

**Union City Area  
School District**

**SCHOOL BOARD  
POLICY**



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**1100****COMMUNITY RELATIONS AND NEWS RELEASES**

Public support is vital to a public school system. It is the policy of the Board to maintain a continuing information program for compiling and distributing news of events, noteworthy facts, statistics, plans and forecasts necessary to the creation of an interested and informed public.

The superintendent and staff are encouraged to use all available modes of communications to keep the public continuously informed concerning schools, cost, curriculum change, expansion, special events, and other items of public interest.

The superintendent is responsible to develop and implement a system-wide distribution program to disseminate pertinent information to the staff, students, parents, guardians and community. All materials will be approved by the superintendent prior to distribution.

The Board may, at its discretion, disseminate news releases if the situation is warranted.

**1105        SCHOOL MEDIA/NEWS RELEASES**

The superintendent is responsible for all informational services to and from the public, except for such matters as the Board may, at their discretion, wish to disseminate through one or more of their members.

The principal of each school is responsible for routine school announcements to parents such as those concerning closing of school, PTO meetings, clothing and fund drives, lunch tickets, etc.

The superintendent will be responsible for coordinating the release of information concerning the school, and actions of the Board.

The superintendent is responsible to develop and implement a system-wide distribution program to disseminate pertinent information to the staff, students, parents, guardians and community. All materials will be approved by the superintendent prior to distribution.

The Board may, at its discretion, disseminate news releases if the situation is warranted.

**1140****STUDENTS AND COMMUNITY RELATIONS**

The strongest link of communication with parents, and one of the most effective public relations areas, is the pupil in the classroom. Since failure to provide pupils with information leads frequently to misinformation, it will be the responsibility of the administration to see that information regarding school activities and programs of organizations is properly disseminated through the pupils to parents.

Information provided by administration or staff, which is conveyed by letters and bulletins by pupils to their parents, is encouraged. Care should be exercised, however, that such conveyance of information by students is about the school system, a particular school or school district, and cannot be used to advance a private or political point of view.

## **1200            PARENT/FAMILY ENGAGEMENT**

### **PURPOSE**

The Union City Area School District (hereinafter referred to as “District”) and the Board of Education (hereinafter referred to as “Board”) are committed to the belief that all children can learn and acknowledge that parents share the District’s commitment to the educational success of their children. The Board believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

### **AUTHORITY**

The federal government, under the Every Student Succeeds Act (ESSA), requires all school districts to adopt and implement a district-wide parental and family engagement policy for students being served in Title I programs funded under the Act, and therefore, the Board adopts this policy.

As a recipient of Title I funds, the District shall develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy. This policy is to be incorporated into the District’s plan under the Every Student Succeeds Act.

### **DEFINITION**

Parent and family involvement shall be defined as an ongoing process that assists parents and families to meet their basic obligation as their child’s first educator, promotes clear two-way dialogue between home and school and supports parents as leaders and decision makers at all levels concerning the education of their child/children.

A written policy for Title I parent/family engagement that establishes programs and practices to enhance parent/family engagement and reflects the needs of students and families will be jointly developed by parents/family members and District staff.

The plan will also include a school-parent/family members compact and support the development, implementation and regular evaluation of the parent/family member program by parents/family members and District staff.

## **GUIDELINES**

The Board directs that the following activities be implemented to encourage parent/family member- District cooperation:

1. Parent-Teacher conferences to permit two-way communication between home and school
2. Open House to provide parents/family members with the opportunity to see the school facilities, meet the faculty, and review classroom materials on a first-hand basis.
3. Special events of an educational and/or cultural nature, which are initiated by the school or by parent/family member groups, and involve the cooperative effort of the school, students and parents/family members, and are of general interest to the schools or community.

For the benefit of children, the Board believes that parents/family members have a responsibility to encourage their child's career in school by:

1. Supporting the school requirement that children observe all rules and regulations, and by accepting their responsibility for their child's/children's willful in-school behavior.
2. Sending children to school with proper attention to their health, personal cleanliness, and dress.
3. Maintaining an active interest in their children's daily work and making it possible for them to complete assigned homework by providing a quiet place and suitable conditions for study.
4. Reading all communications from the school, as well as, signing and returning forms promptly when required.
5. Cooperating with the school in attending conferences set up for the exchange of information on the child's/children's progress in school
6. Participating in in-school activities and special functions.

For students participating in Title I programs, the Superintendent and/or designee(s) shall develop jointly with, agree on with, and distribute to parents/family members of children participating in a Title I program a written parental/family member engagement policy, which shall describe the means for carrying out the following requirements:

1. That parents/family members be involved and provide input in the development of the policy. To meet this requirement, each Title I school shall do the following:

- a. Convene an annual meeting, at a convenient time, to which all parents/family members of participating children shall be invited and encouraged to attend, to inform parents/family members of the District's development of a parental/family member engagement policy and the right of the parents/family members to be involved in the process.
  - b. Offer a flexible number of meetings, such as meetings in the morning and the evening.
  - c. Involve parents/family members in an organized, ongoing and timely way in the planning, review, and improvement of programs under federal law including the planning, review and improvement of the school parental/family member engagement policy.
  - d. Provide parents/family members timely information about:
    - (1) ESSA programs.
    - (2) A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
    - (3) If requested by parents/family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
2. That each school develop jointly with the parents/family members a school-parent/family member compact that outlines how parents/family members, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents/family members will build and develop a partnership to help children achieve Pennsylvania's high standards. This compact will:
- a. Describe each individual school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the students to meet Pennsylvania's student academic achievement standards, and the ways in which each parent/family member will be responsible for supporting their child's learning, such as: monitoring attendance, homework completion, television watching, and video game playing; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.



- b. Address the importance of communication between the teachers and parents/family members on an ongoing basis through, at a minimum, the following:
  - (1) Parent –teacher conferences in the elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement.
  - (2) Frequent reports to the parents/family members on their child’s progress.
  - (3) Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities.
- 3. That the effective involvement of parents/family members is ensured and a partnership among the school, parents/family members and community to improve student academic achievement is supported by helping parents/family members understand academic content standards and state standards and assessments and by utilizing other techniques outlined in federal law.
- 4. That, to the extent practicable, each school shall provide full opportunities for the participation of parents/family members with limited English proficiency, parents/family members with disabilities, and parents/family members of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such as parents/family members understand.

## **COMMUNICATIONS**

The District pledges to maintain two-way communication with the parents/family members concerning academic progress, discipline, the emotional and physical well-being of the student, assisting parents/family members in meeting their child’s needs at home and involving parents/family members in the school.

- 1. Parents/family members will be notified of their child’s academic progress on a regular basis.
- 2. In matters of discipline involving suspension, expulsion or reassignment to an alternative school, the parent/family member responsible for the student will be notified. For discipline involving suspensions or placement in an alternative school, an informal hearing will be provided regarding the incident. For discipline involving expulsions, a formal hearing will be held.
- 3. At the counselors’ discretion, administering guidance procedures that will address the emotional wellbeing of a student and are of a sensitive nature, the parent/family member responsible for the student will be notified if and when appropriate.

4. In cases of medical and dental examinations or treatments, the parent/family member responsible for the student shall be advised in advance.
5. Assistance to parents/family members to develop parenting skills to foster positive relationships at home that support the efforts of their children and provide techniques designed to assist their children with learning at home.
6. In order to meet the needs of the child, the District will attempt to connect parents/family members with outside agencies.
7. Provide parent/family member involvement opportunities through the school's Parent Teacher Organization.
8. The District maintains a website ([www.ucasd.org](http://www.ucasd.org)) which contains pertinent information about the District's staff and policies.

#### **PARENT-EDUCATOR GROUPS**

Contact with parents/family members by working together in conferences and social gatherings to provide school personnel with opportunities for gaining friendly and intelligent cooperation from those most interested in schools and for sampling public opinion.

Principals and teachers are encouraged to assist parents/family members in organizing strong and active groups and channeling their energies toward programs mutually beneficial to schools and the community.

Adopted: 10/13/03  
Revised: 2/12/07, 3/8/18

**1210        PARENT-TEACHER ORGANIZATION [PTO]**

It is the policy of the Union City Area School Board to encourage the organization, and support the activity of Parent-Teacher Organization in our schools in the development of closer working relations and better understanding between parents, teachers and students.

The Board encourages participation in and cooperation with PTO on the part of all school personnel.

PTO is considered a school organization and is exempt from the payment of any fees for the use of facilities for regular meetings. PTO sponsored groups are exempt from rental and payment of any fees for the use of facilities for regular meetings.

The Superintendent will establish a procedure for the approval of activities conducted by the PTO.

Revised: 3/8/99

1212

**COOPERATION OF SCHOOL PERSONNEL WITH  
PARENT-TEACHER ORGANIZATIONS**

The School Board encourages participation in and cooperation with the PTO on the part of all school personnel. The value and the strength of these organizations are in the cooperative endeavor of the staff with the parents. The Board encourages membership, attendance and participation on the part of all staff members.

**1300****SCHOOL PERSONNEL AND PUBLIC RELATIONS**

It is policy of the Union City Area School District to maintain the most cordial relationship possible between community and school. To this end, every employee will be expected to represent the school system to the best of his/her ability both in the performance of his/her position and in endeavoring to give or secure a complete and courteous answer to every question asked by the public.

Re-titled: 3/8/99

**1305        HANDLING OF COMPLAINTS**

So as to maintain the most cordial relationship possible between community and school, any and all complaints concerning the school or any of its personnel, programs, or activities will be immediately brought to the superintendent's attention, regardless if received by the Board, a board member or any staff member. If possible it will at the same time be given to the appropriate building principal. The superintendent will assure that each and every complaint is appropriately addressed. If the complaint is in writing and signed, the complainant will be responded to, otherwise, the complaint will simply be taken under advisement.

Re-titled: 3/8/99

**1310****PROTOCOL FOR VISITS TO SCHOOLS**

In order to assure the safety of all students and staff, all visitors to the schools must notify the appropriate principal's office of their presence immediately upon entering the building. This does not apply to those times when the buildings are open to the public such as concerts, sporting events, or open house.

Re-titled/Revised: 3/8/99

**1330      PUBLIC RELATIONS – BOARD OF EDUCATION**

Members of the Board, individually and collectively, are responsible to listen to comments and suggestions from the residents and taxpayers of the district.

Board members who are contacted individually should refer compliments, suggestions and constructive criticism about operational matters directly to the superintendent of schools for appropriate consideration and action.

Unless authorized by the Board, no individual member of the Board will speak or act for, or in the name of, the Board.

Re-titled/Revised: 3/8/99



**1350****EDUCATIONAL ADVISORY COMMITTEES**

The superintendent is responsible for the organization and operation of all educational advisory committees. These committees will be under the control of the superintendent. The Board will be notified whenever the committee is established or disbanded. The board may from time to time require the superintendent to evaluate or report on the functioning of such committees.

**1360**

**PARTICIPATION IN COMMUNITY LIFE**

School district employees are encouraged to be involved in the community life of the district and their residential areas.

**1400****COOPERATION WITH OTHER AGENCIES**

In all district programs, it is policy of the Board to utilize the services of, and/or interact with whatever agencies will most benefit the students of this district.

In order to provide a basic education and recreation program for children of school age, it is the policy of the Union City Area School Board to cooperate with other agencies, e.g., Boy Scouts, Girl Scouts, Little League, etc. which operate in the areas served by the school system to provide services beyond the basic school program.

Revised: 3/8/99

**1403.1      COOPERATION WITH FIRE AND POLICE DEPARTMENTS**

Educational programs designed to make the youth of our schools sensitive to the need for and the practice of good safety habits will be sponsored jointly by the school district and the various fire and police departments. The school staff and the administrators shall cooperate with personnel of the fire departments in every possible way.

Revised: 3/8/99

**1418****USE OF FACILITIES, EQUIPMENT AND SUPPLIES**

The law requires proper control of public school facilities, equipment and supplies. The Board encourages community use of school facilities. The rules and fees for community use of school facilities, equipment, and supplies are set forth in application forms, which are available at all School District offices and on the District website. The Superintendent or his/her designee may refuse a request for use of school facilities, equipment or supplies.

Re-titled: 3/8/99; 3/9/09  
Revised: 7/10/00  
4/23/01  
3/23/09

**1420      STAFF USAGE OF EQUIPMENT, SUPPLIES AND FACILITIES**

School facilities may be used by staff for personal use in accordance with policy 1418, USE OF FACILITIES, EQUIPMENT AND SUPPLIES.

School supplies are purchased for official school use only. Any personal use of school supplies by members of the staff is not permitted.

Re-titled/Revised: 3/8/99  
Revised: 9/8/03

**1421****STUDENT PARTICIPATION IN CIVIC AND COMMUNITY AFFAIRS**

While the Union City Area School District recognizes that worthwhile appropriate education values develop from student participation in civic and community affairs, it is the policy of the District to place the academic schedule of the student first in its consideration of such participation.

Re-titled/Revised: 3/8/99

**1422**

**STUDENT PARTICIPATION IN CONTESTS**

The Board encourages student participation in contests and activities that are educationally sound, worthwhile and timely and do not interfere with the regular school program.

Criteria for the selection of contests will be developed by the school administration.

Re-titled/Revised: 3/8/99



**1424        FUNDRAISING BY STUDENTS**

The Board of Education recognizes that fund raising by students is sometimes necessary to finance activities, trips and other projects that classes or organizations may be involved in. The Board establishes the following guidelines to direct those who supervise the fundraising efforts of the students.

- a. Children in the elementary grades should not be asked to participate in fundraising activities that encourages door-to-door sales.
- b. An organization must establish an activity account which must be approved by the Board before any fundraising effort is initiated.
- c. Any class or organization must establish the intended purpose for the money generated by any fundraising activity before considering any fund-raising project.
- d. No fundraising effort is to be initiated prior to approval by the building principal and the Superintendent.
- e. The Superintendent will establish a procedure by which permission to raise funds is granted as well as guidelines for the collection and handling of money.
- f. There will be an annual review of student fundraising procedures by the Board of Education.

Revised/re-titled: 3/8/99  
Revised: 11/22/99  
4/9/01

**1424.1      FUNDRAISING BY ADULT BOOSTER ORGANIZATIONS**

In the interest of maintaining good community relations, fundraising by adult groups on behalf of student classes, athletic teams or organizations should only be initiated by those groups sanctioned by the Union City Area School District Board of Directors. No soliciting of funds in the name of the Union City Area School District or any of its student organizations is permitted without the recommendation of the appropriate building principal and the Superintendent.

Currently sanction booster organizations are:

1. Union City Bears Club
2. Union City Band Boosters
3. PTO

Adopted: 3/8/99  
Revised: 11/22/99; 4/9/01

**1425        AUTOMATED EXTERNAL DEFIBRILLATORS**

1. An automated external defibrillator (hereinafter referred to as “AED”) is a portable device which uses electric shock to restore a stable heart rhythm to an individual experiencing cardiac arrest.
2. The District owns two AEDs. One of the AEDs will be kept in the Middle School/High School at all times, and the second AED will be kept in the Elementary School at all times. The School Nurse will be responsible for ensuring that the AEDs are secured in safe, but readily accessible locations at all times.
3. The School Nurse will be responsible to ensure that at least two persons who work in the Middle School/High School, and at least two persons who work in the Elementary School are trained in the use of an AED.
4. The School Nurse will ensure that the District personnel who are expected to use the AEDs, complete training in cardiopulmonary resuscitation and in the use of AEDs. This training must be provided by the American Heart Association, the American Red Cross, or through an equivalent course of instruction approved by the Pennsylvania Department of Health.
5. District personnel who are authorized to use an AED will be required to receive annual training in the use of AEDs. This annual training will be provided by the American Heart Association, the American Red Cross, or through an equivalent course of instruction approved by the Pennsylvania Department of Health.
6. The School Nurse will be responsible to properly maintain and test the AEDs according to the manufacturer’s operational guidelines.
7. The School Nurse shall instruct District personnel who are authorized to use an AED to utilize available means to immediately contact and activate the emergency medical services system in the event an individual experiences a cardiac arrest. The School Nurse will place a copy of the District’s Crisis Response Plan with each AED.
8. The School Nurse will be responsible to ensure that any appropriate data or information is made available to emergency medical services personnel or other health care providers when requested.
9. The School Nurse will instruct District personnel who are authorized to use an AED to never obstruct or interfere with care and treatment being provided to a stricken individual by emergency medical services personnel or by a health professional.

10. The District's use of AEDs will comply with the provisions set forth in 42 Pa.C.S.A. Section 8331.2 which pertains to Good Samaritan Civil Immunity for use of AEDs.
11. The School Nurse will develop and implement guidelines and procedures for the use of AEDs by District personnel.

Adopted: 1/13/03

1427

**SCHOOL-RELATED ORGANIZATIONS****1. Purpose.**

The Board recognizes the existence and appreciates the efforts of various school-related organizations at work in the school community. The Board further recognizes that the purpose of such organizations is to assist in support, but not to direct or supplant the existing activity or athletic programs of the District. Therefore, all District-sponsored activities must remain under the control, direction, and supervision of the Board through its Administration. Only those organizations operating under the approval of the Board will be recognized by the District.

The Board is fully aware that without countless hours that the members of these organizations give to their respective organizations, District programs would suffer. The Board also recognizes that the focus of each organization is student-centered and, thus, these organizations contribute in a material way through services, supplies, and equipment to the youth of our District. As a result, the financial burden to the District taxpayers is significantly reduced.

**2. Guidelines.**

The primary role of a support/booster organization (school-related organizations) is to provide support for the advisors, coaches, and principals as deemed appropriate by them in pursuit of their goals for that program under the auspices of the District's goals and policies.

School-related organizations are considered advisory in nature. Input regarding program management and direction, supervision, and staffing will be by invitation only.

School-related organizations and its members shall operate within the guidelines and policies set forth by the District. Issues and concerns need to be communicated by the organization to the appropriate District employee.

Booster organizations that support PIAA sports or activities shall operate within PIAA regulations and guidelines.

Parental participation is not mandatory in school-related organizations. No student will be denied the ability to participate due to lack of personal funds, parental participation, or participation in fund-raising activities of school-related organizations.

### **3. Recognition and Affiliation.**

Each organization expressing a desire to serve students and programs is responsible to solicit Board approval to operate as a school-related organization by submitting an application for recognition. Each organization is required to have the written support of the Administration of the District. The Board will recognize organizations which seek approval through the formal application procedures.

Each recognized organization in subsequent years shall indicate its intention to continue to function as a support organization by submitting a list of officers annually to the Superintendent by September 1. The Superintendent shall inform the Board of the annual organization of officers. Each school-related organization shall maintain by-laws and/or an organizational document to be filed with the Superintendent in order to ensure that the documents adhere to school policies.

The Board has the authority to disband any school-related organization that violates the spirit of this Policy.

### **4. Financial and Operational Guidelines.**

- (a) School-related organizations must submit annually to the Superintendent a financial report, which must set forth a detailed accounting of the revenues and expenses for the organization during the preceding year. The annual report must be submitted to the Superintendent by August 1 of each year of the organization's existence.
- (b) School-related organizations requesting use of facilities and/or services shall coordinate their requests with the Superintendent in compliance with the Board's policy on use of facilities. No activity will be permitted without such approval.
- (c) Any purchase or donations of equipment, services, or materials for a program of the District shall have the prior written approval of the Superintendent.
- (d) The Board does not assume any financial responsibility for a school-related organization and excludes itself from any liability that a school-related organization may incur.
- (e) By August 1 of each year, school-related organizations must submit a general plan of operation for the upcoming school year. This plan will include a list of officers, an estimate of annual expenses and disbursements, as well as a proposed listing of fund-raising and activities for the organization.

- (f) School-related organizations should ensure that all proper licenses have been procured for proposed fund-raising activities. Proper documentation to this effect must be on file with the Superintendent.
- (g) School-related organizations must file forms with the Internal Revenue Service (IRS) when required by law.
- (h) A procedure must be in place for all financial transactions for the school-related organization and these transactions must be reflected in the organization's minutes. Financial records and minutes should be retained for a minimum of seven (7) years.
- (i) Any request for changes in the plan submitted to the District regarding fund-raising activities for the organization should be submitted sixty (60) days prior to the approval date by the Board.
- (j) All plans submitted for approval should be reviewed by the Superintendent, who will make a recommendation to the Board.
- (k) The fiscal year for all school-related organizations shall be from July 1 through June 30.
- (l) If the District is concerned about the potential financial mismanagement of a school-related organization, then the District may require an audit by its independent accounting firm. If an audit is deemed necessary, then the school-related organization will pay for the audit from its own funds. Furthermore, if an audit is deemed necessary, the operations of the school-related organization may be suspended by the Board during the pendency of the audit.

Adopted: 2/13/14

## **1428        VISITORS**

### Purpose

The Board welcomes and encourages interest by the public in educational programs and activities of the School District. The Board recognizes that such interest may result in visits to the School District by members of the public. The Board adopts this Policy to ensure order in the schools of the School District and to protect the safety and welfare of students and employees of the School District.

### Definitions

Visitor – an individual whose actions do not rise to the level of a volunteer. A visitor is an individual who poses no real threat to the safety of children because steps are taken within the school setting to ensure that a visitor has no direct contact with one or more children without supervision by an employee of the School District at all times and who is not responsible for the welfare of one or more children. The Board directs the Superintendent to institute procedures to ensure that visitors will have no direct contact with children without a school employee being present at all times.

Volunteer – an adult serving in an unpaid position who is responsible for the welfare of one or more children or has direct contact with one or more children.

### Delegation of Responsibility

In accordance with both Pennsylvania and Federal statutes and regulations, the Superintendent and the building principal each have the authority to prohibit the entry of any individual to a school building.

### Guidelines

1. Individuals wishing to attend a school program or visit a classroom should make arrangements in advance with the school office or classroom teacher in that building.
2. Upon arrival at the school, visitors must utilize the kiosk to register and to obtain a visitor's badge and then sign out at the kiosk upon departure and/or sign-in and out at the office.
3. Only the main entrances to each school building shall be used by visitors.



1. All staff members shall be responsible for requiring a visitor to demonstrate that he/she has a visitor badge, has registered at the school office and received authorization to be present for the purpose of conducting business.
2. Visitors must be escorted by a staff member to the area that they are visiting and must be escorted to the school office by a staff member after their visit has concluded.
3. Parents/guardians dropping off materials, clothing, food and so forth to their student must follow all visitation guidelines listed above.
4. No visitor may work with or confer with a student in school without the approval of the building principal and/or classroom teacher.
5. If an emergency requires that a student be called to the school office to meet a visitor, the building principal or designee shall be present during the meeting.
6. The building principal and/or the classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board Policy. Failure to leave when asked or repeated documented disruptions may result in a loss of visitation privileges.
7. The failure to comply with these Guidelines will result in more limited access to the school by the visitor.

#### Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:

1. Visit and meet with School District employees and students when such visit is in compliance with this Board Policy and the procedures of the School District.
2. Wear official military uniforms while present on School District property.

