



NEW

Book	Policy Manual
Section	100 Programs
Title	School Library
Code	109.1
Status	Review
Adopted	June 20, 2023

The School Board recognizes the importance of school libraries play in supplementing and enhancing the District's educational programs offered to its students. The School Board understands the contents of the District's school libraries should reflect the diversity of students' reading interests and support its overall educational mission, while at the same time recognizing that school libraries are not the sole and exclusive venues for school-aged children to gain access to reading materials.

The policy intends to delineate how the contents of school library collections are determined, maintained, and periodically reviewed, as well as explain parental/guardian rights concerning the school libraries.

### **Purpose**

The School Board adopts this policy for the following purposes:

1. To make clear the primary purpose of our school libraries is to promote literacy and critical thinking of its students by providing them access to an array of library materials intended to supplement the learning activities occurring in our classrooms and promote recreational reading interests.

rial, subscription database or other such material either made available for circulation to students within the school library or material being considered for such purposes. This term does not apply to a textbook and/or other instructional materials used within the school curriculum which are covered by Policy 108 (Textbooks).

“Opt-out” - the voluntary decision made by a parent or guardian for his/her own child to restrict the student's access to certain library material contained within the school library.

“Parent or guardian” - an adult who has physical and legal custody of a school-aged child attending one of the District's schools.

“School library” - a library within a District school where all students and school staff of that school have access to library materials.

“Selection” - the systematic selection of materials, through either the purchase or the acceptance of a donation, for inclusion in a school library in compliance with the selection criteria contained in this policy.

“Weeding” - the systematic removal and disposal of library materials from a school library based on the weeding criteria contained in this policy.

## **Library Selection Criteria**

All purchased or donated library materials selected for inclusion in school libraries shall satisfy the following criteria:

1. Enrich and support the curriculum consistent with the general educational goals of the District, and the objectives of individual schools and specific courses.
2. Are appropriate for the subject area and for the age, ability level, learning styles, interests and educational development of students served by the school library.
3. Present various sides of controversial issues so that students have an opportunity to develop, under the appropriate guidance of school staff, skills in critical analysis and in making informed judgments in their daily lives.
4. Promote literacy.
5. Meet high standards in the presentation, format, readability, content, accuracy, artistic or literary quality and educational significance.
6. Do not contain excessive or gratuitous sexuality, excessive or gratuitous profanity, or excessive or gratuitous graphic violence.
7. Are not altered, edited, or formatted in any manner inconsistent with the author's intent.

All the above selection criteria shall be given appropriate weight when assessing the suitability of library materials for inclusion within a school library. Administrative regulations may be developed to further assist how the selection criteria shall be applied at different school libraries (elementary, middle and high schools) when selecting library materials for those student populations.

The School Board tasks the Library Material Review Committee ("Committee") with the responsibility to review and select purchased or donated library materials for inclusion in the school libraries in compliance with this policy. The Committee shall be comprised of representatives from the following groups: school librarians, District administrators, parents and community members, students, teachers and School Board members. Each non-student Committee member shall vote on each library material being reviewed: "yes" to include the material in the library or "no" not to include the material in the library; provided, however, a school librarian serving on the Committee whose is recommending specific library material shall abstain from voting on it. A two-thirds vote of the Committee shall constitute a final decision regarding whether proposed library materials shall be placed in a school library.

## **Donations and Gifts**

The District appreciates financial donations and gifts intended to sustain and support its school library system. Individuals or organizations wishing to make financial donations to support the District's libraries shall follow the procedures outlined in School Board Policy 920 (Gifts and Bequests).

The District shall not accept unsolicited donations or gifts of library materials for inclusion in school libraries. Individuals or organizations that wish to make gifts or donations of library material to the District may do so by selecting materials identified on the District school library donation list. This donation list shall be created by the school librarians, and the library materials contained therein must be approved by the Library Material Review Committee ("Committee") for inclusion on that list. The donation list shall be publicized and periodically updated

as needed. Donations or gifts of library materials contained on the District donation list may be accepted, and appropriate acknowledgement of such donations shall be made. The District reserves the right to accept or decline any donation or gift of library materials, even if it appears on the District donation list.

