

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: RECORDS MANAGEMENT

ADOPTED: January 19, 2009

REVISED:

<p>800. RECORDS MANAGEMENT</p>	
<p>1. Purpose</p>	<p>The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines district staff responsibilities and complies with federal and state laws and regulations.</p>
<p>2. Authority SC 518</p>	<p>The Board shall retain, as a permanent record of the district, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the district for a period of not less than six (6) years.</p> <p>All other district records shall be retained in accordance with state and federal law and regulations and the district Records Management Plan approved by the Board.</p>
<p>65 P.S. Sec. 67.901 Pol. 828</p>	<p>The district shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.</p>
<p>3. Definitions</p>	<p><b>Electronic Mail (E-mail) System</b> - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.</p> <p><b>Litigation Hold</b> - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.</p>
<p>65 P.S. Sec. 67.102</p>	<p><b>Records</b> - information, regardless of physical form or characteristics, that documents a transaction or activity of the district and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.</p>

<p>4. Delegation of Responsibility</p>	<p><b>Records Management Plan</b> - the system implemented by the district for the retention, retrieval, and disposition of all records generated by district operations.</p> <p><b>Records Retention Schedule</b> - a comprehensive listing stating retention periods and proper disposition of records.</p> <p><u>Records Coordinator</u></p> <p>In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Assistant Superintendent as the district's Records Coordinator who shall serve as the chairperson of the Records Management Committee.</p> <p>The Records Coordinator shall be responsible to:</p> <ol style="list-style-type: none"><li>1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:<ol style="list-style-type: none"><li>a. Operation, care and handling of the equipment and software.</li><li>b. Requirements of the Records Retention Schedule.</li><li>c. Protocols for preserving and categorizing district records.</li><li>d. Procedures and responsibilities of district staff in the event of a litigation hold.</li><li>e. Identification of what is and what is not a record.</li><li>f. Disposal of records.</li></ol></li><li>2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.</li><li>3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of quarterly.</li></ol>
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<p>Pol. 801</p> <p>SC 433</p>	<p><u>Records Management Committee</u></p> <p>A committee responsible for the development and recommendation of the district's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:</p> <ol style="list-style-type: none"> <li>1. Open Records Officer.</li> <li>2. Superintendent.</li> <li>3. Board Secretary.</li> <li>4. District solicitor.</li> <li>5. Information Technology Director or designee.</li> <li>6. Business Manager.</li> <li>7. Assistant Superintendent.</li> </ol> <p>The Records Management Committee shall meet periodically to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.</p>
<p>5. Guidelines</p> <p>65 P.S. Sec. 67.708 20 U.S.C. Sec. 1232g</p>	<p><u>Records Management Plan</u></p> <p>The district's Records Management Plan shall be the principal means for the retention, retrieval, and disposition of manual and electronic records, including e-mails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.</p> <p>The Records Management Plan shall include:</p> <ol style="list-style-type: none"> <li>1. Comprehensive listing of records and data of the district.</li> <li>2. Criteria to distinguish records of the school district from the supplemental personal records of individual employees.</li> <li>3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.</li> </ol>

4. Preservation measures to protect the integrity of records and data.
5. Data map or flow chart detailing the sources, routes, and destinations of electronic records.
6. Procedures and employee designated for determining whether an item is a record.
7. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
8. Records Retention Schedule.
9. Provisions for the storage and retrieval of records in the event of an emergency or disaster.
10. Staff positions authorized to access district records.
11. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:
  - a. Who can initiate a litigation hold.
  - b. How and to whom a litigation hold is communicated.
  - c. Who will determine which records are subject to the litigation hold.
  - d. Who will be responsible for collecting and preserving such records and data.
  - e. Who will be responsible for monitoring and ensuring the district's compliance with the litigation hold.
  - f. In what format the records will be collected.

When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.

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

The district shall maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

Manual Records

Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.

Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Identify vital records and information.
3. Determine restrictions on access and use.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

1. List system title and responsible employee(s) or office.
2. Specify all technical characteristics necessary for reading or processing the records stored on the system.
3. Define the contents of the system, including records formats and database tables.
4. Identify vital records and information.

5. Determine restrictions on access and use.

6. Describe update cycles or conditions.

E-mail Records

E-mail messages, in and of themselves, do not constitute records. Retention and disposition of e-mail messages depend on the function and content of the individual message.

Records on an e-mail system, including messages and attachments, shall be retained and disposed of in accordance with the district's Records Management Plan.

E-mail messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan.

E-mail records may be maintained as an electronic record or be printed and maintained as a manual record.

For each e-mail considered to be a record, the following information shall be retained:

1. Message content.
2. Name of sender.
3. Name of recipient.
4. Date and time of transmission and/or receipt.

Contractors

Records created or maintained by contractors employed by the Board shall be retained and disposed of in accordance with the Records Management Plan.

65 P.S.  
Sec. 67.506

References:

School Code – 24 P.S. Sec. 433, 518

Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Federal Rules of Civil Procedure – 16, 26, 34, 37, 45

Board Policy – 004, 006, 105.2, 114, 138, 203, 203.1, 209, 212, 216, 216.1, 233,  
314, 324, 334, 601, 609, 610, 618, 619, 702, 706, 716, 801, 810, 810.1,  
828, 830, 912

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: PUBLIC RECORDS

ADOPTED: July 17, 2006

REVISED: December 15, 2008

<p>1. Purpose</p> <p>2. Definitions 65 P.S. Sec. 67.102</p>	<p style="text-align: center;">801. PUBLIC RECORDS</p> <p>The Board recognizes the importance of public records as the record of the district's actions and the repository of information about this district. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board policy and administrative regulations.</p> <p><b>Financial record</b> - any account, voucher or contract dealing with the receipt or disbursement of funds or acquisition, use or disposal of services, supplies, materials, equipment or property; or the salary or other payments or expenses paid to an officer or employee, including the individual's name and title; and a financial audit report, excluding the audit's underlying work papers.</p> <p><b>Public record</b> - a record, including a financial record, that is not protected by a defined privilege or is not exempt from being disclosed under one of the exemptions in Pennsylvania's Right-to-Know Law or under other federal or state law or regulation, or judicial decree or order.</p> <p><b>Record</b> - information, regardless of physical form or characteristics, that documents a district transaction or activity and is created, received or retained pursuant to law or in connection with a district transaction, business or activity, including: a document; paper; letter; map; book; tape; photograph; film or sound recording; information stored or maintained electronically; and a data-processed or image-processed document.</p> <p><b>Response</b> - the district's notice informing a requester of a granting of access to a record or the district's written notice to a requester granting, denying, or partially granting and partially denying access to a requested record.</p> <p><b>Requester</b> - a legal resident of the United States, or an agency, who requests access to a record.</p>
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<p>3. Authority 65 P.S. Sec. 67.302, 67.305, 67.504, 67.701</p>	<p>The Board shall make the district's public records available for access and duplication to a requester, in accordance with law, Board policy and administrative regulations.</p>
<p>4. Delegation of Responsibility 65 P.S. Sec. 67.502</p>	<p>The Board shall designate an Open Records Officer, who shall be responsible to:</p> <ol style="list-style-type: none"> <li>1. Receive written requests for access to records submitted to the district.</li> <li>2. Review and respond to written requests in accordance with law, Board policy and administrative regulations.</li> <li>3. Direct requests to other appropriate individuals in the district or in another agency.</li> <li>4. Track the district's progress in responding to requests.</li> <li>5. Issue interim and final responses to submitted requests.</li> <li>6. Maintain a log of all record requests and their disposition.</li> <li>7. Ensure district staff are trained to perform assigned job functions relative to requests for access to records.</li> </ol>
<p>65 P.S. Sec. 67.502, 67.901, 67.1101</p>	<p>Upon receiving a request for access to a record, the Open Records Officer shall:</p> <ol style="list-style-type: none"> <li>1. Note the date of receipt on the written request.</li> <li>2. Compute and note on the written request the day on which the five-day period for response will expire.</li> <li>3. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until the request has been fulfilled.</li> <li>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.</li> </ol>
<p>5. Guidelines 65 P.S. Sec. 67.701</p>	<p>Requesters may access and procure copies of the public records of the district during the regular business hours of the administration offices.</p>

<p>65 P.S. Sec. 67.302</p>	<p>A requester's right of access does not include the right to remove a record from the control or supervision of the Open Records Officer.</p> <p>The district shall not limit the number of records requested.</p>
<p>65 P.S. Sec. 67.705</p>	<p>When responding to a request for access, the district is not required to create a record that does not exist nor to compile, maintain, format or organize a record in a manner which the district does not currently use.</p>
<p>42 U.S.C. Sec. 12132 28 CFR Sec. 35.160, 35.164</p>	<p>Information shall be made available to individuals with disabilities in an appropriate format, upon request and with sufficient advance notice.</p>
<p>65 P.S. Sec. 67.504, 67.505</p>	<p>The district shall post at the administration office and on the district's web site, if the district maintains a web site, the following information:</p> <ol style="list-style-type: none"> <li>1. Contact information for the Open Records Officer.</li> <li>2. Contact information for the state's Office of Open Records or other applicable appeals officer.</li> <li>3. The form to be used to file a request, with a notation that the state Office of Open Records form may also be used if the district decides to create its own form.</li> <li>4. Board policy, administrative regulations and procedures governing requests for access to the district's public records.</li> </ol> <p><u>Request For Access</u></p>
<p>65 P.S. Sec. 67.504, 67.505, 67.703</p>	<p>A written request for access to a public record shall be submitted on the required form(s) and addressed to the Open Records Officer.</p> <p>Written requests may be submitted to the district in person, by mail, to a designated facsimile machine, and to a designated e-mail address.</p>
<p>65 P.S. Sec. 67.701, 67.703</p>	<p>Each request must include the following information:</p> <ol style="list-style-type: none"> <li>1. Identification or description of the requested record, in sufficient detail.</li> </ol>

