrator for appropriate disciplinary action
 - b. The administrator meets with the student and/or teacher and effects the most appropriate response
 - c. A record of the administrator's action is available for teacher review
 - d. An accurate record of the disciplinary action is maintained by the administrator
 - e. Parents will be notified
 - f. A parental conference may be held

3. Disciplinary options/responses:
 - a. Continuation of Level I responses
 - b. Student behavior change
 - c. Behavior modification
 - d. Loss of social privileges
 - e. Peer counseling
 - f. Referral to an outside agency
 - g. Temporary suspension
 - h. In-school suspension
 - i. Time-out procedures

LEVEL III

Level III are acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

These acts might be considered criminal but most frequently can be handled by disciplinary mechanism in the school.

1. Examples of LEVEL III student misbehavior:
 - a. Throwing objects
 - b. Unmodified Level II misconduct
 - c. Insubordination
 - d. Fighting (simple)
 - e. Vandalism (minor)
 - f. Theft
 - g. Threats to others which do not explicitly state or imply serious bodily injury or harm
 - h. Violation of Policy #220 Student Expression (re: unauthorized publications such as underground newspapers)
 - i. An initial complaint of sexual harassment of a covert nature. This may include jokes with sexual overtones, suggestive behavior, obscene gestures, insulting sounds, picture(s) which are graphic, sexually explicit, degrading or humiliating, and/or comments emphasizing sexuality or the sexual identity of an individual.
 - j. Other forms of harassment which include ethnic, racial, or religious intimidation.
2. Staff procedures:
 - a. The administrator investigates the infraction and confers with the staff to determine the severity of infraction.
 - b. The administrator meets with the student and confers with the parent about the student's misconduct. A letter concerning the disciplinary action is issued to the parent.
 - c. An accurate record of offenses and disciplinary action is maintained by the administrator.
 - d. There is restitution of property and damages.
3. Disciplinary options/responses:
 - a. Continuation of Level I and Level II responses
 - b. Temporary removal from class
 - c. Temporary (1-3 days) suspension
 - d. Full (4-10 days) suspension
 - e. Involvement of the police

LEVEL IV

LEVEL IV are acts which result in violence to another's person or property or which pose a direct threat to the health or safety of persons in the school jurisdiction.

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from school.

Possession and/or use of tobacco products can impair the health of students and, as such, will be considered to be a threat to their individual safety and the health of others as it relates to second-hand smoke. Refer to Policy #222 – Tobacco Use – for progressive discipline as it relates to tobacco possession or use.

It shall be a violation of School District Policy for any student or employee to possess, handle, transmit, keep, use, or threaten to use a weapon at any time while on School District property or while going to or returning from school or a school activity, event, or function by any form of transportation including a school bus, vehicle, or on foot.

1. Examples of LEVEL IV student misbehavior:
 - a. Unmodified LEVEL III misconduct
 - b. Bomb threat/arson/false fire alarm/dangerous weapon(s)
 - c. Assault/battery/both with or without a weapon
 - d. Vandalism (major)
 - e. Theft/possession/sale of stolen property
 - f. Possession, use distribution, attempted distribution or being under the influence of alcohol or any controlled substance (drug) while under the school jurisdiction
 - g. Threat of the use of a weapon to inflict serious bodily injury or harm including, but not limited to, the use of a weapon or toxic agents
 - h. Sexual harassment of an overt nature or recurring incidents of LEVEL III sexual harassment. Overt sexual harassment may include requests for sexual favors, physical touching, fondling, pinching, kissing, exposing oneself, or sexual assault.
2. Staff procedures:
 - a. The administrator verifies the offense, confers with the staff involved, and meets with the student. The student is read his/her constitutional rights.
 - b. The student is immediately removed from the school environment. Parents are notified.
 - c. A complete and accurate report is submitted to the Superintendent.
 - d. The student is given a hearing before the Board.
3. Disciplinary options/responses:
 - a. Level III disciplinary options
 - b. Hearing (Superintendent)
 - c. Expulsion (Board)
 - d. Other Board action which results in appropriate discipline
 - e. Involvement of legal/police authority

AGREEMENT

Shaler Area School District
And
MHY Family Services

Shaler Area School District and MHY Family Services enter into this Agreement for the period School Year 2017-2018 in order to define the requirements under which Shaler Area School District will use the Private Academy Program provided by MHY Family Services as to meet the educational needs of students referred by Shaler Area School District.

I. General

1. Longmore Academy is an Approved private Academy whose programs are approved by the Pennsylvania Department of Education as of February 4, 2011.
2. Longmore Academy is the Approved Private Academy program operated by MHY Family Services that is approved by the Pennsylvania Department of Education as an Approved Private Academy. A copy of the license of the Approved Private Academy shall be filed at the administrative offices of Shaler Area School District.
3. Longmore Academy is located on the campus of MHY Family Services. The address of Longmore Academy is 521 Route 228, Mars, Pennsylvania 16046.

II. Facilities

1. Longmore Academy is housed in a 10,000 square foot building that was constructed in 2000. Longmore Academy conforms to fire and panic requirements of the Commonwealth of Pennsylvania and of Adams Township, a political subdivision of the County of Butler.
2. It shall be the responsibility of MHY Family Services to maintain Longmore Academy in good working order, to maintain fire and panic approvals, and to keep the facility clean and safe so as to promote an environment that is conducive to learning.

III. Environmental Health and Safety

1. Longmore Academy is in compliance with health, physical welfare and safety requirements for students as prescribed by the Commonwealth of Pennsylvania's Department of Environmental Protection.

IV. Food Service

1. MHY Family Services operates a food service and contracts with Metz Inc. to provide the food. The cafeteria is located in a building that is separate from Longmore Academy. The food service building is located on the grounds of MHY Family Services and is a short distance from Longmore Academy. The food service that is operated by MHY Family Services will be used by students that attend Longmore Academy. The food service that is operated by MHY Family Services is inspected and approved by the Pennsylvania Department of Agriculture. The kitchen and cafeteria facilities of MHY Family Services meet all state and local statutes regarding food safety and sanitation.

1. The cost for the food service is not included in the tuition rate of Longmore Academy. The cost to the student is based upon use of the service by the student. Payment for the cost of the food service for those students who attend Longmore Academy and who use the food service shall be the responsibility of the student unless the student qualifies for food service subsidy as made available by the National School Lunch Program. When a student qualifies for food service subsidy, MHY Family Services shall submit documentation to the National School Lunch Program in order to receive reimbursement.

V. School Staffing

1. The employees of MHY Family Services who work at Longmore Academy meet the requirements as stipulated in the guidelines issued by the Pennsylvania Department of Education for private academy education institutions. The requirements include:
 - a) Employees must be of good moral character.
 - b) Employees must be at least 18 years of age.
 - c) Employees have been examined by a physician prior to employment, have tests done for tuberculosis and possess a statement from a physician that verifies the examination and the statement is on file with the private alternative education institution.
 - d) Employees have either citizenship in the United States or hold a United States Immigration Service visa that provides authorization for residency and employment within the United States.
 - e) Employees possess both a Criminal History Record clearance check as required by 24 P.S., section 1-111 and a Pennsylvania Child Abuse History clearance check as required by 23 P.S., section 6354.