#### Miscellaneous

1. No visitor badge will be required at sporting events, open-houses, or other events of the School District as determined by the Superintendent or designee. However, individuals attending school-sponsored events or athletic events are required to remain in those areas authorized for those individuals attending such events.

3. Authorized emergency personnel responding to an emergency situation are excluded from complying with the provisions of this Policy.
4. Visitors must remain only in those areas that they have been granted permission to visit.

The Superintendent shall develop procedures to implement this Policy.

Adopted: 4/10/17

**1500      STUDENT and STAFF MEMORIALS**

1. Memorials will be accepted for students who were enrolled in the School District at the time of their death or for a staff member who was employed by the School District at the time of their death. Memorials may only be established with the approval of the Superintendent or his/her designee.
2. Appropriate memorials may include:
  - a. A memorial scholarship administered by the Union City Area School District Foundation.
  - b. Purchase of library books, CD ROMS, and furniture/equipment, such as bookcases, display cases, benches and playground equipment with the approval of the Superintendent or his/her designee. Library books may have the inscription "Donated In Memory Of" or "In Memory Of" and the legal name of the student or staff member.
  - c. The words "In Memory Of" and the legal name of the deceased staff member and the dates of birth and death may be included in the yearbook published during the year of the staff member's death. For a deceased student, "In Memory Of" and the legal name of the deceased student may be included in the yearbook of the class in which the deceased student would have graduated. Pictures of the deceased staff member or deceased student, if available, may be included in the yearbook. The purchase of advertisements in memory of a deceased student or deceased staff member will not be allowed in the yearbook.
  - d. If a plaque is displayed, the top of the plaque will be engraved with the words "In Memory". Individual plaques will include the legal name of the deceased student or staff member and may include the dates of birth and death. Individual plaques for staff members will be removed after ten (10) years and offered to the family of the deceased staff member. Individual plaques for students will be removed at the end of the school year in which the student would have graduated or no later than one year following the date the student would have graduated and offered to the family of the deceased student.
3. Memorials that will not be acceptable are those that:
  - a. May alter the conduct of a regular school day.
  - b. Alter school activities or the school activity schedule.

- c. Require the retirement or discontinued use of school property. The number on a deceased student's athletic jersey can be retired and the athletic jersey can be given to the deceased student's family, but not displayed on School District property.
  - d. Infringe on the separation of church and state.
  - e. Involve the naming of any School District building or portion thereof after a deceased student or deceased staff member unless consent is given by the Board of School Directors.
- 4. Any memorial donor desiring a tax-deductible contribution must send a monetary contribution to the Union City Area School District Foundation.

Adopted: 6/14/04

## 1801      PUBLIC RECORDS

The Board recognizes the importance of public records as the record of the School District's actions and the repository of information about this School District. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy and administrative regulations.

**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.

**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.

**Record** - information, regardless of physical form or characteristics, that documents a School District transaction or activity and is created, received or retained pursuant to law or in connection with a School 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.

**Response** - the School District's notice informing a requester of a granting of access to a record or the School District's written notice to a requester granting, denying, or partially granting and partially denying access to a requested record.

**Requester** - a legal resident of the United States, or an agency, who requests access to a record.

The Board shall make the School District's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations, if any such regulations are adopted.

The Board shall designate an Open Records Officer, who shall be responsible to:

1. Receive written requests for access to records submitted to the School District.
2. Review and respond to written requests in accordance with law, Board policy and administrative regulations.

3. Direct requests to other appropriate individuals in the School District or in another agency.
4. Track the School District's progress in responding to requests.
5. Issue interim and final responses to submitted requests.
6. Ensure School District staff are trained to perform assigned job functions relative to requests for access to records.

Upon receiving a request for access to a record, the Open Records Officer shall:

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.

Requesters may access and procure copies of the public records of the School District during the regular business hours of the Administration Office.

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.

The School District shall not limit the number of records requested.

When responding to a request for access, the School 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 School District does not currently use.

Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.

The School District shall post at the Administration Office and on the School District's web site, the following information:

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. A form which may be used to file a request, with a notation that the state Office of Open Records form may also be used if the School District decides to create its own form.
4. Board policy, administrative regulations and procedures governing requests for access to the School District's public records.

#### **A. Request For Access**

A written request for access to a public record must be addressed to the Open Records Officer.

Written requests may be submitted to the School District in person, by mail, to a designated facsimile machine, and to a designated e-mail address.

Each request must include the following information:

1. Identification or description of the requested record, in sufficient detail.
2. Name and address of the individual to receive the School District's response.

The School 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.

#### **B. Fees**

Except for the duplication fee established by the state, the Board shall approve a list of reasonable fees relative to requests for public records. The School District shall maintain a list of applicable fees and disseminate the list to requesters.

No fee may be imposed for review of a record to determine whether the record is subject to access under law.

Prior to granting access, the School District may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.

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.

#### **C. Response To Request**

District employees shall be directed to immediately forward requests for access to public records to the Open Records Officer.

Upon receipt of a written request for access to a record, the Open Records Officer shall determine if the requested record is a public record and if the District has possession, custody or control of that record.

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.

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.

If the School District fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.

### **Extension Of Time**

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.

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.

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.

### **Granting Of Request**

If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted. When a request is granted, the response shall note that access to the requested records will be provided by (1) including information on the regular business hours of the administration office where the records can be inspected; (2) providing electronic access to the records; (3) stating where the requester may go to inspect the records; (4) supplying a link to the information which is contained on a publically accessible site; or (5) making arrangements to supply the records upon payment of all fees.

A public record shall be provided to the requester in the medium requested if it exists in that form; otherwise, it shall be provided in its existing medium. However, the School District is not required to permit use of its computers.



The Open Records Officer may respond to a records request by notifying the requester that the record is available through publicly accessible electronic means or that the School District shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the School District's notice, submits a written request to have the record converted to paper, the School District shall provide access in printed form within five (5) days of receipt of the request for conversion to paper. Appropriate copying fees shall be assessed to the requester when records are converted to paper.

A public record that the School District does not possess but is possessed by a third party with whom the School District has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the School District. When the School District contracts with such a third party, the School District should require the contractor to agree in writing to comply with requests for such records and to provide the School District with the requested record in a timely manner to allow the School District to comply with law.

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.

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 School District's response, the School District shall dispose of the copy and retain any fees paid to date.

### **Notification To Third Parties**

When the School 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 School District, the person that is the subject of the record, and the requester.

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, if any are adopted.

### **Denial Of Request**

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:

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.

The Open Records Officer may deny a request for access to a record if the requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the School District.

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.

It shall be deemed a partial denial when information contained on a public record and that is not subject to access is redacted.

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.

Adopted: 12/1/08  
Revised: 9/14/17

**2000****ADMINISTRATION**

2110	Chief Administrative Officer
2111	Role of the Superintendent
2113	Staff Advisory Functions
2114	Job Descriptions and Responsibilities
2115	Monthly Reports
2116	Evaluation of Personnel
2118	Treatment of Outside Reports
2119	Administrative Team
2120	Appointment of Administrators

**2110****CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer for the Union City Area School District will be a duly appointed Superintendent, certified by the Secretary of Education of the Commonwealth of Pennsylvania.

**2111        ROLE OF THE SUPERINTENDENT**

The Superintendent shall:

1. Serve as the Board of Education's chief executive officer and administrative head of the School District.
2. Administer the School District according to Board policies.
3. Comply with all local, state and Federal rules and regulations.
4. Provide Staff and Board leadership.
5. Set priorities and provide direction to achieve the highest standard of educational excellence.
6. Oversee the judicious use of available resources to provide and maintain high-quality programs and services.
7. Work with the Board of Education and the community to maintain a high commitment of financial support.
8. Administer the supervision and evaluation of District staff as authorized by Board policy, administrative regulations and contractual agreements.

Re-titled/Revised: 5/10/99

**2113      STAFF ADVISORY FUNCTIONS**

In the development of rules, regulations and arrangements for the operation of the school system, the Superintendent will include at the planning stage, whenever feasible, those employees who will be affected by such provisions.

The Superintendent will develop, with professional and non-professional employees, channels for intercommunication of ideas and feelings regarding the operation of the schools. He/she will weigh with care the counsel given by employees, especially that given by groups designated to represent large segments of the staff and will inform the Board of all such counsel in presenting recommendations for Board action.

**2114      JOB DESCRIPTIONS AND RESPONSIBILITIES**

The Superintendent will present to the Board of Directors, for their approval, job descriptions and responsibilities for all classes of District employees. Any major changes, modifications, additions or deletions to the approved job descriptions are subject to Board action. A Job Description Manual will be maintained for this purpose.

Previously #2430  
Re-titled/Revised: 5/10/99

**2115      MONTHLY REPORTS**

The Superintendent will report monthly, at the regularly scheduled Board meeting, on issues, which he/she wishes to convey to the Board for their information. This report may be verbal or in writing, as the Superintendent desires.

Previously 2720  
Revised: 5/10/99



**2116        EVALUATION OF PERSONNEL**

The Superintendent is responsible for devising and conducting procedures for all personnel. This process is to be conducted in accord with the school code.

Previously #2900  
Revised: 5/10/99

**2118      TREATMENT OF OUTSIDE REPORTS**

Within reasonable time after receiving reports from such outside agencies as the auditor, fire department, and health department, the Superintendent will inform the Board of action he/she has taken pursuant to the recommendations made in such reports.

Previously #2300  
Revised 5/10/99

**2119        ADMINISTRATIVE TEAM**

The Administrative Team of the Union City Area School District will consist of the Superintendent, Assistant Superintendent, Business Manager, High School/Middle School Principal, Assistant High School/Middle School Principal, Elementary Principal, Special Education Coordinator, Federal Programs Coordinator, Food Service Manager, and Facility Manager.

The Administrative Team will meet at least once a month to discuss overall administrative policy in all areas affecting education as well as day-to-day operations of the District.

Previously #2140  
Revised: 5/10/99

**2120****APPOINTMENT OF ADMINISTRATORS**

Administrators will be appointed by the Union City Area School Board upon recommendation by the Superintendent. The School Board will be involved in the interview and selection of administrators. The job descriptions and responsibilities of administrators will be defined in the District Job Description Manual.

Previously #2211  
Revised: 5/10/99

**3000****BUSINESS**

3100	The Budget
3160	Transfer of Funds Within Budget
3230	Federal Programs
3240	Tuition Fees
3260	Obsolete Equipment
3270	Bank Safety Deposit Box
3290	Investment of District Funds
3330	Bids
3340	Purchase Orders
3350	Receiving Goods
3355	Control and Accounting of School District Property and Equipment
3360	Paying for Goods and Services
3360.1	Procurement Cards
3375	Tax Sheltered Annuity Plans
3410	System of Accounts
3430	Periodic Financial Reports
3433	Auditor's Report (PDE 2057)-Annual Financial Statement
3434	Annual Audit Report
3516	Telephones
3532	Insurance - Liability
3545	Transportation
3546	Transportation Policy
3547	Drug Testing – School Bus Drivers
3548	Notification of Criminal Offense by School Transportation Drivers
3610	Exoneration from Per Capita Tax Collection
3612	Exoneration from Per Capita Tax Collection from the Elderly
3700	Payroll
3800	Privacy of Employee and Student Protected Health Information
3900	Federal Programs Policy – Allowability of Costs
3901	Federal Programs Policy – Cash Management

**3100        THE BUDGET**

The annual budget will be designed to carry out the educational plan for the district in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district.

The budget will be considered as a controlled spending plan for the ensuing year. The Superintendent is authorized to make expenditures and commitments in accordance with and in harmony with the specific regulations of the Board and administrative plans approved by the Board.

In order to ensure adequate time for the preparation and review of the proposed budget, the Board requests that the Business Manager and Superintendent present to the Board the proposed budget document on or before March 15th.

Combined with former 3170 and revised: 1/10/00

**3160****TRANSFER OF FUNDS WITHIN THE BUDGET**

Budget categories will be examined on a monthly basis and appropriate amounts will be transferred from these categories in which a surplus is anticipated into those in which a deficit is anticipated only during the last nine months of the fiscal year. Budget transfers may also be made in July of the subsequent year for end of the year adjustments.

**3230****FEDERAL PROGRAMS**

It is the policy of the Union City Area School District to participate in those federal programs which provide funds, which may be utilized for the betterment of children of the district. Such programs may be entered into or disengaged upon the approval of the Board and/or the appropriate federal agency.

Re-titled: 1/10/00



**3240      TUITION FEES**

Tuition fees received from school students who are not residents or districts not a part of the Union City Area School District will be paid to the Treasurer of the Board.

**3260**

**OBSOLETE EQUIPMENT**

The Superintendent will be authorized to dispose of obsolete equipment by selling it to the highest bidder and will report all such transactions to the Board.

**3270      BANK SAFETY DEPOSIT BOX**

The School Board Directors of the Union City Area School District authorize the Superintendent, Board Secretary or Board Treasurer or their agents to have access to the compartment and box and to exercise the powers with relation thereto as defined, regulated and limited by the lease agreement with a local bank as designated by the Board at the annual reorganization meeting.

**3290      INVESTMENT OF DISTRICT FUNDS**

It shall be the policy of the Board to optimize its return through investment of cash balances in such a way as to minimize non-invested balances and to maximize return on investments.

The primary objectives of investment activities, in priority order, shall be:

**Legality** - All investments shall be made in accordance with applicable laws of Pennsylvania.

**Safety** - Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be ensured through the mitigation of credit risk and interest rate risk.

**Liquidity** - Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands.

**Yield** - Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

All investments of the School District made by an officer and/or employee of the School District shall be made in accordance with this policy and a Board approved investment program.

**Short-term** - any period thirteen (13) months or less.

**Long-term** - any period exceeding forty-eight (48) months' duration.

**Mid-range** - any period between short-term and long-term.

**Concentration of credit risk** - the risk associated with the consolidation of investments in a single pool, institution, or instrument.

**Credit risk** - the risk of loss of principal due to the failure of the security issue or backer of the issue.

**Custodial Credit risk** – the risk of loss associated with consolidation of investments with a single institution where the district may rely on the institution to hold investments on behalf of the district or through collateral action when the instruments are not in the district name.

**Interest rate risk** - the risk that the market value of securities will fall due to changes in general interest rates.

**Investment program** - the specifically enumerated and Board-approved investment strategy.

The Board shall delegate to a designated individual the responsibility to manage the school district's investment program, in accordance with written, Board-approved procedures for operation of the investment program.

An annual review of the investment program shall be prepared by the designated individual, based upon the anticipated cash flow of all school district funds, i.e. general, capital reserve, bond, etc. The investment program shall be submitted to the Board during the month of August.

The designated individual responsible for investments shall report monthly to the Board the following:

1. Amount of funds invested.
2. Interest earned and received to date.
3. Types and amounts of each investment and the interest rate on each.
4. Names of the institutions where investments are placed.
5. Current market value of the funds invested.
6. Other information required by the Board.

The Board directs the Superintendent to have developed written procedures that will ensure compliance with this policy. Such procedures shall include a disclosure form for designated individuals involved in the investment process and/or required written statements for advisors and bidders.

Investments permitted by this policy are those defined in Section 440.1 of the School Code, as amended, which are collateralized in accordance with applicable laws.

All securities shall be purchased in the name of the school district, and custody of the securities shall be specified within the district's investment program.

All investment advisors or bidders shall verify in writing that they have received a copy of this policy. Such written statement shall indicate that they have read and understand this policy and all applicable statutes related to school district investments, along with their intent to comply fully with these requirements.

The District shall require all investment advisors/bidders to submit annually any or all of the following, as appropriate:

- a. Audited financial statements.
- b. Proof of National Association of Securities Dealers (NASD) certification.
- c. Proof of state registration.

**Disclosure**

Designated officers and employees involved in the school district's investment process shall disclose any personal business activity that could conflict with the proper execution and management of the investment program or could impair their ability to make impartial decisions.

**Audit**

The Board directs that all investment records be subject to annual audit by the school district's independent auditors.

The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.

It shall be the responsibility of the investment advisor and/or bidder to maintain necessary documents to permit independent audit of the School District's investments.

**Bond Proceeds**

Bond proceeds shall be invested in accordance with the Local Government Unit Debt Act and applicable federal and state laws, subject to approval by the solicitor and/or bond counsel and the School Board.

Re-titled/revised: 2/12/07

**3330      BIDS**

All District purchases will be made in accordance with the Pennsylvania School Code (24 PS 8-807.1).

Revised: 1/10/00

**3340        PURCHASE ORDERS**

Every purchase made on behalf of the Union City Area School District will be made by formal purchase order, issued by authority of the Superintendent or his designee except purchases made under provision of petty cash regulations. All purchases will be governed by the budget as specified in Section 3100. Payment for utility, insurance premiums, employee taxes, retirement, payroll and other similar kinds of bills will be exempted from the purchase order requirement but will be authorized by use of an approved payment voucher.

The Superintendent in cooperation with the Business Manager is responsible for development of an ordering procedure.

Revised: 1/10/00



**3350        RECEIVING GOODS**

Evidence of receipt of goods ordered is required from the authorized receiving person before any payment is authorized.

The Superintendent, in cooperation with the Business Manager, is responsible for development of a receiving procedure.

**3355      CONTROL AND ACCOUNTING OF SCHOOL DISTRICT PROPERTY  
AND EQUIPMENT**

It will be the responsibility of the Business Manager, in cooperation with the building principals, to insure that an inventory of all equipment is maintained on a current basis. Copies of inventories will be filed in the Business Manager's office.

All equipment must be identified with school district identification. Purchased Capital Assets greater than \$500.00 will be included in the Fixed Asset Management System of the District.

The Superintendent will assure an annual update of the property record and inventory control report.

Revised: 4/8/02

**3360****PAYING FOR GOODS AND SERVICES**

Payment of properly approved invoices will be made once a month following approval of the Board at its regular meeting. Those invoices offering a discount for payment or imposing a penalty for failure to make payment prior to the date of a regular meeting may be approved for immediate payment by the Business Manager, providing the charges are proper and within budget limitations. Checks written between Board Meetings will be ratified by the Board.

Bills presented to the Board for payment will first be approved by the Superintendent or his designee. Each bill presented will bear evidence either by means of the vendee's signature, or copy of the order or delivery slip bearing the signature of the employee who has received the goods or services covered by the bill presented, that the charge is a proper one.

**3360.1      PROCUREMENT CARDS**

1. The Board approves the use of procurement cards by employees authorized by the School District's Business Manager to use them. The Board recognizes that the purpose of a procurement card is to increase the efficiency of the School District's operations and to reduce administrative costs.
2. The Board designates the Business Manager to be responsible for regulating the use of procurement cards by authorized employees of the School District.
3. The Business Manager shall be responsible to designate the employees of the School District, who are authorized to use a procurement card. The Business Manager is also authorized by this Policy to revoke an employee's use of a procurement card if the Business Manager determines that the procurement card is not being used appropriately.
4. The Board prohibits the use of procurement cards to circumvent the bidding process or the process of securing quotations as set forth in both Section 751 and 807.1 of the Public School Code.
5. The Board forbids the use of a procurement card for personal purchases.
6. Prior to receiving a procurement card, each authorized employee must execute a Procurement Card Use Agreement.
7. Prior to an employee receiving a Procurement Card, the Business Manager will establish a monetary limit of authority for that employee's use of the Procurement Card.
8. The Business Manager shall establish written procedures and internal controls with respect to the issuance and use of procurement cards by authorized employees of the School District. These procedures and internal controls must set forth that procurement cards are to be used only for authorized purposes and in compliance with the provisions of this Policy.

Adopted: 1/11/18

**3375      TAX SHELTER ANNUITY PLANS**

The Board will provide payroll withholding privileges to annuity carriers according to the District's 403(b) Plan document. The organization must have reached agreement with five (5) or more District employees to be included.

Revised: 1/10/00  
4/13/09

**3410      SYSTEM OF ACCOUNTS**

The accounts of the Union City Area School District will conform to the system prescribed by the Department of Education; they will be maintained in accordance with general accounting procedures. Monthly reports of receipts and expenditures will be made to the Board.

Classifications of Expenditures: All expenditures will be classified in accordance with the definitions contained in the manual of accounting and related financial procedures for Pennsylvania School Systems.

**3430      PERIODIC FINANCIAL REPORTS**

A monthly report of the receipts and expenditures, detailing the activity with the General Fund, will be made to the Board at its regular monthly meetings. In addition, the Annual Financial Statement will be filed by the Superintendent or his designee with the Commonwealth of Pennsylvania and will show the activity within and fiscal condition of each fund.

It will be the duty of the Superintendent or his designee to furnish such other periodic reports as are indicated in the ensuing policy statements or as may be requested by the Board from time to time.

**3433      AUDITOR'S REPORT (PDE 2057) ANNUAL FINANCIAL STATEMENT**

The local auditor will file a statement of the financial conditions of the School District with the following individuals or agencies annually at the completion of the audit:

1.      One copy with the President of the Board
2.      One copy with the Intermediate Unit
3.      One copy with the State Department of Education



**3434      ANNUAL AUDIT REPORT**

An audit of the accounts of the School District will be made annually in conformity with the School Laws of Pennsylvania.

The annual audit will be made by a certified public accountant. The audit examination will be conducted in accordance with generally accepted auditing standards and will include all funds over which the Board has direct or supervisory control. The annual audit report will be received in at least three copies.

**3516****TELEPHONES**

It is the policy of the Union City Area School District to provide adequate telephone service for business purposes in each of its schools in the most economical manner possible in terms of cost, personnel and time.

It is also the policy of the Union City Area School District to request the local telephone service to install pay stations in each of its schools for the convenience of pupils, teachers and patrons provided such service is cost free to the school system.

**3532        INSURANCE - LIABILITY**

The Board of Education will purchase with district funds the type and amount of insurance necessary to protect itself as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or in property damage within or without the school buildings while the above named insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board.

**3545        TRANSPORTATION**

Transportation will generally be provided only for those pupils who live one or more miles away from the school they attend.

Elementary pupils will be transported directly from the bus stops nearest their homes to the school they attend, while secondary pupils may be required to make transfers en route.

A schedule of school bus routes is available for public inspection at the Business Manager's Office.

It is the policy of the Union City Area School Board to furnish students of the District transportation of the quality which would remain equal or above the standards mandated by the Commonwealth of Pennsylvania.

**3546            TRANSPORTATION POLICY**

The Union City Area School Board of School Directors maintains that the following school bus regulations will be in force during all school-related activities for which a school district owned or contracted vehicle is used:

1. The bus driver is considered to be the disciplinarian on his/her bus, and will enforce all the regulations and rules having a bearing upon the safety of all his/her passengers and his/her vehicle.
2. The Administration retains the right to use a just punishment for violations, depending upon the severity of the violation, up to temporary suspension of riding privileges, pending a Board hearing.
3. Any change in scheduled stops would require permission of the respective bus driver, who must first have signed note by the parent or guardian, condoning this change.
4. Students may be assigned seats at the discretion of the driver.
5. The bus driver may contact the student's respective principal for information or suggestions as to how to correct a discipline problem.
6. The students will maintain a type of conduct while aboard, boarding and departing from a school bus that would be acceptable in the classrooms of this district. Any misconduct aboard, boarding or departing from the bus will be considered hazardous and a violation of these regulations.

