



UPDATED BOLD IS NEW

Book	Policy Manual
Section	100 Programs
Title	Title I - Comparability of Services
Code	150
Status	Review

Purpose

The equivalent distribution of district resources is one means the district shall use to ensure all students receive a quality education. This policy demonstrates the district's commitment to ensure that no discrimination occurs in the distribution of resources funded by state and local sources, regardless of the receipt of federal funds.

Authority

The Board directs that each district school receiving Title I funds must use state and local funds to provide services that, taken as a whole, are at least comparable to services in those schools in the district that do not receive Title I funds.[\[1\]](#)

If all schools in the district receive Title I funds, the Board directs that state and local funds shall be used to provide services that, taken as a whole, are substantially comparable in each school.[\[1\]](#)

The Board acknowledges that comparability may be measured on a grade-span by grade-span basis or a school-by-school basis.

Definition

For purposes of this policy, **grade span** is defined as a similar two-grade span difference or less. For example, a grade span of K-2 to K-4, not a grade span of K-2 to K-5.

Delegation of Responsibility

If the district has more than one (1) building per grade span, the

{ } Superintendent

~~{ }~~ Federal Programs Coordinator

{ } Business Manager

shall complete a Detailed School Data Sheet.

Regardless of buildings per grade span, the

{ } Superintendent

~~{ }~~ Federal Programs Coordinator

{ } Business Manager

shall annually complete a Comparability Assurance Form to provide written assurance of equivalence among schools, including the provision of curriculum materials; instructional supplies; and teachers, administrators and other staff.

Guidelines

Method of Determination

NEW



For purposes of determining Title I comparability, the district shall use a current year student to staff ratio calculation or a previous year per-pupil expenditure determination, whichever is more favorable to the district.

Allowable Exclusions

For the purposes of determining comparability, the district may exclude: [\[1\]](#)

1. State and local funds expended for language instruction education programs.[2]
2. Excess costs associated with providing services to students with disabilities.[3][4][5]
3. **Unpredictable** changes in enrollment or personnel assignments occurring after the beginning of the school year.
4. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

Complaints

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.[6]

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Legal	1. 20 U.S.C. 6321
	2. Pol. 138
	3. Pol. 103.1
	4. Pol. 113
	5. Pol. 114
	6. Pol. 906



UPDATED

BOLD IS NEW

ATTACHMENT IS NEW

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Distribution and Posting of Materials
Code	220
Status	Review

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that **the** exercise of that right must be limited by the district's responsibility to maintain **a safe and** orderly school environment and to protect the rights of all members of the school community.[\[1\]](#)

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Definitions

Reworked

Distribution means students **issuing** nonschool materials to others on school property or during school-sponsored events; placing upon desks, **tables**, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Expression means verbal, written, **technological** or symbolic representation or communication.

Nonschool materials means any printed, **technological** or written materials meant for posting or general distribution that are not prepared as part of the curricular or **approved** extracurricular programs of the district. **This includes**, but **is** not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting means publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. **When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school**

property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. [\[1\]](#)

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. [\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board requires that distribution and posting of nonschool materials **shall** occur only at the places and during the times set forth in written **procedures**. Such procedures shall be written to permit the **safe and** orderly operation of schools, while recognizing the rights of students to engage in protected expression. [\[1\]](#)[\[4\]](#)

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, **safety** and order on school property or at school functions. **While the following list is not intended to be exhaustive, such expression shall not be protected if it:**

1. **Violates federal, state or local laws, Board policy or district rules or procedures.**
2. **Is libelous, defamatory, obscene, lewd, vulgar or profane.** [\[3\]](#)
3. **Advocates** the use or **advertises** the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, **such as tobacco/nicotine, alcohol or illegal drugs.**
4. **Incites** violence, **advocates** use of force **or threatens serious harm to the school or community.**
5. **Is** likely to or **does** materially or substantially interfere with the educational process, **such as** school activities, school work, discipline, **safety** and order on school property or at school functions.
6. **Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.**
7. **Violates** written school district **procedures** on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

Distribution of Nonschool Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them **at least** one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.[\[1\]](#)

If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written **procedures** on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the **procedures** relating to posting.

Review of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district **procedures**.[\[5\]](#)

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.