### **Weeding and Replacement**

The District shall take reasonable measures to ensure that school library collections of materials remain current, viable and useful to the students they serve. An active and continuous weeding program – where obsolete or damaged library materials may be removed from the collection – is essential for maintaining school library collections.

The school librarian shall be responsible for weeding the school library collection in their school building at least once each school year, subject to the criteria specified below. The school librarian shall maintain a list of library materials weeded from the collection, which identifies by title the library material being removed, the reasons for removal and the date of removal. This weeding list shall be submitted to the Superintendent of Schools or her designee and made available to the School Board for informational purposes upon request.

Library materials shall be subject to weeding for one or more of the following reasons:

1. The materials are lost, physically damaged, worn or mutilated.
2. Duplicate copies of the same material that are seldom used or checked out by students.
3. Materials that contain outdated or inaccurate information.
4. Materials that have been superseded by later editions of the same title.
5. Materials that have been replaced by similar or comparable library materials addressing the same subject matter.
6. Materials no longer of interest to students as evidenced by three or fewer students checking out the material over the past three school years.

When discarding weeded library materials, the school librarian shall:

1. Remove all District and/or school identification marks.
2. Remove the bar code or pocket and check-out card, if applicable.
3. Stamp the material “Discard.”
4. Remove the material from the library circulation system.
5. Include the material on the weeding list of discarded materials in compliance with this policy.

Before discarding weeded materials in good condition, a school library with the prior permission of the School Board may offer such materials to the local library, another school library or an institution or organization that promotes reading among school-aged children.

The weeding criteria shall not apply to archival or historical materials stored in a school library that relate directly to the District’s history. For example, copies of high school yearbooks, graduation ceremony programs, school newspapers or other similar materials that are maintained to preserve a school’s history or local history would be exempt from weeding criteria.

## **Content Advisory List**

The Library Material Review Committee (“Committee”) is authorized to develop content advisory lists to make parents and guardians aware of subject matters addressed in some library materials. The content advisory lists are not intended to call into question the appropriateness of any library materials for inclusion in a school library, but instead to make parents and guardians aware of library materials that they may wish for their children to either access or avoid when using the school library.

The Committee may rely upon the school librarian in each school to identify library materials for inclusion on the content advisory list, as well as to compile the contents of the content advisory list.

The Committee shall publicize a library content advisory list for each school library at least once each school year. The content advisory list shall delineate the title and author of each listed library material and briefly identify the reasons for its inclusion on the list. The content advisory list shall be publicly accessible to District staff, students and their parents/guardians.

A school librarian is not required to deny a student access to library materials included on a content advisory list unless the student’s parent/guardian has completed the “opt-out” procedure for their child to be denied access to such material.

## **Parental/Guardians Opt-Out for Library Materials**

Pennsylvania law respects the rights of parents and guardians to direct the upbringing of their children, which includes the right to make certain decisions regarding the education of their children. Consistent with these parental rights, the School Board creates an “opt-out” procedure to allow parents and guardians to restrict their child’s access to certain library materials.

Parents and guardians shall be afforded the opportunity to review the library materials available in the school library through the Warwick Destiny Catalog, or other electronic databases identifying the contents of school library collections.

To respect parental wishes, while at the same time respecting the diversity of materials within school libraries, the School Board directs that the administration to implement the following program to allow parents and guardians to “opt-out” their children from being able to check out certain library materials from the school library as follows:

1. If material is contained within the school library, where the child attends school, the parent or guardian may email the school’s librarian an “opt-out” request explaining their wish to restrict their child’s ability to access specific material. Parent/guardian “opt-out” requests cannot be made for general subject matters or categories of library material.
2. Upon receipt of a valid parental/guardian “opt-out” request, the school librarian shall place this restriction in the child’s Destiny Account within one week of the date of the request, subject to the number of similar requests for restrictions made at that school library at a given time. The processing of “opt out” requests may be delayed slightly when a large number are received within a short period of time.
3. This parental/guardian “opt-out” request shall remain in place throughout their child’s enrollment in the District, unless and until the parent/guardian make an affirmative request to end the “opt-out.”

Parents and guardians are strongly encouraged to communicate with their children about any “opt-out” requests they make to minimize potential confusion about what library materials a child may or may not access. Such parental communications will ensure school librarians will not be the first person to alert a child to any restriction upon their ability to select library materials.