VI. Student Enrollment/Attendance

1. It shall be the responsibility of Longmore Academy to maintain records of students' enrollment and attendance in order to fulfill the requirements of Shaler Area School District and to provide such records to Shaler Area School District. Longmore Academy shall comply with the Family Educational Rights and Privacy Act, its regulations as well as applicable state statutes and regulations regarding the confidentiality of educational records.

2. Longmore Academy shall comply with pupil attendance provisions under Chapter 11 of the State Board of Education Regulations.

VII. Student Records

1. It shall be the responsibility of Longmore Academy to maintain complete, accurate and detailed records on each student that includes but is not limited to the number of hours of instruction in each curricular subdivision, scholastic achievement, test scores, grades, and data on discipline, student health, student attendance, and co-curricular activities. Furthermore, it shall be the responsibility of Longmore Academy to provide information from student records to Shaler Area School District according to an agreed upon protocol to be established between the parties.

VIII. Transportation

1. Shaler Area School District shall be responsible for providing transportation to and from Longmore Academy for students that reside in Shaler Area School District who attend Longmore Academy and are not residents of MHY Family Services. The school buses that are used by Shaler Area School District shall meet the same requirements as those that are used to transport all school children in accord with 67 Pa. Code Chapter 171.

IX. Requirements Under Safe Schools

1. Longmore Academy agrees to comply with the provisions contained in Article X111-A of the Pennsylvania School Code. The policy adopted by Longmore Academy regarding compliance with Article X111-A of the Pennsylvania School Code is attached to the Agreement as Exhibit B and made a part of the Agreement. Shaler Area School District shall require Longmore Academy to maintain and file reports with Shaler Area School District regarding any of the following for any student that is the responsibility of Shaler Area School District.
 - a) All new incidents involving acts of violence, possession of a weapon or possession, use or sale of controlled substances, or possession, use or sale of alcohol or tobacco by any persons on school property. Shaler Area School District shall be responsible in turn to report these incidents to the Department of Education pursuant to 24 P.S. 13-1303-AS
 - b) The arrangements with local law enforcement that sets forth the procedures to be followed when an incident involving an act of violence occurs on site of Longmore Academy.
 - c) All incidents of violence, incidents involving possession of a weapon and convictions or adjudication of delinquency for acts committed on the site of Longmore Academy pursuant to 24 P.S. 13-1307-A.

X. School Health Services

1. Shaler Area School District shall be responsible for the provision of school health services as provided for under Article 14 of the Pennsylvania School Code for students who attend Longmore Academy for whom Shaler Area School District has the responsibility for the provision of education. The provision of school health services under Article 14 will be coordinated between Longmore Academy and Shaler Area School District.

XI. Academic Standards and Assessment

1. Longmore Academy shall comply with academic standards under Chapter 4 of the Pennsylvania Department of Education regulations in full unless Shaler Area School District has been granted approval for specific waivers by the Pennsylvania Department of Education.

XII. Special Education Services and Programs

1. The educational program provided by Longmore Academy includes provisions for the delivery of special education services. Longmore Academy shall conform to the provisions of Chapter 14 of the State Board of Education Regulations, Chapter 342 of the Department of Education Standards for students that require special education services, and the provisions defined in IDEA or 20 U.S.C. 1041(3). Further, Longmore Academy agrees to comply with all federal and state special education statutes and regulations as they apply to Shaler Area School District. The needs identified in the Individual Education Plan (IEP) for a student will determine if Longmore Academy will be able to accept the student.
2. In the event that Longmore Academy violates any federal or state statute or regulation and the Shaler Area School District is held to be financially liable for said violation(s), Longmore Academy agrees to indemnify and hold harmless Shaler Area School District from any and all liability including, but not limited to the cost of compensatory education, attorney's fees and court costs.

XIII. Identification of Eligible Students

1. Shaler Area School District will select students who are eligible for assignment to Longmore Academy through school district procedures and under the requirements of IDEA in the event the students receive special education services.

XIV. Insurance Requirements

1. MHY Family Services shall procure and maintain insurance from at least a class "BBB" liability insurance provider and carrying an aggregate limit of \$5,000,000.00 and a \$1,000,000.00 limit per occurrence. MHY Family Services shall procure and maintain

insurance covering the performance of services rendered under this Agreement insurance coverage that includes Workers' Compensation and Employers' Liability, Automobile Liability, and Professional Liability and shall obtain any other insurance coverage as may be required by law All insurance provided for in this section shall be obtained under valid and enforceable policies issued by insurers that are licensed to do business in the Commonwealth of Pennsylvania.

XV. Assignability

- a. MHY Family Services shall not assign any rights or responsibilities under this Agreement without prior written approval from Shaler Area School District.

XVI. Jurisdiction and Venue

- a. The within Agreement was negotiated, drafted and executed in Butler County, Commonwealth of Pennsylvania, and the parties do hereby acknowledge and agree that all matters pertaining to the Agreement shall be heard in a court of law located in Butler County, Commonwealth of Pennsylvania, and in no other jurisdiction or venue.
- b. MHY Family Services and the Shaler Area School District agree that this agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

XIX. Contract Termination Provisions

1. If either party fails to fulfill in a timely or proper manner its obligations under this Agreement, or if either party violates any of the covenants or stipulations of this Agreement, the party injured thereby shall thereupon have the right to terminate this Agreement by giving written notice of such termination and specifying the effective date of such termination. A notice of termination of no less than sixty (60) days shall be given. In the event of termination, all finished or unfinished documents, data, studies, photographs and reports or other materials prepared by MHY Family Services under this agreement, shall, at the option of Shaler Area School District, become its property, and MHY Family Services shall be entitled to receive compensation for any satisfactory work completed on such documents and other material.
2. All contractual matters relating to the provision of the service by MHY Family Services shall, upon termination by either party, be settled within sixty (60) days of the date of termination by the rendering of a bill marked "final bill" by MHY Family Services to Shaler Area School District.

XX. Payment Provision

1. Shaler Area School District agrees to the following payments provisions for all students placed at Longmore academy as per attachment B.

XXI. Notice Provisions

1. Any notices provided to either party pursuant to this Agreement shall be addressed to MHY Family Services, 521 Route 228, Mars, PA 16046 or Shaler Area School District 1800 Mt Royal Blvd. Glenshaw, PA 15116 for which this agreement is with.

IN WITNESS WHEREOF, the duly authorized officer of the parties hereby set their hands and seals, causing this Agreement to be executed and legally binding.

MHY Family Services

Shaler Area School District

By: Mark W Kim

By: _____

Title: Principal

Title: _____

Date: 6/15/17

Date: _____

ATTACHMENT B

Agreement between Shaler Area School District and MHY Family Services:

Daily Rate

Regular Education Student
Special Education Student

\$90.00 per day enrolled
\$100.00 per day enrolled

MHY Family Services

By: Mark W Key

Title: Principal

Date: 6/15/17

Shaler Area School District

By: _____

Title: _____

Date: _____



**IDEA-Section 619
Pass Through Funds
Use of Funds Agreement
2017-18**

Sub-grant agreement for Implementation of Individuals with Disabilities Act – Section 619, by and between Allegheny Intermediate Unit #3 (hereinafter called “IU”) and Shaler Area SD (hereinafter called “LEA”) enter into for the project period July 1, 2017 through June 30, 2018.