The building principal may determine disciplinary action for students who distribute or post nonschool materials in violation of this policy and **district procedures**, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.[6]

This Board policy and any **procedures** written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

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Legal

1. 22 PA Code 12.9
2. 24 P.S. 511
3. 22 PA Code 12.2
4. 24 P.S. 510
5. Pol. 219
6. Pol. 218

220 ATTACH.doc (51 KB)

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

Students have the responsibility to act in accordance with Board Policy 220. Student Expression/Distribution and Posting of Materials (Policy 220), to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression.

Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

These procedures address the distribution and posting of nonschool materials that are not part of the curricular or extracurricular program of the district. Materials sought to be distributed or posted as part of the curricular or extracurricular program of the district will be regulated as part of the district's educational program and are not subject to the time, place and manner provisions set forth herein.

Students may distribute and/or post nonschool materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with Policy 220, these procedures and the school dress code, if applicable.

The district has no responsibility to assist students in or to provide facilities for the distribution or posting of nonschool materials.

Definitions

Distribution means students issuing nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by Policy 220 and these procedures. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by Policy 220 and these procedures.

Expression means verbal, written, technological or symbolic representation or communication.

Nonschool materials means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular program of the district. This includes, but is not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting means publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by Policy 220 and these

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS - Pg. 2

procedures. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by Policy 220 and these procedures.

Unprotected Student Expression means expressions that are not protected by the right of free expression because such expressions violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Distribution of Nonschool Materials

The distribution by students of all nonschool materials will be governed by the following procedures:

1. All nonschool materials, together with a copy of the plan of distribution, must be submitted to the building principal, who will forward such information to the Superintendent or designee for approval, no later than twenty-four (24) hours prior to the planned distribution. The plan of distribution will set forth in detail the desired time, place and manner of distribution, as well as those who will be distributing the materials.

STUDENT EXPRESSION/DISTRIBUTION AND
POSTING OF MATERIALS - Pg. 3

2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to distribute such material on school property must provide in writing his/her name, address, telephone number and organization, if any. This information will be filed in the building principal's office.
3. The Superintendent or designee will review the material, determine if it constitutes unprotected expression, and inform the building principal or designee of his/her decision. The building principal or designee will notify the student(s) planning to distribute nonschool material of the decision to grant or deny permission to distribute the material as planned. If the decision is to not permit the distribution, the building principal or designee will specify the reasons for the decision and will specify the changes in the content of the material or in the plan of distribution which must be made, if any, in order to secure such permission. If the student(s) desiring to distribute such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned distribution, the building principal or designee may then grant permission to distribute.
4. Any materials that have not been approved for distribution will not be distributed on school property, at school-sponsored functions or on school-provided vehicles.

Time -

If permission is granted, students may only distribute approved nonschool materials at the following times:

{ } _____ minutes before the official start of school;

{ } during regularly scheduled lunch periods;

{ } _____ minutes after the official end of school;

{ } at school-sponsored activities;

{ } _____ (Other).

Place -

{ } Distribution of approved nonschool materials on school property will be permitted only in locations that allow for the normal flow of traffic within the school and its exterior doors, including on sidewalks located on school property paralleling school driveways. Building entrance walkways and building lobbies will not be utilized for such distribution.

{ } Distribution of approved nonschool materials will be permitted in the following locations:

_____.

{ } Nonschool materials may not be distributed during any regularly scheduled class unless specifically authorized by the Superintendent or designee.

STUDENT EXPRESSION/DISTRIBUTION AND
POSTING OF MATERIALS - Pg. 4

Manner -

{ } Materials approved to be distributed may be required to display the appropriate district disclaimer, as directed by the building principal or designee.

{ } All nonschool materials must bear the district disclaimer.

DISCLAIMER: THE _____ SCHOOL DISTRICT IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE DISTRICT'S CURRICULAR OR EXTRACURRICULAR PROGRAMS.

Any student who distributes materials will be responsible for cleaning any litter that results from such distribution, including any discarded pamphlets, fliers or other documents.

No student will harass or otherwise interfere with the distribution of approved nonschool material by student(s), nor may a student in any way compel or coerce a student to accept any materials.