<p>65 P.S. Sec. 67.703</p>	<p>2. Medium in which the record is requested.</p> <p>3. Name and address of the individual to receive the district's response.</p> <p>The district shall not require an explanation of the reason for the request or the intended use of the requested record, unless otherwise required by law.</p>
	<p><u>Fees</u></p>
<p>65 P.S. Sec. 67.1307</p>	<p>The Board shall approve and the district shall keep current a list of reasonable fees relative to requests for public records.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>No fee may be imposed for review of a record to determine whether the record is subject to access under law.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>Prior to granting access, the district may require prepayment of estimated fees when the fees required to fulfill the request are expected to exceed \$100.</p>
<p>65 P.S. Sec. 67.1307</p>	<p>The Superintendent may waive duplication fees when the requester duplicates the record or the Superintendent deems it is in the public interest to do so.</p>
	<p><u>Response To Request</u></p>
<p>65 P.S. Sec. 67.502, 67.702</p>	<p>District employees shall be directed to forward requests for access to public records to the Open Records Officer.</p>
<p>65 P.S. Sec. 67.901</p>	<p>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.</p>
<p>65 P.S. Sec. 67.901</p>	<p>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.</p>
	<p>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.</p>
<p>65 P.S. Sec. 67.901</p>	<p>If the district fails to respond to a request within five (5) business days of receipt, the request for access shall be deemed denied.</p>

<p>65 P.S. Sec. 67.901, 67.902</p>	<p><u>Extension Of Time</u></p> <p>If the Open Records Officer determines that an extension of time is required to respond to a request, in accordance with the factors stated in law, written notice shall be sent within five (5) business days of receipt of request. The notice shall indicate that the request for access is being reviewed, the reason that the review requires an extension, a reasonable date when the response is expected, and an estimate of applicable fees owed when the record becomes available.</p> <p>Up to a thirty (30) day extension for one (1) of the listed reasons does not require the consent of the requester. If the response is not given by the specified date, it shall be deemed denied on the day following that date.</p> <p>A requester may consent in writing to an extension that exceeds thirty (30) days, in which case the request shall be deemed denied on the day following the date specified in the notice if the Open Records Officer has not provided a response by that date.</p> <p><u>Granting Of Request</u></p> <p>If the Open Records Officer determines that the request will be granted, the response shall inform the requester that access is granted and either include information on the regular business hours of the administration office, provide electronic access, or state where the requester may go to inspect the records or information electronically at a publically accessible site. The response shall include a copy of the fee schedule in effect, a statement that prepayment of fees is required in a specified amount if access to the records will cost in excess of one hundred dollars (\$100.00), and the medium in which the records will be provided.</p>
<p>65 P.S. Sec. 67.701</p>	<p>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 district is not required to permit use of its computers.</p>
<p>65 P.S. Sec. 67.701, 67.704</p>	<p>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 district shall provide access to inspect the record electronically. If the requester, within thirty (30) days following receipt of the district's notice, submits a written request to have the record converted to paper, the district shall provide access in printed form within five (5) days of receipt of the request for conversion to paper.</p>

<p>65 P.S. Sec. 67.506</p>	<p>A public record that the district does not possess but is possessed by a third party with whom the district has contracted to perform a governmental function and which directly relates to that governmental function shall be considered a public record of the district. When the district contracts with such a third party, the district shall require the contractor to agree in writing to comply with requests for such records and to provide the district with the requested record in a timely manner to allow the district to comply with law.</p>
<p>65 P.S. Sec. 67.706</p>	<p>If the Open Records Officer determines that a public record contains information both subject to and not subject to access, the Open Records Officer shall grant access to the information subject to access and deny access to the information not subject to access. The Open Records Officer shall redact from the record the information that is not subject to access. The Open Records Officer shall not deny access to a record if information is able to be redacted.</p>
<p>65 P.S. Sec. 67.905</p>	<p>If the Open Records Officer responds to a requester that a copy of the requested record is available for delivery at the administration office and the requester does not retrieve the record within sixty (60) days of the district's response, the district shall dispose of the copy and retain any fees paid to date.</p>
<p>65 P.S. Sec. 67.707</p>	<p><u>Notification To Third Parties</u></p> <p>When the district produces a record that is not a public record in response to a request, the Open Records Officer shall notify any third party that provided the record to the district, the person that is the subject of the record, and the requester.</p>
<p>65 P.S. Sec. 67.707</p>	<p>The Open Records Officer shall notify a third party of a record request if the requested record contains a trade secret or confidential proprietary information, in accordance with law and administrative regulations.</p> <p><u>Denial Of Request</u></p>
<p>65 P.S. Sec. 67.901, 67.903</p>	<p>If the Open Records Officer denies a request for access to a record, whether in whole or in part, a written response shall be sent within five (5) business days of receipt of the request. The response denying the request shall include the following:</p> <ol style="list-style-type: none"> <li>1. Description of the record requested.</li> <li>2. Specific reasons for denial, including a citation of supporting legal authority.</li> <li>3. Name, title, business address, business telephone number, and signature of the Open Records Officer on whose authority the denial is issued.</li> </ol>

<p>65 P.S. Sec. 67.506</p> <p>65 P.S. Sec. 67.506</p> <p>65 P.S. Sec. 67.706, 67.903</p> <p>65 P.S. Sec. 67.1101</p>	<p>4. Date of the response.</p> <p>5. Procedure for the requester to appeal a denial of access.</p> <p>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 district.</p> <p>The Open Records Officer may deny a request for access to a record when timely access is not possible due to a disaster, or when access may cause physical damage or irreparable harm to the record. To the extent possible, a record's contents shall be made accessible even when the record is physically unavailable.</p> <p>Information that is not subject to access and is redacted from a public record shall be deemed a denial.</p> <p>If a written request for access to a record is denied or deemed denied, the requester may file an appeal with the state's Office of Open Records within fifteen (15) business days of the mailing date of the Open Records Officer's response or deemed denial.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 408, 518</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Accessibility to Communications, Title 28, Code of Federal Regulations – 28 CFR Sec. 35.160, 35.164</p> <p>Board Policy – 800</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL ORGANIZATION

ADOPTED: July 17, 2006

REVISED:

802. SCHOOL ORGANIZATION	
1. Purpose	The Board recognizes that the District's organizational structure can affect both the instructional program and the operation of the schools.
2. Authority Title 22 Sec. 4.3 SC 1310	Upon approval of the Department of Education, the Board directs that district schools be organized as follows:  Elementary school: grades K through 3.  Intermediate school: grades 4 through 6.  Middle school: grades 7 through 8.  Senior high school: grades 9 through 12.
3. Delegation of Responsibility	The Superintendent shall continually monitor the effectiveness of the District's organizational plan and recommend to the Board modifications that benefit the instructional program, effectively utilize District resources, and implement the Board's educational goals.

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL CALENDAR

ADOPTED: July 17, 2006

REVISED:

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

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL DAY

ADOPTED: July 17, 2006

REVISED:

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

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: EMERGENCY PREPAREDNESS

ADOPTED: November 19, 2007

REVISED:

805. EMERGENCY PREPAREDNESS	
<p>1. Purpose</p>	<p>The Board recognizes its responsibility to safeguard the health and welfare of District students and employees. Therefore, the Board shall provide the facilities, equipment and training necessary to minimize the effects of all hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics. Advance planning and comprehensive implementation are key components in ensuring the protection of the school community.</p>
<p>2. Authority 35 Pa. C.S.A. Sec. 7701</p>	<p>The District, in cooperation with the local Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by the Pennsylvania Emergency Management Agency and other applicable state requirements.</p> <p>The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health and the Pennsylvania Department of Education.</p>
<p>SC 1517, 1518 35 Pa. C.S.A. Sec. 7701</p>	<p>The Board shall ensure that emergency and evacuation drills are conducted at intervals required by state law.</p>
<p>3. Delegation of Responsibility</p>	<p>The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, staff, community agencies and first responders, during the development and implementation of the emergency preparedness plan.</p> <p>The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation of students and to alert the entire school community when necessary.</p>
<p>4. Guidelines 35 Pa. C.S.A. Sec. 7701</p>	<p>The emergency preparedness plan shall be reviewed at least annually and modified as necessary. A copy of the plan shall be provided to the county Emergency Management Agency and communicated to students, parents/guardians, relevant stakeholders, and the community.</p>