The LEA hereby agrees and assures that:

- A. The development and execution of this agreement shall be in accordance with IDEA Section 619; program guides issued by USDE; guidelines and directives issued by the Pennsylvania Departments of Education and Public Welfare, Office of Child Development and Early Learning (OCDEL); the terms of this agreement; and the provisions of the State IDEA Plan applicable to the period of this agreement. This agreement shall be subject to the provisions of all pertinent Federal and Pennsylvania laws, regulations, and standards, as outlined in the IDEA Section 619 Contract between Allegheny Intermediate Unit #3 and the Pennsylvania Departments of Education and Public Welfare, OCDEL.
- B. Funds shall be used to support appropriate services to school age children, age 5, in Kindergarten, who are eligible for services through these funds.
- C. The LEA must submit to the IU how IDEA Section 619 pass through funds will be used.
- D. The LEA will maintain complete cost records of all expenditures made in association with this agreement, as well as employee, programmatic, statistical records, and supporting documents. Those records are to be available for inspection by a representative and/or auditor of the IU or Pennsylvania Departments of Education and Public Welfare, OCDEL, if needed.

The IU agrees to cooperate with the LEA in resolving any proposed disallowances the auditors of the LEA recommend as a result of audits, or any final audit disallowances imposed by the appropriate authorities. The Intermediate Unit shall not be held liable by the LEA for such disallowed costs.

Payments will be contingent upon receipt of funds from the Pennsylvania Departments of Education and Public Welfare, OCDEL.

Susan E. Sams, Ph. D.
Program Director, DART Program

6/22/17
Date

LEA Superintendent Signature

Date

SHALER AREA SCHOOL DISTRICT

No: 815.1

SECTION: OPERATIONS

TITLE: SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

ADOPTED:

<p>1. Purpose</p> <p>2. Definition</p>	<p style="text-align: center;">815.1. SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS</p> <p>The Shaler Area School District realizes that part of the 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is part of 21st century learning. However, technology and social media also present risks to individuals and organizations if not used appropriately.</p> <p>Social media has many educational benefits but when social media postings violate the law, District policies, or create a substantial disruption to the school community and/or work environment, the administrator <u>administration</u> may have an obligation to respond and take appropriate action, including but not limited to investigation, removal of posts, discipline, and/or referral to law enforcement.</p> <p>Shaler Area <u>The District</u> has developed the following guidelines to provide direction for Users when participating in online social media activities.</p> <p><u>User:</u> Anyone who utilizes or attempts to utilize District technology resources while on or off District property. The term applies to any person who may use District technology.</p> <p><u>District Technology Resources:</u> All technology owned and/or operated by the District, including computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, routers, and networks, including the Internet.</p> <p><u>Electronic communication:</u> Any communication or interaction which occurs through electronic means, including but not limited to computers, tablets, cellular devices, “smart phones,” iPads, iPods, Internet capable MP3 players, etc. Such communications and interactions include, but are not limited to, phone calls, emails, texts, social media, private messages on social media websites, instant messages, video chat, blogs, etc. Electronic communications include communications that have no specific intended recipient, such as posting a “status” on Facebook that depending on privacy settings, may be viewed by a group of users.</p> <p><u>Social media (social networking):</u> A form of electronic communication through which users create online communities to share information, ideas, personal messages and other content. Social media includes websites that incorporate one or more of the following:</p> <p><u>Blogs:</u> Web logs or journals where authors and users can post textual, audio or video content and where some permit others to post comments on their blogs.</p>
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<p>3. Delegation of Responsibility</p>	<p><u>Microblogs</u>: Websites and spaces that allow users to post short blog entries. Twitter is an example, as well as other sites that invite users to post short status and location updates such as Facebook.</p> <p><u>Online Reviews</u>: Websites that provide evaluations of a publication, service, company, movie, music, book, a piece of hardware or an event or performance. In addition to a narrative commentary, the review may include a rating score to indicate its relative merit – Yelp for example.</p> <p><u>Social networks</u>: Websites where users can create customized profiles and form connections, either socially or professionally, with other users based on shared characteristics and interests.</p> <p><u>Digital publishing</u>: An Internet personal publishing service that provides products and services for consumers to post and share videos, audio files and/or photos as well as tag them to enable searchability. Examples include YouTube, Flickr, Picasa and Google Video.</p> <p><u>Wikis</u>: Resources or documents edited collaboratively by a community of users with varying levels of editorial control by the website publisher, Wikipedia is an example.</p> <p><u>Virtual Worlds Web- or software-based platforms</u>: Allow users to create avatars or representations of themselves, and through these avatars to meet, socialize and transact with other users. Virtual worlds are used for social purposes and e-commerce, non-profit fundraising and videoconferencing.</p> <p>The District aims to facilitate a learning and teaching atmosphere to foster the mission of the District and to protect District technology resources. Users play an important role in protecting these District assets and in lessening the risks that can harm these important assets.</p> <ol style="list-style-type: none"> 1. Users are to immediately report any violations of this Policy or suspected violations to a District Administrator. 2. It is the responsibility of all users<u>Users</u> to carefully consider their behavior and what they place online when communicating with or “friending” any individual. 3. Users may not coerce others into providing passwords, login, or other security access information to them so that they may access social media or locations that they have no authorization to access. 4. Users should note that information that they place in social media and designate as private can be accessed in litigation, can be distributed by their friends, and can be accessed in other various legal ways.
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4. Guidelines

The District’s Technology Staff is authorized to access ~~users’~~ Users’ postings on public locations and on District servers, hard drives, systems, and networks under the direction of the Superintendent, and/or designee, law enforcement, a court order, a subpoena, or other legal action or authority.

The Superintendent, and/or designee, shall create administrative procedures to carry out the purpose of this Social Media Policy.

This policy is intended both to encourage meaningful electronic communication and provide Users with the District’s expectations for communicating in these manners.

The official District website serves as the primary authorized Internet-based presence of the School Board and District for the electronic posting and provision of public information about the Board and the District.

The following guidelines apply to ~~users~~ Users who choose to create or contribute to blogs, wikis, social networks, virtual worlds, or any other kinds of social media.

1. Users are responsible for their own behavior when communicating by use of social media.
2. Users will be held accountable for the content of the communications stated/posted on social media locations where such communications materially disrupt school operations and are not otherwise-protected speech.
3. Users are responsible for complying with the School District’s code of conduct requirements and Acceptable Use Policies.
4. Users may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

The District expects anyone who participates in online commentary to:

1. Demonstrate integrity, be aware that everything written is public, and obey all copyright laws.
2. Review the content of any links before embedding them as a part of commentary to ensure that such links are consistent with the District’s educational mission and vision.
3. Not use the name of the “Shaler Area School District” or its logo or mark in any form in social media without the expressed, written permission of the Superintendent and/or designee and adherence to the Titan Head Logo Policy No. 917.

4. Staff members shall not post to any social media any material or information protected from disclosure under the Family Educational Rights and Privacy Act, or other applicable laws, regulations or policies including, but not limited to, education records, personally identifiable information, photos, video recordings or audio recordings of students, District staff, parents or other constituents of the District/community and shall follow all Board policies related to protection of confidential information.
5. Limit communications between staff members and students to academic or instructional content or legitimate educational matters~~issues~~. Adults shall not follow or accept requests for current students to be “friends” or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the District for this purpose, without the prior written approval of the building principal. There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends or through non-District activities. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. As with other forms of communication, however, when communicating electronically with students, adults shall maintain appropriate professional boundaries.
6. Seek permission from the Superintendent and/or designee before endorsing a product or service on behalf of the District.