Posting of Nonschool Materials

The posting of all nonschool materials will be governed by the following procedures:

1. All requests to post nonschool materials must be submitted to the building principal, who will forward such information to the Superintendent or designee for approval, no later than twenty-four (24) hours prior to the planned posting.
2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to post such material must provide in writing his/her name, address, telephone number and organization, if any. This information will be filed in the building principal's office.
3. The Superintendent or designee will review the material, determine if it constitutes unprotected expression, and inform the building principal or designee of his/her decision. The building principal or designee will notify the student(s) planning to post nonschool material of the decision to grant or deny permission to post the material as planned. If the decision is to not permit the posting, the building principal or designee will specify the reasons for the decision and will specify the changes in the content of the material, if any, in order to secure such permission. If the student(s) desiring to post such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned posting, the building principal or designee may then grant permission to post.
4. Any materials that have not been approved for posting will not be posted on school property.

STUDENT EXPRESSION/DISTRIBUTION AND
POSTING OF MATERIALS - Pg. 5

5. All approved materials will be posted in an area designated by the building principal for students to post nonschool materials.
6. All material approved to be posted will contain the date it was first posted.
7. All materials approved to be posted must be removed after _____ school days to assure full access to the bulletin boards.
8. No student will remove or otherwise interfere with the posting of approved nonschool material by student(s).
9. { } Approved postings may be required to display the appropriate district disclaimer, as directed by the building principal or designee.

{ } All nonschool materials must bear the district disclaimer.

DISCLAIMER: THE _____ SCHOOL DISTRICT IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE DISTRICT'S CURRICULAR OR EXTRACURRICULAR PROGRAMS.

Disciplinary Consequences

Any student who violates any provision of Policy 220 or these procedures will be subject to disciplinary action, which may include suspension and/or expulsion from school.

Student Handbook

A copy of this procedure will be published in student handbooks.



Updated

Book	Policy Manual
Section	300 Employees
Title	Family and Medical Leaves
Code	335 Vol II 2019
Status	Review

Authority

The Board shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.[\[1\]](#)[\[2\]](#)

Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.

Delegation of Responsibility

The Superintendent shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.

The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.[\[3\]](#)

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the

☒ Superintendent.

☐ Director of Personnel.

☐ Director of Human Resources.

☐ Business Manager.

☐ _____ (other).

Guidelines

Employees' eligibility for FMLA leave shall be based on the criteria established by law.[\[4\]](#)[\[5\]](#)

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific

qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.[\[5\]](#)

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember.[\[5\]](#)

The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.[\[6\]](#)

CHOOSE ONLY 1 OF THE FOLLOWING OPTIONS – REVIEW CBA'S:

~~{X}~~ When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave **concurrent with** the FMLA leave.[\[5\]](#)

{ } When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee may utilize such paid leave **concurrent with** the FMLA leave.[\[5\]](#)

NOTES:

Both spouses – 29 U.S.C. Sec. 2612, 29 CFR Sec. 825.201

DO NOT add guardian to this policy.

If current policy reads "anticipated disability" – delete and replace with new mast, unless the language is in addition to FMLA.

Take out seniority language due to a conflict in the law.

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Legal	1. 29 U.S.C. 2601 et seq
	2. 29 CFR Part 825
	3. 29 U.S.C. 2619
	4. 29 U.S.C. 2611
	5. 29 U.S.C. 2612
	6. 29 CFR 825.200
	Pol. 813



NEW Adopt to Prohibit

Book	Policy Manual
Section	700 Property
Title	Crowdfunding
Code	702.1
Status	Review

Purpose

The Board recognizes that crowdfunding has become an increasingly popular method by which school districts can procure funding for specific projects and/or programs.

Authority

(If the second paragraph below is chosen, disregard remainder of the policy)

{ } The Board permits district employees and eligible organizations to maximize opportunities to obtain resources for the benefit of students and the district; however, unregulated use of crowdfunding on behalf of the district can expose the district, the employee, and an organization to significant potential legal liability. The Board adopts this policy to effectively mitigate risks and establish parameters for the use of crowdfunding on behalf of the district. Organizations not granted formal recognition by the Board as an eligible organization shall not engage in crowdfunding on behalf of the district.

~~{ }~~ The Board prohibits the use of crowdfunding by district employees or organizations on behalf of the district.