Students are expected to:

- A. Be at the bus stop on time
  - B. Board the bus in an orderly manner
  - C. Refrain from loud talking
  - D. Refrain from smoking
  - E. Find a seat and remain seated
  - F. Refrain from the use of vulgar and abusive language
  - G. Refrain from throwing anything inside or outside the bus
  - H. Refrain from the illegal use of the emergency door
  - I. Keep the bus clean
  - J. Refrain from fighting
  - K. Obey the bus driver
  - L. Refrain from all other obvious discourtesies
7. Older students are expected to help look after the safety of younger students and to be good examples for the younger students to follow.
  8. The bus driver has the authority to discipline disruptive students by temporarily suspending their riding privileges. [Suspension records of students will be kept annually and purged at the start of the next school year]. The following procedure is to be followed:

First Offense: The bus driver will issue a misconduct report. The misconduct report must be signed by parent or guardian and returned to the bus driver before the student will be allowed to ride the bus again.

Second Offense: The bus driver will issue a misconduct report. The contractor will set up a meeting with the parents, student(s) and bus driver to review the actions of the student to assure responsible behavior of the student in the future report of this meeting will be made to the Business Manager or the Superintendent.

Third Offense: The bus driver will issue a misconduct report notifying the parent or guardian that the student(s) will be required to appear at the next regular scheduled Board meeting, at which time a hearing will be held and the privilege of riding the bus may be withdrawn.

2. Flagrant violations can result in immediate suspension of riding privileges by the driver and subsequent permanent suspension at the next regular School Board meeting, at which time the student(s) and parents, guardians would be expected to be present for the hearing.

It is the policy of the Union City Area School District to be responsible, in conjunction with our contracted carrier, for all aspects of pupil transportation including the following:

- 1) Maintain rosters of pupils to be transported on each school bus run and trip.
- 2) Maintain records of mileage logs and identification of pupil distances from home to pertinent bus loading zones.
- 3) The Union City Area School Board will permit video equipment to be used on transportation vehicles from disciplinary/safety purposes contracted by the District at contractor's cost.

3547

**DRUG TESTING - SCHOOL BUS DRIVERS**

(Per State Requirements -See Appendix)

**3548        NOTIFICATION OF CRIMINAL OFFENSE BY SCHOOL**  
**TRANSPORTATION DRIVERS**

1. School transportation drivers must notify their employer (the independent contractor for school transportation services to the Union City Area School District) within five (5) days of receipt of being charged with, convicted of, a criminal offense, including, but not limited to violations involving a motor vehicle.
2. Within five (5) days of receipt of this information, a representative of the independent contractor shall provide the information furnished by the school transportation driver to the Superintendent of the School District. Upon receipt of this information, the Superintendent will determine whether the school transportation driver will continue to remain in contact with children.
3. The independent contractor, who provides school transportation services to the School District, will agree to incorporate the provisions of this policy in the Contract for Transportation of School Pupils with the School District. In addition, the independent contractor agrees to develop a written procedure for its employees in order to implement this Board Policy.

Adopted: 10/9/06



**3610****EXONERATION FROM PER CAPITA TAX COLLECTION**

Any person whose annual income is \$4,000.00 or less, or any married couple whose combined annual income is \$8,000.00 or less, is eligible to apply to the School Board requesting, in effect, that their tax collector be exonerated from collection of the ACT 511 and Section 679 (Public School Code of Pennsylvania) taxes from them for the given taxing year. The income criteria are based on the calendar year preceding the taxing year. Appropriate forms, as are approved by the Solicitor, will be provided by the School District Administration for distribution by the tax collectors. Requests for the consideration by the School Board must be made each taxing year.

The information presented on an approved exoneration form will be reviewed by the Board Exoneration Committee and acted upon at regular School Board Meetings.

Per Capita tax collection is for all persons eighteen years of age and older.

Note: The income levels may be revised, in accordance to the laws, at the discretion of the Board.

**3612      EXONERATION FROM PER CAPITA TAXES COLLECTION FOR  
THE ELDERLY**

When a person reaches the age of 66 and has been exonerated on the basis of income during the past two years, his/her name will be placed on an inactive per capita tax list. Those persons whose names are placed on the inactive list will not be required to file an exoneration application each year thereafter. The tax collectors will be exonerated from collecting per capita taxes from those persons whose names appear on the inactive per capita tax list.

**3700****PAYROLL**

Payroll for all employees will be based on a biweekly pay schedule with all checks being issued on the actual pay date. If an employee has a scheduled day off on a pay date, his/her check may be issued earlier at the discretion of the Superintendent or his designee.

Revised: 1/10/00

**3800****PRIVACY OF EMPLOYEE and STUDENT PROTECTED HEALTH INFORMATION**

1. The District is committed to the privacy of protected health information ("PHI") pertaining to its students and employees. The District shall comply with all federal and state laws and regulations concerning the privacy of PHI, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act ("HIPAA"). The District shall develop and implement policies and procedures for each component of its operations that deal with the PHI of its employees or students, including the health plan it sponsors for its employees and any health care it provides to its students.
2. The District shall keep the PHI of all employees and students in strict confidence and will only use or disclose such information in accordance with applicable federal and state laws and regulations and its own policies and procedures.
3. The District shall comply with all administrative requirements under relevant federal and state laws and regulations and will uphold the rights of students and employees with respect to their PHI.
4. Any employee of the District who violates any federal or state law or regulation or any policy or procedure adopted by the Board or the District's Administration regarding the PHI of an employee or student shall be subject to discipline including possible termination of employment. Any business associate of the District that creates or receives PHI for or on behalf of the District that does not provide reasonable assurances that such PHI will be safeguarded, or breaches such assurances, shall be subject to having its agreement with the District terminated.

Adopted 4/14/03

**3900****FEDERAL PROGRAMS POLICY – ALLOWABILITY OF COSTS**

Expenditures must be aligned with approved budgeted items. Any changes or variations from the State-approved budget and grant application need prior approval from the State.

When determining how the District will spend its grant funds, the District's Superintendent and Business Manager will review the proposed cost to determine whether it is an allowable use of Federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by Federal education funds must meet the standards outlined in EDGAR, 2 C.F.R. Part 3474 and 2 C.F.R. Part 200, Subpart E, which are provided in the bulleted list below. The District's Superintendent and Business Manager must consider these factors when making an allowability determination. Additional helpful questions to ask when making allowability determinations are set forth in the last section of this Policy.

a. **Be Necessary and Reasonable for the performance of the Federal award.**

District staff must consider these elements when determining the reasonableness of a cost. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- a. Whether the cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award.
- b. The restraints or requirements imposed by factors, such as sound business practices; arm's-length bargaining; Federal, state and other laws and regulations; and terms and conditions of the Federal award.
- c. Market prices for comparable goods or services for the geographic area.
- d. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students, the public at large, and the Federal government.
- e. Whether the District significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost. 2 C.F.R. §200.404.

While 2 C.F.R. §200.404 does not provide specific descriptions of what satisfies the “necessary” element beyond its inclusion in the reasonableness analysis above, necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it. For example, the District may deem a language skills software program necessary for a limited English proficiency program.

When determining whether a cost is necessary, consideration may be given to:

- a. Whether the cost is needed for the proper and efficient performance of the grant program.
- b. Whether the cost is identified in the approved budget or application.
- c. Whether there is an educational benefit associated with the cost.
- d. Whether the cost aligns with identified needs based on results and findings from a needs assessment.
- e. Whether the cost addresses program goals and objectives and is based on program data.
- f. **Allocable to the Federal award.** A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This means that the Federal grant program derived a benefit in proportion to the funds charged to the program. 2 C.F.R. §200.405. For example, if 50% of a teacher’s salary is paid with grant funds, then that teacher must spend at least 50% of his or her time on the grant program.
- g. **Consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.**
- h. **Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.**
- i. **Consistent treatment.** A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- j. **Adequately documented.** All expenditures must be properly documented.
- k. **Be determined in accordance with general accepted accounting principles (GAAP), unless provided otherwise in Part 200.**
- l. **Not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.** Some Federal program statutes require the non-Federal entity to contribute a certain amount of non-Federal resources to be eligible for the Federal program.

**Be the net of all applicable credits.** The term “applicable credits” refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the state relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate. 2 C.F.R. §200.406.

Part 200's cost guidelines must be considered when Federal grant funds are expended. As provided above, Federal rules require State and District - level requirements and policies regarding expenditures to be followed as well. For example, State and/or District policies relating to travel or equipment may be narrower than the Federal rules, and the stricter State and/or District policies must be followed. Further, certain types of incentives are allowable under Federal law, but are not allowable under State law.

### **Selected Items of Cost**

Part 200 examines the allowability of 55 specific cost items (commonly referred to as Selected Items of Cost) at 2 C.F.R. §§ 200.420-200.475. These cost items are listed in the chart below along with the citation where it is discussed whether the item is allowable. It is not to be assumed that an item is allowable because it is specifically listed in the regulation as it may be unallowable despite its inclusion in the selected items of cost section. The expenditure may be unallowable for a number of reasons, including the express language of the regulation states the item is unallowable; the terms and conditions of the grant deem the item unallowable; or State/local restrictions dictate that the item is unallowable. The item may also be unallowable because it does not meet one of the cost principles, such as being reasonable because it is considered too expensive. If an item is unallowable for any of these reasons, Federal funds cannot be used to purchase it.

District personnel responsible for spending Federal grant funds and for determining allowability of cost items must be familiar with the Part 200 selected items of cost section. The District must follow these rules when charging these specific expenditures to a Federal grant. When applicable, District staff must check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules may deem a cost as unallowable and District personnel must follow those non-Federal rules as well.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

<b>Item of Cost</b>	<b>Citation of Allowability Rule</b>
Advertising and public relations costs	2 CFR § 200.421
Advisory councils	2 CFR § 200.422
Alcoholic beverages	2 CFR § 200.423
Alumni/ae activities	2 CFR § 200.424
Audit services	2 CFR § 200.425
Bad debts	2 CFR § 200.426
Bonding costs	2 CFR § 200.427

Collection of improper payments	2 CFR § 200.428
Commencement and convocation costs	2 CFR § 200.429
Compensation – personal services	2 CFR § 200.430
Compensation – fringe benefits	2 CFR § 200.431
Conferences	2 CFR § 200.432
Contingency provisions	2 CFR § 200.433
Contributions and donations	2 CFR § 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement	2 CFR § 200.435
Depreciation	2 CFR § 200.436
Employee health and welfare costs	2 CFR § 200.437
Entertainment costs	2 CFR § 200.438
Equipment and other capital expenditures	2 CFR § 200.439
Exchange rates	2 CFR § 200.440
Fines, penalties, damages and other settlements	2 CFR § 200.441
Fund raising and investment management costs	2 CFR § 200.442
Gains and losses on disposition of depreciable assets	2 CFR § 200.443
General costs of government	2 CFR § 200.444
Goods and services for personal use	2 CFR § 200.445
Idle facilities and idle capacity	2 CFR § 200.446
Insurance and indemnification	2 CFR § 200.447
Intellectual property	2 CFR § 200.448
Interest	2 CFR § 200.449
Lobbying	2 CFR § 200.450
Losses on other awards or contracts	2 CFR § 200.451
Maintenance and repair costs	2 CFR § 200.452
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454
Organization costs	2 CFR § 200.455
Participant support costs	2 CFR § 200.456
Plant and security costs	2 CFR § 200.457
Pre-award costs	2 CFR § 200.458
Professional services costs	2 CFR § 200.459
Proposal costs	2 CFR § 200.460
Publication and printing costs	2 CFR § 200.461
Rearrangement and reconversion costs	2 CFR § 200.462
Recruiting costs	2 CFR § 200.463
Relocation costs of employees	2 CFR § 200.464
Rental costs of real property and equipment	2 CFR § 200.465
Scholarships and student aid costs	2 CFR § 200.466
Selling and marketing costs	2 CFR § 200.467
Specialized service facilities	2 CFR § 200.468
Student activity costs	2 CFR § 200.469
Taxes (including Value Added Tax)	2 CFR § 200.470
Termination costs	2 CFR § 200.471



Training and education costs	2 CFR § 200.472
Transportation costs	2 CFR § 200.473
Travel costs	2 CFR § 200.474
Trustees	2 CFR § 200.475

Likewise, it is possible for the State and/or District to put additional requirements on a specific item of cost. Under such circumstances, the stricter requirements must be met for a cost to be allowable. Accordingly, District employees must consult Federal, State and District requirements when spending Federal funds. For example, often the State's travel rules are more restrictive than Federal rules, which means the State's policies must be followed.

In order for a cost to be allowable, the expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, non-regulatory guidance and grant award notifications.

The State and/or District rules related to some specific cost items are discussed below. District employees must be aware of these State and District rules and ensure they are complying with these requirements.

### **Helpful Questions for Determining Whether a Cost is Allowable**

In addition to the cost principles and standards described above, District employees must refer to this section as a useful framework when performing an allowability analysis. In order to determine whether Federal funds may be used to purchase a specific item, it is helpful to ask the following questions:

- m. Is the proposed cost allowable under the relevant program?
- n. Is the proposed cost consistent with an approved program plan and budget?
- o. Is the proposed cost consistent with program specific fiscal rules?
- p. For example, the District may be required to use Federal funds only to supplement the amount of funds available from non-Federal (and possibly other Federal) sources.
- q. Is the proposed cost consistent with EDGAR?
- r. Is the proposed cost consistent with specific conditions imposed on the grant?

As a practical matter, District employees should also consider whether the proposed cost is consistent with the underlying needs of the program. For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for limited English proficient (LEP) students must only be spent on LEP students and cannot be used to benefit non-LEP students.

Also, funds should be targeted to address areas of weakness, as necessary. To make this determination, District employees should review data when making purchases to ensure that Federal funds to meet these areas of concern.

Adopted: 6/9/16

**3901            FEDERAL PROGRAMS POLICY – CASH MANAGEMENT**

The District will comply with procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District. Generally, the District receives payment from the Pennsylvania Department of Education on a reimbursement basis (see 2 C.F.R. § 200.305).

According to guidance from the U.S. Department of Education (“ED”), when calculating the interest earned on ED grant funds, regardless of the date of obligation, interest is calculated from the date that the Federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the District

Interest will not accrue if the District uses non-Federal funds to pay the vendor and/or employees prior to the funds being drawn down from the G5 system, commonly known as a reimbursement.

**Payment Methods**

*Reimbursements:* The District will initially charge Federal grant expenditures to non-Federal funds.

The District’s Business Manager will request reimbursement for actual expenditures incurred under the Federal grants on a monthly basis. Reimbursement requests will be submitted to the Pennsylvania Department of Education. All reimbursements are based on actual disbursements, not on obligations.

The Pennsylvania Department of Education will process the District’s reimbursement requests.

Consistent with State and Federal requirements, the District will maintain source documentation supporting the Federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Pennsylvania Department of Education’s review upon request.

Reimbursements of actual expenditures do not require interest calculations by the District.

*Advances:* To the extent the District receives advance payments of Federal grant funds, the District will strive to expend the Federal funds on allowable expenditures as expeditiously as possible. Specifically, the District will attempt to expend all drawn downs of Federal funds within 72 hours of receipt.

Unless an allowable exception applies, the District will hold Federal advance payments in interest-bearing accounts. The District will begin to calculate interest earned on cash balances once funds are deposited into the District's account.

Interest will be calculated consistent with Federal requirements. Total Federal grant cash balances will be calculated on cash balances per grant and applying the District's actual interest rate. The District will remit interest earned on grant funds annually to the U.S. Department of Health and Human Services Payment Management System (regardless of the Federal awarding agency for the grant) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. The District may retain up to \$500 of interest earned per year for administrative expense (see 2 C.F.R. § 200.305(b)(9)).

Adopted: 6/9/16

**4000****PERSONNEL**

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4111.2	Hiring of Administrators
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**4111****RECRUITMENT AND SELECTION**

It is the policy of the Union City Area School Board to employ the best-qualified and most capable personnel available to fill all positions. Only persons of good moral character are to be selected for District employment. It will be the duty of the Superintendent or his/her designee(s), at least one of whom should be an administrative employee of the District, to use appropriate means to recruit candidates and to select from among those candidates. Such selections will be made solely on the basis of qualification and ability.

The Union City Area School District is an equal employment opportunity employer. It is the policy of the District to hire, promote, compensate and otherwise treat all of its employees without regard to age, race, creed sex, national origin, ancestry, disability of any other legally protected characteristic. The District also will abide by the Americans with Disabilities Act. The District will take affirmative action to assure that job applicants, as well as employees, are treated in a non-discriminatory manner.

Job specifications, salary schedules and benefit descriptions will be maintained for each non-professional position.

## **4111.1      HIRING OF A SUPERINTENDENT**

### Authority

The Board places substantial responsibility for the effective management and operation of the District's schools and the quality of the educational program with its Superintendent.

The Board shall, by a majority vote of all members (five per Section 508 of the School Code), approve the employment of the District Superintendent. The Superintendent shall be hired in accordance with applicable law and regulations.

No Superintendent shall be employed who is related to any member of the Board, as defined in statute, unless such Superintendent receives the affirmative vote of the majority of all members of the Board other than the member related to the applicant, who shall not vote.

### Vacancies

When the District requires appointment of a Superintendent, the position shall be posted in all District schools for a minimum of ten (10) days. The job shall also be posted on the School District website and advertised in major regional newspapers. The Board may also seek the services of a professional consultant to assist with the search.

### Submission

All applicants must submit to the District a complete application packet as determined by the School District. Applicants shall be considered in accordance with Board Policy and applicable laws and regulations.

### Recruitment

Recruitment procedures shall be prepared in advance of the search and may include the following:

1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.
2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.
3. Preparation of informative material describing the School District and its educational goals.
4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.

5. Opportunity for applicants to visit the District schools, at the Board's invitation.
6. Recruitment and evaluation of candidates in accordance with Board policy and state and federal law.

A screening process shall be established that ensures the Board has an opportunity to interview a sufficient number of candidates so that an appropriate range of choices is available for final selection.

#### Applicant Screening and Interviews

A committee of the Board and other District personnel as requested by the Board shall make up the interview committee. The list of pertinent questions for candidates shall be expanded by soliciting input from Board members and District staff. Interviewees will have a reference check prior to Board decision for hire.

#### Employment

If necessary, a candidate may be hired provisionally pending receipt of approved current clearances. A candidate's misstatement or omission of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Adopted: 10/11/12



## **4111.2      HIRING OF ADMINISTRATORS**

### Authority

The Board places substantial responsibility for the effective management and operation of the District's schools and the quality of the educational program with its administrative employees.

The Board shall, by a majority vote of all members, approve the employment of all administrative staff by the District. All administrative staff shall be hired in accordance with applicable law and regulations.

No administrative staff shall be employed who is related to any member of the Board, as defined in statute, unless such administrative staff receives the affirmative vote of the majority of all members of the Board other than the member related to the applicant, who shall not vote.

### Vacancies

When the District requires appointment of an administrator, the position shall be posted in all District schools for a minimum of ten (10) days. The job shall also be posted on the School District website and advertised in major regional newspapers.

### Submission

All applicants must submit to the District a complete application packet as determined by the School District. Latitude will be given to the Administrator candidates to present optional material to show eligibility and qualifications. An explanation for this optional material must be presented to the Board prior to a name being submitted for approval. All applications shall be screened by the Superintendent's staff to verify that all necessary documentation has been submitted. Applicants shall be considered in accordance with Board Policy and applicable laws and regulations.

### Applicant Screening and Interviews

When a position becomes available, an interview committee shall be established to review the screened-approved applications and select those candidates to be considered for a position. The Superintendent or his/her designee shall appoint interview committee members for specified positions as follows:

1. Superintendent, or designee.
2. Building principal(s) or assistant principal(s).
3. Professional staff.
4. Relevant Central Office Administrator(s).

The members of the interview committee shall remain the same until all interviews are completed for that position. Specific interview questions shall be developed by the Superintendent or designee.

At the end of the interview, a matrix will be used to evaluate the candidate. Each interviewer shall sign his/her matrix form and ensure it is turned in at the end of each interview session. By his/her signature, each committee member affirms that his/her scores are based solely on objective evaluation of each candidate's application and interview. The signature also affirms that no pressure was brought to bear on the interviewer to support any particular candidate and no predetermined votes were cast.

Two Board members, as appointed by the Board President, will sit in on the final-round interviews without participation.

Final-round interviewees will be subject to a reference check (including former employers and others) to assess the candidate's qualifications prior to the Superintendent's recommendation for hire.

Once an applicant has been selected for recommendation, the Superintendent will remind the candidate that the position is not official until approval is granted by the School Board. The Superintendent may ask the candidate if he/she will accept the job, if approved by the Board.

If a candidate selected and approved by the Board turns down the position, the Superintendent may recommend the next qualified applicant. Approval shall normally be given to the candidates recommended by the Superintendent. If a recommended candidate is rejected by the Board, the Superintendent shall make a substitute recommendation.

#### Employment

If necessary, a candidate may be hired provisionally pending receipt of approved current clearances. A candidate's misstatement or omission of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

#### Certification

Each certificated administrative employee employed by the District shall be responsible for maintaining a valid certificate when such certificate is required by law.

Adopted: 10/11/12

### **4111.3      HIRING OF TEACHERS**

#### Authority

The Board places substantial responsibility for the educational program and effective operation of the schools with the teaching staff employed by the School District.

The Board shall, by a majority vote of all members (five per Section 508 of the School Code), approve the employment of all teaching staff by the District. All teaching staff members shall be hired in accordance with applicable law and regulations.

No teacher shall be employed who is related to any member of the Board, as defined in statute, unless such teacher receives the affirmative vote of the majority of all members of the Board other than the member related to the applicant, who shall not vote.

#### Vacancies

When the District requires appointment of a teacher, the position shall be posted in all District schools for a minimum of five (5) days. The job shall also be posted on the School District website and advertised in major regional newspapers, as needed.

#### Submission

All applicants must submit to the District a complete teacher application packet as determined by the School District. Latitude will be given to the Administration to receive optional material to show eligibility and qualifications. An explanation for this optional material must be presented to the Board prior to a name being submitted for approval. All applications shall be screened by the Superintendent's staff to verify that all necessary documentation has been submitted. Applicants shall be considered in accordance with Board Policy and applicable laws and regulations.

#### Applicant Screening and Interviews

When a position becomes available, an interview committee shall be established to review the screened-approved applications and select those candidates to be considered for a position. The Superintendent or his/her designee shall appoint interview committee members for specified positions as follows:

- a. Building principal(s) or assistant principal(s) where opening exist.
- b. Teacher(s) from relevant department.
- c. Relevant Central Office Administrator(s).

The Superintendent may participate, if s/he so chooses, as a member of any interview committee. The members of the interview committee for each subject area shall remain the same until all interviews are completed for that position.

Specific interview questions shall be developed by the Administrative staff with input from the Superintendent or Assistant Superintendent. The Superintendent also may use other screening procedures to determine the candidate's ability, including demonstration lessons.