Privacy - The District reserves the right to monitor any user’s utilization of District technology resources. Users have no expectation of privacy while using District technology resources whether on or off District property.

1. The District may monitor, inspect, copy, and review any and all usage of District technology resources including information transmitted and received via the Internet to ensure compliance with this and other District policies, and state and federal law.
2. All e-mails and messages, as well as any files stored on District technology resources, may be inspected at any time for any reason.
3. Where users place their communication in “privacy” marked social media, they cannot expect that their information will not be disclosed by a person within their “private marked group”. Such information may be disclosed by others within the “private group”, or the information may be discovered as part of the discovery process in litigation, or it may be disclosed by other means. The School District may be provided this information and be required to investigate it further. Information that the School District obtains may be disclosed without limitation for purposes of investigation, disciplinary actions, litigation, internal dispute resolution, and legitimate business purposes regardless of whether the particular user is involved.

5. Consequences	<p>This policy specifically authorizes utilization of social networking by staff members for education-related purposes if and when these communications are completely within the editorial oversight of District Administration.</p> <p><u>A staff member wishing to create an education-related social media page should contact and (if applicable) obtain approval from his/her supervisor about the intended site and its use. The staff member shall take responsibility for ensuring that the site is used appropriately, including making sure that others posting on the site adhere to confidentiality, privacy, copyright, and all related board policies as well as all applicable local, state, and federal laws/regulations. Staff members are reminded that they are professionals and are representatives of both the District and the community in all aspects of their lives and should conduct themselves accordingly when utilizing social media/networking.</u></p> <p>Unless specifically authorized by their supervisor, staff members are not authorized and therefore restricted from speaking on behalf of the District. <u>If a staff member chooses to identify himself/herself as a staff member of the District on a social networking site, a disclaimer must be made on the site which makes it clear that his/her writings are his/her own and do not reflect the views of the District. Staff members must be honest about their identity when utilizing social networking sites and must not pretend to be another person or intentionally mask his/her identity.</u></p> <p>Violation of this policy will result in discipline as appropriate up to and including termination, in accordance with all applicable District disciplinary policies and procedures <u>and any applicable collective bargaining agreements</u>. Moreover, and where warranted, the District shall notify the appropriate public authorities (including but not limited to the police) <u>of improper communications</u>. As to volunteers, violations may result in removal from the position.</p>
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SHALER AREA SCHOOL DISTRICT

No: 203

SECTION: PUPILS

TITLE: COMMUNICABLE DISEASES AND IMMUNIZATION

ADOPTED: MAY 20, 1998

REVISED: JUNE 16, 1999; MAY 18, 2005; JUNE 22, 2011

203. IMMUNIZATIONS AND COMMUNICABLE DISEASES	
1. Authority SC 1303a (a) Title 28 Sec. 23.84	In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that established policy and administrative regulations be followed by students, parents/guardians and district staff.
2. Definitions Title 28 Sec. 23.82	Certificate of Immunization – the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record or stores the details of the record in a computer database.
Title 28 Sec.23.82	Medical Certificate – the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.
3. Guidelines	<u>Immunization</u> All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.
SC 1303a Title 28 Sec. 23.81 et seq Title 22 Sec. 11.20	All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.
Title 22 Sec. 23.85	A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.
SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 2383	A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student’s physical condition contraindicates immunization.

<p>SC 1303a Title 22 Sec. 11.20 Title 28 Sec. 23.83</p>	<p>A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.</p>
<p>Title 28 Sec. 23.85 Pol 200, 251</p>	<p>Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.</p>
<p>Title 28 Sec. 23.98 Pol. 255</p>	<p>Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.</p>
<p>SC 1303a</p>	<p>Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the school nurse.</p>
<p>Title 28 Sec. 13.83, 27.77</p>	<p>Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.</p>
<p>SC 1303a Title 28 Sec. 23.83, 23.84 23.85 Pol. 200, 201</p>	<p>The Superintendent or designee shall:</p> <ol style="list-style-type: none"> 1. Ensure that parents/guardians are informed prior to a student’s admission to school, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed. 2. Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements. 3. Annually review state standards for immunization and direct the responsible district personnel accordingly. 4. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.
<p>Title 278 Sec. 23.86</p>	<p>The Superintendent or designee shall report immunization data electronically to the Department of Health by December 31 of each year. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the</p>

	<p>required form to the Department of Health by December 15.</p> <p><u>Communicable Diseases</u></p> <p>Title 28 Sec. 27.71, 27.72 Pol. 204</p> <p>The Board authorizes that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions.</p> <p>Title 28 Sec. 27.1, 27.2, 27.23</p> <p>The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.</p> <p>The Superintendent or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.</p> <p>Title 22 Sec. 4.29</p> <p>Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.</p> <p>Title 22 Sec. 4.29, 4.4 Pol. 105.1</p> <p>Parents/guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life-threatening diseases.</p> <p><u>Health Records</u></p> <p>SC 1402 Pol. 209</p> <p>A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations and medical questionnaires.</p> <p>SC 1409</p> <p>All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian.</p> <p>NOTES:</p> <p>Lists of required immunizations can be found at 28 PA Code Sec. 23.82. Revised immunization requirements take effect for the 2017-18 school year.</p> <p>References: School Code – 24 P.S. Sec. 1303a, 1402, 1409 State Board of Education Regulations – 22 PA Code Sec. 4.4, 4.29, 11.20 State Department of Health Regulations – 28 PA Code Sec. 23.81 et seq. 23.82, 23.83, 23.84, 23.85, 27.77, 23.86, 27.1, 27.2, 27.23, 27.71, 27.72 Board Policy – 105.1, 105.2, 200, 201, 204, 209, 251, 255</p>
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SHALER AREA SCHOOL DISTRICT

No: 204

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: MAY 20, 1998

REVISED: MAY 18, 2005; OCTOBER 12, 2005; DECEMBER 13, 2006;

DECEMBER 10, 2008; JANUARY 20, 2010; AUGUST 17, 2011

204. ATTENDANCE	
1. Purpose SC 1301 Title 22 Sec. 11.12 11.41 Pol. 200	<p>The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues. requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.</p>
2. Authority SC 1302, 1327, 1329, 1330 Title 22 Sec. 11.11, 11.23, 11.25, 11.41 12.1	<p>Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except when a student may be excused for a temporary absence upon receipt of satisfactory evidence that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p> <p>The Board considers the following conditions to constitute reasonable cause for absence from school:</p> <ol style="list-style-type: none">1. Illness.2. Quarantine.3. Recovery from accident. 4. —Required court attendance. 5. —Death in family.6. Family educational trips.7. Educational tours and trips.8. Impassable roads.9. Certain religious holidays.10. Absences approved in advance by the principal and/or assistant principal.
Title 22 Sec. 11.26	

<p>3. Definitions Title 22 Sec. 11.13 SC 1326</p> <p>SC 1326</p> <p>SC 1326</p> <p>SC 1326</p> <p>SC 6302</p> <p>SC 1326</p>	<p>Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.</p> <p>Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.</p> <p>Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.</p> <p>Person in parental relation shall mean a:</p> <ol style="list-style-type: none"> 1. Custodial biological or adoptive parent. 2. Noncustodial biological or adoptive parent. 3. Guardian of the person of a child. 4. Person with whom a child lives and who is acting in a parental role of a child. <p>This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.</p> <p>School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.</p>
<p>4. Delegation of Responsibility Title 22 Sec. 11.41</p>	<p>The Superintendent or designee shall annually notify students, parents/guardians, staff, local children and youth agency and local Magisterial District Judge(s) about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.</p>