Definitions

Crowdfunding shall mean a mechanism by which an individual or organization solicits and accepts donations from the general public, via specially-designed websites, to fund a specific purpose or cause. **Crowdfunding** shall not include requests for donations the district makes using its own website or social media platforms.

Eligible organizations shall mean

{ } booster groups

{ } parent organizations

{ } school-sponsored student organizations [1]

{ } educational foundations

{ } Other _____

that have been formally recognized by the Board and may be granted permission to utilize crowdfunding upon proper application and subsequent approval.

A **crowdfunding campaign** shall mean an approved crowdfunding request that has been set up and is actively soliciting and accepting donations.

A **crowdfunding request** shall mean the form and related information submitted by an individual who, or eligible organization that, seeks permission to engage in a crowdfunding campaign.

A **crowdfunding site**, for the purposes of this policy, shall mean one that has been approved by the Board or designated administrator.

Individual, for purposes of this policy, shall mean a district employee.

Resources include donated funds, items purchased with donated funds, and, when the crowdfunding site directly provides the items, the items themselves.

Delegation of Responsibility

The

{ } Board

{ } Superintendent

{ } Business Manager

shall approve crowdfunding sites for use by individuals and eligible organizations based on the criteria outlined in this policy.

The

{ } Business Manager

{ } Superintendent

{ } Other _____

shall maintain a list of approved crowdfunding sites and update the list as needed.

It shall be the responsibility of the

{ } Board to approve all crowdfunding requests.

{ } Superintendent

{ } Business Manager

to approve all crowdfunding requests totaling \$_____ or less. When the crowdfunding request is more than \$_____, Board approval shall be required.

If the crowdfunding request is approved, the requester shall be responsible for:

1. Preparing all materials and information related to the crowdfunding campaign.
2. Keeping district administrators apprised of the status of the campaign.
3. Following all applicable laws, Board policies, and administrative regulations, including the requirements, policies and/or regulations established by the crowdfunding site.

Guidelines

The district reserves the right to withhold approval of any crowdfunding request or terminate a pre-approval for a crowdfunding campaign for any reason.

The district reserves the right to refuse to accept funds that have been raised through a crowdfunding campaign if it discovers that the campaign violated this policy or any of the crowdfunding site's requirements, policies and/or regulations.

All resources obtained through crowdfunding campaigns are the property of the district.[2]

While preference shall be given for the resources to be used and maintained by the individual or eligible organization who originally obtained them through crowdfunding, the district reserves the right to transfer such resources to another classroom, program and/or individual, as necessary.[3][4][5]

Approval of Crowdfunding Sites

When evaluating crowdfunding sites to be approved for use by individuals or eligible organizations, the

{ } Board

{ } Superintendent

{ } Business Manager

shall consider the following:

1. The crowdfunding site shall be operated by a legitimate corporation or limited liability company with no history of fraud, unlawful activity, financial mismanagement, or other misconduct.
2. { } The crowdfunding site shall publicly display details about each resource funded (unit cost, vendor, etc.) and provide easy-to-understand explanations of fees and overhead costs.
3. Crowdfunding sites that provide requested items in lieu of direct funds shall be given preference.
4. The crowdfunding site shall require that all resources secured by an individual or eligible organization on behalf of the district go directly to the school or district program listed in the crowdfunding request, not the individual who, or the eligible organization that, submitted the crowdfunding request.
5. Sites designed for crowdfunding by schools and/or educators shall be given preference, as long as they otherwise meet the requirements of this section.
6. { } Other _____.

All crowdfunding campaigns shall utilize one (1) of the approved crowdfunding sites.

Approval of the Crowdfunding Request

Individuals who, and eligible organizations that, wish to use crowdfunding to obtain resources for classroom or school purposes shall submit a written request to the

{ } Board

{ } Superintendent

{ } Business Manager

for approval at least _____ days before the desired start of the crowdfunding campaign.

The crowdfunding request shall include:

1. The name and job title of the individual requester or, if the applicant is an eligible organization, the names of two (2) members of the eligible organization, and their position within the eligible organization, who shall be responsible for overseeing the crowdfunding campaign.
2. The crowdfunding site to be used.
3. The requested item(s) and/or the amount of funds targeted to be raised in order to purchase the item(s).
4. The school, classroom, program, and/or activity to be benefitted.
5. The exact language, as well as any graphics, that will be included in the post on the crowdfunding site.
6. The projected start and end dates of the post on the crowdfunding site.
7. A list and description of any social media platforms and/or accounts that will be used to promote the crowdfunding campaign, including the identification of the individuals/organizations to whom such accounts belong.
8. A description of any other methods/channels that will be used to promote/market the crowdfunding campaign.
9. { } Other _____.