<p>35 Pa. C.S.A. Sec. 7701</p>	<p><u>Continuity Of Student Learning/Core Operations</u></p>
	<p>In the event of an emergency, local, county or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county or state officials may also utilize District-owned buses and other transportation vehicles.</p>
	<p>The District shall make provisions in the emergency preparedness plan for the continuity of student learning during school closings or excessive absences.</p>
	<p>The continuity of core operations such as payroll and ongoing communication with students and parents/guardians shall be an essential part of the emergency preparedness plan.</p>
	<p><u>Education</u></p>
	<p>Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.</p>
	<p>Effective infection control and prevention procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at District schools.</p>
	<p><u>Required Drills</u></p>
<p>35 Pa. C.S.A. Sec. 7701</p>	<p>At least annually, all District schools shall conduct a disaster response or emergency preparedness plan drill.</p>
<p>SC 1517, 1518</p>	<p>Fire drills shall be conducted at least once a month during the school year.</p>
<p>SC 1517</p>	<p>Bus evacuation drills shall be conducted twice a year, in accordance with law.</p>
	<p>References:</p>
	<p>School Code – 24 P.S. Sec. 1517, 1518</p>
	<p>Disaster Prevention – 35 Pa. C.S.A. Sec. 7701</p>
	<p>Board Policy – 810</p>

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CHILD/STUDENT ABUSE

ADOPTED: July 17, 2006

REVISED: November 19, 2007

<p>1. Authority 18 Pa. C.S.A. Sec. 4304 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>2. Definitions 23 Pa. C.S.A. Sec. 6351, 6354</p> <p>23 Pa. C.S.A. Sec. 6354</p> <p>23 Pa. C.S.A. Sec. 6303</p>	<p style="text-align: center;">806. CHILD/STUDENT ABUSE</p> <p>The Board adopts this policy to affirm District employees' obligation to assist in identifying possible child abuse as well as victimization of students by other school employees, and to establish procedures for reporting such in compliance with law.</p> <p><b>Administrator</b> - the person responsible for the administration of a District school. The term includes a person responsible for employment decisions in a school and an independent contractor. The <b>Director of Instructional and Pupil Services</b> of the school where the abused student is enrolled will serve as the administrator under this policy.</p> <p><b>Applicant</b> - an individual who applies for a position as a school employee. The term includes an individual who transfers from one classification of employment to another classification of employment within the District.</p> <p><b>Child Abuse</b> - means any of the following:</p> <ol style="list-style-type: none"> <li>1. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under eighteen (18) years of age.</li> <li>2. Any act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.</li> <li>3. Any recent act, failure to act, or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under eighteen (18) years of age.</li> <li>4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.</li> </ol>
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<p>23 Pa. C.S.A. Sec. 6303</p>	<p>No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Perpetrator</b> - a person who has committed child abuse and is a parent/guardian of a child, a person responsible for the welfare of a child, an individual residing in the same home as a child, or a paramour of a child's parent/guardian. The term does not include a person who is employed by or provides services or programs in District schools.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>School Employee</b> - an individual employed in a District school. The term includes an independent contractor and employees. The term excludes an individual who has no direct contact with students.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Serious Bodily Injury</b> - bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Serious Mental Injury</b> - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:</p> <ol style="list-style-type: none"> <li>1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.</li> <li>2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.</li> </ol>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Serious Physical Injury</b> - an injury that causes a child severe pain, or significantly impairs a child's physical functioning, either temporarily or permanently.</p>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Sexual Abuse or Exploitation</b> - includes any of the following: the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in any sexually explicit conduct or simulation of any sexually explicit conduct for the purpose of producing visual depiction including photographing, videotaping, computer depicting and filming of any sexually explicit conduct; or any of the following offenses committed against a child: rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, sexual abuse or sexual exploitation.</p>

<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Student</b> - an individual enrolled in a District school under eighteen (18) years of age.</p>
<p>3. Delegation of Responsibility 23 Pa. C.S.A. Sec. 6301 et seq Pol. 302, 303, 404, 405, 406, 504, 505</p>	<p>In accordance with Board policy, the Superintendent or designee shall require each applicant for employment, including each covered employee being transferred, to submit an official child abuse clearance statement issued within the preceding year, except for those exempted by law.</p>
<p>4. Guidelines</p>	<p style="text-align: center;"><b>CHILD ABUSE BY PERPETRATOR</b></p>
<p>23 Pa. C.S.A. Sec. 6311, 6313</p>	<p><u>Duty To Report</u></p>
<p>23 Pa. C.S.A. Sec. 6311, 6313</p>	<p>School employees who in the course of their employment come into contact with children shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of medical, professional, or other training and experience, that a child under the care, supervision, guidance or training of District employees is a victim of child abuse, including child abuse by an individual who is not a perpetrator.</p>
<p>23 Pa. C.S.A. Sec. 6311 42 Pa. C.S.A. Sec. 5945</p>	<p>Except as stated in law, privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report.</p>
<p>23 Pa. C.S.A. Sec. 6311</p>	<p>School employees required to report suspected child abuse shall include but are not limited to a school administrator, school teacher, and/or school nurse.</p>
<p>23 Pa. C.S.A. Sec. 6318</p>	<p>Any person required to report child abuse who, in good faith, reports or causes the report to be made shall have immunity from civil and criminal liability related to those actions.</p>
<p>18 Pa. C.S.A. Sec. 4304</p>	<p>A school employee required to report suspected child abuse who, acting in an official capacity, prevents or interferes with the making of a report of suspected child abuse commits a misdemeanor of the first degree.</p>
<p>23 Pa. C.S.A. Sec. 6319</p>	<p>A school employee or official required to report suspected child abuse or make a referral to the appropriate authorities who willfully fails to do so commits a misdemeanor of the third degree for the first violation and a misdemeanor of the second degree for a second or subsequent violation.</p>

	<p><u>Reporting Procedures</u></p> <p>School employees who suspect child abuse shall immediately notify the Director of Instructional and Pupil Services. Upon notification, the Director of Instructional and Pupil Services shall report the suspected child abuse.</p> <p>23 Pa. C.S.A. Sec. 6313</p> <p>Reports of child abuse shall immediately be made by telephone to the Childline Abuse Registry and in writing to the county Children and Youth Agency within forty-eight (48) hours after the oral report.</p> <p><u>Investigation</u></p> <p>23 Pa. C.S.A. Sec. 6346</p> <p>School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.</p> <p>23 Pa. C.S.A. Sec. 6314</p> <p>The school official required to report cases of suspected child abuse may take or cause to be taken photographs of the child who is subject to a report and, if clinically indicated, cause to be performed a radiological examination and other medical tests on the child.</p> <p style="text-align: center;"><b>STUDENT ABUSE BY SCHOOL EMPLOYEE</b></p> <p><u>Duty To Report</u></p> <p>23 Pa. C.S.A. Sec. 6352</p> <p>A school employee shall immediately contact the Superintendent when the school employee has reasonable cause to suspect, on the basis of his/her professional or other training and experience, that a student coming before the school employee in the employee's professional or official capacity is a victim of serious bodily injury or sexual abuse or sexual exploitation by a school employee.</p> <p>23 Pa. C.S.A. Sec. 6352</p> <p>If the accused school employee is the Superintendent, the school employee shall immediately report to law enforcement officials and the district attorney.</p> <p>23 Pa. C.S.A. Sec. 6353</p> <p>The administrator who receives a report from a school employee or who has independent cause to suspect injury or abuse shall immediately report to law enforcement officials and the appropriate district attorney. The administrator shall exercise no discretion but has an absolute duty to report when receiving notice from a school employee.</p> <p>23 Pa. C.S.A. Sec. 6352, 6353</p> <p>A school employee or administrator who refers a student abuse report shall be immune from civil and criminal liability arising out of the report.</p>
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<p>23 Pa. C.S.A. Sec. 6352</p>	<p>A school employee who willfully fails to report suspected student abuse or who willfully violates the confidentiality of such a report commits a summary offense.</p>
<p>23 Pa. C.S.A. Sec. 6353</p>	<p>An administrator who willfully fails to report immediately to law enforcement officials and the appropriate district attorney any report of serious bodily injury or sexual abuse or sexual exploitation alleged to have been committed by a school employee against a student commits a misdemeanor of the third degree.</p>
<p>23 Pa. C.S.A. Sec. 6353</p>	<p><u>Reporting Procedures</u></p> <p>The administrator’s report to law enforcement officials and the district attorney shall include: name, age, address, and school of the student; name and address of the student's parent/guardian; name and address of the administrator; name, work, and home address of the school employee; nature of the alleged offense; and any specific comments or observations directly related to the alleged incident and the individuals involved.</p>
<p>23 Pa. C.S.A. Sec. 6352</p>	<p>The school employee making a report of student abuse or injury by another employee shall not reveal the existence or content of the report to any person other than those to whom reporting is required under this policy.</p>
<p>23 Pa. C.S.A. Sec. 6353.1</p>	<p><u>Investigation</u></p> <p>Upon receipt of a report of suspected student abuse, an investigation shall be conducted by law enforcement officials, in cooperation with the district attorney.</p>
<p>23 Pa. C.S.A. Sec. 6353.1</p>	<p>If law enforcement officials have reasonable cause to suspect, on the basis of initial review, that there is evidence of serious bodily injury, sexual abuse or sexual exploitation committed by a school employee against a student, the officials shall notify the county agency in the county where the alleged abuse or injury occurred for the purpose of the agency conducting an investigation.</p>
<p>23 Pa. C.S.A. Sec. 6346</p>	<p>School officials shall cooperate with the Department of Public Welfare or the county agency investigating a report of suspected student abuse, including permitting authorized personnel to interview a student while in attendance at school.</p>
<p>23 Pa. C.S.A. Sec. 6353.1</p>	<p>Law enforcement officials and the county agency shall coordinate their respective investigations. They shall conduct joint interviews with students, but law enforcement officials shall interview school employees prior to the county agency.</p>