	<p>The Superintendent or designee, in coordination with the building principal, Attendance Officer, Home and School Visitor, and the Shaler Area School Board shall be responsible for the implementation and enforcement of this policy.</p>
<p>SC 1332, 1339</p>	<p>The Superintendent or designee shall develop procedures administrative regulations for the attendance of students which:</p> <ol style="list-style-type: none"> 1. Ensure a school session that conforms with requirements of state regulations. 1. Govern the keeping maintenance of attendance records in accordance with state statutes law. 2. Detail the process for submission of requests and excuses for student absences. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excusals.
<p>Title 22 Sec. 11.1, 11.2, 11.3</p>	
<p>Title 22 Sec. 11.41</p>	<ol style="list-style-type: none"> 3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge. Impose on truant students' appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
<p>SC 1333, 1338</p>	<ol style="list-style-type: none"> 4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests. 4. Ensure that students legally absent have an opportunity to make up work.
<p>SC 1333, 1338, 1354 Title 22 Sec. 11.24</p>	<p>Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.</p>
<p>SC 510, 1318</p>	<p>Repeated infractions of Board policy requiring the attendance of enrolled students</p>

<p>5. Guidelines</p> <p>SC 1327</p> <p>Title 22 Sec. 11.8, 11.22, 11.23, 11.28 SC 1327, 1329 Pol. 115, 116, 117, 118</p> <p>SC 1329, 1330 Title 22 Sec. 11.34</p> <p>SC 1327 Title 22 Sec. 11.5, 11.32</p>	<p>may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.</p> <p>It shall be the policy of the Board to consider alternative educational programs for each child who habitually and repeatedly absents him/herself from the regular educational program.</p> <p><u>Compulsory School Attendance Requirements</u></p> <p>All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.</p> <p>Attendance need not always be within school facilities. A student will shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.</p> <p>The Board shall excuse The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval of this district:</p> <ol style="list-style-type: none"> 1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance. 2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by state law are taught. 3. except that such students and Students attending college who are also enrolled part-time in the district schools. shall be counted as being in part-time attendance in this district. 4. Students attending a home education program or private tutoring in accordance with state law. 5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
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<p>SC 1327, 1327.1 Title 22 Sec. 11.31, 11.31a Pol. 116, 137</p>	<p>4. Students attending a home education program or private tutoring in accordance with law.</p>
<p>SC 1327</p>	<p>5. Students fifteen (15) years of age, and fourteen (14) years of age who have completed sixth the highest elementary grade, who are engaged in farm work or private domestic service under duly issued permits.</p>
<p>SC 1330</p>	<p>6. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>
<p>SC 1330 Title 22 Sec. 11.28</p>	<p>6. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.</p>
<p><u>Excused / Lawful Absence</u></p> <p>The Board shall consider each student assigned to a program of independent study to be in regular attendance. Provided the student is under the guidance and reports to an assigned staff member at the place in which s/he is conducting study and regularly demonstrates progress toward the objectives of the course of study.</p>	
<p>For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:</p>	
<p>SC 1329 Title 22 Sec. 11.25</p>	<p>1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.</p>
<p>SC 1329</p>	<p>2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.</p>
	<p>3. Quarantine.</p>
	<p>4. Family emergency.</p>
	<p>5. Recovery from accident.</p>
	<p>6. Required court attendance.</p>
	<p>7. Death in family.</p>
<p>SC 1329</p>	<p>8. The Board shall permit a student to be excused for participation in a project</p>

<p>Title 22 Sec. 11.41</p>	<p>sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request. prior to the event.</p>
<p>Title 22 Sec. 11.21</p>	<p>9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.</p>
<p>Title 22 Sec. 11.26</p>	<p>10. The Board may excuse a student from school attendance to participate in an Nonschool-sponsored educational tours or trips, not sponsored by the district if the following conditions are met:</p> <ul style="list-style-type: none"> a. The parent/guardian submits a written request for excusal prior to the absence. b. The student's participation has been approved by the Superintendent or designee. c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
<p>SC 1329 Title 22 Sec. 11.25</p>	<p>11. College or postsecondary institution visit, with prior approval.</p> <p>12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.</p>
<p>Title 22 Sec. 11.23, 11.25</p>	<p>The district may limit the number and duration of nonschool-sponsored educational tours or trips, college or postsecondary institution visits for which excused absences may be granted to a student during the school year.</p>
<p>Title 22 Sec. 11.23, 11.25</p>	<p>The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, and other urgent reasons.</p>
<p>Title 22 Sec. 11.22</p>	<p>Temporary Excusals –</p> <p>The Board may excuse The following students may be temporarily excused from the requirements of attendance at district schools:</p>
<p>SC 1327 Title 22 Sec. 11.22 Pol. 116</p>	<p>1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.</p>
<p>Title 22 Sec. 11.21</p>	<p>All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached</p>

<p>SC 1546 Title 22 Sec. 11.21</p>	<p>to an absence for a religious holiday.</p> <p>2. The Board shall, upon written request of the parents/guardians, release from attendance a Students participating in a religious instruction program, if the following are met:</p> <p>a. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction. acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.</p> <p>b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.</p> <p>c. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.</p>
<p>Title 22 Sec. 11.34</p>	<p>3. Homebound School age children unable to attend school upon on the recommendation of a the school physician and the a psychiatrist or school psychologist, or a psychiatrist both, and with approval of the Secretary of Education.</p>
<p>SC 1327</p>	<p>4. Students enrolled in special schools conducted by the Allegheny Intermediate Unit or the Department of Education.</p>
<p>SC 1332, 1333, 1354</p>	<p>The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.</p>
<p>4. Guidelines</p>	<p><u>Bus Delays</u></p> <p>A student who is late or absent because his/her bus arrived at the bus stop late is regarded as tardy or absent, even though the student may not be responsible for such absence or tardiness. Such absence or tardiness should be considered excused. Students are expected to wait a reasonable period of time for the arrival of the bus.</p> <p><u>Excused Absences/Late Arrivals/Early Dismissals</u></p> <p>Students will be excused from school as may be required, according to the following procedures:</p>

- ~~1. A written request for excused absence submitted either before or after the absence has occurred and signed by the parent/guardian of the student seeking the excused absence; a minor who has made his/her emancipation a matter of duly certified record in the school district; or a student who has reached the age of majority, shall be submitted to the principal or a designee.

The request shall set forth the student's name, homeroom number, and the reason(s) for the requested excused absence. For advance requests, the time requested for the student to leave school and the expected time for return to school shall also be included.~~
- ~~2. An advance request, when possible, shall be submitted at least three (3) days prior to the requested date of excusal.~~
- ~~3. The principal or a designee shall approve or disapprove the request in writing and shall retain a copy of the approved or disapproved request for a period of at least seven (7) years.~~
- ~~4. The responsible administrator shall use appropriate procedures to verify requests for excused absences.~~
- ~~5. When permission to be absent is requested from the school principal by the parents/guardians in advance and the principal's approval is granted, the student will be permitted to obtain from teachers the assignments, tests or other activities to be covered during the absence. The student will be expected to complete the assignments and will be held accountable for the material covered during the absence.~~

Parental Notice of Absence -

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of **fifteen (15)** days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond fifteen (15) cumulative days shall require an excuse from a **state licensed practitioner of the healing arts**.