If multiple households are involved in a child's education, parents and guardians are responsible to facilitate any decision on "opt-out" requests and to communicate with one another about any restrictions on the ability of a child to access library materials.

Parents and guardians "opt-out" requests shall not be used to substantially impair a child's participation in assigned curricular activities.

### **Library Material Challenge Procedures**

Five or more parents or guardians of District students may formally challenge library materials in their student's school library on the basis of appropriateness and that the library material fails to meet the selection criteria in this policy.

In making any challenge, the group shall submit their challenge in writing, which shall address each of the below requirements:

1. Verify that each of the parents/guardians identified as a party to the challenge reviewed the entirety of the library material being challenged, as opposed to exclusively relying upon a third-party summary of the contents of the challenged library material.
2. Explain why the parental/guardian "opt-out" procedures offered under this policy are inadequate to restrict their own children's access to the challenged library material in the school library.
3. Explain why the parents/guardians believe the inclusion of the challenged library materials was not selected in compliance with the selection criteria outlined in the policy or its related administrative regulations.
4. Identify alternative materials that address the subject matter of the challenged library material from a similar viewpoint that the parents/guardians believe is more suitable for inclusion in the school library.
5. Provide any other information the parents/guardians believe is relevant to support their position that the challenged library materials should be removed from the school library.

The District shall not be required to consider any challenge that does not meaningfully address each of the above requirements for filing a challenge. The District shall not be required to consider more than one (1) challenge at a time, and each challenge will be processed in the order in which they are received. When multiple challenges exist, a challenge is not considered received per the deadlines below until its processing has begun.

Challenged library materials shall remain in circulation at the school library during any challenge review.

Any challenge shall be submitted to the Superintendent's designee for review and to make an initial determination. The Superintendent's designee may consult with District staff members to gather information to make an initial determination on the challenge. The initial determination shall be made within forty-five (45) days of the receipt of a challenge unless additional time is necessary. The initial determination shall be made in writing and explain why the challenge is either granted or denied. A copy of the initial determination shall be provided to the parents/guardians listed in the challenge.

Parents/guardians may appeal an initial determination within ten (10) days of their receipt to the Challenge Review Committee ("Committee"). The Challenge Review Committee shall be comprised of one teacher, a supervisor/lead teacher/head teacher, a school counselor/facilitator, the school librarian, the building principal, one district-wide administrator and the Assistant Superintendent. Any appeal shall respond to reasons articulated in the

initial determination. The Committee, in its sole discretion, may convene a meeting to ask questions and receive information from the initial decisionmaker and parents/guardians regarding the appeal. In absence of such a meeting, the Committee shall evaluate the challenged library material, the challenge and the initial determination in making its collective decision whether to grant or deny the appeal. The Committee shall render its decision on the appeal within sixty (60) days of its filing or the date of any meeting, whichever is later. The Committee's decision shall be in writing and explain the reasons for its conclusions. The Committee's decision shall be final.

The same library material may not be challenged for at least three years after a final decision is made regarding a challenge.

### **Compliance with the Policy**

The School Board expects District staff members and Library Material Review Committee members to comply with this policy when fulfilling their respective responsibilities in reviewing or selecting library materials; creating content advisory lists; weeding library materials or processing or responding to parental "opt out" requests or library material challenges.

In the event the School Board determines substantial noncompliance with this policy in either the selection of library materials for inclusion in a school library or the granting, or denial, of a library material challenge, the School Board by a two-thirds (2/3) vote at a public meeting may reverse that decision; provided, however, a reasonable opportunity is provided for the Superintendent and the School Board to gather and review the facts surrounding the contested decision before any such action is scheduled or taken. The School Board shall not be required to have a two-thirds (2/3) vote in order to approve a settlement of a civil action filed in court of competent jurisdiction that challenges the lawfulness of a decision or action made under this policy.

For purposes of this policy, substantial noncompliance with this policy does not include discretionary decisions made in good faith by District staff members and/or Library Material Review Committee, which someone may disagrees with, if those decisions reasonably fall within the scope of the applicable definitions and/or requirements of this policy.