Pol. 317, 417, 517	<p>The administrator has an independent duty to report to the Superintendent or designee that an employee has allegedly abused or otherwise victimized a student. The requirement not to divulge the existence of the report or its content shall not limit the administrator's responsibility to use the information received to initiate and conduct an independent school investigation into the allegations. The independent school investigation shall be conducted in cooperation with the county agency and law enforcement officials, and shall be for the purpose of ascertaining appropriate employee discipline and taking action necessary to curtail wrongdoing.</p> <p>References:</p> <p>Department of Public Welfare Regulations – 55 PA Code Sec. 3490.1 et seq.</p> <p>Endangering Welfare of Children – 18 Pa. C.S.A. Sec. 4304</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Confidential Communications to School Personnel – 42 Pa. C.S.A. Sec. 5945</p> <p>Registration of Sex Offenders – 42 Pa. C.S.A. Sec. 9795.1, 9795.4, 9798.1</p> <p>Board Policy – 302, 303, 404, 405, 406, 504, 505, 317, 417, 517</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: OPENING EXERCISES/  
FLAG DISPLAYS

ADOPTED: July 17, 2006

REVISED: November 19, 2007

807. OPENING EXERCISES/FLAG DISPLAYS	
1. Purpose	The Board adopts this policy to ensure that all District schools comply with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals.
2. Authority SC 771	A United States flag shall be displayed in classrooms and on or near each school building during school hours, in clement weather and at other times determined by the Board.
SC 771	District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.
SC 771 Title 22 Sec. 12.10	Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.
SC 1516.1	The Board shall direct professional employees to conduct a brief period of silent prayer or meditation as part of daily opening exercises. Silent prayer or meditation shall not be conducted as a religious service or exercise.
	References:  School Code – 24 P.S. Sec. 771, 1516.1  State Board of Education Regulations – 22 PA Code Sec. 12.10

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: July 17, 2006

REVISED:

808. FOOD SERVICES	
1. Purpose	The District's food service programs shall be directed at meeting the nutritional needs of the students.
2. Authority SC 504, 1337	The Board shall provide food service for breakfast and for lunch.
SC 504	The Board shall approve the prices set for school lunches.
SC 504	A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.
3. Delegation of Responsibility	Food sold by the school may be purchased by students and District employees but only for consumption on school premises.
SC 504, 1337	Operation and supervision of the food services program shall be the responsibility of the Food Services Director.
35 P.S. Sec. 655.6	A school lunch manager shall be assigned to each school.
4. Guidelines SC 504	Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the auditor.
	The Superintendent or designee shall cooperate with the Department of Agriculture in conducting cafeteria health and safety inspections and ensuring employee participation in inspection services and training programs made available by the department.
	The principal shall be responsible to provide adequate lunchroom supervision.
	Surplus accounts shall be used only for the improvement and maintenance of the food service program.

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<p>7 CFR 245 808 AR</p> <p>SC 1335, 1337</p> <p>School Code 504, 1335, 1337</p> <p>PA Statute 35 P.S. Sec. 655.6</p> <p>7 CFR 245</p>	<p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other District funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that District advances to the food service program may be returned to the District's general fund from any surplus resulting from its operation.</p> <p>The District shall participate in the Federal School Lunch Program.</p> <p>Provisions shall be made for free and reduced rate meals, as prescribed by federal and state law.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: July 17, 2006

REVISED: June 15, 2009

810. TRANSPORTATION	
1. Purpose	Transportation for students shall be provided in accordance with law and Board policy.
2. Authority SC 1361, 1362 Title 22 Sec. 23.1, 23.2, 23.4	The Board shall contract for school bus services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.
SC 1362 Title 67 Sec. 447.1 et seq	The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.
SC 1361	The Board shall transport eligible resident students who are enrolled in nonpublic schools within the distance prescribed by law.
SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the contractor has evaluated the results of that screening process.
35 P.S. Sec. 4601 et seq	The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.
Title 67 Sec. 212.101	The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.

<p>3. Delegation of Responsibility</p>	<p>The school bus driver shall be responsible for the discipline of students while they are being transported.</p>
<p>Title 22 Sec. 23.4</p>	<p>The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.</p>
<p>Title 22 Sec. 23.4 Pol. 121</p>	<p>The Superintendent or designee shall be responsible to:</p> <ol style="list-style-type: none"> <li>1. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.</li> </ol>
<p>Title 22 Sec. 23.4</p>	<ol style="list-style-type: none"> <li>2. Prepare a district map or schedule indicating each bus stop and bus route.</li> </ol>
<p>Title 22 Sec. 23.1, 23.4</p>	<ol style="list-style-type: none"> <li>3. Maintain records and make required reports regarding school transportation.</li> </ol>
<p>Title 22 Sec. 23.4</p>	<ol style="list-style-type: none"> <li>4. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.</li> </ol>
<p>SC 111</p>	<p><u>Reports Of Employee Crimes/Child Abuse</u></p> <p>District bus drivers and/or the district's transportation contract carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they or any of their employees:</p> <ol style="list-style-type: none"> <li>1. Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers or contracted service providers.</li> <li>2. Were charged with a crime deemed serious under the criteria established by law.</li> <li>3. Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.</li> </ol>
<p>Pol. 304</p>	<p>This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district or the contract carriers.</p>

Pol. 317	<p>The district and contract carriers shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to make such a timely notification shall subject them to disciplinary action, including termination.</p> <p>If any bus drivers have been charged as stated in this policy, the transportation contract carriers shall, in their written, yearly notification, include the name of the employee, nature of the offense, and the status of the disposition. The district will review this information to determine if the employee shall continue to transport district students.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 1331, 1361, 1362, 1365, 1366, 1374, 2541, 2542</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 15.1 et seq., 23.1, 23.2, 23.3, 23.4, 23.6</p> <p>State Department of Transportation Regulations – 67 PA Code Sec. 212.101, 447.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Diesel-Powered Motor Vehicle Idling Act – 35 P.S. Sec. 4601 et seq.</p> <p>Transportation of Individuals with Disabilities, Title 49, Code of Federal Regulations – 49 CFR Part 37, Part 38</p> <p>Board Policy – 000, 103, 121, 303, 317</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: DRUG/ALCOHOL TESTING -  
COVERED DRIVERS

ADOPTED: July 17, 2006

REVISED: December 15, 2008

<p>1. Purpose</p> <p>2. Definition</p> <p>3. Authority Title 67 Sec. 71.3 49 CFR Sec. 382.205</p> <p>75 Pa. C.S.A. Sec. 3802</p> <p>Title 67 Sec. 71.3 49 CFR Sec. 382.207</p>	<p style="text-align: center;">810.1. DRUG/ALCOHOL TESTING - COVERED DRIVERS</p> <p>The Board recognizes that the use and abuse of drugs and alcohol is a serious problem that may be present in the workplace. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.</p> <p>A <b>covered driver</b> shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus, school vehicle, or a commercial vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus owned or leased by the district.</p> <p>The Board prohibits a covered driver from consuming alcohol or a controlled substance while operating a school bus or school vehicle or otherwise on duty.</p> <p>The Board prohibits a covered driver from reporting for duty, driving, operating or being in the actual physical control of the movement of a school bus or school vehicle under the following circumstances:</p> <ol style="list-style-type: none"> <li>1. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.</li> <li>2. After consuming alcohol or a controlled substance within the previous eight (8) hours.</li> </ol>
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<p>75 Pa. C.S.A. Sec. 3802 49 CFR Sec. 382.201</p>	<p>3. While having an alcohol concentration of 0.04 or greater OR after imbibing a sufficient amount of alcohol such that the individual's alcohol concentration is 0.02 or greater within two (2) hours after operating or being in actual physical control of a school bus or school vehicle.</p>
<p>75 Pa. C.S.A. Sec. 3802</p>	<p>4. After imbibing a sufficient amount of alcohol such that the individual is rendered incapable of safely driving, operating or being in actual physical control of the movement of the vehicle.</p> <p>5. While using any drugs or testing positive for hemp. An exception shall be made for an employee who submits a physician's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or school vehicle.</p>
<p>4. Guidelines</p>	<p>Staff shall be required to undergo testing for drugs and alcohol, as required by law. The district shall require covered drivers to submit to the following tests: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.</p> <p>Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.</p>
<p>5. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:</p> <ol style="list-style-type: none"> <li>1. Contracts with a qualified medical review officer and substance abuse professional and a certified laboratory.</li> <li>2. Establishment of procedures for required testing of covered drivers.</li> <li>3. Maintenance of the confidentiality of all aspects of the testing process.</li> <li>4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations.</li> <li>5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.</li> <li>6. Implementation of procedures for the preparation, maintenance, retention and disclosure of records, as required by law.</li> </ol>

