

PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL BOARD POLICY PROCESS

Location of Individual Policies

Policies pertaining to the safety, welfare and educational processes and procedures necessary for a student to achieve academic success shall be written as part of the Parent/Student Handbook.

Policies pertaining to school staff, operations and school administrative compliance processes and procedures shall be part of the PDLCS Board Policy Manual.

Current Board Policy Manual will be kept at the school office in Wexford, PA

- Table of Contents will contain a list of all Board Manual and Handbook Policies

Policy Process

- Need for a policy is identified and proposed to the school's Chief Executive Officer (CEO)
- Draft policy is written and submitted to the school's legal counsel for review, if CEO suggests a need for legal recommendations
 - Heading must contain school name: Pennsylvania Distance Learning Charter School
 - Name of Policy must contain the word Policy in it
 - Footer must contain Policy Name, date of approval or revision
- Revised policy is reviewed by the school's CEO
- Determination of whether to include the policy in the Parent/Student Handbook is made
- Policy is sent to Board of Trustees for review
- Policy is presented at the next formal Board Meeting for public comment and approval
- Policy, if passed, is dated with resolution or revision date and placed in the Board Policy Manual or a revision to the Parent/Student Handbook is made for the upcoming school year
- Policy Manual Table of Contents is updated listing new policy



BOARD POLICIES

TABLE OF CONTENTS

2017-2018 Employee Handbook A
 Contains:
 Complaint Policy
 Employee Travel Policy

2017-2018 Parent/Student Handbook B
 Contains:
 Non-Discrimination Policy
 Policy Against Harassment
 Anti-Bullying Policy
 Grief Policy
 Child Abuse/Sexual Abuse Policy
 Safe and Drug Free Schools Policy
 Suicide Prevention Policy
 Technology & Internet Appropriate Usage Policy
 Weapons Policy
 Non-Discrimination Policy
 Admissions Policy
 Parental Involvement Policy
 Parental Complaint Policy
 Confidentiality Policy

Board of Trustees Policies
 Contains:
 Visitation to School Classroom or Program Site Policy..... C
 Right to Know Policy..... D
 Public Participation Policy..... E
 Public Records Policy..... F
 Conflict of Interest Policy..... G
 Fund Balance Policy..... H
 Fixed Asset Policy..... I
 Wellness Policy..... J
 Test Security Policy.....K
 Surrogate Parent Policy.....L
 Positive Behavior Support Policy M
 Inter-District Open Enrollment Policy N
 English as a Second Language Policy O
 Homeless Students Policy P
 Child Find Policy..... Q
 Procurement Using Grant Funds Policy..... R
 Drawdowns and Reimbursement Requests Policy..... S
 Allowability of Costs Policy..... T



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Allowable Use of Funds and Adherence to Cost Circulars Policy.....	U
Allowable Use of Funds and Adherence to Uniform Grants Policy.....	V
Cash Management Policy.....	W
Technology and Internet Acceptable Usage Policy.....	X