



**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**

**2019-2020 Employee Handbook ..... A**  
 Contains:  
 Complaint Policy  
 Employee Travel Policy

**2019-2020 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



**PA Distance Learning**  
CHARTER SCHOOL

2100 CORPORATE DRIVE, SUITE 500  
WEXFORD, PENNSYLVANIA 15090

WWW.PADISTANCE.ORG

PHONE: 888-997-3352 FAX: 866-977-3527

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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  |
| Business Travel and Reimbursement Policy .....                     | Y  |
| Records Retention Policy .....                                     | Z  |
| Visitation to School Site – Non-Family Members .....               | AA |