

## **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 Sewickley, 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) or Chief Compliance Officer (CCO)
- 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 and CCO
- 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

<b>Employee Handbook</b> .....	<b>A</b>
Contains:	
Complaint Policy	
Employee Travel Policy	
<b>Parent/Student Handbook</b> .....	<b>B</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	
<b>Board of Trustees Policies</b>	
Contains:	
Visitation Policy .....	<b>C</b>
Right to Know Policy .....	<b>D</b>
Public Participation Policy .....	<b>E</b>
Public Records Policy .....	<b>F</b>
Conflict of Interest Policy .....	<b>G</b>
Fund Balance Policy.....	<b>H</b>
Fixed Asset Policy.....	<b>I</b>
Wellness Policy .....	<b>J</b>
Test Security Policy.....	<b>K</b>
Surrogate Parent Policy .....	<b>L</b>
Positive Behavior Support Policy.....	<b>M</b>
Telework Policy .....	<b>N</b>
English as a Second Language Policy .....	<b>O</b>
Homeless Students Policy .....	<b>P</b>
Child Find Policy .....	<b>Q</b>
Procurement Using Grant Funds Policy .....	<b>R</b>
Drawdowns and Reimbursement Requests Policy .....	<b>S</b>
Bloodborne Pathogen Exposure Control Policy .....	<b>T</b>
Allowable Use of Funds and Adherence to Uniform Grants Policy .....	<b>U</b>
Cash Management Policy.....	<b>V</b>
Technology and Internet Acceptable Usage Policy .....	<b>W</b>



Business Travel and Reimbursement Policy .....	X
Records Retention Policy .....	Y
Visitation to School Site – Non-Family Members .....	Z
Title IX Policy and Procedures .....	AA
Transgender and Gender Non-Conforming Youth Policy.....	BB
Student Educational Records Policy.....	CC
Enrollment and Discrimination Policy .....	DD