References:

School Code – 24 P.S. Sec. 510

Department of Transportation Regulations – 67 PA Code Sec. 71.3

Driving Under the Influence – 75 Pa. C.S.A. Sec. 3802

Controlled Substance and Alcohol Testing, Title 49, Code of Federal Regulations –  
49 CFR Part 382



	<p>After videotaping has been conducted, the contractor's bus supervisor or District's transportation officer may review the tapes. If no incidents occur, tapes will be retained for a limited time and then erased and made available for reuse. Tapes documenting incidents will be made available to the appropriate school administrators. In such cases, the videotapes are to be kept until disciplinary action/final resolution is reached, including such time for any appeals. Thereafter, all recorded evidence of misbehavior shall be erased.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: BONDING

ADOPTED: July 17, 2006

REVISED:

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



# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: OTHER INSURANCE

ADOPTED: July 17, 2006

REVISED:

813. OTHER INSURANCE	
1. Purpose	Proper District operation requires that adequate, basic insurance programs be provided for the protection of the District and its employees.
2. Authority SC 513, 774	<p>The Board has the authority and responsibility to provide adequate insurance coverage to protect the District's interests. Such coverage shall be in accordance with established guidelines.</p> <p>In placing insurance, the Board shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage and assurance of coverage.</p> <p>The Board shall appoint an insurance advisor, who may be the agent of record.</p>
3. Guidelines	<p><b>Liability insurance</b> for the District shall include coverage for liability as a result of general liability.</p> <p><b>Health care insurance</b> shall include coverage for regularly employed staff members for:</p> <ol style="list-style-type: none"><li>1. Hospital care.</li><li>2. Medical-surgical treatment.</li><li>3. Major medical expenses.</li><li>4. Dental care.</li><li>5. Prescription care.</li></ol> <p><b>Group life insurance</b> shall include coverage for administrators and regularly employed staff members.</p> <p><b>Disability insurance</b> shall include coverage for administrators.</p>

Transporting Students In Personal Vehicles

District employees transporting students in personal vehicles are not covered by District liability policies. Only properly authorized District employees using District vehicles are covered by the District liability policy.

District employees electing to transport students in their own vehicles do so at their own risk.

COBRA

In the event of a qualifying event to the employee, the employer has thirty (30) days to notify the plan administrator of the termination, reduction in hours, or death of the employee. This terminates his/her insurance under the plan.

The plan administrator has fourteen (14) days to notify the employee of the right to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

In the event of a qualifying event to a dependent, the employer has fourteen (14) days to notify the dependent of his/her rights to continue coverage after being advised by the employee or dependent that the event has occurred.

<u>Qualifying Event</u>	<u>Duration of Continuance of Coverage</u>
Termination of employment (except for gross misconduct)	Up to 18 months
Reduction of the employee's hours which results in loss of coverage	Up to 18 months
Death of an employee	Up to 36 months
Divorce	Up to 36 months
Loss of dependent coverage because employee becomes entitled to Medicare benefits	Up to 36 months
Dependent child no longer meets definition of an eligible dependent	Up to 36 months

813. OTHER INSURANCE - Pg. 3

	<p>Terminated employees are responsible for the gross rate of premiums charged, with an additional two percent (2%) charged for additional corporate administrative cost.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: EXTENDED FRINGE BENEFIT PROGRAM

ADOPTED: July 17, 2006

REVISED:

	<p style="text-align: center;">813.1. EXTENDED FRINGE BENEFIT PROGRAM</p> <p>1. Purpose Employees who are unable to carry out their job responsibilities on a daily basis because of illness or disability shall be covered under the following District fringe benefit program for a period of twelve (12) months from the initial date of disability.</p> <p>2. Guidelines The date of disability shall be the first day of absence for the illness which has subsequently resulted in disability. The fringe benefits to be continued will include hospitalization, major medical, dental, and life insurance.</p> <p>It is the employee's responsibility to request an appropriate leave at the termination of sick leave benefits. The appropriate leaves are:</p> <ol style="list-style-type: none"><li>1. Disability Retirement.</li><li>2. Sabbatical Leave.</li><li>3. Leave of Absence.</li></ol> <p>Employees on disability retirement and a leave of absence will be able to remain on the District's hospitalization/major medical and life insurance group until age sixty-five (65) by paying the monthly premium. Sabbatical leave employees are included in fringe benefit groups at District expense.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FRINGE BENEFIT INCENTIVE  
PLAN - POLICY A

ADOPTED: July 17, 2006

REVISED:

	<p style="text-align: center;">813.2. FRINGE BENEFIT INCENTIVE PLAN – POLICY A</p> <p>1. Purpose The Fringe Benefit Incentive Plan is offered as a means of cost containment. Any employee having adequate medical insurance coverage through his/her spouse's policy or any employee not desiring medical coverage may voluntarily elect to receive a monthly payment in lieu of medical insurance benefits.</p> <p>2. Guidelines Should circumstances change at any time for an employee who has voluntarily waived the right to medical fringe benefits, the employee may request that his/her medical benefits be reinstated on a specific date in accordance with the provisions of the insurance carrier with no questions asked as long as the request is made prior to any incurred medical expenses. Medical fringe benefits referred to in this policy include the Blue Cross, Blue Shield and Major Medical currently in effect or equal to or better than the coverage currently in effect.</p> <p>This incentive plan is strictly voluntary in nature.</p> <p>Any employee eligible for fringe benefits may elect to receive or waive medical fringe benefits as per his/her own decision.</p> <p>The plan is renewable on July 1 of each year at the discretion of the Board. If the plan is not renewed, participating employees will receive fifteen (15) days notice that the plan will be terminated.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FRINGE BENEFIT INCENTIVE  
PLAN – POLICY B

ADOPTED: July 17, 2006

REVISED:

	<p style="text-align: center;">813.3. FRINGE BENEFIT INCENTIVE PLAN – POLICY B</p> <p>1. Purpose The Fringe Benefit Incentive Plan is offered as a means of cost containment. Any employee who is eligible and enrolled in the Family Plan or Two Person Plan of medical coverage may voluntarily choose to have his/her medical plan changed to individual coverage for the employee only and thus become eligible to receive a monthly payment in lieu of dependent(s) medical coverage.</p> <p>2. Guidelines Should circumstances change at any time for an employee voluntarily electing this option, that employee may request his/her medical plan to be adjusted to include eligible dependents. This change may be requested on a specific date in accordance with the provisions of the insurance carrier with no questions asked as long as the request is made prior to any incurred medical expense on the part of the dependent(s).</p> <p>Eligibility to participate in this plan will be determined by the medical plan in which the employee is enrolled on the effective date of the policy. A person enrolled in an individual plan may not elect to increase coverage to include dependents and then reduce the plan once again to individual coverage in order to receive the incentive payment.</p> <p>Medical fringe benefits referred to in this policy include the Blue Cross, Blue Shield and Major Medical currently in effect or equal to or better than the coverage currently in effect.</p> <p>The incentive plan is strictly voluntary in nature.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: COPYRIGHT MATERIAL

ADOPTED: July 17, 2006

REVISED: December 15, 2008

<p>1. Authority 17 U.S.C. Sec. 101 et seq</p> <p>2. Definition</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">814. COPYRIGHT MATERIAL</p> <p>The Board emphasizes that federal law makes it illegal for anyone to duplicate copyrighted materials without permission. The Board acknowledges that severe penalties are provided for unauthorized copying of audio, visual, software, online or printed materials unless the copying falls within the bounds of the fair use doctrine.</p> <p>Under the <b>fair use doctrine</b>, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) standards must be met:</p> <ol style="list-style-type: none"> <li>1. <i>Purpose And Character Of The Use</i> – The use must be for such purposes as teaching or scholarship and must be nonprofit.</li> <li>2. <i>Nature Of The Copyrighted Work</i> – Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.</li> <li>3. <i>Amount And Substantiality Of The Portion Used</i> – Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if appropriate guidelines are followed.</li> <li>4. <i>Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work</i> – If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.</li> </ol> <p>Staff may make copies of copyrighted school district materials that fall within the established administrative regulations. Where there is reason to believe the material to be copied does not fall within the administrative regulations, prior permission shall be obtained from the principal.</p>
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Staff members who fail to adhere to this policy may be held personally liable for copyright infringement.

Staff members shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.

References:

U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.