### **Severability**

If any portion of this policy is determined by a court of competent jurisdiction to either be unlawful or unconstitutional, that portion of the policy shall be rendered void and no longer enforceable without impacting the remaining portions of this policy that are deemed to be lawful or constitutional.



# UPDATED

## BOLD IS NEW

Book	Policy Manual
Section	100 Programs
Title	Home Education Programs
Code	137
Status	Review
Adopted	April 18, 2023

### **Authority**

Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Definitions**

**Appropriate education** - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.[\[2\]](#)

**Hearing examiner** - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

**Home education program** - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.

**Supervisor** - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.

### **Delegation of Responsibility**

The Superintendent or designee shall develop and distribute administrative regulations for registering home education programs **and maintaining appropriate records in accordance with law.**[\[2\]](#)

### **Guidelines**

#### **Notarized Affidavit**

Prior to the commencement of the home education program, and annually thereafter on **or before** August 1, the parent/guardian or other person having legal custody of the child or children shall file a notarized affidavit with the Superintendent, **which contains certification that the supervisor of the home education program and all adults living in the home and persons having legal custody of a child or children in the home education program have not been convicted of criminal offenses enumerated in School Code, in accordance with law. The affidavit shall include all** information required by law.[\[2\]](#)

#### **Instructional Program**



The instructional program for home education students shall include such courses as required by law.[\[2\]](#)  
[\[4\]](#)[\[5\]](#)

#### Loan of Instructional Materials

At the request of the supervisor, the district shall lend to the home education program copies of the school's planned courses, textbooks and curriculum materials appropriate to the student's age and grade level.[\[2\]](#)

#### Student Portfolio and Evaluations

For each student participating in a home education program, the supervisor shall:[\[2\]](#)

1. Maintain a portfolio of records and materials, **in accordance with applicable law.**
2. Provide an annual written evaluation of the student's educational progress, **in accordance with the provisions of applicable law.**

#### Graduation Requirements

The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.[\[2\]](#)

#### Diplomas

Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.[\[2\]](#)

#### Students With Disabilities

A home education program meets compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit.[\[1\]](#)

The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.[\[1\]](#)

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in **public** schools or in a private school licensed to provide such programs and services.[\[1\]](#)

#### Appropriate Education/Compliance

A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that **they have** ten (10) days to submit the certification.[\[2\]](#)

If the Superintendent has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, **the Superintendent** may submit a letter to the supervisor requiring an evaluation **to** be conducted and that an evaluator's certification stating that an appropriate education is occurring **shall** be submitted to the district by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's reasonable belief.[\[2\]](#)



If the Superintendent has a reasonable belief that the home education program is out of compliance, **the Superintendent** shall submit a letter to the supervisor requiring a certification **to** be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's reasonable belief.[\[2\]](#)

As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.[\[2\]](#)

### Hearings

If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.[\[2\]](#)

If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a **public** school, a nonpublic school or a licensed private academic school.[\[2\]](#)

**If a home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor of the home education program is prohibited by law from supervising a home education program for that child or children for a period of twelve (12) months from the date of such determination.**[\[2\]](#)

### Appeal

The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.[\[2\]](#)

### Transfers

If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.[\[2\]](#)

The Superintendent shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.[\[2\]](#)

The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.[\[2\]](#)

If a home education program is out of compliance, the Superintendent shall inform the home education supervisor and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[\[2\]](#)

If a home education program is in hearing procedures, the Superintendent shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[\[2\]](#)

If the Superintendent is informed of pending proceedings related to a home education program relocating **from a previous district to this** district, **the Superintendent** shall continue the home education program until the appeal process **in the previous district** is finalized.[\[2\]](#)

## Legal

[1. 24 P.S. 1327](#)

[2. 24 P.S. 1327.1](#)

[3. 22 PA Code 11.31a](#)

4. Pol. 137.2

5. Pol. 137.3

[24 P.S. 111](#)

[22 PA Code 11.33](#)

Pol. 137.1

Pol. 203

Pol. 209



# UPDATED

## BOLD IS NEW

Book	Policy Manual
Section	100 Programs
Title	Extracurricular Participation by Home Education Students
Code	137.1
Status	Review
Adopted	April 18, 2023

### Authority

The Board **approves** participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all the **requirements** stated in **law and** Board policy.[1][2][3][4][5]

The Board shall not provide individual transportation for students enrolled in home education programs who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.

### Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs, including, as applicable, Junior Reserve Officers' Training Corps (JROTC) units.[6][7][8]

A home education student may participate in extracurricular activities and interscholastic athletic programs only at the school building the student would be assigned to if the student was enrolled in the district.

Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee. **Verification may include, but not be limited to, attendance records, weekly grades or academic achievement or other documents demonstrating completion of eligibility criteria.**[1]

To be considered in attendance in accordance with Board policy, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program and submitted documentation.[5][9]

The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria.[3][4]

3. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.[4]
4. Comply with Board policies and school rules and **administrative** regulations regarding extracurricular activities, interscholastic athletics, and student **conduct**. [3][4][10][11][12][13]
5. Comply with policies, rules and regulations, or their equivalent, of the activity's governing organization. [1][2]
6. Meet attendance and reporting requirements established for all participants of the activity or program. [9]
7. Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions. [1][4]
8. Comply with all requirements and directives of the district staff, coaches, **activity advisors** and administrators involved with the extracurricular activity or interscholastic athletic program.

### **Delegation of Responsibility**

The **Superintendent** or designee shall **post information regarding the availability of the district's extracurricular activities and interscholastic athletics programs, as well as a copy of this Board policy, on the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians.** [1]

The building principal or designee shall distribute **eligibility criteria** regarding student participation in extracurricular activities and interscholastic athletics, and information **on the dates and times of physical examinations or medical tests provided to students by the district. Such information shall be distributed through student handbooks, other publications and on the district's publicly available website.** [1]

The building principal or designee shall receive and review verification from the parent/guardian **or home education program supervisor** that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.

## Legal

[1. 24 P.S. 1327.1](#)

[2. 24 P.S. 511](#)

3. Pol. 122

4. Pol. 123

5. Pol. 137

[6. 10 U.S.C. 2031](#)

7. Pol. 103

8. Pol. 103.1

9. Pol. 204

10. Pol. 218

11. Pol. 222

12. Pol. 227

13. Pol. 235

Pol. 137.2



NEW

Book	Policy Manual
Section	100 Programs
Title	Participation in Cocurricular Activities and Academic Courses by Home Education Students
Code	137.2
Status	Review
Adopted	April 18, 2023

### **Authority**

The Board approves participation in the district's cocurricular activities and academic courses by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

### **Definition**

**Cocurricular activities** - district activities that merge extracurricular activities with a required academic course, including but not limited to, band, orchestra and other activities that include a for-credit component that takes place during the school day.[\[1\]](#)[\[2\]](#)[\[4\]](#)

### **Guidelines**

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district cocurricular activities and academic courses in accordance with Board policy on the same basis as other students enrolled full-time in the district.[\[1\]](#)[\[6\]](#)[\[7\]](#)

~~X~~ including Junior Reserve Officers' Training Corps (JROTC) units offered for credit.[\[8\]](#)

A home education student may participate in cocurricular activities and academic courses only at the school building the student would be assigned to if the student was enrolled in the district.

Prior to trying-out or auditioning for a cocurricular activity or enrolling in an academic course, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[\[1\]](#)

The following conditions shall govern participation in the district's cocurricular activities and academic courses by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent for the cocurricular activity or the prerequisites for the academic course.[\[1\]](#)[\[2\]](#)[\[9\]](#)
3. Comply with Board policies and school rules and administrative regulations regarding student conduct in school and at school-sponsored activities.[\[1\]](#)[\[2\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

4. Comply with policies, rules and regulations, or their equivalent, of the cocurricular activity's governing organization, where applicable.
5. Meet attendance and reporting requirements established for all participants of the cocurricular activity or academic course, including any sign-in and sign-out procedures for school building attendance purposes. Home education students must participate in the full class period for an academic course, unless an exception has been granted in accordance with Board policy and school rules.[14]
6. Comply with all Board policies, school rules and requirements and directives of the district staff, activity advisors and administrators involved with the cocurricular activity or academic course.[1]

### Academic Courses

Students attending home education programs are eligible to enroll in district academic courses in accordance with law and Board policy, and may participate in academic courses equaling up to one-quarter ( $\frac{1}{4}$ ) of the school day for full-time district students.[1]

