

**Palmyra Area
School District**

**Table of Contents
000 LOCAL BOARD PROCEDURES**

000	Board Policy/Procedure/Administrative Regulations
001	Name and Classification
002	Authority and Powers
003	Functions
004	Membership
005	Organization
006	Meetings
006.1	Attendance at Meetings Via Electronic Communications
007	Policy Manual Access

**Palmyra Area
School District**

**Table of Contents
100 PROGRAMS**

100	Comprehensive Planning
101	Mission Statement/Vision Statement/Shared Values
102	Academic Standards
103	Discrimination/Title IX Sexual Harassment Affecting Students
103.1	Nondiscrimination – Qualified Students with Disabilities
104	Discrimination/Title IX Sexual Harassment Affecting Staff
105	Curriculum
105.1	Review of Instructional Materials by Parents/Guardians and Students
105.2	Exemption from Instruction
106	Guides for Planned Instruction
107	Adoption of Planned Instruction
108	Adoption of Textbooks
109	Resource Materials
110	Instructional Supplies
111	Lesson Plans
112	School Counseling Programs
113	Special Education
113.1	Discipline of Students with Disabilities
113.2	Behavior Support
113.3	Screening and Evaluations for Students with Disabilities
113.4	Confidentiality of Special Education Student Information
114	Gifted Education
115	Career and Technical Education
116	Tutoring
117	Homebound Instruction
118	Independent Study
118.1	Dual Enrollment
119	Current Events
121	Field Trips
122	Extracurricular Activities
123	Interscholastic Athletics
123.1	Concussion Management
123.2	Sudden Cardiac Arrest
123.3	Recognition of Club Sports Programs

123.4	Male Participation on Female Sports Teams/Female Participation on Male Sports Teams
124	Summer School / Alternative Education
125	Adult Education
126	Class Size
127	Assessment of Educational Program
130	Homework
137	In-House Instruction
137.1	Extracurricular Participation by Home Education Students
137.2	Participation in Cocurricular Activities and Academic Courses by Home Education Students
137.3	Participation in Career and Technical Programs by Home Education Students
138	Language Instruction Educational Program for English Learners
140	Charter Schools
140.1	Extracurricular Participation by Charter/Cyber Charter Students
142	Migrant Students
143	Standards for Persistently Dangerous Schools
144	Standards for Victims of Violent Crimes
146	Student Services
150	Comparability of Services

**Palmyra Area
School District**

**Table of Contents
200 PUPILS**

200	Enrollment
201	Admission of Students
202	Eligibility of Nonresident Students
203	Immunizations and Communicable Diseases
203.1	HIV Infection
204	Attendance
206	Assignment Within District
207	Confidential Communications of Students
208	Withdrawal from School
209	Health Examinations/Screenings
209.2	Diabetes Management
210	Medications
211	Student Accident Insurance
212	Reporting Pupil Progress
213	Assessment of Student Progress
214	Class Rank
215	Promotion and Retention
216	Student Records
216.1	Supplemental Discipline Records
217	Graduation Requirements
218	Student Discipline
218.1	Weapons
218.2	Terroristic Threats/Acts
218.3	Discipline of Student Convicted/Adjudicated of Sexual Assault
219	Student Complaint Process
220	Student Expression/Distribution and Posting of Materials
221	Dress and Grooming
222	Tobacco and Vaping Products
223	Use of Bicycles and Motor Vehicles
224	Care of School Property
225	Students and the Police
226	Locker Search
227	Controlled Substances/Paraphernalia
228	Student Government
229	Student Fund Raising
230	Public Performances by Students
231	Social Events and Class Trips
231.1	Family Educational Trips
232	Participation in School Affairs
233	Suspension and Expulsion
234	Pregnant Students

235	Student Rights
236	Student Assistance Program
236.1	Threat Assessment
239	Foreign Exchange Students
240	Awards
246	School Wellness
247	Hazing (Student Health & Safety)
249	Bullying / Cyberbullying (Student Health & Safety)
250	Student Recruitment
251	Students Experiencing Homelessness, Foster Care and Other Educational Instability
252	Dating Violence
254	Educational Opportunity for Military Children

**Palmyra Area
School District**

**Table of Contents
300 ADMINISTRATIVE EMPLOYEES**

301	Creating a Position
302	Employment of Supt./Asst. Supt.
303	Employment of Administrators
308	Employment Contract
309	Assignment and Transfer
310	Abolishing a Position
311	Suspensions and Furloughs
312	Evaluation of Superintendent
313	Evaluation of Administrative Employees
314	Physical Examination
314.1	HIV Infection
315	Disqualification by Reason of Health
316	Non-tenured Employees
317	Disciplinary Procedures
317.1	Educator Misconduct
319	Outside Activities
320	Freedom of Speech in Non-school Settings
321	Political Activities
322	Gifts
323	Tobacco and Vaping Products
324	Personnel Files
325	Dress and Grooming
326	Complaint Policy
327	Management Team
328	Wage and Salary
331	Job Related Expenses
333	Professional Development
334	Sick Leave
335	Family and Medical Leaves
337	Military Leave of Absence
338	Sabbatical Leave of Absence
339	Uncompensated Leave
340	Responsibility of Student Welfare
341	Management of Protected Health Information (HIPAA)
342	Jury Duty
351	Controlled Substance Abuse