Unexcused / Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

SC 1326

An out-of-school suspension may not be considered an unexcused absence.

	<p>Parental Notification -</p> <p>District staff shall provide notice to the person in parental relation upon each incident of unexcused absence via Phone messenger and Parent Portal.</p> <p><u>Enforcement of Compulsory Attendance Requirements</u></p> <p>Student is Truant –</p>
SC 1333	<p>When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.</p>
SC 1333	<p>The notice shall:</p> <ol style="list-style-type: none">1. Be in the mode and language of communication preferred by the person in parental relation;2. Include a description of the consequences if the student becomes habitually truant; and3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
SC 1333	<p>The notice may include the offer of a School Attendance Improvement Conference.</p>
SC 1333	<p>If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.</p>
	<p>School Attendance Improvement Conference -</p>
SC 1333	<p>District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.</p>
SC 1326	<p>The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.</p>

<p>SC 1326</p>	<p>The following individuals shall be invited to the School Attendance Improvement Conference:</p> <ol style="list-style-type: none"> 1. The student. 2. The student's person in parental relation. 3. Other individuals identified by the person in parental relation who may be a resource. 4. Appropriate school personnel. 5. Recommended service providers.
<p>SC 1333</p>	<p>Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.</p>
<p>SC 1333</p>	<p>The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.</p>
<p>SC 1333</p>	<p>The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed. During the period leading up to the scheduled School Attendance Improvement Conference, continued unexcused absences will continue to be recorded and they will continue to count towards the total number of total unexcused absences.</p>
<p></p>	<p>Student is Habitually Truant -</p>
<p>SC 1333.1</p>	<p>When a student under fifteen (15) years of age is habitually truant, district staff:</p> <ol style="list-style-type: none"> 1. Shall refer the student to: <ol style="list-style-type: none"> a. A school-based or community-based attendance improvement program; or b. The local children and youth agency.
<p>SC 1333.1</p>	<ol style="list-style-type: none"> 2. May file a citation in the office of the appropriate judge against the

<p>SC 1333.1</p>	<p>person in parental relation who resides in the same household as the student.</p> <p>When a student fifteen (15) years of age or older is habitually truant, district staff shall:</p> <ol style="list-style-type: none"> 1. Refer the student to a school-based or community-based attendance improvement program; or 2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.
<p>SC 1333.1</p>	<p>District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.</p>
<p>SC 1333.1</p>	<p>Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.</p> <p>Filing a Citation -</p>
<p>SC 1333.2</p>	<p>A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled. The citation may be filed by the School Resource Officer, Principal or other appropriate school district designee.</p>
<p>SC 1333.2</p>	<p>Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.</p>
<p>Pol. 103.1, 113, 113.3, 114</p>	<p><u>Special Needs and Accommodations</u></p> <p>If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.</p>
<p>Pol. 103.1, 113, 114</p>	<p>For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in</p>

<p>SC 1333</p>	<p>accordance with applicable law, regulations and Board policy.</p> <p><u>Discipline</u></p> <p>The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.</p> <p>The absence of any student who remains out of school with or without parent/ guardian permission and is not absent because of illness or other urgent reasons, as defined in the law, shall be unexcused. Such absence will be recorded as unlawful/ unexcused for a student who is under the compulsory attendance age and as unexcused for a student who is beyond compulsory school age.</p> <p>A student beyond compulsory school age whose absence is not excused shall forfeit the right to make up work, tests, or other academic assignments that were due during the period of unlawful absence. A student under compulsory attendance age who is unlawfully absent and unexcused absent will not be given permission to make up work that was missed because of such absence.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 510.2, 1301, 1302, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1333.1, 1333.2, 1338, 1339, 1354, 1546, 42 Pa. C.S.A. 6302</p> <p>State Board of Education Regulations – Title 22 PA Code Sec. 11.1, 11.2, 11.3, 11.5, 11.8, 11.11, 11.12, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.31, 11.31a, 11.32, 11.34, 11.41, 12.1</p> <p>Board Policy – 103.1, 113, 113.3, 114, 115, 116, 117, 118, 137 200</p>
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SHALER AREA SCHOOL DISTRICT

No: 213

SECTION: PUPILS

TITLE: ASSESSMENT OF STUDENT PROGRESS

ADOPTED: MAY 20, 1998

REVISED: SEPTEMBER 15, 1999; OCTOBER 18, 2000; OCTOBER 20, 2004; MAY 21, 2008;
APRIL 15, 2009; JUNE 16, 2010; JULY 10, 2013; JUNE 18, 2014

213 - ASSESSMENT OF STUDENT PROGRESS

1. Purpose

The Board recognizes that a system of assessing student achievement can help the students, teachers, and parents to better assess the student's progress toward personal education goals.

2. Definition

Assessment shall be that system of measuring and recording student progress and achievement which enables the student, parents, and teachers to:

1. Learn the student's strengths and weaknesses;
2. Plan an educational and vocational future for the student in the areas of the greatest potential for success; and
3. Know where remedial work is required.

Such grades shall measure the student's progress against both his/her own potential for achievement and the achievements of others in the class, as appropriate to the grade level and subject matter.

The following grades shall be consistently used in grades 2-12:

Grading Scale and Weighting (Commencing with the 2017-2018 school year)

	Letter Grade	AP/CHS	Honors	Standard
100 - 97.50	A+	5.7375	4.9725	4.25
97.49 - 91.50	A	5.4	4.68	4
91.49 - 89.50	A-	5.0625	4.3875	3.75
89.49 - 87.50	B+	4.3875	3.8025	3.25
87.49 - 81.50	B	4.05	3.51	3
81.49 - 79.50	B-	3.7125	3.2175	2.75
79.49 - 77.50	C+	3.0375	2.6325	2.25
77.49 - 71.50	C	2.7	2.34	2
71.49 - 69.50	C-	2.3625	2.0475	1.75
69.49 - 59.50	D	1.35	1.17	1
59.49 - 0	F	0	0	0

(Reflects weights of 1.17 for Honors and 1.35 for AP/CHS)

In addition to grades being recorded on report cards the actual earned percentage grade will also be recorded. The percentages recorded will range between an absolute low of 0 and an absolute high of 100. Students who experience academic failure due to unforeseen circumstances during a 9-week grading period may request an academic review with the

building principal. Such requests must be made within 5 school days following the date that grades are made public.

High School transcripts shall include letter grades but not the percentage grade.

- Percent Equivalents - Calculations only read through hundredths. Thousandths and beyond are ignored.
- Grades once calculated for the nine weeks stand as the evaluation for that period. No use of cumulative points carrying from nine weeks to nine weeks is permitted nor is the averaging of each nine weeks percentage calculation the overall/final percentage and/or grade.
- **Report cards shall be issued quarterly in grades 3-12 and at the end of each semester for kindergarten – grade 2.**

Primary Performance Standards

The following grading format will be used in grades K-3 as an alternative to the "A+" through "F" system outlined on page one of this policy as described below.