~~X~~ Students enrolled in home education programs shall only be eligible to participate in cocurricular activities and/or academic courses that are scheduled in consecutive time periods during the school day if the student's parent/guardian is not able to provide supervision for the student between the scheduled cocurricular activities and/or academic courses.[1]

The district shall provide the student's home education program supervisor with a grade for each cocurricular activity and academic course completed by a student enrolled in a home education program, in accordance with Board policy and administrative regulations. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[1][3][15]

### Transportation

Parents/Guardians of home education students shall be responsible for transportation of students participating in district cocurricular activities and academic courses, except that a home education student may utilize district transportation to or from school during the times a bus is otherwise already operating, and space is available.[1]

### Delegation of Responsibility

The Superintendent or designee shall post information regarding the district's cocurricular activities and academic courses, as well as a copy of this Board policy, on the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for a cocurricular activity or academic course.

~~X~~ The Superintendent or designee shall establish administrative regulations for prioritization of enrollment in district cocurricular activities and academic courses based on the established number of allowable participants in designated activities and courses.[1]

~~X~~ Prioritization may be based on academic achievement, demonstration of skills or competencies, record of conduct, and other designated criteria. Students attending home education programs shall have an equal opportunity to compete for enrollment in district activities and courses, in accordance with established administrative regulations.[1][6][7]



## Legal

[1. 24 P.S. 1327.1](#)

2. Pol. 122

3. Pol. 137

4. Pol. 137.1

5. Pol. 137.3

6. Pol. 103

7. Pol. 103.1

[8. 10 U.S.C. 2031](#)

9. Pol. 105

10. Pol. 218

11. Pol. 222

12. Pol. 227

13. Pol. 235

14. Pol. 204

15. Pol. 212



NEW

Book	Policy Manual
Section	100 Programs
Title	Participation in Career and Technical Education Programs by Home Education Students
Code	137.3
Status	Review
Adopted	April 18, 2023

### **Authority**

The Board approves participation in a career and technical education program by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]](#)

Students attending home education programs shall be eligible to participate in a career and technical education program

**[Choose one or both options below, based on the district's career and technical education programs and the language in Policy 115.]**

☒ at Lancaster County CTC (Career and Technical Center), in accordance with the Articles of Agreement and center admission policy and procedures, on the same basis as other district students.

☐ in this district, based on the requirements for admission to that program and Board policy, on the same basis as other district students.

### **Guidelines**

Students attending home education programs shall be given an equal opportunity to [\[1\]\[3\]\[6\]\[7\]\[8\]](#)

**[Choose one or both options below, based on the district's career and technical education programs and the language in Policy 115.]**

☒ apply for placement in available programs at Lancaster County CTC (Career and Technical Center).

☐ participate in district career and technical education programs.

Prior to enrolling in a career and technical education program, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[\[1\]](#)

The following conditions shall govern participation in career and technical education programs by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent or the prerequisites for the career and technical education program.[\[1\]](#)[\[4\]](#)[\[6\]](#)[\[9\]](#)
3. Comply with applicable policies and school rules and administrative regulations  
**[Choose one or both options below, based on the district's career and technical education programs and the language in Policy 115.]**  
~~X~~ of Lancaster County CTC (Career and Technical Center)  
 { } of the district  
 regarding student conduct in school and at school-sponsored activities.[\[1\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
4. Meet attendance and reporting requirements established for all participants of the career and technical education program, including any sign-in and sign-out procedures for building attendance purposes. Home education students must participate in the required courses for the program on the same basis as students enrolled in the district, unless an exception has been granted in accordance with applicable Board policy and school or program rules.[\[14\]](#)

**[Choose this option only for a career and technical education program operated by the district.]**

{ } Students attending home education programs who enroll in a career and technical education program operated by the district shall be eligible to participate in the academic courses required for that career and technical education program in accordance with law and Board policy on participation in academic courses by home education students.[\[1\]](#)[\[6\]](#)

The

**[Choose one or both options below, based on the district's career and technical education programs and the language in Policy 115.]**

~~X~~ Lancaster County CTC (Career and Technical Center)

{ } district

shall provide the student's home education program supervisor with a grade for each career and technical education program course completed by a student enrolled in a home education program, in accordance with Board policy and administrative regulations. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[\[1\]](#)[\[5\]](#)[\[15\]](#)

Transportation

Students attending home education programs who participate in career and technical education programs may use district transportation to or from the career and technical education program during the times when district transportation is already operating, and space is available in addition to full-time district students.[\[1\]](#)

**Delegation of Responsibility**

The Superintendent or designee shall post information regarding the district's options for career and technical education programs, as well as a copy of this Board policy, on the district's publicly available website and provide information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for participation in career and technical education programs.