**Palmyra Area
School District**

**Table of Contents
400 PROFESSIONAL EMPLOYEES**

401	Creating a Position
404	Employment of Professional Employees
405	Employment of Substitute Professional Employees
406	Employment of Summer School Staff
407	Student Teachers
408	Employment Contract
409	Assignment and Transfer
410	Abolishment of Position
411	Suspensions and Furloughs
412	Evaluation of Professional Employees
413	Evaluation of Temporary Professional Employees
414.1	HIV Infection
415	Disqualification by Reason of Health
416	Non-tenured Staff Members
417	Disciplinary Procedures
417.1	Staff-Student Communication
418	Penalties for Tardiness
419	Outside Activities
420	Freedom of Speech in Non-Instructional Settings
421	Political Activities
422	Gifts
424	Personnel Files
425	Dress and Grooming
426	Complaint Policy
428	Salary Determination
431	Job Related Expenses
434	Sick Leave
435	Family and Medical Leaves
437	Military Leave of Absence
438	Sabbatical Leave of Absence
439	Uncompensated Leave
441	Management of Protected Health Information (HIPPA)
442	Jury Duty
451	Drug and Alcohol

**Palmyra Area
School District**

**Table of Contents
500 CLASSIFIED EMPLOYEES**

501	Creating a Position
504	Employment of Classified
505	Employment of Substitute and Short Term Employees
506	Temporary Employees
508	Employment Contract
509	Assignment and Transfer
510	Abolishing A Position
511	Suspensions and Layoffs
512	Evaluation of Classified Employees
514.1	HIV Infection
515	Disqualification by Reason of Health
517	Disciplinary Procedures
517.1	Staff-Student Communication
518	Penalties for Tardiness
519	Outside Activities
520	Freedom of Speech In Non-Instructional Settings
521	Political Activities
522	Gifts
524	Personnel Files
525	Dress and Grooming
526	Complaint Policy
528	Wage and Salary Determination
530	Overtime
531	Job Related Expenses
534	Sick Leave
535	Family and Medical Leaves
537	Military Leave of Absence
539	Uncompensated Leave
541	HIPAA
542	Jury Duty
551	Drug and Alcohol

**Palmyra Area
School District**

**Table of Contents
600 FINANCES**

601	Objectives
602	Budget Planning
603	Budget Preparation
604	Budget Hearing
605	Tax Levy
606	Tax Collection
606.1	Delinquent Taxes – Attorneys’ Fees
607	Tuition Income
608	Bank Accounts
609	Investments
610	Purchases Subject to Bid
611	Purchases Budgeted
612	Purchases Not Budgeted
613	Cooperative Purchasing
614	Payroll Authorization
615	Payroll Deductions
616	Payment of Claims
618	Special Purpose Funds
619	District Audit – Public
620	Fund Balance
621	Local Taxpayer Bill of Rights
622	GASB Statement Number 34
623	Electronic Records/Signatures
624	Post-Issuance Compliance for Tax- Exempt and Tax Advantaged Obligations and Continuing Disclosure Requirements
626	Federal Fiscal Compliance
626.1	Travel Reimbursement – Federal Program

**Palmyra Area
School District**

**Table of Contents
700 PROPERTY**

701	Facilities Planning
702	Gifts, Grants, Donations, Crowdfunding
703	Sanitary Management
704	Maintenance
705	Facilities and Workplace Safety
706	Property Records
707	Use of School Facilities
708	Lending School-Owned Equipment and Books
709	Building Security
710	Use of Facilities by Staff
711	Integrated Pest Management Plan Policy
711.1	Facility Dogs
712	Energy Conservation
715	Use of FAX Machines
716	Commercial Advertising on School District Property
717	Camera Surveillance
718	Cell Phones
719	Service Animals in Schools

**Palmyra Area
School District**

**Table of Contents
800 OPERATIONS**

800	Records Management
801	Public Records
802	School Organization
803	School Calendar
804	School Day
805	Emergency Preparedness and Response
805.1	Relations with Law Enforcement Agencies
805.2	School Security Personnel
805.3	School Police Equipment
806	Child Abuse Reporting
806.1	Reporting Suspected Student Abuse by School Employees
806.2	Clearances
807	Opening Exercises/Flag Displays
808	Food Services
810	Transportation
810.1	Transportation Personnel – Drug and Alcohol Testing
810.2	Transportation - Driver History Records
812	Property Insurance
813	Other Insurance
814	Copyright Material
816	Internet
818	Contracted Services
819	Suicide
822	Automated External Defibrillator
823	Naloxone
824	Maintaining Professional Adult/Student Boundaries
827	Conflict of Interest
828	Fraud
830	Security of Computerized Personal Information/Breach Notification
831	Data Governance – Storage/Security

**Palmyra Area
School District**

**Table of Contents
900 COMMUNITY**

901	Public Relations Objectives
902	Publications Program
903	Public Participation in Board Meetings
904	Public Attendance at School Events
905	Citizens Advisory Committees
906	Public Complaints
907	School Visitors
908	Relations with Parents
909	Municipal Government Relations
910	Community Engagement
911	News Media Relations
912	Relations with Educational Institutions
913	Nonschool Organizations / Groups / Individuals
914	Relations with Intermediate Unit
916	Volunteers
917	Parental/Family Involvement
918	Title I Parent & Family Engagement