Kindergarten – Checklist format based on kindergarten standards

Grade 1 -2 – Social Studies, health, science, art, music, physical education

Grade 3 – Hand-writing, art, music, physical education

Kindergarten Performance Levels

P	Proficient
D	Developing
B	Beginning
N	Not Yet Evident

Grades 1-2 Performance Levels

S	Satisfactory
W	Working towards Expectations
N	Needs Improvement
Blank	Performing Successfully
X	Area of Concern

3. Authority

The Board directs that the instructional program of this district shall include a system of assessing for all pupils, which is consistent with the goals of the district and the regulations of the State Board.

The district shall provide for the development and continual analysis of student portfolios. Such portfolios may include:

1. Written work by students.
2. Scientific experiments conducted by students.
3. Works of art or musical, theatrical or dance performances by students.
4. Other demonstrations or performances by students related to specific academic standards.
5. Examinations developed by teachers to assess specific student learning outcomes.
6. Diagnostic assessments.

<p>4. Delegation of Responsibility</p> <p>School Code 1531,1532,1531-2</p>	<ol style="list-style-type: none"> 7. Other measures, as appropriate, which may include standardized tests. 8. Written testimony from authorities and summary indicators, including transcripts, tests results or a personal resume. <p>The Superintendent shall develop assessment procedures which include the following:</p> <ol style="list-style-type: none"> 1. Each student should know what end result and achievements are expected at the outset of any course of study. 2. Each student should be kept informed of his/her personal progress during the course of a unit of study. 3. Methods of assessing shall be appropriate to the course of study and the maturity of students. 4. Assessment should objectively evaluate and reward students for their efforts. 5. Students should be encouraged to assess their own achievements. 6. All assessment systems are subject to continual review and revision. 7. Adaption techniques shall be used where appropriate and/or mandated by a student's I.E.P.
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SHALER AREA SCHOOL DISTRICT

No: 214

SECTION: PUPILS

TITLE: CLASS RANK INDEX

ADOPTED: MAY 20, 1998

REVISED: OCTOBER 18, 2000; JUNE 16, 2010; JULY 10, 2013

<p>1. Purpose</p> <p>2. Authority</p> <p>Pol. 216</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">214 - CLASS RANK INDEX (To Commence in 2010-11 beginning with the Class of 2014)</p> <p>The Board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates to inform students, parents, and others of their relative academic placement among their peers under relatively similar circumstances.</p> <p>The Board authorizes a system of class ranking, by grade point average, for students in grades 9, 10, 11, and 12. All students shall be ranked together.</p> <p>The class rank index shall be computed by assigning the final grade in all subjects in accordance with the following formula:</p> <p>CRI = GPA x CDW CRI = Class Rank Index GPA = Grade Point Average CDW = Cumulative Difficulty Weight*</p> <p>*CDW is determined by the following formula: $CDW = \frac{X(1.0) + Y(1.17) + Z(1.35)}{G}$</p> <p>X= Number of Regular Courses Y = Number of Honors Courses Z = Number of AP/CHS Courses G = Number of Credits to Graduate (Currently 25)</p> <p>Any two (2) or more students whose computed class rank indexes are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.</p> <p>A student's overall grade point average and class rank index shall be entered on his/her record and shall be subject to the Board's policy on release of student records.</p> <p>The Superintendent shall develop procedures for the computation of grade point averages and the assignment of the class rank index to implement this policy which shall include a:</p>
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<p>Other Cite Pol. 216</p>	<ol style="list-style-type: none">1. Determination of class rank according to the class rank index formula for students graduating before their class.2. System for fairly averaging make-up courses.3. Statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released.
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SHALER AREA SCHOOL DISTRICT

No: 214.1

SECTION: PUPILS

TITLE: WEIGHTED COURSE CREDIT

ADOPTED: DEC. 9, 1998

REVISED: JAN. 20, 1999; DEC. 10, 2003; JUNE 16, 2010; JULY 10, 2013

214.1 – WEIGHTED COURSE CREDIT (To Commence in 2010-11 beginning with the Class of 2014)	
1. Purpose	The Board acknowledges that students are entitled to receive a greater amount of credit for satisfactory completion of Advanced Placement and/or Honors courses.
2. Definition	<p>An Advanced Placement (AP)/CHS course is defined as:</p> <ol style="list-style-type: none">1. Any course offered through the College Board as an Advanced Placement course, and2. A course where a teacher must satisfactorily complete initial training and attend subsequent conferences to teach Advanced Placement courses. <p>An Honors course is defined as a course so designated within Shaler Area, and which meets the stated objectives.</p>
3. Authority	The Board directs that the instructional program of this District shall include a system for awarding credit to pupils for satisfactory completion of Advanced Placement CHS , and Honors Weighted courses.
4. Delegation of Responsibility	<p>The Superintendent shall develop procedures for the awarding of weighted credits to pupils for satisfactory completion of Advanced Placement, CHS and Honors courses, which include the following:</p> <ol style="list-style-type: none">1. Enrollment in AP Courses, CHS and some Honors Classes enables students to be able to participate in a national/standardized end-of-course exam scored by the agency creating the course. Students enrolled in such courses are strongly encouraged to take these national exams so they can experience the full effect of the college-level course they have just experienced. (For example, the AP exams are prepared and scored by the College Board. Several <i>College in the High School Courses</i> have a standardized exam prepared and administered by that organization).2. The national/standardized exam will be administered according to the rules and regulations of the agency preparing and scoring the exam. Make-up tests will be permitted by the Shaler Area School District in accordance with the rules and regulations of the agency preparing and scoring the exam. Students are responsible for any fees related to these national exams.3. Students shall receive a course multiplier worth a weighted credit of 1.35 for enrollment in AP, CHS and 1.17 for Honors courses as outlined in Shaler Area School District Course Description Book published each year.

SHALER AREA SCHOOL DISTRICT

No: 801

SECTION: OPERATIONS

TITLE: PUBLIC RECORDS

ADOPTED: AUGUST 19, 1998

REVISED: FEBRUARY 19, 2003; JULY 16, 2008; JANUARY 20, 2010; MAY 12, 2010

801. PUBLIC RECORDS	
1. Purpose	<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 access and to procure copies of public records, with certain exceptions, subject to law, Board policy, and administrative regulations.</p>
2. Definition 65 P.S. Sec. 67.102	<p>Financial record – any account, voucher, or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.</p> <p>Public record – a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right to Know Law or under other federal or state law or regulation, or judicial decree or order.</p> <p>Record – information, regardless of physical form or characteristics, that documents a district transaction or activity and is created, received, or retained pursuant to law or in connection with a District transaction, business, or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.</p> <p>Response – the District's notice informing a requester of a granting of access to a record or the District's written notice to a requester granting, denying, or partially granting and partially denying access to a requested record.</p> <p>Requester – a legal resident of the United States, or an agency, who requests access to a record.</p>
3. Authority 65 P.S. Sec. 67-302, 67.305, 67.504, 67.701	<p>The Board shall make the District's public records available for access and duplication to a requester, in accordance with law, Board policy, and administrative regulations.</p>