Board Policy – 000

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF  
DIGITAL TECHNOLOGY

ADOPTED: July 17, 2006

REVISED:

<p>1. Purpose</p> <p>2. Definitions</p>	<p style="text-align: center;">815. ACCEPTABLE USE OF DIGITAL TECHNOLOGY</p> <p>The Governor Mifflin School District (GMSD) makes various forms of DIGITAL TECHNOLOGY available to its students for educational purposes and to certain of its employees to advance the education of students or to advance the legitimate business of the District. The District makes DIGITAL TECHNOLOGY available to its students and to certain of its employees for these exclusive purposes.</p> <p>The following terms, when set forth in this policy in capital letters, shall have the meaning set forth in the following definitions unless the context clearly indicates otherwise.</p> <p><b>Computer(s)</b> - shall mean desk tops, laptops, workstations, servers, and (Personal Digital Assistants) PDAs, data projectors, printers or any other digital device in the nature of a desk top, laptop, workstation, server or PDA, that is owned, leased, or licensed by or to the District.</p> <p><b>Digital Technology</b> - shall mean all forms of DIGITAL TECHNOLOGY, INCLUDING software, hardware, and digital services of any nature and kind that is based on DIGITAL TECHNOLOGY, that is provided directly or indirectly by the District to its employees or students, and that is: owned, leased or licensed to the District; or that is accessed by or through DIGITAL TECHNOLOGY that is owned, leased or licensed to the District. DIGITAL TECHNOLOGY INCLUDES COMPUTERS; servers; networks; programs; software; digital files, folders, data and records of any nature; the Internet; cell phones; beepers; PDAs; modems; voicemail; e-mail; chat-rooms; instant messaging; user groups; and such similar technologies.</p> <p><b>INCLUDE</b> and <b>INCLUDING</b> - shall mean inclusive of but not limited to and/or by way of example and not limitation.</p> <p><b>User ID</b> - shall mean the identification number(s) or letter(s) that is unique and that is assigned to the individual student or employee.</p>
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<p>P.L. 106-554 Sec. 1711, 1721, 1732</p> <p>3. Delegation of Responsibility</p>	<p><b>CIPA Compliant Software</b> - shall mean the firewall and filtering software that the District and the Internet Service Provider (ISP) provide for the users while connected to the District network. For licensing and product information, please view the files on record with the Director of Technology and/or the ISP for the District.</p> <p>The Director of Technology or designee shall take such action as necessary to disseminate and adopt administrative guidelines that are not inconsistent with any applicable law or policy of the District Board of Directors pertaining to the following:</p> <ol style="list-style-type: none"> <li>1. Posting and Dissemination of policy. The Director of Technology or designee shall cause this policy to be posted, properly disseminated, and accepted by students and employees.</li> <li>2. Integration into Curriculum and School Program. The Director of Technology and the Director of Curriculum or designee shall disseminate and adopt appropriate administrative guidelines governing how DIGITAL TECHNOLOGY will be integrated into the curriculum and school program.</li> <li>3. Training Students and Employees. The Director of Technology or designee shall appropriately train students and employees with respect to the permissible uses of DIGITAL TECHNOLOGY.</li> <li>4. Applicable Code(s) of Student Conduct. The Director of Technology or designee shall cause any Code(s) of Student Conduct issued by the District and/or its related entities and distributed to students who use District owned, leased or licensed DIGITAL TECHNOLOGY to be amended as appropriate to reflect the applicable terms and conditions of this policy.</li> <li>5. Updating/Upgrading DIGITAL TECHNOLOGY. The Director of Technology or designee shall disseminate and adopt appropriate administrative guidelines to ensure that DIGITAL TECHNOLOGY is updated and upgraded in a systematic and cost effective manner.</li> <li>6. Access To and Safekeeping of DIGITAL TECHNOLOGY. The Director of Technology or designee shall disseminate and adopt appropriate administrative guidelines governing who will be provided with DIGITAL TECHNOLOGY, how DIGITAL TECHNOLOGY will be provided to students and employees, and how DIGITAL TECHNOLOGY will be properly safeguarded.</li> </ol>
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P.L. 106-554  
Sec. 1711, 1721,  
1732

7. Enforcement of Policy and Guidelines. The Director of Technology or designee shall disseminate and adopt appropriate administrative guidelines for the enforcement of this policy and the guidelines adopted in accordance with this policy.
8. Blocking, Filtering and Monitoring Software. Taking into account and depending upon relevant factors such as cost and effectiveness, the Director of Technology or designee shall ensure, to the extent required by law or reasonably practicable, that appropriate CIPA COMPLIANT SOFTWARE is obtained and utilized: to block or filter inappropriate web sites from being visited or accessed by students or employees; to monitor, track and report the web sites that have been visited or accessed with DIGITAL TECHNOLOGY; to track and report all activity on individual COMPUTERS; to preserve the actual condition of a web site when it was accessed; and to restore deleted files in a reasonable amount of time.
9. The District Web Site. The Director of Public Information or designee shall develop administrative guidelines detailing the content of the District's web site and the links that are placed on the web site.

Privacy

No employee or student using the District's DIGITAL TECHNOLOGY shall have any right of privacy or expectation of privacy with respect to anything done with said DIGITAL TECHNOLOGY. The DIGITAL TECHNOLOGY belongs to, is licensed to, or is accessible through DIGITAL TECHNOLOGY that is owned by or licensed to the District. The District retains all rights as an owner or licensee with respect to all DIGITAL TECHNOLOGY that it owns or licenses and has, unless restricted by an express agreement with a third party supplier, the rights of an owner or licensee, INCLUDING, the rights to use, transfer, inspect, examine, read or store any such DIGITAL TECHNOLOGY.

**PERMISSIBLE AND IMPERMISSIBLE USES OF DIGITAL TECHNOLOGY**

Students

1. DIGITAL TECHNOLOGY may be used only for legitimate educational purposes.
2. DIGITAL TECHNOLOGY is being provided or made available to students solely as part of the educational program, for the purpose of teaching students how to use and employ DIGITAL TECHNOLOGY, and to further the teaching of the District's curriculum and educational programs. The District is not,

	<p>through DIGITAL TECHNOLOGY that is being made available by the District to students, creating a public forum, an open public forum or a limited public forum.</p> <p>3. DIGITAL TECHNOLOGY may not be used by students for speech or expressive conduct:</p> <ul style="list-style-type: none"><li>a. That materially and substantially interferes with the education process.</li><li>b. That threatens immediate harm to the welfare of the school community, or to any individual.</li><li>c. That is lewd, vulgar, indecent or obscene or which contains sexual innuendo, metaphor or simile.</li><li>d. That encourages unlawful activity.</li><li>e. That interferes with another individual's rights.</li><li>f. That constitutes libel, slander or defamation.</li><li>g. That is sexually, racially or ethnically related, that is offensive, threatening or an affront to the sensibilities of others, and that is unlawful under the standards of the anti-discrimination laws of the United States.</li></ul> <p>4. All expressive conduct or material, whether verbal, written, or graphic-created, downloaded, maintained, copied, pasted, harvested or otherwise obtained, used or transmitted by, to, from or with the District's DIGITAL TECHNOLOGY, is required to be related to the adopted curriculum, assigned classroom activities, or school programs, such as the development of writing skills, the learning of legal, moral and ethical restrictions imposed upon speech and the acceptance of criticism. Consequently, all expressive conduct by students shall be: age-appropriate; consistent with the rules of grammar, spelling, sentence structure and format being taught by the District; and consistent with the abilities of the student.</p> <p>5. No program, software, application or patch may be installed or placed in any District COMPUTER that is not licensed to and in the name of the District or that is not authorized in writing to be installed or placed in any District COMPUTER.</p>
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<p>4. Guidelines</p>	<p><u>Employees</u></p> <ol style="list-style-type: none"><li>1. The components of the District's DIGITAL TECHNOLOGY may only be used in a way that is consistent with the intended purpose of the DIGITAL TECHNOLOGY.</li><li>2. DIGITAL TECHNOLOGY may only be used to further the curriculum, business or programs of the District.</li><li>3. During such times as the employee has no work duties, the employee may use DIGITAL TECHNOLOGY to access his/her private e-mail account from which e-mail may be sent or received through that account and not through any such account of the District. No employee shall violate any of the provisions of this policy or of applicable law when accessing his/her private e-mail account either during the workday or through the District's DIGITAL TECHNOLOGY. Any e-mail account provided by the District shall be used only for advancing the interests of the curriculum or school programs or functions. District e-mail shall not be used for any activities that may have profit potential. Sending advertisements or classified ads through District e-mail is inappropriate and not conducive to the educational process.</li><li>4. Communication by employees reflects on the District. Consequently, expressive activity through DIGITAL TECHNOLOGY shall exhibit proper grammar, proper style, and proper spelling.</li><li>5. No program, software, application or patch may be installed or placed in any District COMPUTER that is not licensed to and in the name of the District or that is not authorized in writing to be installed or placed in any District COMPUTER.</li></ol> <p><u>Provision Of DIGITAL TECHNOLOGY Services</u></p> <p>Students shall be provided with only the following DIGITAL TECHNOLOGY services, subject to the policies, limitations, exclusions and conditions established by the District and/or the programs in which they are enrolled:</p> <ol style="list-style-type: none"><li>1. Access to the Internet.</li><li>2. Access to software as provided from time-to-time by the District.</li><li>3. Digital files from which to access or save work.</li><li>4. Print servers.</li></ol>
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Employees, as designated by the Director of Technology or designee, shall be provided with only the following DIGITAL TECHNOLOGY services, subject to the policies, limitations, exclusions and conditions established by the District:

1. Access to the Internet.
2. E-mail.
3. Access to software as provided from time-to-time by the District.
4. Digital files from which to access or save work.
5. Print servers.