The individual(s) reviewing the crowdfunding request shall ensure that:[1][2]

1. The crowdfunding request does not conflict with other district fundraising efforts.
2. The district does not already have the requested resources.
3. The district can adequately utilize, support, store, and maintain the resources, if received.
4. The crowdfunding campaign is compliant with all applicable federal and state laws and regulations, and Board policies and administrative regulations.
5. The district, staff and/or students are not portrayed in a negative light.
6. The crowdfunding request is compatible with the district's educational program, mission, vision, shared values, curriculum, and district initiatives.

Use of Crowdfunding

{ } To ensure the successful use of crowdfunding for district purposes, the district may provide the following:

1. { } Training for individuals and members of eligible organizations on the use of crowdfunding, including district technology requirements or preferences, to best align with district initiatives and curriculum.
2. { } District expectations, Board policies and administrative regulations for the protection of private information.[6][7][8]
3. { } Recommended external messaging or logo/branding guidelines that align with district standards.

4. { } A maximum dollar amount permitted to be raised by crowdfunding.

5. { } A listing of items that may and may not be obtained through crowdfunding.

Where crowdfunding resources are in the form of funds, such funds shall be sent to the district's Business Manager, who shall ensure the appropriate accounting and holding of such funds until they are used for their stated purpose.

Where crowdfunding resources are in the form of the requested items, all items must be delivered directly to the principal of the building in which they will be used.

{ } For every crowdfunding campaign, individuals and eligible organizations shall be required to report the following to the individual approving crowdfunding requests: how the resources were used in the school, classroom, program, and/or activity to be benefitted and how the students and the district benefitted.

All crowdfunding campaigns involving classroom materials, projects or resources must be consistent with district-approved curriculum.

The Business Manager shall be promptly notified of any unused funds.

The building principal shall maintain control and discretion over unused items or items that can be used after the conclusion of the project for which the items were sought.

Prohibitions

Crowdfunding campaigns may not:

1. Include pictures or personally identifying information of district students in the crowdfunding post, or on the posting individual's home or biography page on the crowdfunding site, without proper consent.[6][7][9][10][11]
2. Be used for the personal gain of any individual.
3. Request food items that do not meet the Smart Snacks standards of the USDA regulations for school nutrition.[12][13]
4. Contain language that suggests, infers or states that:
 - a. The resources sought are required for, or otherwise integral to, a student's special education program, necessary for a student to achieve his/her Individualized Education Program (IEP) goals, or essential to ensure participation of a student or students with disabilities in school or any program offered by the district.[14][15]
 - b. The school does not have enough resources.

Individuals may not keep resources for personal use.

Individuals who are not employees of the district or authorized as part of an eligible organization may not engage in crowdfunding on behalf of the district.

NOTES:

If district has a booster club or similar policy (typically 915), add policy reference after the following language: "Organizations not granted formal recognition by the Board as an eligible organization shall not engage in crowdfunding on behalf of the district."

Legal

1. Pol. 229
2. Pol. 702
3. Pol. 122
4. Pol. 123
5. Pol. 150
6. Pol. 113.4
7. Pol. 216
8. Pol. 324
9. 20 U.S.C. 1232g
10. 22 PA Code 15.9
11. 34 CFR 99.3
12. 7 CFR 210.11
13. Pol. 246
14. Pol. 103.1
15. Pol. 113
- 24 P.S. 216
- 24 P.S. 1603-C
- 34 CFR Part 99
- 7 CFR Part 210



UPDATED

BOLD IS NEW

Book	Policy Manual
Section	900 Community
Title	Nonschool Organizations/Groups/Individuals
Code	913
Status	Review

NOTE: It is important to distinguish that Policy 913 only applies to requests from nonschool organizations, groups and individuals; in contrast, *requests from students to personally distribute or post materials shall be governed by Policy 220. Student Expression/Distribution and Posting of Materials.*[1]

Purpose

The Board recognizes that nonschool organizations, groups and individuals may wish to utilize the district as a means to engage the school community in activities and/or to distribute or post nonschool materials. The Board directs that requests for such utilization from nonschool organizations, groups or individuals shall be governed by this policy.