At the end of the interview a matrix will be used by each member of the interview committee to evaluate the candidate. Each interviewer shall sign his/her matrix form and ensure it is turned in at the end of each interview session. By his/her signature, each committee member affirms that his/her scores are based solely on objective evaluation of each candidate's application and interview. The signature also affirms that no pressure was brought to bear on the interviewer to support any particular candidate and no predetermined votes were cast.

Before a recommendation is made to the Board to hire a candidate, the Administration must have conducted a final interview of the candidate and sought recommendation from former employers and others to assess the candidate's qualifications.

A Board member, as appointed by the Personnel Chair, will sit in on the final-round interviews without participation.

Once an applicant has been selected for recommendation, the Administration will remind the candidate that the position is not official until approval is granted by the School Board. Administration may ask the candidate if he/she will accept the job if approved by the Board.

If a candidate selected and approved by the Board turns down the position, the Administration may recommend the next qualified applicant. Approval shall normally be given to the candidates recommended by the Superintendent. If a recommended candidate is rejected by the Board, the Superintendent shall make a substitute recommendation.

#### Employment

If necessary, a candidate may be hired provisionally pending receipt of approved current clearances.

A candidate's misstatement or omission of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

#### Title I Requirements

All teachers employed by the District who teach core academic subjects shall be qualified, as defined by federal law and state regulations.

#### Certification

Each teacher employed by the District shall be responsible for maintaining a valid teaching certificate.

Adopted: 10/11/12

Revised: 11/3/16

#### **4111.4      HIRING OF SUPPORT STAFF**

##### Authority

The Board shall, by a majority vote of all members, approve the employment of all support staff by the District. All support staff shall be hired in accordance with applicable law and regulations.

No support staff shall be employed who is related to any member of the Board, as defined in statute, unless such support staff receives the affirmative vote of the majority of all members of the Board other than the member related to the applicant, who shall not vote.

##### Vacancies

When the District requires appointment of a support staff, the position shall be posted in all District schools for five (5) days, and advertised in major regional newspapers, if needed.

##### Submission

All applicants must submit an application packet as determined by the School District. Qualified applicants, as determined by the interview committee, will be offered an interview.

Applicants shall be considered in accordance with Board Policy and applicable laws and regulations.

##### Interviews

When a support staff position becomes vacant, interviews shall be conducted by a District interview committee designated by the appropriate Administrator. A Board member may attend upon request, but with no participation.

Approval shall normally be given to the candidates recommended by the Superintendent. If a recommended candidate is rejected by the Board, the Superintendent shall make a substitute recommendation.

##### Employment

If necessary, a candidate may be hired provisionally pending receipt of approved current clearances.

A candidate's misstatement or omission of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Adopted: 10/11/12

**4112      APPOINTMENT**

Employees of the Union City Area School District will be appointed generally upon the recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it will be the duty of the Superintendent to make another nomination.

It will be the duty of the Superintendent to see that persons nominated for employment meet all qualifications established by law and by the Board for the type of position for which the nomination is made.

All newly appointed employees will be given an orientation to the District's policies and procedures.

Revised: 5/12/03

**4112.2      INTRODUCTORY PERIOD**

All new non-professional employees will be maintained on introductory status during an introductory period that typically lasts sixty (60) days. During the introductory period, supervisors will monitor and assess an employee's development and performance and the propriety of their continued employment with the District.

Employees are reviewed by their supervisor after two (2) months on the job. If an employee satisfactorily meets established standards, the employee will move to regular status with benefits. Vacation days, etc., are established from this date to the end of the school year.

Revised/re-titled: 5/12/03

**4113****CERTIFICATION**

All regular full-time teachers and administrators holding contracts issued by the Union City Area School District must hold valid certificates for their work in the public schools of the Commonwealth of Pennsylvania. It is the duty and responsibility of the Superintendent to see that every professional is properly certified and the certificate lists the area for which the teacher or administrator is engaged. Emergency certificates may be used only in emergencies and for a period covering not more than one year or for the period of time approved by the Department of Education. It will be the responsibility of the certificated employee to see that the certificate is renewed before the date of expiration and file the renewal with the District.



**4114        MEDICAL EXAMINATIONS**

Following an offer of employment, each new employee will be required to undergo an employment medical examination by a qualified physician. All candidates will be notified of this requirement.

Revised/re-titled: 5/12/03  
Revised: 8/25/08

**4115      ASSIGNMENT**

The Superintendent of Schools will be responsible for the proper assignment of all personnel.

**4117      PERFORMANCE APPRAISALS**

Non-professional employees will be evaluated by their supervisors annually or as necessary. An employee's attendance, productivity, eagerness to perform his or her job and the employee's overall contribution will be considered. The performance of professional employees shall be evaluated in accordance with the School Code and the Pennsylvania Department of Education regulations.

Revised/re-titled: 5/12/03

**4119        PERSONNEL FILES**

The District maintains a personnel file for each employee. Personnel files are the official record of an employee's employment with the District. To assure that personnel files are current, employees must notify the Business Office whenever a change in the following occurs:

- Name, address or telephone number
- Marital status or number of dependents
- Changes in the beneficiary of life insurance or other employee benefits
- Emergency contacts – name, relationship and phone number
- The level of education or training completed

If an employee would like to review his/her personnel file, please contact the Superintendent's secretary who will arrange a time to allow you to do so. Personnel files are District property and may not be removed from the Administration office. Employees may request copies of documents in their personnel file. Employees will be charged 10¢ per page for any copies in excess of twenty (20).

**4120****SEPARATION****A. Resignation**

Replacing employees who resign or retire requires planning and often takes time. Professional employees shall provide notice of their intent to resign or retire in accordance with the professional employee collective bargaining agreement. Non-professional employees shall provide at least two (2) weeks notice of their intent to resign or retire.

**B. Termination for Cause**

The Superintendent shall assure that the termination of employees is conducted in accordance with the School Code and the Pennsylvania Department of Education Regulations.

**C. Retirement Health Insurance**

Full time employees of the Union City Area School District who retire from the District and begin receiving retirement benefits from the Public School Employees' Retirement System may continue to participate in the Hospitalization program provided by the School District at no cost to the District. Such insurance and insurability is subject to the approval of the insurance carrier. The following conditions will apply:

A full time employee with at least fifteen (15) years employment with the district and who has reached the age of fifty (50) may continue in the group plan of insurance for hospitalization as a participating member until the age of sixty-five (65) by paying a deposit of three (3) month premium at retirement and each month thereafter, before the 15<sup>th</sup> day of the month, the monthly premium.

The insurance is automatically terminated after a period covered by the initial deposit should the participant fail to make the necessary monthly payments.

Retirees, who accept employment whereby they become eligible for membership in other group plans, will forfeit eligibility for participation in the District's plan.

Retirees who choose not to participate in the District's plan at the time of retirement will have a one-time option to re-enroll in the plan until reaching Medicare eligibility. Retirees who re-enroll may also re-enroll their dependents at the same time. The cost of said insurance shall be the responsibility of the retiree to be paid as provided for above.

Revised: 5/12/03; 8/25/08

**4120.1      PERSONNEL DISCIPLINE**

To insure that the District operates properly and efficiently, employees must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. The District will attempt to employ progressive discipline to deal with employee misconduct where appropriate. Progressive discipline may include, but is not limited to, oral and written warnings and counseling with supervisors. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, situations may arise where the District may decide to repeat a disciplinary step. Each instance of employee misconduct will be considered on a case-by-case basis. Disciplinary action taken in one or more instances of employee misconduct shall in no way be binding on the District with respect to any other instance of misconduct.

Revised: 5/12/03

**4121        EMPLOYEE HANDBOOKS**

It shall be the responsibility of the Superintendent or his designee to maintain appropriate employee handbooks describing the policies applicable to District employees. Handbooks will be presented to the Board for its review and initial approval. Thereafter, handbooks will be presented to the Board at least annually for review and re-issuance.

Revised/re-titled: 5/12/03

**4122        SUBSTITUTE TEACHERS**

Substitute teachers will be engaged to teach during the temporary absence of teachers caused by illness or other acceptable reasons. It will be the responsibility of the principal of each school or his/her designee to call such teachers from a list recommended by the Superintendent and approved by the Board. The principal or his/her designee will exercise care to secure substitutes with certification, training, and/or experience in the subject fields assigned to the absent teachers. All substitutes will be paid a daily rate established by the Board in the annual budget.

Full-time substitute teachers employed for 89 consecutive days or more during a school year will receive all of the benefits provided for in the contract between the Union City Area School District and the Union City Area Education Association/P.S.E.A. Placement on the salary schedule will be based upon substitute or full-time service within the Union City Area School District.

Revised/re-titled: 5/12/03



**4124      STUDENT TEACHERS**

The Union City Area School Board, cognizant of its responsibility to participate in the preparation of teachers, directs the Superintendent to accept an appropriate number of student teachers from teacher preparation institutions.

The Superintendent will be responsible for working out mutually satisfactory agreements with the teacher-preparation institutions relative to a student-teacher program.

Revised: 5/12/03

**4131            PROFESSIONAL GROWTH**

It is the policy of the Union City Area School District to establish a professional education plan in accordance with Section 12-1205.1 of the Public School Code of 1949.

Any individual employed by the Union City Area School District who holds a Pennsylvania teacher, educational specialist, or administrative certification or letter of eligibility ("professional educator") is responsible for satisfying the continuing professional education requirements set forth in Section 12-1205.2 of the Public School Code.

The District may reimburse professional educators for certain costs associated with continuing education. To be eligible for reimbursement consideration, professional educators must submit a request for reimbursement to the Superintendent or his/her designee, and the Superintendent will evaluate such requests. The District will not reimburse any professional educator for attending a professional education activity unless it has been approved by the Superintendent.

Revised: 5/12/03

**4140      PUBLICATION OF ARTICLES**

The Union City Area School Board encourages the publication of articles in professional journals by the professional staff of the Union City Area School District.

The Union City Area School Board believes that publication of such articles is a vital part of the professional growth of personnel.

In cases where an article mentions the Union City Area School District or one of its individual schools, then this should be submitted to the principal of that school and the Superintendent's Office for approval before publication.

**4146      RETIREMENT COMPENSATION**

District employees will participate in the Pennsylvania School Employees Retirement System in accordance with applicable law and regulations.

Revised: 5/12/03

**4151        ATTENDANCE**

Punctual and reliable attendance by District employees is essential to the proper operation of District programs.

Timely attendance by District employees is a matter of primary concern to the Board. These guidelines express that concern through direction to the Superintendent and the District staff as to how attendance problems are to be treated.

It shall be the responsibility of the Administration to assure necessary attendance by issuing appropriate penalties when an employee fails to meet attendance requirements.

Guidelines

Absence, late arrival, or early departure without excusable cause for an assigned work period typically will result in the following:

1. A written warning to the employee.
2. Suspension without pay of the employee following a written warning and continued attendance problems.
3. Dismissal for continued attendance problems.

Even more disruptive than absenteeism and later arrival is the failure of an employee to call in prior to an absence or late arrival or the employee calling in later than their designated call-in time.

A “no call/no show” without cause will result in disciplinary suspension without pay of up to five (5) days. Additional no call/no shows will result in the discipline up to and including termination.

“Late calls” are calls by employees which are received after the designated call-in time. A late call without cause will result in discipline which may include suspension without pay. Additional “late calls” will result in discipline up to and including termination.

Attendance problems will be recorded in employees’ personnel files.

This policy shall be interpreted and applied consistent with the Family and Medical leave Act and the Americans with Disabilities Act.

Revised/re-titled: 5/12/03

**4152        SABBATICAL LEAVE**

The Union City Area School Board retains the authority to specify the conditions under which sabbatical leave is taken consistent with the Public School Code of 1949.

Requests for sabbatical leaves of absence will be submitted to the Union City Area School Board for consideration. Requests for sabbatical leave to commence at the beginning of the school year must be submitted to the Board on or before April 1. The Board will make no decision on any request for sabbatical leave to commence at the beginning of the school year prior to April 1. Requests for sabbatical leave to commence at the beginning of the second semester must be submitted to the Board on or before October 1. The Board will make no decision on any request for sabbatical leave to commence at the beginning of the second semester prior to October 1. Exceptions may be made for a sabbatical leave of absence for restoration of health.

Revised: 5/12/03

**4153        VOLUNTEER FIREFIGHTING**

In the spirit of cooperation and community service, the School District understands the need to support the fire fighting force of this community. Any staff member who is a volunteer firefighter with the Union City Volunteer Fire Company will be permitted to leave his or her school district position, without pay or benefit interruption, in cases when the community fire alarm is sounded and the employee's absence is not inconsistent with the needs of the District, if first given permission to do so in each specific case by his or her supervisor.

Revised/re-titled: 5/12/03

## 4201 VOLUNTEERS

1. The Board encourages the use of volunteers for the benefit of the School District and its students. The Board also recognizes its responsibility to ensure the safety and welfare of students of the School District, and as a result of that obligation, it develops this Policy.

2. Definitions.

**Adult** – an individual who is eighteen (18) years of age or older.

**Child** – an individual who is under eighteen (18) years of age.

**Parent** – a biological parent, adoptive parent or legal guardian.

**Perpetrator** – an individual who has committed child abuse as defined in the Child Protective Services Law.

**Volunteer** – an adult serving in an unpaid position who is responsible for the welfare of one or more children or has direct contact with one or more children.

**Direct contact with children** –the care, supervision, guidance or control of one or more children or routine interaction with one or more children.

**Responsible for the welfare of one or more children** –an adult providing permanent or temporary care, supervision, training, or control of a child in lieu of parental care, supervision or control, including direct or regular contact with a child or children through any program, activity or service sponsored by the School District or one of its schools.

**Visitor** - an individual whose actions do not rise to the level of a volunteer. A visitor is an individual who poses no real threat to the safety of children because steps are taken within the school setting to ensure that a visitor has no direct contact with one or more children without supervision by an employee of the School District at all times and who is not responsible for the welfare of one or more children. The Board directs the Superintendent to institute procedures to ensure that visitors will have no direct contact with children without a school employee being present at all times.



## **New Volunteers**

1. All new volunteers must complete a new volunteer application and be approved by the Board prior to providing volunteer services to the School District.
2. All new volunteers must submit the following background check and related documents and information to the Office of the Superintendent prior to providing volunteer services:
  - a. Pennsylvania State Police Criminal History Report dated no more than five years prior to the date of the application.
  - b. Pennsylvania Department of Human Services Child Abuse Report dated no more than five years prior to the date of the application.
  - c. Federal Criminal History Report. A Federal Criminal History Report is not required for a volunteer applicant who provides an affidavit that he/she has been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period.
    - 1) If the volunteer applicant has not been a resident of this Commonwealth during the entirety of the previous ten-year period, and has received certification pursuant to Section 6344(b)(3) of the Child Protective Services Law at any time since establishing residency in this Commonwealth, is not disqualified from service pursuant to the provisions of the Child Protective Services Law, and has not been convicted of an offense either the same or similar in nature to those crimes listed in the Child Protective Services Law, the volunteer applicant shall provide a copy of the certification to the School District employee responsible for the selection of volunteers.
    - 2) If the volunteer applicant has not been a resident of Pennsylvania during the entirety of the previous ten-year period and has not received certification pursuant to Section 6344(b)(3) of the Child Protective Services Law at any time since establishing residency in this Commonwealth, the applicant is required to obtain a Federal Criminal History Report and he/she is responsible to pay the required fee for this report and provide a copy of that certification to the School District employee responsible for the selection of volunteers.

- d. PDE-6004 Arrest/Conviction Report and Certification Form dated as of the date of the application. This form provides written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §1-111 (e) and (f.1) and provides notification of whether the applicant has been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law. The volunteer will also use this form to provide written notice to the School District within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §1-111 (e) and (f.1) or being named in a report of child abuse.
  - e. A dated and signed user's signature sheet regarding receipt of School Board policies #7800 "Acceptable Use of Instruments of Technology," #7900 "Use of Social Media" and #4201 "Volunteers."
  - f. The volunteer applicant has obtained a written statement, which sets forth that a Tuberculin skin test has been administered and indicates no evidence of active infectious tuberculosis dated no more than twelve months prior to the date the School District receives the statement. (See Regulations from the Pennsylvania Advisory Health Board and the Public School Code of 1949, as amended for exceptions and further requirements.)
3. No new volunteer applicant shall begin service as a volunteer until:
- a. The volunteer applicant has complied with the above mandatory background check requirements and completed and submitted all required documents;
  - b. The School District has evaluated the results; and
  - c. The Board has formally approved the volunteer applicant to serve as a volunteer by appropriate Board Resolution.

### **Returning Volunteers**

- A. Individuals who were approved by the Board as volunteers during the prior school year shall not begin service as a volunteer in a new school year until:
- a. The returning volunteer completes and submits a current "Returning Volunteer Application,"
  - b. The School District has evaluated the mandatory background checks on file to ascertain that they remain current. Background checks that are more than five years (60 mos.) old are no longer valid. New background checks must be obtained and submitted to the School District employee responsible for the selection of volunteers.

- c. The Board has formally approved the individual to serve once again as a volunteer by appropriate Board Resolution.

### **All Volunteers**

1. Volunteer applicants are not required to pay the fees for the Pennsylvania State Police Criminal History Report.
2. Volunteer applicants are not required to pay the fees for the Pennsylvania Department of Human Services Child Abuse Report.
3. If a volunteer applicant's background check reports (certifications) are current and the volunteer applicant completes and signs the Affidavit or provides a Federal Criminal History Report, then the individual may use his/her existing certifications to apply as a volunteer. Existing volunteers and volunteer applicants, who have the required certifications, must obtain new certifications every sixty (60) months from the date of the most recent certification.
4. All volunteers are required to provide written notice to the School District of arrests, convictions or being named in a report of child abuse, which notice will be on the PDE-6004 Form. A volunteer's failure to accurately report such arrests, convictions or being named in a report of child abuse within seventy-two (72) hours may subject the volunteer to criminal prosecution and removal as a volunteer.
5. Prior to commencing his/her service as a volunteer, the volunteer must be informed by the appropriate School District official that he/she is required by law to report any reasonable belief that a child is a victim of child abuse.
6. Each volunteer shall keep strictly confidential all information the volunteer may receive about students during the course of performing volunteer services and shall follow all of the requirements of the Family Education Rights and Privacy Act (FERPA). No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed unless knowledge of that student information is necessary for the volunteer to fulfill his/her responsibilities.
7. A volunteer is not an employee of the School District and shall not receive any compensation or benefits, statutory or otherwise, for services rendered. The position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board. The School District reserves the right to suspend or terminate the privilege to serve as a volunteer at any time with or without cause.

Adopted: 10/23/00

Revised: 9/8/03, 8/13/07, 6/11/15, 6/9/16

**4202            INDEPENDENT CONTRACTORS**

1. The School District uses the services of independent contractors for a variety of purposes. The Board recognizes its responsibility to ensure the safety and welfare of students of the School District, and as a result of that obligation, it develops this Policy.

2. Definitions.

**Independent contractor** - any organization or individual who provides a program, activity or service to the School District. The term does not include an individual or organization who has no direct contact with children.

**Employee of independent contractor** - an individual who is employed by an independent contractor that provides a program, activity or service to the School District. The term does not include an individual who has no direct contact with children.

**Direct contact with children** - the care, supervision, guidance or control of one or more children, the routine interaction with one or more children, or the possibility of routine interaction with one or more children.

3. Prior to an independent contractor offering employment to an applicant who will have or may have direct contact with children in the School District's buildings and/or its grounds, the independent contractor must require the applicant to complete, date, and sign the Commonwealth of Pennsylvania, Sexual Misconduct/Abuse Disclosure Release form. The applicant's completion of this form must be done pursuant to the instructions provided with the form and in accordance with the provisions of Section 111.1 of the Public School Code of 1949, as amended. A copy of this form is attached to this Policy.

- a. The employment history review required to be conducted by independent contractors shall be performed either prior to the time of the initial hiring of the employee, who will perform work for the School District in a position involving direct contact with children or prior to the assignment of an existing employee to perform work for the School District in a position involving direct contact with children. The employment history review by the independent contractor shall remain valid as long as the employee remains employed by the same independent contractor even if assigned to perform work for other school entities.

An independent contractor shall maintain records documenting employment history reviews for all employees who will or may have direct contact with one or more children and shall provide the School District for whom an employee is assigned to perform work access to the records pertaining to that employee if he or she will or may have direct contact with one or more children.

- b. Prior to assigning an employee to perform work for the School District in a position that will or may have direct contact with one or more children, the independent contractor must inform the School District of any instance pertaining to any aspect of child abuse as set forth in Section 111.1 of the Public School Code of 1949, as amended.
- 4. Independent contractors and their employees shall not commence work for the School District in positions involving direct contact with one or more children until the following background check and related documents and information are submitted to the Office of the Superintendent:
  - a. Pennsylvania State Police Criminal History Report.
  - b. Pennsylvania Department of Human Services Child Abuse Report.
  - c. Federal Criminal History Report.
  - d. PDE-6004 Arrest/Conviction Report and Certification form. This form is a written statement, which sets forth that the independent contractor or an employee of the independent contractor has never been arrested or convicted of certain crimes specified in Section 111 of the Public School Code of 1949, as amended. The independent contractor or an employee of the independent contractor must also set forth in this form whether he/she has been named as a perpetrator in a founded or indicated report of child abuse. Furthermore, if in the future the independent contractor or an employee of the independent contractor is arrested or convicted for any such offense or is named as a perpetrator in a founded or indicated report of child abuse, then the independent contractor will provide written notice to the School District within seventy-two (72) hours of such event, which will be set forth in the PDE-6004 form, or an employee of the independent contractor will provide immediate written notice to his or her employer who will notify the School District within seventy-two (72) hours of such event, which notice will be set forth in PDE-6004 form.
- 5. No independent contractor or an employee of an independent contractor shall begin work for the School District in positions involving direct contact with one or more children until the independent contractor or employee of the independent contractor has complied with the above mandatory background check requirements and the School District has evaluated the results.

6. The independent contractors will pay the required fees for background check reports. Independent contractors and their employees who may or will have direct contact with one or more children of the School District must also provide new background check reports as set forth in this Policy within thirty-six (36) months from the date of the most recent background check report of the same type.
7. Prior to commencing work for the School District as an independent contractor, the independent contractor must be informed by the appropriate School District official that the independent contractor or an employee of an independent contractor is required to report any reasonable belief that a child is a victim of child abuse.
8. Independent contractors and employees of independent contractors who have direct contact with one or more children must undergo mandatory training on child abuse recognition and reporting. The training shall comply with the provisions set forth in Section 1205.6 of the Public School Code of 1949, as amended. Independent contractors and employees of independent contractors who have direct contact with one or more children must complete a minimum of three (3) hours of training every five (5) years. This training may be provided through the Internet or other distance communications systems.

Adopted: 6/11/15

4203      **MISCONDUCT BY EDUCATORS**

1. The Board recognizes its responsibility to ensure the safety and welfare of students of the School District, and as a result of that obligation, it develops this policy.