No digital services shall be provided by the District to other individuals or outside companies, entities or suppliers, unless the District is contracted with said individuals, companies, entities or suppliers for the specific services in question.

The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other DIGITAL TECHNOLOGY.

The information available to students and employees through DIGITAL TECHNOLOGY does not imply endorsement by the District of the content or accuracy of the information received. The District shall not be responsible for any information that may be retrieved, lost, damaged or unavailable when using the Internet or other DIGITAL TECHNOLOGY. The District makes no warranties, either express or implied, for any of the digital services it is providing and will not be responsible for any damages suffered by the user of its DIGITAL TECHNOLOGY.

Prohibitions

Students and employees shall not:

1. Use any DIGITAL TECHNOLOGY for any purpose other than for the legitimate educational purposes of the District's students or for purposes of advancing the legitimate business of the District.
2. Use any DIGITAL TECHNOLOGY for personal business or affairs, except as expressly provided in this policy or in administrative guidelines disseminated and adopted by the Director of Technology or designee.

	<ol style="list-style-type: none"><li>3. Use any COMPUTER unless and until a confidential USER ID and password have been assigned to the student or employee; students in primary grades are not required to have a unique USER ID for the District network.</li><li>4. Connect any unauthorized wireless device or device using wireless technology to the District network.</li><li>5. Terminate use of any COMPUTER without logging off the COMPUTER.</li><li>6. Disclose their USER ID or password to any other individual.</li><li>7. Use or utilize the USER ID and/or password belonging to or assigned to any other individual.</li><li>8. Open or log onto any COMPUTER, software, program or application using, utilizing or inputting the USER ID and/or password of any other individual or entity.</li><li>9. Misrepresent their identity when using the District's COMPUTERS.</li><li>10. Bypass CIPA COMPLIANT SOFTWARE or any other blocking software that may be used or installed by the District.</li><li>11. Intentionally, willfully, maliciously or through reckless indifference damage or corrupt the functioning of any DIGITAL TECHNOLOGY or any data stored, either temporarily or permanently, on any DIGITAL TECHNOLOGY.</li><li>12. Visit or access pornographic web sites.</li><li>13. Violate any applicable Code of Student Conduct.</li><li>14. Use any COMPUTERS unless and until the individual has signed an acknowledgment, in the form prescribed by the District, attesting to the individual's understanding of the rules governing the use of DIGITAL TECHNOLOGY.</li><li>15. Intentionally enter any secure or confidential area of the District's systems or COMPUTERS without proper authority.</li><li>16. Violate any copyright laws or the ownership or license rights of any person or entity.</li><li>17. Violate the legal rights of others.</li></ol>
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18. Knowingly infect any COMPUTER with any virus or spyware.
19. Use any software or Internet site in violation of any applicable licensing agreement or applicable terms of use.
20. Use any DIGITAL TECHNOLOGY to hack into anyone else's COMPUTERS or networks in any way or manner that is not authorized.
21. Use any data mining, robots, or similar data gathering and extraction methods in violation of any person's or entity's rights.
22. Use DIGITAL TECHNOLOGY to violate any applicable law, INCLUDING the Wiretap and Electronic Surveillance Control Act.
23. Install any software program onto or in, or download any software program onto or in, any COMPUTERS without the express approval of the Director of Technology or designee.
24. Fail to report to the Director of Technology or designee any time when s/he inadvertently visits or accesses a pornographic site.
25. Violate any applicable work rule when using the District's DIGITAL TECHNOLOGY.
26. Alter or change the desktop or the look or operation of any desktop of any COMPUTER.
27. Alter or change the screen saver, or the look or operation of any screen saver, installed by the District.
28. Delete, disable, change, create or remove any program, application, security feature, or virus protection from any District COMPUTER.
29. Abuse equipment. No person shall vandalize, destroy, alter or use equipment in a way that is not recommended by either the District or manufacturer of the equipment.

Discipline

Students and employees shall be subject to appropriate discipline, INCLUDING dismissal in the case of employees and permanent expulsion in the case of students, in the event that any one or more provisions of this policy are violated. The level of

offenses shall comply with the Student Code of Conduct. Employees violating this policy shall be disciplined by the Superintendent, their immediate supervisor or designee.

Contracts And Agreements

Nothing in this policy shall be construed nor is intended to prohibit the District from providing DIGITAL TECHNOLOGY or services related to DIGITAL TECHNOLOGY to others pursuant to contracts or other arrangements.

P.L. 106-554  
Sec. 1711, 1721,  
1732

**ACCEPTABLE USE OF DIGITAL TECHNOLOGY**

I have read the above Acceptable Usage Policy for Digital Technology Version 2.0 of Policy 815 (Revised 2006 to address CIPA and Network Etiquette). Should I breach the guidelines provided, I understand that I may lose all network privileges on the Governor Mifflin School District network and/or incur other disciplinary action.

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Governor Mifflin Affiliate (Employee/Student)

Date

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Director of Technology

Date

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ENERGY MANAGEMENT

ADOPTED: July 17, 2006

REVISED:

817. ENERGY MANAGEMENT	
1. Purpose	The Board recognizes its responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.
2. Delegation of Responsibility	<p>The implementation of this policy is the joint responsibility of Board members, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.</p> <p>The principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis.</p>
3. Guidelines	<p>The District shall maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.</p> <p>Specific areas of emphasis include:</p> <ol style="list-style-type: none"> <li>1. Every student and employee will be expected to contribute to energy efficiency in our District. Every person will be expected to be an "energy saver" as well as an "energy consumer."</li> <li>2. All unnecessary lighting in unoccupied areas shall be turned off. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.</li> <li>3. Energy management on his/her campus will be made a part of the principal's annual evaluation.</li> <li>4. The Buildings &amp; Grounds Supervisor or designee at each school will be responsible for a complete and total shutdown of the facility when closed each evening.</li> </ol>

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CONTRACTED SERVICES

ADOPTED: July 17, 2006

REVISED: June 15, 2009

<b>818. CONTRACTED SERVICES</b>	
<p>1. Purpose</p>	<p>In its effort to provide cost-effective programs, the Board may need to utilize contracted services. The district shall monitor and evaluate such services to assure their effectiveness. This policy is adopted to assist the Board in procuring and maintaining qualified and legally certified services.</p>
<p>2. Authority SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>The Board is required by law to ensure that independent contractors and their employees comply with the mandatory background check requirements for criminal history and child abuse.</p>
<p>3. Delegation of Responsibility SC 111 23 Pa. C.S.A. Sec. 6303</p>	<p>The Superintendent or designee shall ensure that all contractors submit for each of the contractor's prospective employees prior to employment:</p> <ol style="list-style-type: none"> <li>1. Report of criminal history record information.</li> <li>2. Federal criminal history Registration ID number.</li> <li>3. Official child abuse clearance statement.</li> </ol> <p>The district shall maintain a copy of the required information.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 610</p>

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: DEATH AND CRISIS  
MANAGEMENT PLAN

ADOPTED: July 17, 2006

REVISED:

<p>1. Purpose</p> <p>2. Authority 819 AR</p>	<p style="text-align: center;">819. DEATH AND CRISIS MANAGEMENT PLAN</p> <p>In the event of a death of a school employee, it is the intent of the District to provide support for students, parents/guardians and the staff.</p> <p>The Board authorizes the administration to establish a committee to develop guidelines to be followed in the event of the death of a staff member.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: MAIL AND DELIVERY  
SERVICES

ADOPTED: July 17, 2006

REVISED:

820. MAIL AND DELIVERY SERVICES	
1. Purpose	<p>A courier system shall be maintained within the District in order that in-District distribution of mail, cafeteria food, general supplies, bank deposits, etc., will be processed in the most practical way.</p>
2. Guidelines	<p>There are times when the courier service will extend out of the District.</p> <p>Procedures have been developed regarding our mail service, bank deposits, and general courier service.</p> <p>The use of District mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the District. The Superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.</p> <p>Political materials shall not be distributed through District mail boxes or school mail systems unless received through the United States mail.</p> <p>District mail service shall be handled entirely by our personnel. All letterheads and envelopes shall use the official District address. Each school's address will be the same as the Education Center's address. On the school's address add the name of the school to the official address. The address for the Education Center will appear as follows:</p> <p style="text-align: center;">Governor Mifflin School District 10 South Waverly Street Shillington, Pennsylvania 19607</p>
3. Delegation of Responsibility	<p>The District storage supervisor shall supervise the mail distribution in the District, as well as the activities of the District courier. Requests for special courier services should be made with the District storage supervisor.</p>