<p>4. Delegation of Responsibility 65 P.S. Sec. 67-502</p>	<p>The Board shall designate an Open Records Officer, who shall be responsible to:</p> <ol style="list-style-type: none"> 1. Receive written requests for access to records submitted to the District. 2. Review and respond to written requests in accordance with law, Board policy, and administrative regulations. 3. Direct request to other appropriate individuals in the District or in another agency. 4. Track the District’s progress in responding to requests. 5. Issue interim and final responses to submitted requests. 6. Maintain a log of all record requests and their disposition. 7. Ensure District staff is trained to perform assigned job functions relative to requests for access to records.
<p>65 P.S. Sec. 67.502, 67.901, 67.1101</p>	<p>Upon receiving a request for access to a record, the Open Records Officer shall:</p> <ol style="list-style-type: none"> 1. Note the date of receipt on the written request. 2. Compute and note on the written request the day on which the five-day period for response will expire. 3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled. 4. If the written request is denied, maintain the written request for thirty (30) days or, if an appeal is filed, until a final determination is issued or the appeal is deemed denied.
<p>5. Guidelines 65 P.S. Sec. 67.701</p>	<p>Requesters may access and procure copies of the public records of the District during the regular business hours of the administration offices.</p>
<p>65 P.S. Sec. 67.302</p>	<p>A requester’s right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.</p>
<p>65 P.S. Sec. 67.705</p>	<p>The District shall not limit the number of records requested.</p>
<p>65 P.S. Sec. 67.705</p>	<p>When responding to a request for access, the District is not required to create a record that does not exist nor to compile, maintain, format, or organize a record in a manner which the District does not currently use.</p>
<p>42 U.S.C. Sec. 12132 28 CFR Sec. 35.160, 35.164</p>	<p>Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.</p>
<p>65 P.S. Sec. 67.504 67.505</p>	<p>The District shall post at the administration office and on the District’s web site, if the District maintains a web site, the following information:</p>

	<ol style="list-style-type: none"> 1. Contact information for the Open Records Officer. 2. Contact information for the state’s Office of Open Records or other applicable appeals officer. 3. The form to be used to file a request, with a notation that the state Office of Open Records form may also be used if the District decides to create its own form. 4. Board policy, administrative regulations, and procedures governing request for access to the District’s public records.
<p>65 P.S. Sec. 67.504 67.505, 67.703</p>	<p><u>Request for Access</u></p> <p>A written request for access to a public record shall be submitted on the required form(s) and addressed to the Open Records Officer.</p> <p>Written request may be submitted to the District in person, by mail, to a designated facsimile machine, and to a designated email address.</p> <p>Each request must include the following information:</p> <ol style="list-style-type: none"> 1. Identification or description of the requested record, in sufficient detail. 2. Medium in which the record is requested. 3. Name and address of the individual to receive the District’s response.
<p>65 P.S. Sec. 67.701, 67.703</p>	<p>The District shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law. If the requester fails to comply with the procedures set forth in this policy the district shall so notify the requester so that the request can be modified to comply with this policy.</p>
<p>65 P.S. Sec. 67.1307</p>	<p><u>Fees</u></p> <p>The Board shall approve and the District shall keep current a list of reasonable fees relative to requests for public records.</p> <p>No fee may be imposed for review of a record to determine whether the record is subject to access under law.</p> <p>Prior to granting access, the District may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.</p> <p>The Superintendent may waive duplication fees when the requester duplicates the record or the Superintendent deems it is in the public interest to do so.</p>
<p>65 P.S. Sec. 67.502, 67.702</p>	<p><u>Response to Request</u></p> <p>District employees shall be directed to forward requests for access to public records to the Open Records Officer.</p>

65 P.S. Sec. 67.901	Upon request of a written request for access to a record, the Open Records officer shall determine if the requested record is a public record and if the District has possession, custody, or control of that record.
65 P.S. Sec. 67.901	The Open Records Officer shall respond as promptly as possible under the existing circumstances, and the initial response time shall not exceed five (5) business days from the date the written request is received by the Open Records Officer.
65 P.S. Sec. 67.901	The initial response shall grant access to the requested record, deny access to the requested record, partially grant and partially deny access to the requested record, or notify the requester of the need for an extension of time to fully respond.
65 P.S. Sec. 67.901	If the District fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.
65 P.S. Sec. 67.901, 67.902	<p><u>Extension of Time</u></p> <p>If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.</p> <p>Up to a thirty (30) day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date.</p> <p>A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.</p>
65 P.S. Sec. 67.701	<p><u>Granting of Request</u></p> <p>If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include information on the regular business hours of the administration office, provide electronic access, or state where the requester may go to inspect the records or information electronically at a publically accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of one hundred dollars (\$100.00), and the medium in which the records will be provided.</p>
65 P.S. Sec. 67.701	A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium.

<p>65 P.S. Sec. 67.701, 67.704</p>	<p>However, the District is not required to permit use of its computers.</p> <p>The Open Records Officer may respond to a records request by notifying the requester that the record is available through publically accessible electronic means or that the District shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the District's notice, submits a written request to have the record converted to paper, the District shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.</p>
<p>65 P.S. Sec. 67.506</p>	<p>A public record that the District does not possess but is possessed by a third party with whom the District has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the District. When the district contracts with such a third party, the District shall require the contractor to agree in writing to comply with requests for such records and to provide the District with the requested record in a timely manner to allow the District to comply with law.</p>
<p>65 P.S. Sec. 67.706</p>	<p>If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.</p>
<p>65 P.S. Sec. 67.905</p>	<p>If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the District's response, the District shall dispose of the copy and retain any fees paid to date.</p>
<p>65 P.S. Sec. 67.707</p>	<p><u>Notification to Third Parties</u></p> <p>When the District produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the District, the person that is the subject of the record, and the requester.</p>
<p>65 P.S. Sec. 67.707</p>	<p>The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative regulations.</p>
<p>65 P.S. Sec. 67.901, 67.903</p>	<p><u>Denial of Request</u></p> <p>If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:</p>

<p>65 P.S. Sec. 67.506</p> <p>65 P.S. Sec. 67.506</p> <p>65 P.S. Sec. 67.901, 67.903</p>	<ol style="list-style-type: none"> 1. Description of the record requested. 2. Specific reasons for denial, including a citation of supporting legal authority. 3. Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued. 4. Date of the response. 5. Procedure for the requester to appeal a denial of access. <p>The Open Records Officer may deny a request for access to a record if the requester has been repeated requests for that same record and the repeated requests have placed an unreasonable burden on the District.</p> <p>The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record’s contents shall be made accessible even when the record is physically unavailable.</p> <p>Information that is not subject to access and is redacted from a public record shall be deemed a denial.</p> <p>If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state’s Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer’s response or deemed denial.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 408, 518 Right to Know Law – 65 P.S. Sec. 67.101 et seq. Americans with Disabilities Act – 42 U.S.C. Sec. 12101 et seq. Accessibility to Communications, Title 28, Code of Federal Regulations – 28 CFR Sec. 35.160, 35.164 Board Policy – 800</p>
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**SHALER AREA SCHOOL DISTRICT
 1800 MOUNT ROYAL BOULEVARD
 GLENSHAW PA 15116-2196
 PHONE: (412) 492-1200
 FAX: (412) 492-1236**



**POLICY 801 – PUBLIC RECORDS
RIGHT TO KNOW FEES**

<u>RECORD TYPE REQUESTED</u>	<u>AMOUNT DUE</u>
Copies	\$.15 .25 per page
Certification of Record	\$5.00
Specialized Documents	Actual Cost of the Documents
Facsimile/Other Media	Actual Cost of the Facsimile/Media
Redaction	No Cost
Conversion to Paper	\$.15 .25 per page
Postage	Actual Cost of the Postage
<u>Other Media</u>	<u>Up to Actual Costs</u>
<u>Flash Drive</u>	<u>Up to Actual Costs</u>