2. Definitions.

**Educator** – a person who holds a certificate or who is a contracted educational provider staff member.

**Certificate** – any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued pursuant to the Public School Code of 1949, as amended.

**Contracted Educational Provider** – an individual or an entity with which a school entity has contracted to provide direct educational services to its students.

**Contracted Educational Provider Staff Member** – a person who serves in a position for which certification would be required in a public school and is employed by a contracted educational provider or by or in a school entity as an individual contracted educational provider.

**Sexual Abuse or Exploitation** – as defined in the Child Protective Services Law (23 Pa.C.S. Section 6303).

**Sexual Misconduct** – any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or a student regardless of the age of the child or student that is designed to establish a romantic or sexual relationship with the child or student. Such prohibited acts include, but are not limited to, the following:

1. Sexual or romantic invitations;
2. Dating or soliciting dates;
3. Engaging in sexualized or romantic dialogue;
4. Making sexually suggestive comments;
5. Self-disclosure or physical exposure of a sexual, romantic or erotic nature; or
6. Any sexual, indecent, romantic or erotic contact with the child or student.

**Child** – an individual who is under the age of eighteen (18) years of age.

**Student** – an individual enrolled in a public school.

3. The Superintendent or designee shall report all of the following information with the Pennsylvania Department of Education in writing on a form prescribed by the Department:

- a. Any educator who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause or notice of a determination not to reemploy for cause. The report shall be filed within fifteen (15) days after notice is provided to the School District.
- b. Any educator who has been arrested or indicted or convicted of any crime that is graded a misdemeanor or felony. The report shall be filed within fifteen (15) days of discovery by the School District of the arrest, indictment or conviction.
- c. Any educator against whom allegations have been made that the educator has committed sexual abuse or exploitation involving a child or a student or engaged in sexual misconduct with a child or student. The report shall be filed within fifteen (15) days of discovery by the School District of the allegations of misconduct.
- d. Information which constitutes reasonable cause to suspect that an educator has caused physical injury to a child or a student as a result of negligence or malice. The report shall be filed within fifteen (15) days of the discovery by the School District of the information.
- e. Any educator who has resigned, retired, or otherwise been separated from employment after the School District has received information of alleged misconduct pursuant to the Educator Discipline Act. The report shall be filed within fifteen (15) days from the date of the separation of the educator from employment with the School District, notwithstanding any termination agreement to the contrary that the School District may enter into with the educator.
- f. Any educator who is the subject of a report filed by the School District pursuant to the reporting requirements of the Child Protective Services Law. The report shall be filed within fifteen (15) days of the School District's filing of the child protective services report.



- g. Any educator who the School District knows to have been named as the perpetrator of an indicated or founded report of child abuse or named as an individual responsible for injury or abuse in an indicated or founded report for a school employee pursuant to the provisions set forth in the Child Protective Services Law. The report shall be filed within fifteen (15) days of the School District's discovery of the child protective services report.
4. An educator who is arrested or indicted for or convicted of any crime enumerated under Section 111(e) and (f.1) of the Public School Code of 1949, as amended shall report the indictment, arrest or conviction to the School District within seventy-two (72) hours of the indictment or conviction.
5. An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall file a mandatory report with the Pennsylvania Department of Education and shall report such misconduct to the Superintendent and educator's immediate supervisor. The report shall be filed within fifteen (15) days of the discovery of the sexual abuse or exploitation or sexual misconduct.
6. All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information and documentary and physical evidence in the possession or control of the School District relating to the misconduct resulting in the report as well as setting forth the name and contact information for the custodian of the items listed in the inventory. The School District shall provide promptly to the Pennsylvania Department of Education any documents or items requested after the Department reviews the inventory.
7. Upon receipt of notification in writing from the Pennsylvania Department of Education, the School District shall investigate the allegations of misconduct as directed by the Department and may pursue the local disciplinary procedures established by law or by collective bargaining agreement for adjudication of complaints against an educator.
8. Within ninety (90) days of receipt of the written notification from the Pennsylvania Department of Education directing the School District to conduct an investigation, the School District shall inform the Department of the outcome of its investigation and whether it will pursue local employment action. The School District may make a recommendation to the Pennsylvania Department of Education concerning discipline pursuant to the provisions set forth in the Educator Discipline Act. If the School District makes a recommendation concerning discipline, it shall notify the educator of the recommendation.
9. The School District and any official or employee thereof shall cooperate with the Pennsylvania Department of Education during its review, investigation or prosecution and shall promptly provide the Department with any relevant information and documentary and physical evidence that the Department may reasonably request.

10. The School District is prohibited from entering into any agreement with an educator or educator association whereby the School District agrees not to comply with its mandatory reporting duties or other duties as outlined in the Educator Discipline Act.

Adopted: 6/11/15

**4215            WORKERS' COMPENSATION**

Workers' Compensation insurance is provided to employees by the Union City Area School District. In the event of work-related injury or illness, you are required to contact your supervisor immediately. This notification is required even if the injury/illness seems minor and/or no time is lost from work. This is necessary to ensure that any subsequent claim is handled correctly and to comply with legal reporting and record maintenance requirements. Failure to report such injury or illness may result in the denial of benefits.

If an employee is unable to work because of a compensable workers' compensation injury or illness and the employee is eligible for Family and Medical Leave, the District will count the workers' compensation leave against the employee's FMLA entitlement. During all worker's compensation leaves of absence, medical insurance (Highmark or its replacement) will be provided under the same terms as when the employee was actively working for up to twelve (12) weeks. At the conclusion of twelve (12) weeks, the District will no longer contribute to an employee's medical insurance. The employee would be eligible to continue medical insurance at his/her expense pursuant to the COBRA benefit continuation rules. (See the Business Office for details.) The District will determine whether a leave will be extended beyond twelve (12) weeks based upon the circumstances.

Revised: 5/12/03; 8/25/08

**4220****SALARIES AND BENEFITS – NON-PROFESSIONAL PERSONNEL**

The Superintendent will establish annually recommended salaries and benefits for non-professional personnel. The Superintendent will submit such recommendations to the Union City Area School Board. The Board, within its sole discretion, may accept or reject the Superintendent's recommended salaries and benefits for non-professional personnel.

Revised/re-titled: 5/12/03

4225

**EVALUATION AND COMPENSATION FOR ADMINISTRATIVE  
TEAM PERSONNEL**

The Union City Area School Board will evaluate the performance of the Superintendent in accordance with the Superintendent's contract.

The Superintendent is responsible for the annual evaluation of administrators. Such evaluation will be conducted pursuant to a system, and based on criteria, developed by the Superintendent and approved by the Union City Area School Board, consistent with the Public School Code of 1949.

Administrators will be compensated through an administrator compensation plan adopted pursuant to Section 11-1164 of the Public School Code of 1949.

Revised: 5/12/03

**4445      SUPPLEMENTAL CONTRACTS**

APPROVAL PROCEDURE:  
FALL SPORTS

Athletic Director  
Football [all levels]  
Cross Country [all levels]  
Girls' Volleyball [Varsity and JV]  
Marching Band  
Band Front Director  
Football Cheerleader Advisor  
Jr. High Girls' Basketball  
Golf

OTHERS:

Faculty Manager; Student Council Advisors;  
Yearbook Advisors; Musical; Drama;  
Academic Coaches

WINTER SPORTS

Boys' Basketball [all levels]  
Girls' Basketball [Varsity and JV]  
Wrestling [all levels]  
Swimming [all levels]  
Cheerleader Advisors  
[Basketball, Wrestling and Jr. High]

APPROVAL-  
SEPTEMBER

BOARD MEETING

SPRING SPORTS  
APPROVAL-  
JANUARY  
BOARD MEETING

Track [all levels]  
Girls' Softball [all levels]  
Boys' Baseball [all levels]  
Jr. High Volleyball

ALL OTHER SUPPLEMENTALS MUST BE APPROVED BY THE BOARD AT THE  
NEXT SCHEDULED SCHOOL BOARD MEETING.

Supplemental positions are subject to an evaluation process in accordance with the  
Union City Area School District Athletic Handbook.

Revised: 5/12/03  
10/13/03

**4446            SMOKING/TOBACCO USE**

Union City Area School District recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, school volunteers and school visitors.

For purposes of this policy, **tobacco use** shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form.

No student, employee, school volunteer or school visitor is permitted to use any tobacco product at any time, including non-school hours, in any school building; on any school property, including vehicles that are owned, leased or controlled by the school; or at any school-sponsored event.

The School/School District may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

The Superintendent or designee shall annually notify students, parents/guardians, employees, school volunteers, and school visitors about the School/School District's tobacco use policy by publishing such policy in the student handbook, parent newsletters, posted notices, Code of Student Conduct and Discipline Plan and other efficient methods.

The Superintendent or designee shall develop procedures to implement this policy.

Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Revised/re-titled: 5/12/03

Revised: 1/12/12

4447

**ATHLETIC COACHING STAFF**  
**(Head Coaches - Head Extracurricular Positions)**

Every effort will be made to fill coaching and other extracurricular positions ("supplemental positions") with the best-qualified and most capable personnel available to such positions. Only persons of good moral character are to be selected for supplemental positions. It will be the duty of the Superintendent or his/her designee(s), at least one of whom should be an administrative employee of the District, to use appropriate means to recruit candidates and to select from among those candidates. Such selections will be made solely on the basis of qualification and ability. If a supplemental position is filled by an individual who is not an employee of the Union City Area School District, at least one member of the coaching or other staff should be a school employee to act as contact person with the school administration. Activities with only one leader will arrange with the Superintendent to name a "contact person" who is a District employee.

All Athletic positions are subject to an evaluation process in accordance with the Union City Area School District Athletic Handbook.

Revised: 5/12/03



**4453****DRUG, ALCOHOL AND SUBSTANCE ABUSE**

Use of alcohol or controlled substances in the workplace is a danger to the safety and health of employees and students of the Union City Area School District and inhibits the maintenance of a positive educational climate. It is the intent of the Board of Directors of the Union City Area School District to maintain an alcohol- and drug-free workplace.

This policy applies to all employees of the District, whether part-time or full-time, during normal working hours and during all other official work assignments. The policy applies whether or not the assigned work is carried out on District property.

It is the policy of the district that the manufacture, dispensation, distribution, possession or use of alcohol and/or illegal drugs is prohibited in any workplace under operational control of the District, or at any time while working for the District, even if between locations. It is also the policy of the Union City Area School District that performance of work assignments while under the influence of alcohol and/or illegal drugs is prohibited. Nothing in this policy should be construed as applying to doctor prescribed medications unless such medicine impairs an employee's ability to perform his or her position safely and effectively.

Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off District premises. A report of a conviction must be made within five (5) days after the conviction. This requirement is mandated by the Drug-Free Workplace Act of 1988.

Act 191 of the Pennsylvania Legislature of 1988 24 P.S. Sec. 5-527 requires that any employee of the Union City Area School District who is convicted of the delivery of a controlled substance or convicted of the possession of a controlled substance with the intent to deliver shall be terminated from his or her employment with the District (no matter where the violation occurred).

In addition to employee sanctions specified by law, the District reserves to itself the right to take appropriate disciplinary and/or corrective personnel action against any employee found to be engaged in any activity involving alcohol and/or illegal drugs in the workplace. In these circumstances, the Union City Area School District is not limited in the scope of corrective action to be taken. Rather, the District may fashion a corrective/remedial action plan utilizing one or more of the following alternatives:

1. Documented counseling sessions.
2. Mandatory individual testing.
3. Oral or written reprimands.
4. Written warnings.
5. Suspensions
6. Termination

Revised/re-titled: 5/12/03

**4500        TRAVEL EXPENSES**

1. Actual, necessary, and reasonable expenses incurred when attending functions, which benefit the School District, that are held outside the School District shall be reimbursed to an employee if approval for attendance at the function has been obtained in advance from the Superintendent.
2. The Superintendent shall prepare the appropriate form for the reimbursement of travel expenses. After the travel has been completed, the employee shall complete and submit this form to the Superintendent for approval and payment.
3. Use of a personal vehicle for approved purposes is reimbursable to the employee at the IRS mileage rate for business travel for the year that the travel occurs.
4. Use of a personal vehicle requires that proof of liability insurance be provided by the employee to the Superintendent.
5. Attendance at approved events outside the School District shall be without loss of regular pay unless otherwise stipulated prior to attendance.
6. Travel shall be by the most direct route (traveling on Interstate highways even if it is not the most direct route is preferred if it will lessen the travel time for the employee).
7. Air travel is forbidden unless unusual circumstances exist or if it is proven to be more economical due to the distance involved.
8. In all instances of travel expense reimbursement, full itemization of all expenditures shall be required. With the exception of mileage reimbursement, itemized receipts are required to substantiate meals and lodging. The cost of alcoholic beverages will not be reimbursed.
9. With respect to lodging, the cost of standard rooms at mid-market hotels or motels will be reimbursed. With respect to meals, the reimbursement will not exceed the state approved rate.
10. Advance payment by the School District of an employee's estimated travel expenses will only be approved by the Superintendent in unusual circumstances. The Superintendent will develop a form, which verifies the actual expenses incurred by the employee; the reimbursement, if any, by the employee to the School District; and additional payment, if any, that the School District may owe to the employee.

Adopted: 6/9/16

**4600****FEDERAL PROGRAMS POLICY – CONFLICT OF INTEREST****Standards of Conduct**

In accordance with 2 C.F.R. §200.318(c)(1), the District maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and, administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The employees, officers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless the gift is an unsolicited item of nominal value. A gift that is of nominal value is one whose value is \$25.00 or less.

The definitions of the terms set forth in the Standards of Conduct are the same definitions as set forth in the Pennsylvania Public Official and Employee Ethics Act (see 65 Pa.C.S. Sections 1101 et seq.).

Reports of conflicts of interest or potential conflicts of interest are to be made to the Superintendent of the District. If the Superintendent is involved in a conflict of interest or potential conflict of interest, then the report is to be made to the District's Board President.

If there is a conflict of interest or a potential conflict of interest, then the District employee must recuse himself or herself from the transaction in question and note this recusal by providing a written memorandum to the District's Board Secretary, which sets forth the nature of the conflict of interest or potential conflict of interest.

Training will be provided on an annual basis to all employees, officers, and agents of the District, who are subject to this Policy by the Superintendent of the District or his or her designee. Employees, officers, and agents of the District, who are subject to this Policy, will sign a certification that they have received and reviewed this Policy.

**Organizational Conflicts**

All affiliates of the District must ensure that they and their members review and comply with the provisions of this Policy in order to protect the integrity of the District with respect to its obligations under this Policy.

## **Disciplinary Actions**

Disciplinary actions to be taken against an employee or officer of the District, who violates the Standards of Conduct set forth above, range from a written reprimand to termination of employment by the District depending on the nature of the violation. With respect to agents of the District, the disciplinary actions will range from a written warning to termination of the District's relationship with the agent depending on the nature of the violation.

Adopted: 6/9/16

**4601****FEDERAL PROGRAMS POLICY – TRAVEL REIMBURSEMENT**

*Travel:* Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Such costs may be charged on an actual cost basis or on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement policies. 2 C.F.R. §200.474(a).

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of its written travel policy. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award; and (2) the costs are reasonable and consistent with the District's established policy. 2 C.F.R. §200.474(b).

Adopted: 6/9/16

**5000****STUDENTS**

5126	Driving and Parking/Student Vehicles
5133	Management of Student Organization/Activity Funds
5133.1	Athletic Fund
5133.2	Activity Funds-Special Receipts
5133.3	Student Fund Raising
5133.4	Unused Funds
5135	Class Gifts to School
5137	Pledge of Allegiance
5143	Insurance
5145	Free and Reduced Price Breakfast/Lunch
5146	Nutrition
5148.2	Release of Student Information to Military Recruiters or an Institution of Higher Learning.
5149	Student Rights and Responsibilities
5150.6	Bullying
5150.7	In-School Suspension of Students
5150.8	Out-of-School Suspension of Students
5150.9	Expulsion of Students
5152	Searches
5153	Unauthorized Substances/Paraphernalia
5155	Anabolic Steroids
5156.2	Use of Narcan
5158	Awards for Academic Achievement
5159	Student Scholarships
5160	Security
5162	Infectious Diseases – Policy for Management of Infectious Diseases
5163	Vandalism
5300	Suicide Awareness and Prevention
5500	Student Wellness
5800	Prevention of Child Abuse
5900	Antihazing
5901	Audio Interception on School Buses and School Vehicles

**5126**

**DRIVING AND PARKING/STUDENT VEHICLES**

The Board wishes to emphasize that driving to school and parking on school grounds is a privilege. The administration is authorized to develop and implement appropriate rules for the orderly conduct of students driving and parking on school property. Furthermore, the administration is fully empowered to revoke this privilege from a student for infractions of the rules. No student will drive to school unless involved in an activity immediately following school or in need of the vehicle to attend an approved appointment during school and then only with written permission from parents and the high school principal.

**5133**

**MANAGEMENT OF STUDENT ORGANIZATION/ ACTIVITY  
FUNDS**

Any Board-approved organization, club, society or group will be permitted to raise, expend or hold funds, including balances carried over from year to year, in its own name and will be kept in and by means of a student Activity Account in accordance with the Public School Code. The principal will exercise control of the student Activity Account, subject to the approval of the Superintendent of Schools and the Union City Area School Board. All such funds will be deposited in a depository approved by the Union City Area School Board.

Employees responsible for handling these funds will be bonded in such amount and with such sureties as may be determined by the Union City Area School Board.

Organization/Activity funds will not be the funds of the school district but will remain the property of the respective school, class, organization, club, society or group. Financial statement of each Activity Account will be submitted to the Union City Area School Board monthly. All Activity Accounts will be accounted for and audited in the same manner as the accounts of the school system.



**5133.1      ATHLETIC FUND**

The athletic program funding will operate through the district student activity account.

**5133.2      ACTIVITY FUND - SPECIAL RECEIPTS**

Each building principal will establish a committee made up of students, faculty and the building principal. This committee will meet to discuss and plan for the use of special receipts. The Board will limit the use of such receipts for student body activities, not specifically tied to expenditures of an instructional nature but may be co-curricular or extracurricular in scope.

Special receipts will be defined to mean donations, student picture money rebates, interest earned from collective accounts investments or other similar receipts.

These accounts, as part of the Activity Fund, will be called Student-Betterment Account: High School, Student-Betterment Account: Elementary School and Student-Betterment Account: Middle School.

**5133.3      STUDENT FUNDRAISING**

Administrators, teachers, students and others are urged to plan fundraising activities carefully to bring the maximum return from the fewest number of activities. Groups conducting fundraising activities are encouraged to avoid sale of commercial products which compete with local businesses.

The Board prohibits the collection of money in school or on school property, or at any school-sponsored event by a student, staff member or organization for personal benefit.

The procedures outlined in policy 1424, Student Fundraising, are to be followed when interpreting this policy.

Revised: 1/10/00

**5133.4      UNUSED FUNDS**

When the interest or membership in a student club or organization declines to the point where organizational activities cease or a senior class nears graduation and a balance is maintained in an account in the Student Activities Fund by the organization or class, a decision must be made about the disposition of those funds. The graduating class or disbanding organization must use or commit to a proper school-related purpose the unexpended balance of its account prior to graduation or dissolution or as soon as reasonable possible thereafter, but in no case longer than one year.

Monies unused or uncommitted for one year or more after the disbanding of an organization shall be transmitted to the appropriate Student-Betterment Account.

Adopted: 1/10/00

**5135      CLASS GIFTS TO SCHOOL**

The principal of the high school may accept for the school system a class gift to the senior high school by a graduating class, as a part of the class activities at the end of the school career.

**5137      PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

Adopted: 4/29/08

**5143      INSURANCE**

A group personal accident insurance plan may be made available to pupils at the start of each school year. Pupils enrolling in such a plan will do so at their own expense.

All students involved in extracurricular activities including athletics, marching band, and groups involved beyond the regular school day must present evidence of medical insurance coverage by parents or purchase the approved student insurance as approved by the School Board.

5145

**FREE AND REDUCED PRICED BREAKFAST/LUNCH**

Free and reduced price breakfast/lunch policy will be revised each year in accordance with the State and Federal regulations.



**5146**

**NUTRITION**

To encourage good nutrition, proper diet and eating habits, the Board will continue the policies established by the Department of Education-National School Lunch Program or mandated by the state legislature in this area.

Revised: 10/9/06

**5148.2      RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS  
OR AN INSTITUTION OF HIGHER LEARNING**

- A. Upon a request made by a military recruiter or an institution of higher education, the School District shall provide access to the name, address, and telephone number of each secondary school student of the School District unless the parent/guardian of such student has submitted a prior consent request.
- B. A parent/guardian of a secondary school student may submit a written request to the Superintendent of the School District, which sets forth that the student's name, address, and telephone number shall not be released without the prior written consent of the parent/guardian. Upon receiving such request, the School District will not release the student's name, address, and telephone number without prior written consent of the parent/guardian.
- C. The School District shall notify the parents/guardians of secondary school students of the option to make a written request not to release his/her child's name, address, and telephone number to a military recruiter or an institution of higher education without the prior written consent of the child's parent or guardian.
- D. When a student of the School District attains 18 years of age, then the consent required of and the rights accorded to the parent/guardian of the student, as set forth in the preceding paragraphs, shall only be required of and accorded to the student.

Adopted: 9/14/17  
(Replaced policy #5147 "Student Names")

5149

**STUDENT'S RIGHTS AND RESPONSIBILITIES**

(See Appendix A)

Adopted: 2/10/75  
Revised: 11/11/85

**5150.6      BULLYING**

The Union City Area School Board strives to provide a safe, positive learning climate for students in the schools. The School District recognizes that bullying and intimidation have a negative effect on this environment. Students who feel unsafe, intimidated, or abused cannot fully attend to the educational process. Bullying can lead to more serious harassment and violence; therefore, it shall be the policy of the School District to maintain an educational environment in which bullying in any form is not tolerated.

**Definitions**

1. Bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts:
  - (a) directed at another student or students;
  - (b) which occurs in a school setting;
  - (c) that is severe, persistent or pervasive; and
  - (d) that has the effect of doing any of the following:
    - (i) substantially interfering with a student's education;
    - (ii) creating a threatening environment; or
    - (iii) substantially disrupting the orderly operation of the school.
  - (e) Bullying may include, but is not limited to the following activities:
    - (i) Name calling.
    - (ii) Teasing.
    - (iii) Threatening looks.
    - (iv) Gestures.
    - (v) Note writing.
    - (vi) Electronic communication.

- (vii) Extortion.
- (viii) Physical intimidation.
- (ix) Threats.
- (x) Assault.

2. School setting shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The School District expects staff members and support personnel who observe an act of bullying to take immediate, appropriate steps to intervene. If a student informs a staff member that s/he has witnessed or is the target of bullying behavior, the staff member must take immediate, appropriate steps to intervene. If an employee believes that his/her intervention has not resolved the matter, or if the bullying persists, s/he shall report the bully to the school principal or other designated authority for further investigation.