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: AUTOMATED EXTERNAL  
DEFIBRILLATOR (AED)

ADOPTED: July 17, 2006

REVISED:

822. AUTOMATED EXTERNAL DEFIBRILLATOR (AED)	
1. Purpose	The Board is committed to providing a safe and healthy school environment. Maintaining automated external defibrillators (AED) in the schools enables trained responders to deliver early defibrillation to victims of sudden cardiac arrest.
2. Authority	The automated external defibrillator (AED) units are owned by the District and shall be properly maintained and located in secure but easily accessible locations.  The automated external defibrillator (AED) units shall be used in accordance with approved District procedures.
3. Definition	The <b>AED system</b> is a program that includes a medical emergency response team (MERT). The school nurse will serve as the head of this team. The MERT will be composed of volunteer staff that is currently certified in first aid, CPR or AED. Others who wish to join the team must obtain the appropriate certifications through the American Heart Association, the American Red Cross or through an equivalent course of instruction approved by the Department of Health. Only those personnel trained and certified in First Aid, CPR or AED shall utilize the AED.
4. Guidelines	Members of the team shall be provided opportunities for annual training and retraining.  Written guidelines for medical emergencies related to the use of automated external defibrillators (AED) shall be provided to all members of the core team.  Responders' use of automated external defibrillator (AED) units shall not replace the care provided by emergency medical services (EMS) providers, but is meant to provide a lifesaving bridge during the first critical minutes it takes for emergency personnel to arrive. Patient care shall be transferred to the EMS providers upon their arrival.
5. Delegation of Responsibility	The Superintendent or designee shall develop and disseminate written guidelines for use of automated external defibrillator (AED) systems.

822. AUTOMATED EXTERNAL DEFIBRILLATOR (AED) - Pg. 2

<p>School Code 1423</p> <p>PA Statute 42 Pa. C.S.A. Sec. 8331.2, 8337.1</p>	<p>The medical advisor of the AED program is the approved school physician.</p> <p>The respective school nurse shall serve as the head of the MERT in each building.</p> <p>The AED may be used by any member of the Governor Mifflin School District or any volunteer responsible who holds the current and appropriate First Aid, CPR or AED certifications.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: STATE MANDATE WAIVERS

ADOPTED: July 17, 2006

REVISED:

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

<p>4. Guidelines Pol. 801</p>	<p>Applications and supporting documentation for waivers applied for and those currently in force, as well as approval notices from the Secretary of Education, shall be public records maintained permanently by the Board Secretary and shall be made available for public inspection and copying, in accordance with Board policy.</p> <p>When amendments to adopted Board policy or existing administrative procedures are necessary or appropriate in order to effectively implement the waiver, the final recommended application presented to the Board and final solicitor's review shall be accompanied by specific language for proposed policy revisions and information about associated changes in administrative procedures.</p> <p>Except where clearly not pertinent nor appropriate, all bid specifications; requests for proposals and quotations; and similar documents shall contain language advising that:</p> <ol style="list-style-type: none"><li>1. The effect of laws, regulations or standards otherwise applicable to the District may have been altered by virtue of a waiver.</li><li>2. It is the responsibility of persons contemplating doing business with the District to be familiar with waivers in force or applied for as listed in District records.</li></ol> <p>The District shall maintain a current listing of all waivers in effect in the District, which shall be updated by the administration as each new waiver is placed into effect. For each waiver listed, the following information shall be specified:</p> <ol style="list-style-type: none"><li>1. Cite to the provisions of law waived.</li><li>2. Effect of the waiver.</li><li>3. Original effective date and renewal date of permanently renewed waivers.</li><li>4. Cross-reference to Board policies or administrative procedures reflecting implementation of the waiver.</li></ol> <p>Suggestions for waiver applications may be submitted by any Board member, staff member, student, resident or taxpayer of the District. All suggestions must be in writing and submitted to the Superintendent, except that staff proposals shall be routed through the chain of command, with comments or recommendations from supervisors and administrators.</p>
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# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FRAUD

ADOPTED: May 21, 2007

REVISED:

<p>1. Authority</p> <p>2. Definitions</p>	<p style="text-align: center;">828. FRAUD</p> <p>The Board expects all Board members, District employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the School District to act with integrity, due diligence, and in accordance with law in their duties involving the District’s resources. The Board is entrusted with public funds, and no one connected with the District shall do anything to erode that trust.</p> <p><b>Fraud, financial improprieties, or irregularities</b> include but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Forgery or unauthorized alteration of any document or account belonging to the District.</li> <li>2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.</li> <li>3. Misappropriation of funds, securities, supplies, or other assets.</li> <li>4. Impropriety in handling money or reporting financial transactions.</li> <li>5. Profiteering because of insider information of District information or activities.</li> <li>6. Disclosure of confidential and/or proprietary information to outside parties.</li> <li>7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the District.</li> <li>8. Destruction, removal, or inappropriate use of District records, furniture, fixtures, or equipment.</li> <li>9. Failure to provide financial records to authorized state or local entities.</li> <li>10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.</li> </ol>
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If the Superintendent is involved in the complaint, the Board President is authorized to initiate investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

The Board shall determine the final disposition of the matter, if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and/or regulatory agency for independent investigation.

#### Confidentiality

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts.

All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation.

Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

#### Prevention

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

1. Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.
2. Payments - Payments shall be made only by checks. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction. All checks shall have at least two (2) signatures.

3. Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.
4. Access to Checks - Physical and electronic access to School District checks and accounts shall be limited to those employees with designated business functions.
5. Capital Assets - The business office shall maintain updated lists of District capital assets.
6. Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

References:

Whistleblower Law – 43 P.S. Sec. 1421 et seq.

Sarbanes Oxley Act of 2002 – 15 U.S.C. Sec. 7201 et seq.

Whistleblower Protection – 18 U.S.C. Sec. 1513

Board Policy – 317, 417, 517

# GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: BREACH OF COMPUTERIZED  
PERSONAL INFORMATION

ADOPTED: May 21, 2007

REVISED:

<p>1. Purpose</p> <p>2. Authority 73 P.S. Sec. 2301 et seq</p> <p>3. Definitions 73 P.S. Sec. 2302</p> <p>73 P.S. Sec. 2302</p>	<p style="text-align: center;">830. BREACH OF COMPUTERIZED PERSONAL INFORMATION</p> <p>With the increased reliance upon electronic data, and the maintenance of personal information of students and employees in electronic format, the Board is concerned about the risk of a breach in the District’s electronic system security and the possible disclosure of personal information. This policy addresses the manner in which the District will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.</p> <p>The Board directs that District administrators shall provide appropriate notification of any computerized system security breach to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.</p> <p><b>Breach of the system’s security</b> - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the District as part of the database of personal information regarding multiple individuals and that the District reasonably believes has caused or will cause loss or injury to any state resident. Good faith acquisition of personal information by an employee or agent of the School District for the purpose of the District is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the District and is not subject to further unauthorized disclosure.</p> <p><b>Individual</b> - means any natural person, not an entity or company.</p> <p><b>Personal information</b> - includes an individual’s first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:</p> <ol style="list-style-type: none"> <li>1. Social security number.</li> <li>2. Driver’s license number or state identification card number issued instead of a driver’s license.</li> </ol>
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<p>Pol. 801</p>	<p>3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.</p> <p>Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.</p>
<p>73 P.S. Sec. 2302</p>	<p><b>Records</b> - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.</p>
<p>4. Delegation of Responsibility 73 P.S. Sec. 2303</p>	<p>The Superintendent or designee shall ensure that the District provides notice of any system security breach, following discovery, to any state resident whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made without a reasonable delay, except when a law enforcement agency determines and advises the District in writing that the notification would impede a criminal or civil investigation, or the District must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system. The District will also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.</p>
<p>73 P.S. Sec. 2302, 2303</p>	<p>The District shall provide notice by at least one (1) of the following methods:</p> <ol style="list-style-type: none"> <li>1. Written notice to last known home address for the individual.</li> <li>2. Telephone notice if the individual can be reasonably expected to receive the notice and the notice is given in a clear and conspicuous manner; describes the incident in general terms; verifies the personal information but does not require the individual to provide personal information; and provides a telephone number to call or Internet web site to visit for further information or assistance.</li> <li>3. E-mail notice, if a prior business relationship exists and the School District has a valid e-mail address for the individual.</li> </ol>

<p>73 P.S. Sec. 2305 15 U.S.C. Sec. 1681a</p>	<p>4. Substitute notice if the District determines that the cost of notice exceeds \$100,000, the affected individuals exceed 175,000 people, or the District does not have sufficient contact information. Substitute notice shall consist of an e-mail notice, conspicuous posting of the notice on the District's web site, and notification to major statewide media.</p> <p>If the District provides notification to more than 1,000 persons at one (1) time, the District shall also notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution and number of notices, without unreasonable delay.</p> <p>References:</p> <p>Breach of Personal Information Notification Act – 73 P.S. Sec. 2301 et seq.</p> <p>Fair Credit Reporting Act – 15 U.S.C. Sec. 1681a</p> <p>Board Policy – 801</p>
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