

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



TABLE OF CONTENTS

2021-2022 Employee Handbook	A
Contains:	
Complaint Policy	
Employee Travel Policy	
2021-2022 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
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