#### Reporting and Investigating

1. The building principal at each school shall receive complaints regarding alleged bullying.
2. All School District employees, students, parents/guardians, and volunteers are required to report alleged bullying to the appropriate building principal.
3. Upon receiving a complaint of alleged bullying, the building principal shall conduct a prompt and thorough investigation of the complaint. The investigation may include interviews with students, parents, and school staff, along with associated documentation.
4. After investigating a complaint of alleged bullying, the building principal may impose some of the disciplinary consequences set forth below or report to the Superintendent, who may impose all of the disciplinary consequences set forth below.

#### Access to Policy

1. The School District shall make this Policy available on its publicly accessible Internet website.
2. The School District shall place this Policy in every classroom of the School District.
3. The School District shall post this Policy at the location within each school building where other notices are posted.
4. The School District shall place this Policy in all student handbooks.

### Review of Policy

1. This Policy and the procedures for reporting bullying will be reviewed annually at the beginning of each school year with all students.
2. This Policy shall be reviewed every three (3) years.
3. This Policy shall be provided annually to the Pennsylvania Department of Education's Office for Safe Schools.

The School District will provide students with skills to deal with bullying situations. Students will be made aware of available resources to assist in resolution of the problem.

The School District encourages parents to contact one another directly in an attempt to resolve those situations that occur outside the school setting as that term is defined above.

### Disciplinary Consequences

Disciplinary consequences for students who engage in bullying may include, but are not limited to:

1. Student conference.
2. Parent conference.
3. Referral for counseling.
4. Detention.
5. Suspension.
6. Review of Harassment Policy and/or subsequent legal action.
7. Referral to the Board for expulsion.

Adopted: 10/23/06

Reviewed: 10/9/09; 8/2/12; 4/1/15

Revised: 6/14/18

**5150.7      IN-SCHOOL SUSPENSION OF STUDENTS**

1. An in-school suspension means that a student is excluded from his or her regular classes.
2. A student is not to receive an in-school suspension until the student has been informed of the reason or reasons for the suspension and has been given an opportunity to respond prior to the suspension becoming effective.
3. The principal must contact the student's parents or guardians once an in-school suspension has been initiated.
4. An in-school suspension will not exceed ten consecutive school days.
5. The principal has the responsibility to ensure that the student receives the appropriate education during the period of his or her in-school suspension.
6. In-school suspensions may only be imposed by a principal, the Superintendent, or Assistant Superintendent.

Adopted: 4/29/08

**5150.8      OUT-OF-SCHOOL SUSPENSION OF STUDENTS**

The Board recognizes that exclusion from school is the most severe sanction that can be imposed on a student and is one that cannot be imposed without the School District safeguarding a student's rights.

Exclusion from school, which affects certain students with disabilities will be governed by State Board of Education Regulations (22 Pa. Code section 14.143) and the Code of Federal Regulations at 34 CFR Section 300.519 through and including Section 300.529.

The Board will determine the types of offenses that will cause a student to be either suspended or expelled from school. The Board shall direct the administration of the School District to list the types of offenses, which would cause a student to be excluded from school, in the student handbooks.

1. An out-of-school suspension may extend for a period not to exceed ten consecutive school days.
2. A principal, the Superintendent, or the Assistant Superintendent may impose an out-of-school suspension.
3. A student may not be given an out-of-school suspension until he or she has been informed of the reason or reasons for the suspension and given an opportunity to respond. However, prior notice of an intended suspension is not necessary when it is clear that the health, safety or welfare of the school community is threatened.
4. The parents or guardians of the student as well as the Superintendent (unless the Superintendent imposes the out-of-school suspension) shall be notified immediately in writing when the student is suspended.
5. When the out-of-school suspension exceeds three school days, the student and his or her parents or guardians shall be given the opportunity for an informal hearing.
  - a. The purpose of an informal hearing is to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
  - b. The informal hearing is held to receive all relevant information regarding the event for which the student has been suspended and for the student, his or her parents or guardians and school officials to discuss ways in which future offenses may be avoided.



- c. The following due process requirements must be observed with respect to the informal hearing:
  - i. Written notification of the reason or reasons for the suspension shall be provided in writing to the student and his or her parents or guardians.
  - ii. The written notification must provide sufficient notice of the time and place of the informal hearing.
  - iii. A student and his or her parents or guardians have the right to question any witnesses present at the informal hearing.
  - iv. A student and his or her parents or guardians have the right to speak and produce witnesses on their behalf at the informal hearing.
  - v. The school must offer to hold the informal hearing within the first five days of the out-of-school suspension.
- 6. A student, who is being disciplined by an out-of-school suspension, is responsible to make up work missed (including making up exams) while being disciplined in this manner. A student shall be permitted to complete all of his or her assignments (including taking exams) upon a return to school.

Adopted: 4/29/08

## **5150.9      EXPULSION OF STUDENTS**

The Board recognizes that exclusion from school is the most severe sanction that can be imposed on a student and is one that cannot be imposed without the School District safeguarding a student's rights.

Exclusion from school, which affects certain students with disabilities will be governed by State Board of Education Regulations (22 Pa. Code section 14.143) and the Code of Federal Regulations at 34 CFR Section 300.519 through and including Section 300.529.

The Board will determine the types of offenses that will cause a student to be either suspended or expelled from school. The Board shall direct the administration of the School District to list the types of offenses, which would cause a student to be excluded from school, in the student handbooks.

- I. Expulsion is exclusion from school by the Board for a period exceeding ten consecutive school days and may result in the permanent removal of the student from the School District.
- II. During the period prior to the expulsion hearing and the adjudication by the Board, a student can be placed in his or her normal classes. However, if it is determined, after an informal hearing, that a student's presence in his or her normal classes would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of the out-of-school suspension, then a student may be excluded from school for more than ten consecutive school days. A student may not be excluded from school for longer than fifteen consecutive school days without a formal hearing unless agreed upon by the student, his or her parents or guardians, and school officials. Any student excluded from school for more than fifteen consecutive school days must be provided with an alternative education, which may include home study.
- III. The Board recognizes that a student, who is under 17 years of age, is subject to compulsory school attendance even though he or she is expelled and must be provided with an education.
  - A. The initial responsibility for providing the required education is with the student's parents or guardians.

- B. Within 30 days of action by the Board to expel the student, the parents or guardians shall submit to the Superintendent or his or her designee written evidence that the required education is being provided or that they are unable to provide such an education for their child. If the parents or guardians are unable to provide the required education, the Superintendent or Assistant Superintendent shall, within ten days of receipt of said notification, make provision for the student's education. A student with a disability must be provided educational service as required by the Individuals With Disabilities Education Act.
- C. If the approved educational program is not complied with by the student and/or his parents or guardians, the School District may take action to ensure that the child receives an appropriate education.
  - 1. A formal hearing is required in all expulsion actions. The expulsion hearing may be held before the Board or an authorized committee of the Board. If a committee of the Board conducts the hearing, a majority vote of the entire Board is required to expel a student.
  - 2. The following due process requirements must be observed with respect to the formal hearing:
    - a. Notification of the charges must be sent to the student's parents or guardians by certified mail.
    - b. The School District must provide at least three days written notice of the time and place of the expulsion hearing to the student's parents or guardians by certified mail. A copy of the Board's expulsion policy, notice that legal counsel may represent the student, and the hearing procedures must be included in the hearing notice. A student may request the rescheduling of the expulsion hearing when the student demonstrates good cause for an extension.
    - c. The hearing will be held in private unless the student or his or her parents or guardians request a public hearing.
    - d. The student and his or her parents or guardians may be represented by legal counsel, at the expense of the student or his or her parents or guardians, and the student may have his or her parents or guardians attend the hearing.
    - e. The student has the right to be presented with the names of the witnesses against the student and copies of any written statements by those witnesses.

- f. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined by either the student or his or her parents or guardians.
  - g. The student and his or her parents or guardians have the right to testify and present witnesses on their own behalf.
  - h. The proceedings of the expulsion hearing shall be transcribed by a court reporter. The student or his or her parents or guardians are entitled, at their own expense, to a copy of the transcript. A copy of the transcript will be provided by the School District at no cost to a student or his or her parents or guardians, who are indigent.
- 3. The expulsion hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
  - a. Laboratory reports are needed from law enforcement agencies.
  - b. An evaluation or other court or administrative proceedings are pending due to the student invoking his or her rights under the Individuals With Disabilities Educational Act.
  - c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- 4. Notice of a right to appeal the results of the hearing shall be provided to the student with the Board's expulsion hearing adjudication.

Adopted: 4/29/08

**5152****SEARCHES**

The Union City Area School District is committed to providing schools free of drugs, alcohol, and weapons, including explosive devices. All persons are responsible for the security of any vehicle, locker, desk, bag, backpack or other item they possess or bring onto district property or to any District-sponsored event.

**District property** includes all buildings, fields, parking lots, lockers, and vehicles owned or contracted by the district. **District-sponsored event** includes any event sponsored by the District even when that event is not held on District property.

It shall be the policy of the Board that no person shall possess, place, keep, or maintain any article or material that is prohibited by law or District policy in all items, bags, vehicles, lockers, or desks assigned to them or under their control while on District property or at district sponsored events. Students must keep assigned lockers closed and locked against incursion by other students and should have no expectations of the privacy of their lockers.

The Board authorizes District administrators to conduct random searches of lockers at any time. The Board also authorizes District administrators to search an individual student's locker at any time, when based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of any illegal item or material that poses a hazard to the health, safety, and welfare of students and staff.

In order to attempt to reduce or discourage the presence of weapons, controlled substances, drugs, non-authorized medication, or alcohol, the Board also authorizes the use of trained dogs with their handlers in certain circumstances to protect the health, safety, and welfare of students and staff.

Periodically, or as the situation warrants, a trained dog may be used to sniff the air around vehicles, lockers, desks, bags, book bags, purses, or other items that are on district property or at a District-sponsored event. The dog may be used to conduct a random sniff search of any or all students and students' possessions; or when based on reasonable suspicion, a specifically targeted search of a student or a student's possessions, including but not limited to the student's locker, desk, vehicle parked on school property, purse, pockets, clothing, backpack or other items.

Random inspection by the search dog may be announced or unannounced and may be made at the discretion of the school administrator.

A dog's alert as determined by the dog's handler constitutes reasonable suspicion. If the dog's alert points to a particular item or place, the student responsible for that item will be given the opportunity to be present where possible.

When school authorities have a reasonable suspicion that the item, locker, or vehicle contains material which poses a threat to the health, welfare, and safety of students in the school, the student's possessions, including the student's vehicle parked on school property, will be searched with no prior warning required for the search. Law enforcement officials may also be contacted and involved in the search process.

In the event that the dog's alert is pointed to a locked vehicle, the owner or person bringing the vehicle onto district property shall be asked to open it for inspection. Refusal to open any item, including a vehicle, may result in referral of the matter to appropriate law enforcement officials and/or disciplinary action including but not limited to loss of parking privileges on school property, suspension, or expulsion. Visitors may be banned from district property when the dog alert points to their vehicle in addition to any referrals noted above.

Students and their parents shall be advised of this policy at the beginning of each school year through inclusion in all student handbooks. In addition, this policy shall be disseminated to all students through student assemblies, student handbooks or by mail and shall be posted in all school buildings in a location visible and accessible to members of the general public.

Students who wish to obtain a parking permit shall sign a form verifying receipt of this policy prior to obtaining a parking permit. Parking lots owned by the School District shall be posted advising who may use the parking lot that their vehicles are subject to search.

Adopted 5/11/98  
Re-titled/revised: 10/23/06

## 5153

**UNAUTHORIZED SUBSTANCES/PARAPHERNALIA**

The Board recognizes that the abuse of unauthorized substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of unauthorized substances.

For purposes of this policy, the following definitions shall be used:

1. **Alcohol** – any malt, brewed or distilled beverage, the purchase or possession of which by a person under twenty-one years of age is prohibited by Pennsylvania law.
2. **Illegal drug** –
  - a. Any substance (other than food) which affects the structure or function of the human body when introduced into the body by ingestion, injection, inhalation, or any other means; the possession, delivery or use of which is prohibited by Pennsylvania and/or federal law, unless prescribed by a physician or licensed by the Pennsylvania or federal government to possess, deliver or use such substances.
  - b. Any legal substance not intended for introduction into the human body, but which when introduced into the body affects the structure or function of the human body; which is possessed for the purpose of introduction into the body; and the introduction into the body of such substance is prohibited by Pennsylvania or federal law (such as solvents, glue, etc.).
3. **"Look-alike" drugs/substances** – any substances that substantially resembles or meant to represent any illegal drug or unauthorized substance.
4. **Paraphernalia** – tools or equipment whose function is to aid a user in consuming or selling any type of drug, controlled substance, or alcohol or any other unauthorized substance.
5. **Unauthorized substances** - shall include but not be limited to alcohol, illegal drugs, controlled substances prohibited by federal and Pennsylvania law, prescription drugs (except those for which permission for use in school has been granted pursuant to Board policy on student use of medication), non-prescription drugs which are being used on an abusive or unlawful manner or in a manner for which they were not intended nor prescribed, non-prescription drugs which are possessed by the student without compliance with the District's procedures regarding student use of medication, anabolic steroids, paraphernalia, look-alike drugs/substances and any substance which is intended to alter mood.

6. **Under the influence**- shall include any consumption or ingestion of unauthorized substances by a student.
7. **Use (of an unauthorized substance)** – either the actual use during school hours or at school-sponsored activities either during or after school hours; or the use prior to arrival at school or school-sponsored activities which evidences itself by strong odor or any unusual behavior or being under the influence during school hours or at school-sponsored activities.

The Board prohibits students from using, possessing, distributing, and being under the influence of any unauthorized substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The policy requires participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:

7. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing unauthorized substances in school, up to and including expulsion and referral for prosecution.
8. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of unauthorized substances.
9. Provide education concerning the dangers of abusing unauthorized substances.
10. Establish procedures for education and readmission to school of students convicted of offenses involving unauthorized substances.

Incidents of possession, use and sale of unauthorized substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

In all cases involving students and unauthorized substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.



### Reasonable Suspicion/Testing

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

Adopted: 8/9/10

**5155      ANABOLIC STEROIDS**

On December 22, 1989, ACT 93 of 1989 was signed into law prohibiting the use of Anabolic Steroids by scholastic athletes. This school does prohibit the use of Anabolic Steroids by any student involved in school-related athletics.

The Superintendent will establish, as a part of the student discipline code, penalties for any student found in violation of the rules and regulations regarding Anabolic Steroids.

## **5156.2      USE OF NARCAN**

### Purpose

Since there is a risk of overdose from opioids by secondary school students of the School District, the Board adopts this Policy in order to deal with this risk.

### Guidelines

1. Naloxone is a medication that can treat and reverse an overdose caused by an opioid drug. Narcan Nasal Spray (Narcan) is a brand name for Naloxone. The Board authorizes the administration of Narcan by the school nurse to students exhibiting signs of an opioid overdose on School District property.
2. The School District may be entitled to a free, two-dose carton of Narcan for its Middle School/High School from a statewide partnership with Adapt Pharma. As a prerequisite to receiving a free, two-dose carton of Narcan, the School District must submit an application to the Pennsylvania Department of Health which provides the following information:
  2. A copy of the standing order from the School District's physician;
  3. A copy of this Policy as well as a statement from the Middle School/High School Principal, which sets forth that Narcan is a medication that can be administered to students on School District property; and
  4. Verification that the school nurse has completed a Narcan training program approved by the Pennsylvania Department of Health.
1. The school nurse shall be responsible for the administration of Narcan on School District property.
2. The school nurse shall develop a plan for informing students, staff, and parents/guardians pertaining to the availability of Narcan to treat an opioid drug overdose.
3. The school nurse must complete a Narcan training program approved by the Pennsylvania Department of Health.

4. Narcan will be stored in a secure location in the school nurse's office. It shall be the responsibility of the school nurse to maintain records pertaining to the Narcan received by the School District in accordance with the manufacturer's recommendations and the recommendations from the Pennsylvania Department of Health for the storage and maintenance of Narcan.
5. The contents of this Policy shall be set forth in the Student Handbook of the Union City Area Middle School/High School. The contents of this Policy shall also be posted on the School District's website.
6. In the event that any provisions of this Policy are in conflict with any provisions set forth in Board Policy 5156, the provisions of this Policy will control.

#### Protocol for an Opioid Overdose.

1. When confronted with a student who may be experiencing an opioid overdose, an employee or student of the School District must immediately seek medical help by contacting the school nurse and by dialing 911.
2. The school nurse should immediately check for signs of an opioid overdose. The school nurse should administer Narcan as instructed in the training received from the Pennsylvania Department of Health if she/he believes that a student is exhibiting signs of an opioid overdose.
3. The Superintendent or designee shall notify the parents/guardians of a student who experienced an opioid overdose as soon as possible.
4. The Superintendent or designee shall report any incident involving any opioid overdose by a student to the Police Department of the Borough of Union City. The Superintendent shall also report any incident involving an opioid overdose by a student to the Pennsylvania Department of Education's Office for Safe Schools.
5. Any student who experiences an opioid overdose shall be referred to the School District's Student Assistance Program.
6. Any student who experiences an opioid overdose on School District property, at school-sponsored events, which includes attending and/or participating at athletic events in other school districts and on school buses or other vehicles, which transport students to and from school or a school-sponsored event, will be subject to the Student Discipline Code of Conduct as set forth in the Student Handbook of the Union City Area Middle School/High School.

Adopted: 6/9/16

5158

**AWARDS FOR ACADEMIC ACHIEVEMENT**

The Superintendent will develop and implement an award program for academic achievement. This program should recognize those students in all academic areas who have reached a point of excellence in their schoolwork.

**5159      STUDENT SCHOLARSHIPS**

The Board encourages the raising and disbursing of funds for scholarships. Scholarship and memorial funds are to account for as Trust Funds. The establishment of school-district based, or school-district-approved group based Scholarship Funds must first meet with Board approval. The Superintendent will establish a procedure for district participation in any scholarship fund.

**5160****SECURITY**

The Superintendent will develop and implement procedures to ensure the security of students while on school property. As the district is legally responsible for the safety of the students during the time they are in attendance, including the time spent going to and from their homes, these procedures shall include, but are not limited to:

1. Protection of students from *unauthorized release* from school property.

*Unauthorized release* is defined as the taking of a student from school property without the consent of the responsible parent or guardian. In the event of a parental separation, the student's domiciled parent is the only responsible one unless there are court orders or child welfare orders to the contrary.

2. Limiting entry of all school buildings to those who follow proper procedures for entering and visiting the school building.

**5162      INFECTIOUS DISEASES – POLICY FOR THE MANAGEMENT OF  
INFECTIOUS DISEASES**

**Purpose**

The Union City Area School District has a responsibility to safeguard the health of all students and employees of the School District. The School District must also respect an individual's right of confidentiality to the extent the right does not interfere with the need to prevent an individual from placing others at risk. In light of the spread of infectious disease, the Union City Area School District has promulgated this policy to establish procedures which will attempt to balance the responsibilities of the School District in providing education, safeguarding the health of students, and preserving the confidentiality and right of privacy of said students and employees.

**Definitions**

"Infected Student" and "Infected Employee" means persons who have been diagnosed as having an infectious disease and persons who are symptomatic carriers, i.e., those who have been infected by an infectious disease and may be capable of transmitting it but who have not developed any symptoms of the infectious disease.

**Notification**

It shall be the responsibility of the parent(s) of an infected student and the individual responsibility of an affected employee to notify the School District's Superintendent that their son or daughter or the employee has been diagnosed with an infectious disease.

If a School District has a reasonable cause to believe that a student or an employee is infected with an infectious disease, the School District may require said individual to submit to an appropriate medical examination in accordance with Pennsylvania Public School Code, The Confidentiality of HIV-Related Information ACT, 35 P.S. et seq. and the Disease Prevention and Control Law of 1955, 35 P.S. 521.1 et seq.

Adopted: 7/7/98



**5163****VANDALISM**

The board has the responsibility for the protection, maintenance, upkeep and judicious use of the properties of the district, which include the land, buildings, equipment and materials that make up the physical assets of the Union City Area school District.

A serious concern of the Board, Administration, and community is the prevention of willful and malicious destruction of school property.

It will be the policy of the Board to hold responsible and/or prosecute any person(s) who will willfully and maliciously break into, enter, deface, write, mark or place any obscene or improper matter upon, any public school building, or other building used for school purposes, or other purposes approved by the Board; or will deface, injure, damage or destroy any school furniture, books, paper, maps, charts, equipment, apparatus or other property contained in any district owned building; or will injure, damage or destroy any shade trees, shrubbery, lawns, fences or any other property of an kind upon district-owned grounds. The Board authorizes the Superintendent to offer reasonable rewards in accordance with the School Code to any person(s) who provides information which aids in the apprehension and/or conviction of any person(s) who violates any of the provisions of the preceding paragraph. The Superintendent is further authorized to protect the identity of the person(s) to whom the reward is granted. Legal Reference: Pennsylvania School Code, Section 777, Amended August 24, 1977, P.L. No. 59.

**5300****SUICIDE AWARENESS AND PREVENTION**

1. The School District recognizes the prevalence of youth suicide on a national level. The School District supports efforts to provide education on youth suicide awareness and prevention; protocols for administering youth suicide awareness and prevention education to staff and students; methods of prevention of suicide; methods of intervention for individuals identified as being at risk for committing suicide; methods of responding to a student or staff suicide or suicide attempt; reporting procedures and recommended resources on youth suicide awareness and prevention programs.

2. Definition.

**Professional Educator** – an individual who holds a Pennsylvania teacher, educational specialist or administrative certification or letter of eligibility.

3. Protocols for administering youth suicide awareness and prevention education to staff and students.

1. The School District will develop an age-appropriate curriculum, which discusses youth suicide awareness and prevention. The School District may incorporate curriculum developed by the Pennsylvania Department of Education pertaining to youth suicide awareness and prevention into its existing instructional program.
2. All employees of the School District, including but not limited to, administrators, teachers, secretaries, coaches, school nurses, bus drivers, custodians and cafeteria workers shall receive information pertaining to risk factors, warning signs, response procedures, referral resources, and resources regarding youth suicide prevention. Furthermore, all bus and van drivers employed by independent contractors to transport students of the School District and all student teachers shall receive information regarding risk factors, warning signs, response procedures, referral resources, and resources regarding youth suicide prevention.
3. The School District shall include in its professional development plan four (4) hours of training in youth suicide awareness and prevention every five (5) years for all professional educators in school buildings serving students in grades 6 through 12.

4. Methods of prevention of suicide.

A. All employees of the School District are required to report any student at risk of committing suicide to a building principal, a guidance counselor, or a school nurse. The Superintendent of the School District, in consultation with the School District's Student Support Team, will designate a Suicide Prevention Coordinator. This Coordinator will assist the building principals pertaining to issues regarding suicide prevention. All employees of the School District must, whenever they learn that a student is planning to commit suicide or is making an overt attempt to commit suicide, immediately report and/or escort the student in question to the guidance office, the building principal's office, or to the school nurse's office.