Activities or school-related information and materials from nonschool organizations, groups and individuals that are integrated with or presented as a part of the district's curriculum or an approved school event or student organization are approved and governed by Board policies related to curriculum and student activities, and are not governed by this policy.[2][3][4]

Authority

{ } The Board prohibits nonschool organizations, groups or individuals from utilizing the district to engage the school community in any way, including the distribution and posting of nonschool materials.

[If this option is chosen, delete the remainder of the policy. In this case, the development of an administrative regulation is not necessary.]

The Board recognizes that the school community may benefit from receiving information from nonschool organizations, groups and individuals, provided the distribution and posting of such information does not interfere with the educational program of the schools. The district's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

The Board prohibits advertisement or promotion by nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or activities not otherwise open to nonschool organizations, groups or individuals.[5][6]

The Board directs that the review and consideration of any activities or nonschool materials requested under this policy shall not discriminate on the basis of content or viewpoint.

Definitions

Nonschool organizations, groups or individuals shall mean those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. When employees or Board members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Board policy regarding student expression and distribution and posting of materials.[1]

Nonschool materials shall mean any printed, **technological** or written materials prepared by nonschool organizations, groups or individuals for posting or general distribution **that** are not prepared as a part of the curricular or approved extracurricular programs of the district, **including but not limited to**, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization websites and the like.

Distribution shall mean issuing nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions.

Posting shall mean publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored websites, through other district-owned technology and the like.

Prohibited activities and materials shall mean activities and materials **that**:

1. Violate federal, state or local laws, Board policy or district rules or regulations.
2. Are libelous, defamatory, **obscene, lewd, vulgar or profane.**
3. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and **serious** danger to the health or welfare of students, such as tobacco/**nicotine**, alcohol or illegal drugs.
4. Incite violence, advocate use of force or threaten serious harm to the school or community.
5. Are likely to or do materially or substantially interfere with the educational process, such as school activities, school work, or discipline, as well as safety and order on school property or at school functions.
6. **Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.**
7. Violate written district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.

Guidelines

Nonschool Materials

The Board requires that nonschool organizations, groups or individuals who wish to distribute or post nonschool materials on school property shall submit them to the **superintendent building principal**. ~~The building principal shall inform the Superintendent or designee of requests received from nonschool organizations, groups and individuals.~~

If approval is granted by the **Superintendent building principal**, the nonschool organization, group or individual shall comply with Board policy and administrative regulations, and the district's time, manner and place restrictions for distribution and posting of materials.

Materials **issued** by nonschool organizations, groups or individuals shall not be distributed during instructional time or school-sponsored activities.

Nonschool Activities

Activities sponsored by nonschool organizations, groups or individuals shall not occur during instructional time or school-sponsored activities.

Requests **by** nonschool organizations, groups or individuals **to invite or promote student participation in nonschool** activities shall comply with Board policy and administrative regulations on distribution and posting of materials.

Fundraising

{X} Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the school.[7]

{ } Where activities or materials otherwise comply with this policy **and** administrative regulations, fundraising activities may be announced.

Directory information for students or staff members will not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.[8]

Scholarships/Awards

The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established criteria be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.[8]

The scholarship or award, and any pertinent restrictions, shall be approved by the Board.

{X} All pertinent information regarding the scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.

{ } The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient of an award or scholarship, pursuant to procedures established for this purpose and consistent with the restrictions applicable to each approved scholarship or award.

Travel Services/Foreign Trips

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.

Sellers of travel services to students must meet the following criteria:

1. {X} Belong to an association of certified sellers of travel.
2. {X} Provide proof of insurance.
3. {X} Submit references.
4. {X} Provide proof of a performance bond.
5. {X} Include in all information provided to students and parents/guardians that use of tobacco/**nicotine**, alcohol and controlled substances will be prohibited.
6. {X} Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.

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Legal

1. Pol. 220
2. Pol. 105
3. Pol. 122
4. Pol. 230
5. 24 P.S. 510
6. 24 P.S. 511
7. 24 P.S. 775
8. Pol. 216
- 24 P.S. 779
- Pol. 907