B. Seriousness of suicidal threats.

Students who either verbally communicate an intention to commit suicide or demonstrate an intent to commit suicide must be viewed with the utmost seriousness. When such behavior is reported, the guidance counselor, the school nurse, or the building principal will assess the student's level of risk with the School District's Suicide Prevention Coordinator. In compliance with the State Board of Education Regulations set forth at 22 Pa. Code Section 12.12.(b), information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

C. Identification of risk factors for suicide:

- 1) Feelings of hopelessness,
- 2) A detailed suicide plan,
- 3) Written statements discussing suicide,
- 4) History of a previous suicide attempt,
- 5) Self-destructive lifestyle, such as drug or alcohol abuse or dependence,
- 6) Low self-esteem,
- 7) Impulsive behavior,
- 8) Loneliness,
- 9) Depression,
- 10) Disruption of a family relationship, such as death of a family member or divorce, and

11) Mental health issues.

5. Methods of intervention.

- A. Parents/guardians of a student, who may be at risk for committing suicide, shall be notified by the School District as soon as possible. If the School District suspects that the student's risk of suicide is due to abuse or neglect by a parent/guardian, the School District must immediately notify the Office of Children and Youth.
- B. The School District shall document observations, recommendations and actions conducted throughout the intervention and assessment process, including verbal and written communications with students, parents/guardians, and mental health service providers.
- C. The School District's Suicide Prevention Coordinator will develop procedures that address an emotional or mental health safety plan for students identified as being at increased risk of suicide.
- D. The School District will provide students and/or their parents/guardians with contact information for mental health service organizations, which may provide additional assistance to the student and/or his or her family.

6. Methods of responding to a student or employee suicide or suicide attempt.

Development of a plan by the Superintendent to notify students, employees and parents/guardians of students enrolled in the School District of the suicide or suicide attempt. The plan will also involve the Superintendent's response to the media, if necessary. The Superintendent will develop administrative regulations with recommended guidelines for responding to a suicide or an attempt to commit suicide on property of the School District, on a school transportation vehicle, or during a school-sponsored activity or event.

7. Reporting procedures.

Effective documentation is necessary in ensuring the safety of the student and also ensuring communication among school staff, parents/guardians and mental health service providers. All School District employees are responsible for effective documentation of incidents involving suicide prevention, intervention and response. The School District's Suicide Prevention Coordinator will provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Also, information and reports shall be provided, as appropriate, to guidance counselors and school nurses. All employees of the School District must respect the confidentiality rights of students, but should not permit the issue of confidentiality to interfere in the case of a life-threatening situation involving a student or an employee of the School District.

8. Recommended resources on youth suicide awareness and prevention programs.

The School District shall post suicide prevention resources, which includes current contact information for such resources, on the School District's publicly accessible Internet website.

**5500      STUDENT WELLNESS**

**1.      PURPOSE**

The School District recognizes that student wellness and proper nutrition are related to students' physical well-being, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

**2.      AUTHORITY**

To ensure the health and well-being of all students and in accordance with federal and state laws and regulations, the Board requires that the School District shall provide to students:

- A comprehensive nutrition program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for physical activity during the school day.
- Curriculum and programs for students that educate them about proper nutrition and physical activity in accordance with the State Board of Education regulations.

**3.      DELEGATION OF RESPONSIBILITY**

The Superintendent shall be responsible for the implementation and oversight of this policy and to monitor School District schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.

Each building principal shall annually report to the Superintendent regarding compliance in his/her school.

Staff members responsible for programs related to student wellness shall report to the Superintendent (or designee) regarding the status of such programs.

The Superintendent shall annually report to the Board on the School District's compliance with law and policies related to student wellness. The report may include:

- Evaluation of food services program.
- Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
- Listing of activities and programs conducted to promote nutrition and physical activity.
- Recommendations for policy and/or program revisions.
- Suggestions for improvement in specific areas.
- Feedback received from district staff, students, parents/guardians, community members and Wellness Committee.
- Assurance that School District guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Food Services Director and the Business Manager.

#### 4. GUIDELINES – WELLNESS COMMITTEE

The Board shall establish a Wellness Committee comprised of the following: a School Board member, a School District administrator, a School District food service representative, a student, a parent/guardian, a member of the public, a health or physical education teacher, and the school nurse.

The Wellness Committee shall serve as an advisory committee regarding student wellness issues. The Wellness Committee will review and consider evidence-based strategies and techniques in establishing goals for nutrition education, physical activity, and other school-based activity that promote student wellness.

The Wellness Committee shall provide periodic reports to the Superintendent regarding the status of its work, as required.

The Superintendent and the Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy. This assessment shall be made available to the public in an accessible and easily understood manner and must include a description of the progress made by the School District in attaining the goals of this policy.

At least once every three (3) years, the School District shall update this policy as needed, based on the results of the most recent assessment and/or as School District and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.

The School District shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy by way of the School District's website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access this policy; information about the most recent assessment; information on how to participate in the development, implementation and periodic review and update of this policy; and a means of contacting the Wellness Committee.

### Guidelines

#### Recordkeeping

The School District shall retain records documenting compliance with the requirements of this policy, which shall include:

1. This policy.
2. Documentation demonstrating that the School District has informed the public, on an annual basis, about the contents of this policy and any updates to the policy.
3. Documentation of efforts to review and update this policy, including who is involved in the review and methods used by the School District to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of this policy and notification of the assessment results to the public.

#### Nutrition Promotion and Education

The goal of nutrition promotion and education is to teach, encourage and support healthy eating by students. In achieving this goal, the School District will review and consider evidence-based strategies and techniques.

Promoting student health and nutrition enhances readiness for learning and increases student achievement.

Nutrition education lessons and activities shall be age-appropriate.

The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development.

The staff of the School District shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.



Nutrition education and promotion shall extend beyond the school environment by engaging and involving families and communities.

#### Physical Activity

The School District will provide opportunities for age-appropriate physical activity. In achieving this goal, age-appropriate physical activity opportunities include: recess, before- and after-school programs, clubs, intramurals, and interscholastic athletics, which shall be provided to meet the needs and interests of all students, in addition to planned physical education.

Students and community shall have access to physical activity facilities outside school hours.

#### Physical Education

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for the physical education staff.

#### Other School-Based Activities

School District schools shall provide adequate space for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Drinking water shall be available at all meal periods and throughout the school day.

Qualified nutrition professionals shall administer the school meal programs.

Professional development shall be provided for district nutrition staff.

Nutrition content of school meals shall be available to students and parents/guardians.

Students and parents/guardians may be involved in menu selections through various means.

To the extent possible, the School District shall utilize available funding and outside programs to enhance student wellness.

In achieving the objectives listed above, the School District will review and consider evidence-based strategies and techniques.

#### Nutrition Guidelines for All Foods and Beverages at School

All foods and beverages available in School District schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. The policy allows marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

Competitive foods and beverages are defined as foods and beverages offered or sold to students on the school campus during the school day other than through the National School Lunch Act, the Child Nutrition Act, or School Breakfast Programs and include, but are not limited to a la carte options in cafeterias and food and/or beverages in vending machines and school stores.

All competitive foods and beverages available to students in School District schools must comply with the established federal nutrition guidelines and comply with the provisions set forth in 7 CFR Section 210.11.

1. For the purpose of implementation of competitive food standards, the term “school campus” means all areas of the property under the jurisdiction of the School District that are accessible to students during the school day.
2. For the purpose of implementation of competitive food standards, the term “school day” means the period from the midnight before, to 30 minutes after the end of the official school day.

#### Safe Routes To School

The District shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

Adopted: 5/8/06

Revised: 6/8/17, 3/8/18

**5800        PREVENTION OF CHILD ABUSE**

1. The Board recognizes its responsibility to ensure the safety and welfare of students of the School District, and as a result of that obligation, it develops this policy.

2. Definitions.

**Adult** – an individual who is eighteen (18) years of age or older.

**Child** – an individual who is under eighteen (18) years of age.

**Child Abuse** – intentionally, knowingly or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to a child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
  1. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  2. Unreasonably restraining or confining a child, based on consideration of the method, location or duration of the restraint or confinement.

3. Forcibly shaking a child under one (1) year of age.
4. Forcibly slapping or otherwise striking a child under one (1) year of age.
5. Interfering with the breathing of a child.
6. Causing a child to be present at a location while a methamphetamine laboratory is in operation provided that the violation is being investigated by law enforcement.
7. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
  - a. is required to register as a tier ii or tier iii sexual offender where the victim of the sexual offense was under eighteen (18) years of age when the crime was committed.
  - b. has been determined to be a sexually violent predator.
  - c. has been determined to be a sexually violent delinquent child.
9. Causing the death of a child through any act or failure to act.

**Direct Contact with Children** - the care, supervision, guidance or control of one or more children or routine interaction with one or more children.

**Responsible for the Welfare of One or More Children** - an adult providing permanent or temporary care, supervision, training, or control of a child in lieu of parental care, supervision or control, including direct or regular contact with a child or children through any program, activity or service sponsored by the School District or one of its schools.

**Perpetrator** – a person who has committed child abuse as defined in the Child Protective Services Law.

**School Employee** – an individual who is employed by the School District. The term excludes an individual who has no direct contact with children.

### **Sexual Abuse or Exploitation**

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:

- a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
  - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
  - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
2. Any of the following offenses committed against a child:
- a. Rape
  - b. Statutory sexual assault
  - c. Involuntary deviate sexual intercourse
  - d. Sexual assault
  - e. Institutional sexual assault
  - f. Aggravated indecent assault
  - g. Indecent assault
  - h. Indecent exposure
  - i. Incest
  - j. Prostitution
  - k. Sexual abuse
  - l. Unlawful contact with a minor
  - m. Sexual exploitation

**Student** – an individual enrolled in the School District who is under eighteen (18) years of age.

3. Prior to the School District offering employment to an applicant who will have direct contact with children, the applicant must complete, date, and sign the Commonwealth of Pennsylvania, Sexual Misconduct/Abuse Disclosure Release form. The applicant's completion of this form must be done in accordance with the instructions provided with the form and in accordance with the provisions set forth in Section 111.1 of the Public School Code of 1949, as amended. The School District may not hire an applicant who does not provide the information required on the form for any position involving direct contact with children.

The School District may hire an applicant on a provisional basis for a period not to exceed ninety (90) days pending the School District's review of information and records received provided that all of the following requirements are satisfied:

- a. The applicant has provided all of the information and supporting documentation required by Section 111.1 of the Public School Code of 1949, as amended.
  - b. The School District has no knowledge of information pertaining to the applicant, which would disqualify him/her from employment.
  - c. The applicant swears or affirms that he/she is not disqualified from employment.
  - d. The applicant is not permitted by the School District to work alone with children and is required to work in the immediate vicinity of a permanent employee of the School District.
4. Applicants shall not be employed by the School District in positions involving direct contact with children until the following background check and related documents are submitted to the Office of the Superintendent:
    - a. Pennsylvania State Police Criminal History Report.
    - b. Pennsylvania Department of Human Services Child Abuse Report.
    - c. Federal Criminal History Report.
    - d. Arrest/Conviction Report and Certification form (PDE-6004). This form is a written statement that the applicant has never been arrested or convicted of certain crimes specified in Section 111 of the Public School Code of 1949, as amended.

No applicant shall begin work for the School District until he/she has complied with the above mandatory background check requirements and the School District has evaluated the results.

5. If in the future the employee is arrested or convicted for any offense specified in Section 111 of the Public School Code of 1949, as amended or is named as a perpetrator in a founded or indicated report of child abuse, then the employee will provide written notice to the School District within seventy-two (72) hours of such event, which notice will be set forth in the PDE-6004 form.
6. School employees and volunteers shall submit new background checks and clearances every sixty (60) months in accordance with the requirements set forth in Section 6344.4 of the Child Protective Services Law.
7. Employees of the School District and employees of independent contractors of the School District, who have direct contact with children, must undergo or have their employees undergo mandatory training on child abuse recognition and reporting in compliance with the requirements set forth in Section 1205.6 of the Public School Code of 1949, as amended.
8. Employees of the School District and independent contractors and their employees shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse in accordance with the provisions set forth in Sections 6311, 6313, and 6305 of the Child Protective Services Law.
9. The School District must cooperate with the Department of Human Services and/or county agencies pertaining to issues involving child abuse or suspected child abuse in compliance with the provisions set forth in Section 6346 of the Child Protective Services Law.

Adopted: 6/11/15  
Revised: 3/10/16

**5900        ANTIHAZING**

Authority

The Board adopts this Policy pursuant to the provisions set forth in the Antihazing Law as amended (24 P.S. Section 5351 et seq. as amended).

Definitions

1. Hazing is any action or situation that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any student group, organization or activity sponsored or recognized by the Board or within the School District, including, but not limited to all athletic teams. Students are placed on notice that hazing activities may occur off School District property and/or outside of student-sponsored events. When hazing activities occur that have a direct nexus to initiation or membership in or affiliation with any student group, organization or activity sponsored or recognized by the Board or School District, regardless of when or where, those students involved are subject to the disciplinary consequences outlined in this Policy.

2. Endanger the mental health shall include, but not be limited to any activity that would subject an individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, regardless of the individual's willingness to participate.

3. Endanger the physical health shall include, but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics or exercise; exposure to the elements; forced consumption of any food, liquid, alcoholic beverage, drug, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of the individual, regardless of the individual's willingness to participate.

Guidelines

1. Pursuant to this Policy, the Superintendent shall adopt rules and procedures, which prohibit students or other individuals subject to this Policy from engaging in any activity, which can be described as hazing.



2. The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or School District employee shall plan, direct, encourage, assist or engage in any hazing activity.

3. The Board directs that no administrator, coach, sponsor, volunteer or School District employee shall permit, condone or tolerate any form of hazing.

4. The School District will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this Policy.

5. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

6. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity even if the student willingly participates. Additionally, any student who knowingly witnesses an incident of hazing or fails to report information pertaining to an incident of hazing may be considered to be a participant in the hazing.

#### Recommended Complaint Procedure

1. When a student believes that he/she has been subjected to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

2. The building principal must conduct a prompt, impartial, and comprehensive investigation of the alleged hazing.

3. The building principal shall prepare a written report, which summarizes the investigation and if appropriate, recommends the discipline to be imposed.

4. Students, School District employees, coaches, sponsors and volunteers shall be alert to incidents of hazing and shall report such conduct to the building principal.

#### Enforcement and Penalties

1. If the investigation results in a substantiated finding of hazing, the building principal shall recommend appropriate disciplinary action to the Superintendent. Following a review of the building principal's report, the Superintendent may impose appropriate discipline, which may include expulsion from the School District. Additionally, the student or students responsible for the hazing incident may be subject to disciplinary action by the coach or sponsor, which may include removal from the sport or the activity.

2. If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, he/she will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

3. The penalties imposed shall apply to acts conducted on or off School District property whenever such acts are deemed to constitute hazing.

Notice

1. The School District shall annually inform students, parents/guardians, School District employees, coaches, sponsors, volunteers and members of the public that hazing of School District students is prohibited by means of posting this Policy on the School District's publicly accessible Internet website, distribution of this Policy, publication of this Policy in handbooks, and by verbal instructions from coaches and sponsors at the beginning of any season or program.

2. A copy of this Policy plus written rules, penalties and program of enforcement shall be provided by the Superintendent to all sponsors and coaches involved in organizations and teams within the School District.

Adopted: 9/8/16

**5901      AUDIO INTERCEPTION ON SCHOOL BUSES AND SCHOOL VEHICLES**

1. The Board recognizes the need to maintain discipline on school buses and school vehicles. The Board also recognizes the security issues associated with the operation of school buses and school vehicles. In pursuit of these objectives, the Board adopts this Policy, which authorizes audio interception of conversations of students on school buses and school vehicles for disciplinary or security purposes in accordance with the provisions set forth in the Wiretapping and Electronic Surveillance Control Act as amended (18 Pa.C.S.A. Section 5704(18) as amended).
2. The Board directs the Superintendent for the 2016-2017 school year and for each school year thereafter to include this Policy in both the School District's Elementary Student Handbook and Middle School/High School Student Handbook and to post a notice of this Policy on the School District's publicly accessible Internet website.
3. The Board directs the Superintendent to ensure that a notice, which informs students that they may be audiotaped, is posted and clearly visible on each school bus or school vehicle that is furnished with audio-recording equipment.
4. When a school bus or school vehicle is being used for a purpose that is not school related, then audio interception is not permitted.

Adopted: 10/13/16

**6000****INSTRUCTION**

6120	School Calendar
6130.2	Protection of Instructional Time
6136	Channels of Communication
6136.1	Citizens Complaints
6140	Transportation for Field Trips/Activity Trips
6160	Community Partnerships
6220	Copy Machines/Fax Machines
6255	Allanigue Community Scholarship Fund

**6120        SCHOOL CALENDAR**

Prior to the end of each school year, the Union City Area School Board will adopt the calendar for the ensuing year. The superintendent will submit a proposed calendar to the Union City Area School Board in advance of the meeting. In setting up the proposed calendar, the superintendent will confer with the building principals so as to minimize any possible conflict between school programs.

The calendar will be formulated in conjunction with any regional school program in which students may be involved.

Revised: 5/12/03

**6130.2      PROTECTION OF INSTRUCTIONAL TIME**

It is the philosophy of the Board that the teaching of the established curriculum is to be given foremost consideration whenever considering adding other activities or programs to the school day. Distractions from, interruptions to, and loss of scheduled class time for non-academic activities shall be prevented.

Adopted: 3/8/99

**6136****CHANNELS OF COMMUNICATION**

Constructive criticism of the schools is welcomed whenever it is motivated by a sincere desire to improve the quality of the educational program or to help the school do their job more effectively. Complaints and grievances are best handled and resolved as close to their origin as possible. The Board of Education should only be involved when a problem cannot be resolved through consultation with the teacher, principal or other staff members.

Subject: Instruction, Discipline, Extra-curricular Activities, or Learning Materials

1. Teacher
2. Principal
3. Assistant Superintendent-Instruction
4. Superintendent
5. Board of Education

Subject: School Personnel

1. School Employees
2. Employee's Immediate Supervisor
3. Principal, where applicable
4. Assistant Superintendent-Instruction
5. Superintendent
6. Board of Education

Subject: Athletics

1. Coach
2. Athletic Director
3. High School Principal
4. Superintendent
5. Board of Education

Subject: Transportation

1. Principal or Assistant Principal
2. Assistant Superintendent-Business
3. Superintendent
4. Board of Education

Subject: Board Operations and Policies

1. Superintendent
2. Board of Education

Every effort will be made to promptly reply to complaints, questions and comments. Matters referred to the superintendent and the Board of Education should be in writing and should state the nature of the complaint and the desired outcome.

**6136.1      CITIZENS COMPLAINTS**

Citizens who have complaints about the handling of subject matter in the classroom should follow these procedures:

1. Confer with the teacher and/or the building principal.
2. If the matter is not resolved, a written complaint should be filed with the office of the Superintendent.
3. If the matter remains unresolved, a request should be made to place the item on the agenda of the next regularly scheduled Board Meeting. The decision of the Board will be rendered, in writing, to the interested parties.



**6140****TRANSPORTATION FOR FIELD TRIPS/ACTIVITY TRIPS**

All pupils attending field or activity trips will be transported in school district-owned vehicles, if available, or on contracted buses from the approved transportation contractor. The only exception to this policy will be when very small groups are involved in an educational mission within or beyond the boundaries of the school system and the use of a school bus is not warranted. In such cases the teacher sponsoring the group must first receive the principal's permission for the use of private vehicles, and the driver or owner of the vehicle must register with the school business manager indicating that sufficient insurance coverage is maintained by the owner of the vehicle.

Mileage compensation for use of private vehicles will be approved only for prior approved trips at the rate established in the contract.

Re-titled/Revised: 1/10/00

**6160      COMMUNITY PARTNERSHIPS**

In that it is most beneficial to relate instruction to "real life" our staff will make every effort to develop partnerships between the community and the classroom.

**6220****COPY MACHINES/FAX MACHINES**

Copy machines and fax machines are for school district and school district related use only. The superintendent will establish procedures for proper use of this equipment. While the Union City Area School District encourages its staff to enrich learning programs by making proper use of instructional materials, it is the responsibility of district personnel to abide by the district's copying procedures and obey the requirements of the law. Under no circumstances will employees of the district violate copyright requirements. The Board will not be responsible for or provide legal support for any violations of the copyright law by its employees. The Board does not sanction nor condone illegal duplication in any form, and any employee violating the school district's copyright position does so at his/her own risk and assumes all liability and responsibilities.

**6255      ALLANIGUE COMMUNITY SCHOLARSHIP FUND**

**I. STUDENT REQUIREMENTS**

- A. Verify enrollment in "Advanced Education Programs"
- B. Minimum of 2.5 QPA as Union City Area High School Senior.
- C. Written essay of future plans and purpose of applying for scholarship:
  - 1. Type written
  - 2. Two (2) pages
  - 3. Double spaced
  - 4. Must be submitted to High School Guidance Counselor by May 15.

**II. FUND REQUIREMENTS**

- A. Selection Committee:
  - Community person - 1
  - Board Member – 1
  - High School Guidance Counselor [Chairperson], Business Manager
- 1. Criteria for Selection:
  - a. How essay is composed and presented  
ex: grammar, spelling, neatness and creativity
  - b. Assessment of needs according to essay
- B. Minimum Scholarship granted/student: \$500 Plus Interest accrued
- C. District managed fund in separate checking account

**7000****BUILDING, GROUNDS, and OPERATIONS**

7100	Organization and Responsibilities
7200	Organization of Work
7300	Facilities Planning
7400	Community/Work Involvement
7500	Vandalism, Break-ins. Etc.
7600	Integrated Pest Management
7700	Service Animals in Schools
7800	Acceptable Use of Instruments of Technology
7900	Use of Social Media

**7100      ORGANIZATION AND RESPONSIBILITIES**

The Board, working through the Superintendent, will assure the district's buildings and grounds are safe and meet legal standards.

The Superintendent will work with an architect, engineer and other professionals and craftsmen when needed in addition to the district's building and grounds staff to assure the district's building and grounds is kept hazard free and conform to life safety, handicapped and other required codes and regulations.

The Board recognizes the need for four (4) separate classes of building and grounds personnel:

- Custodian - to see to the cleanliness of the buildings
- Maintenance worker - to see to the maintenance of all school facilities
- Laborer - to assist where needed in either custodial or maintenance work
- Facilities Manager - to supervise the staff of the building & grounds department

The Superintendent will be responsible for procedures, job descriptions, etc. for these employees.

**7200        ORGANIZATION OF WORK**

The Board recognizes the need for accountability and record keeping regarding facilities, equipment and other buildings and grounds assets, therefore, will require that any and all work done by the building and grounds staff meets all laws, regulations and codes.

The Superintendent will establish a procedure to see that building & grounds work is completed in a safe, legal and efficient manner.

**7300        FACILITIES PLANNING**

The Board recognizes its responsibility to provide appropriate facilities for the education of the students of the district. The Board will cause to be developed a five- (5) year plan to be updated annually.

The Superintendent will prepare and present an annual report to the Board regarding the status of the district facilities and an estimate of the ability of said facilities to meet the schools programmatic needs for up to five (5) years in the future.



**7400****COMMUNITY/WORK INVOLVEMENT**

When any buildings & grounds work needed to be done and requiring non-staff assistance, due consideration will be given to having the work done by local business/contractors.

**7500        VANDALISM, BREAK-INS, ETC.**

All school vandalism and breeches of security will be prosecuted to the fullest extent of the law, or as determined by the Superintendent if circumstances dictate otherwise.

**7600            INTEGRATED PEST MANAGEMENT**

1. The Board recognizes that structural and landscape pests can pose significant problems in a school environment. Pests can be disruptive to the learning process, transmit diseases, and cause allergic reactions.
2. The Board recognizes that pesticides pose risks to students and employees of the District as well as pose risks to the environment. The objective of this policy is to establish guidelines to provide necessary pest control while minimizing the use of pesticides. It is the further objective of this policy to establish guidelines so that when pesticides are used, they are used with the least possible risk to students, employees of the District and the environment.
3. Pursuant to Act 35 of 2002 (Section 772.1 of the Public School Code), the term "pesticide" includes "a substance or mixture of substances intended for preventing, destroying, repelling or mitigating a pest and a substance or mixture of substances intended for use as a plant regulator, defoliant or desiccant."
4. Pursuant to Act 35 of 2002 (Section 772.1 of the Public School Code), an integrated pest management plan is defined as "a plan which establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way which minimizes economic, health and environmental risks." The provisions of the District's Integrated Pest Management Plan are hereby incorporated into this Policy.
5. The Facility Manager shall be responsible for implementing the integrated pest management procedures set forth in the District's Integrated Pest Management Plan. The Facility Manager will be designated as the District's Integrated Pest Management Coordinator. The Coordinator's responsibilities will include:
  - (a) Record all pest sightings.
  - (b) Record all pesticide use.
  - (c) Meet with pest control companies to discuss the nature of pest problems that may be present in the District's buildings or on the grounds of the District.
  - (d) Ensure that recommendations on maintenance and sanitation, which are made by pest control companies, are implemented if feasible.

- (e) Ensure that the application of pesticides is done in strict compliance with the provisions set forth in Act 36 of 2002 (Section 772.2 of the Public School Code).
  - (f) Evaluate the District's progress in implementing its Integrated Pest Management Plan.
  - (g) Maintain Material Safety Data Sheets for each pesticide used in the District's buildings or on the grounds of the District. These Material Safety Data Sheets will be placed in each building of the District so that they may be reviewed by employees of the District, students, their parents or guardians, and members of the public.
  - (h) Maintain detailed records of all chemical pest control treatments for a period of at least three years. These records must be maintained in the Administration Office of the District. Records regarding the application of any pesticide in the District's buildings or on the grounds of the District must be completed on the day that the pesticide is used. These records must also be maintained for a period of at least three years in the Administration Office of the District. The Coordinator must maintain pest surveillance records, which will verify the need for the use of pesticides. These pest surveillance records must also be maintained for a period of at least three years in the Administration Office of the District.
6. All individuals, who apply pesticides in the District's buildings or on the grounds of the District must be trained and knowledgeable in the principles and practices of integrated pest management. The Coordinator must approve any use of pesticides before they are applied either in the District's buildings or on the grounds of the District. Individuals, who apply pesticides, must comply with all Federal and Pennsylvania statutes and regulations when applying pesticides in the District's buildings or on the grounds of the District. Also, any individual applying pesticides must comply with precautions set forth on the label of the pesticide being used. Furthermore, any individual applying pesticides must comply with the District's Integrated Pest Management Plan.
7. The Superintendent will be responsible to implement notification procedures to employees of the District, students, and their parents or guardians at the beginning of each school year regarding the District's potential use of pesticides. This notification must include a statement that pesticides may be used both indoors and outdoors as required to control pests.
8. The Superintendent will be responsible to ensure that the District is in compliance with the provisions of Act 36 of 2002 (Section 772.2 of the Public School Code) regarding the notification of pesticide treatments in the District's buildings or on the grounds of the District.

9. The Superintendent shall be responsible for incorporating integrated pest management into the District's curriculum in accordance with relevant academic standards.

Adopted 2/10/03

**7700      SERVICE ANIMALS IN SCHOOLS**

The Union City Area School District ("District") acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its school buildings, in classrooms, and at school functions as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of the Union City Area School District at 107 Concord St. Union City, PA 16438, and must contain required documentation of vaccinations. This written request must be delivered to the Superintendent's office at least 10 business days prior to bringing the service animal to school or a school function.
2. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, Coronavirus), Bordetella, and Rabies.
3. Owners of a service miniature horse must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephelomyelitis, Rhinoneumonitis, Influenza, West Nile and Strangles.
4. All service dogs must be spayed or neutered.
5. All service animals must be treated for, and kept free of, fleas and ticks.
6. All service animals must be kept clean and groomed to avoid shedding and dander.
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a "service animal" within the meaning of the Americans with Disabilities Act, 28 CFR Part 35.
9. The animal must be "required" for the individual with a disability "because of" the disability.
10. The animal must be "individually trained" to do work or perform tasks for the individual with a disability. The work or tasks performed by the service animal must be directly related to the individual's disability.

11. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:

- a. The type, size and weight of the miniature horse and whether the facility can accommodate these features.
- b. Whether the handler has sufficient control of the miniature horse.
- c. Whether the miniature horse is housebroken.
- d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

12. Removal of a Service Animal: A school administrator may ask an individual with a disability or his/her parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:

- a. The animal is out of control and the animal's handler does not take effective action to control it.
- b. The animal is not housebroken.
- c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.

13. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks. In either case, the service animal must be otherwise under the handler's control.

14. The school system is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.

- a. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- b. Students with service animals are expected to care and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

Reference: ADA Regulations, 28 CFR Part 35 (as amended, 2010).

Adopted: 8/9/10

Revised: 6/15/11

**7800****ACCEPTABLE USE OF INSTRUMENTS OF TECHNOLOGY****Purpose:**

Instruments of technology, including, but not limited to Internet access, electronic mail ("email"), computers and other network resources are available to employees, students, and authorized individuals in the District for educational and instructional purposes and other purposes consistent with the educational mission of the District. Use of instruments of technology is a privilege. This Acceptable Use Policy establishes guidelines for such use.

With instruments of technology use, such as the Internet and email, comes the availability of material that may not be considered appropriate in a school setting. The District cannot regulate and monitor all the information received or sent by persons who use the Internet or email, and the District cannot ensure that individuals who use the Internet or email will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The District believes, however, that the availability and value of the Internet and email far outweigh the possibility that users may procure inappropriate or offensive material.

**Procedures:**

- A. Monitoring. The District reserves the right to log, monitor, and review computers, the Internet, email and other network use of each user. This logging, monitoring, and reviewing may be conducted without cause and without notice. Each user of the District's instruments of technology by the use thereof agrees and consents to such logging, monitoring, and reviewing and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet, email or other network usage. Administrators may review user files and communications to maintain system integrity and ensure that users are using the system only for appropriate purposes. Users should expect that files stored on District servers or computers will not be private. The District may archive and preserve any data files, emails, log files or any other electronic media as deemed necessary by the District. Personal instruments of technology may be used on District premises with written permission only. The user acknowledges he/she has no expectation of confidentiality, and personal devices may be confiscated at the discretion of the District.
- B. Filter. The District will employ the use of an Internet filter (the "Filter") as a technology protection measure pursuant to the Children's Internet Protection Act. The Filter may be disabled by the System Administrator at the workstation level for use by an administrator or teacher for bona fide research or other lawful purposes. The Filter may not be disabled for use by other employees, students, other minors or authorized individuals for any reason.



- C. Access Agreement. All users of the District's instruments of technology must agree to and abide by all conditions of this Policy.

**Acceptable Use Policy:**

- A. Prohibitions. Use of the Internet, email and other instruments of technology must be in support of the educational mission and instructional programs of the District. With respect to all users, the following are expressly prohibited:
- Use for inappropriate or illegal purposes.
  - Use in an illegal manner or to facilitate illegal activity.
  - Use for commercial, private advertisement, or for-profit purposes.
  - Use for lobbying or political purposes.
  - Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software, or hardware components of a computer or system
  - The distribution of hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
  - The illegal installation, distribution, reproduction, or use of copyrighted software.
  - Use to access, view, or obtain material that is pornographic in nature.
  - Use to transmit material likely to be offensive or objectionable to recipients.
  - Use to obtain, copy, or modify files, passwords, data, or information belonging to other users.
  - Use to misrepresent other users on the network.
  - Use of another person's email address, user account or password for purposes other than system maintenance, account management, and administrative purposes by District administrative personnel.
  - Use or loading of unauthorized games, programs, files, music, or other electronic media.
  - Use to disrupt the work of other persons (the hardware or software or work product of other persons shall not be destroyed, modified or abused in any way).
  - Use to upload, create, or attempt to create a computer virus.
  - The unauthorized disclosure, use, or dissemination of personal information regarding employees, students and non-student minors.
  - Use for purposes of accessing, sending, creating, or posting materials or communications that are: damaging to another's reputation, abusive, obscene, sexually oriented, threatening, illegal or contrary to the District's Policy on harassment.
  - Use which involves any copyright violation or for the copying, downloading or distributing copyrighted material without the owner's permission, unless permitted in accordance with Fair Use Guidelines.
  - Use to invade the privacy of other persons.
  - Posting anonymous messages or the creation or participation in "chain letters" or similar forms of broadcast mail.

- Use to read, delete, copy or modify the email or files of other users or deliberately interfering with the ability of other users to send or receive email.
- Use while access privileges are suspended or revoked.
- Any attempt to circumvent or disable the Filter or any other security measure.

B. Users:

Shall not provide system password(s) to others.

Shall report reasonable suspicion of inappropriate actions or misuse of District resources, including instruments of technology.

Shall not change any configurations or download any information onto the computer without permission by a District administrator.

Shall not use the system to access inappropriate materials or materials that may be harmful to others.

Shall not disclose, use or disseminate any personal identification information.

Shall not engage in or access chat rooms or instant messaging without the permission of a District administrator.

C. Etiquette. Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

Do not touch the monitor screen, and hands must be clean when using any computer. No food or beverages are to be at or near any computer.

Printers and print supplies are only for educational and classroom use. Examples of misuse would include but are not limited to gaming manuals, personal photos, and web documents for entertainment purposes.

Be polite. Do not become abusive in messages to others. District rules and policies for behavior and communicating apply.

Use appropriate language. Do not use profanity, vulgarities or other inappropriate language.

Do not reveal the personal addresses or telephone numbers of others.

Recognize that email is not private or confidential.

Do not use the Internet or email in any way that would interfere with or disrupt its use by other users.

Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or disability status.

- D. Security. Security on any computer system is a high priority, especially when the system involves many users. Each user is required to report any security problems to the System Administrator of the District. The problem is not to be demonstrated to other users.

### **Consequences of Inappropriate Use:**

The user shall be responsible for damages to equipment, systems, or software resulting from deliberate or willful acts. In the event of an investigation of misuse, the users must respond to questions and provide information. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures and prohibitions listed in this Policy may result in the loss of access or use of the District's instruments of technology. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity. Termination of employment may result from the involvement of District personnel in incidents which consist of sexually explicit materials and/or communications and other misuse of the computer, including but not limited to a breach in the firewall. The District will complete and submit the mandatory reports to the Pennsylvania Department of Education. The Superintendent will be responsible for drafting procedures to discipline students who violate the provisions of this Policy.

The use of the Internet and email is a privilege, not a right. The District's Superintendent, along with the System Administrator, will determine what is inappropriate use.

### **Other Issues:**

- A. Disclaimer. The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the District's computers is at the user's risk. The District disclaims responsibility for the accuracy or quality of information obtained through the Internet or email.
- B. Charges. The District assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

- C. Listsers and Software. Subscriptions to listsers must be pre-approved by the District. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless he/she has the specific, prior written permission from a teacher or administrator.

Adopted: 11/13/14

## **7900            USE OF SOCIAL MEDIA**

### **Purpose**

Union City Area School District (“District”) recognizes that many of its employees, students and community members (hereinafter collectively referred to as “users”) actively participate in social media and online communications. This Policy is designed to address the personal use of social media, whether accessed by computer, smartphone, or other device.

“Social media,” such as professional networking sites, social networking sites, blogs, wikis, personal websites, or other forms of online expression, can be very useful, both personally and professionally. The District recognizes the right of individuals to interact through social media. However, individuals who choose to use social media sites, or who comment on blogs or other online media, must do so responsibly.

### **Guidelines for Acceptable Social Media Use**

Users are expected to use common sense and good judgment when using social media by avoiding material that is detrimental to the reputation of anyone. Users should be aware of their audience when posting to social media sites. Although users of social media may intend their statements to be private, privacy often does not exist in social media. Users should consider what could happen if a post became widely known and how that may reflect on both the individual and the District. Any statements made by users could have an impact on the reputation of both the user and the District. In addition, posts to social media may be copied or forwarded or may be accessible from search engines years after they are created. Users should consider the content of their social media posts carefully. Users should be aware that postings may be viewed by the District, its employees, its students, parents/guardians, or members of the community and, if inappropriate, may subject the user to discipline. As a general guideline, users should not post anything that they would not want to appear in a newspaper or on a public billboard. The Superintendent will determine what constitutes a lack of common sense, a lack of good judgment, and what is inappropriate (or what is an inappropriate communication) on a case by case basis.

Employees are discouraged from becoming friends with students on social media sites. Inappropriate communication by an employee to a student is forbidden. Employees are reminded that they must maintain a professional relationship with students at all times and that all interactions with students must be in accordance with the District’s policies and all other applicable laws, rules or regulations. Communications or interactions with students that are deemed inappropriate shall be subject to discipline, up to and including termination. The Superintendent will determine what constitutes a lack of common sense, a lack of good judgment, and what is inappropriate (or what is an inappropriate communication) on a case by case basis.

Employees may not read information on social media sites or post information to social media sites during work time unless such activity is related to the performance of their employment responsibilities. Employees are not permitted to access social media sites or the Internet for personal use by use of a personal smartphone or other technology or by the use of the District's computers or other electronic equipment during work time.

Students are not permitted to access social media sites or the Internet for personal use by use of a personal smartphone or other technology during instructional time. Students are not permitted to use the District's computers or other electronic equipment for personal use during the school day.

Even if a user is not physically present at the District's facilities or is not using its technology while posting to a blog or otherwise using social media, the user is still responsible for complying with the guidelines set forth in this Policy.

Unless given express permission by the District, a user using social media websites is not authorized to speak on behalf of the District or represent that he/she does so. Users are not permitted to use the District's logos, images or trademarks on personal blogs or other social media sites without express written consent from the District. The use of images or photographs of students on social media sites is strictly prohibited.

Users must respect others in posts and discussions on social media websites. Social media and other online communication should not be used to degrade or disparage the District, its employees, its students, its vendors, or others. Under no circumstances will the District tolerate defamatory, discriminatory, obscene, libelous, threatening, bullying or harassing comments or images.

The District's personnel policies, including, but not limited to harassment and improper conduct policies, extend to all forms of communication (including social media) both inside and outside the workplace. Employees found to have violated those policies by use of social media will be subject to discipline, up to and including termination.

Students found to have violated this Policy and/or other related Policies of the District will be subject to discipline.

Users should not disclose any confidential, proprietary, sensitive or protected information regarding the District, its employees, its students, or others. Users' posts on social media must also comply with confidentiality obligations imposed by law, including HIPAA and FERPA. If a user is uncertain whether information is meant to be confidential or internal to the District, he/she should seek the advice of his/her supervisor or an administrator if an employee, a teacher or principal if a student; or the Superintendent if a community member.

Users must recognize that individuals who declare their opinions publicly in social media forums are legally responsible for their commentary and may be held personally liable for anything they write or present online. A user can be sued by the District, its employees, its students, or any individual or company that views the users commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or as creating a hostile work environment. The District reserves the right to monitor the user's public use of social media as it relates to the District, its employees, its students, or related parties regardless of whether the activity takes place away from the District.

### **Discipline**

Users are expected to understand and adhere to the guidelines listed above. Failure to comply with this Policy may result in disciplinary action.

Adopted: 11/13/14

**8000**

**INTERNAL BOARD OPERATIONS**

8341.1

Public Participation at Board Meetings

8341.2

Staff Participation at Board Meetings



## **8341.1      PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board recognizes the value to school governance of public comment on educational issues and subjects pertaining to the operations of the District.

It is the desire of the board that citizens of the District attend its meetings so that they may become better acquainted with the operation and programs of the schools and that the Board may have the opportunity to hear the ideas and wishes of the community.

Meeting agenda will be available for the public at the meetings.

In the interest of providing citizens equal opportunity to be heard and in the interest of orderly, business-like meetings, the Board establishes the following procedures for public participation, which shall guide the presiding officer in conducting meetings:

1. An individual who wishes to address the Board may do so during the Public Comment time provided at the beginning of each board Meeting. The total allotted time for public comment will be 30 minutes unless the time is extended at the discretion of the Board.
2. All persons wishing to address the Board must be residents, taxpayers or employees of the Union City Area School District unless exceptions are made at the discretion of the Board.
3. Formal Requests: A person who wishes to address the board may notify the Board Secretary of his/her request by the last work day prior to the meeting. The request shall include a name, address, and topic and be submitted to the Board President by way of the Board Secretary or Superintendent. Formal requests will be given 5 minutes for presentation.
4. Informal Requests: Individuals may address the Board without prior notice by filling out a request form upon arrival at the meeting and presenting the completed form to the Board Secretary prior to the beginning of the meeting. Informal requests will be given 3 minutes for presentation.
5. Those recognized by the presiding officer must give their name, address, group affiliation, if appropriate, and the topic they wish to discuss.
6. All statements shall be directed to the presiding officer. No participant may address or question the Board Members individually.
7. Groups wishing to be heard should be prepared to have one of the group designated as a spokesperson.

8. Public participation in the Board meeting after the "Public Comment" time period has concluded, regardless of whether or not the 3-minute time limit has been reached, will only take place at the initiation of the Board.
9. The Board President, on behalf of the Board, should thank the visitor for his/her comments.
10. Board Members and administrators are discouraged from responding to visitors' comments.
11. If a response is required, the Board President will appeal to the Superintendent who may address the visitors' comments by immediate response, by telephone or letter, or schedule a meeting with the individual(s).
12. The Board President may interrupt or terminate a participant's statements when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; may request any individual to leave the meeting when that person does not observe reasonable decorum; may request the assistance of law enforcement officials in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting; and may call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

Revised: 11/9/98  
4/23/01  
9/8/03

**8341.2      STAFF PARTICIPATION AT BOARD MEETINGS**

The Board recognizes the importance of staff input in the educational issues, operations and programs of the schools. It is the preference of the board that such input comes through the proper administrative channels. This does not restrict staff members from speaking at Board Meetings.

Administrative and teaching staffs are requested by the Board to be available for Board input upon the request of the Superintendent.

**9000****BY-LAWS OF THE BOARD**

9200	Signing of Checks
9341	Order of Business at Regular Meetings
9342	Special Meetings
9344	Agenda Preparation
9348	Voting Procedures
9420	Conflict of Interest

**9200            SIGNING OF CHECKS**

Authorization to Pay Bills

The treasurer will make payment of bills on the drawing of voucher checks signed by the Board President and the Secretary and Treasurer, either by hand or by machine. Gross payroll checks, utility checks and other like bill payments will be made by the Secretary and Treasurer and reported to the Board at the next regular meeting following.

All District employees are bonded under an Employee Blanket Bond. The Treasurer, Business Manager, Board Secretary, Elementary and Secondary Activities Funds Custodians are bonded separately. The amounts are reviewed annually by the local auditors who recommend any needed change to ensure adequate coverage.

Revised: 4/23/01  
7/8/02

**9341****ORDER OF BUSINESS AT REGULAR MEETINGS**

Unless changed by a two-thirds (2/3) vote of those present at each regular meeting of the Board of Education, the order of business will be as follows:

- A. Opening of the meeting by the President with Pledge to the Flag and Moment of Silence
- B. Roll Call – Attendance
- C. Approval of Agenda\*
- D. Approval of Minutes
- E. Approval of Treasurer's Report
- F. Approval of Checklist
- G. Public Comment
- H. Presentation
- I. Items for Approval by Committees
- J. Administrative Reports
- K. Financial Reports
- L. Other Business
- M. Adjournment

\*Note: Although it is the intent of the Board that following "Approval of Agenda" no additions, deletions or changes to motions be made, the Board recognizes that there may be instances when it may be necessary to do so. Therefore, the Board will permit motions to be added, deleted or amended during the course of the meeting following a majority vote of the members present.

Revised: 12/1/98  
4/23/01  
5/12/03  
9/8/03

**9342        SPECIAL MEETINGS**

The President will call a special meeting of the Board when requested by five (5) members of the Board to do so. The President may call a special meeting of the Board whenever he/she or the Superintendent considers such a meeting desirable.

**9344      AGENDA PREPARATION**

The public, the staff, and all Board members are encouraged to have input in the agenda. Anyone so desiring should have his/her request to the Board Secretary at least five (5) days prior to the scheduled meeting.

The Superintendent will be responsible for the final preparation of the agenda while working in close cooperation with the Board President and Secretary.



**9348            VOTING PROCEDURES**

All members including the President will vote. Roll call votes will be taken in compliance with the Pennsylvania School Code. Roll call votes will be taken in rotating alphabetical order.

A two-thirds (2/3) vote will be required in the following situations:

1.    \*Budgetary Transfers
2.    \*Dismissal of Professional Employees
3.    \*Hiring a professional who was a former member of the Board
4.    Changing Internal Board Policy
5.    \*Overruling Superintendent's recommendation of textbooks

\*Necessary as stated in Pennsylvania School Law.

Voting as listed in Section 508 of the School Law will require a vote of at least five (5) members for passage. All other voting shall require a majority vote of the quorum.

Legal Reference:    24    P.S.  
                              24 - 508  
                              24 - 1129  
                              24 - 324  
                              24 - 609

Revised: 12/1/98

**9420        CONFLICT OF INTEREST**

All Board members will be expected to abstain from voting in all situations where there may be a possible conflict of interest.

## **STATEMENT OF NON- DISCRIMINATION**

All activities and courses, including industrial arts, vocational-technical education, home economics and physical education courses within the Union City Area School District are available to all students as required by Title VI, Title IX and Section 504. All employment opportunities within the Union City Area School District are open to all applicants. Selection of District employees is based solely on ability and aptitude. If there are prerequisites, they are based on ability and aptitude, not race, color, national origin, sex, or any handicapping conditions. If physically or mentally handicapped, persons may qualify for special services, instruction, and reasonable equipment and employment modifications, so they can successfully complete the course, participate in an activity or meet employment requirements.

Any questions regarding equal educational opportunities or complaints of harassment, discrimination, please contact Dr. Sandra Myers, Superintendent, at 814-438-3804, Title IX Coordinator.