~~X~~ The Superintendent or designee shall establish administrative regulations for prioritization of enrollment in career and technical education programs, [\[1\]](#)  
**[Choose one or both options below, based on the district's career and technical education programs and the language in Policy 115.]**

~~X~~ in accordance with the Articles of Agreement and the established number of allowable participants for designated programs at **Lancaster County CTC** (Career and Technical Center).

{ } based on the established number of allowable participants in designated district programs.

~~X~~ Prioritization may be based on academic achievement, demonstration of skills or competencies, record of conduct, and other designated criteria. Students attending home education programs shall have an equal opportunity to compete for program enrollment, in accordance with established administrative regulations.[\[1\]](#)[\[4\]](#)[\[7\]](#)[\[8\]](#)

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Legal

- [1. 24 P.S. 1327.1](#)
- [2. 24 P.S. 1801](#)
- [3. 22 PA Code 4.31](#)
4. Pol. 115
5. Pol. 137
6. Pol. 137.2
7. Pol. 103
8. Pol. 103.1
9. Pol. 105
10. Pol. 218
11. Pol. 222
12. Pol. 227
13. Pol. 235
14. Pol. 204
15. Pol. 212



# NEW

Book	Policy Manual
Section	700 Property
Title	Honoring and Naming Rights
Code	715
Status	Review
Adopted	June 20, 2023

## Purpose

The purpose of this Policy is to establish the criteria and procedures for granting naming rights in relation to Warwick School District Buildings and Grounds.

## Definitions

**Buildings and Grounds** - Warwick School District-owned buildings, or parts thereof, including but not limited to, classrooms, wings, gyms, auditoriums, and libraries, and properties, including outdoor fields, buildings and spaces.

**Building and Property Committee** - A school board appointed sub-committee comprising 2 school board members, members of the public, and administrative liaison(s) who will consider naming requests and make recommendations to the school board for consideration.

**Naming rights in consideration** - Recognition for financial contributions, sponsorship, or other commercial transactions.

**Naming rights in recognition** - Recognition of a significant contribution to the Warwick School District that the District wishes to honor including educational or administrative contributions, contributions to the arts and/or athletics, or contributions of service.

## Authority

Naming rights shall be considered by the District; however, approval of any and all proposed naming of District property is subject to Board approval.

The Board recognizes two (2) circumstances in which the Board may grant naming rights: naming rights in consideration, and naming rights in recognition. In each circumstance, the Board shall enter into a written agreement about the nature of the naming rights. The provisions of this Policy shall govern any agreement.

## **Naming Rights in Consideration**

The Board may grant naming rights in consideration to recognize contributions made to the Warwick School District. The contribution may be a financial contribution, sponsorship, or the provision of equipment, materials, land, or services. These contributions are at the discretion of the District. ([POLICY 913.1](#))

## **Naming Rights in Recognition**

The Board may grant naming rights in recognition to acknowledge contributions to the Warwick School District that were **not** contributed to the District for the purpose of receiving naming rights in consideration as noted above. Naming rights for these contributions shall be at the discretion of the District.

Names may be removed from consideration or from District buildings, etc. if the Board determines its association with the donor or the honoree could cause damage to the District's reputation, standing or integrity or be contrary to the District's mission of education, vision, values, and comprehensive planning goals.

At least one (1) of the following criteria must be met for granting naming rights in recognition:

1. Recognition of outstanding service to the Warwick School District while serving in an academic, athletic, artistic or administrative capacity and/or outstanding service to the District community.
2. Recognition of the achievements of distinguished alumni.
3. Recognition of a generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship, etc.), **such being voluntary and not rendered in consideration of granting naming rights.**

## **Guidelines**

In granting naming rights, either in consideration or in recognition, due regard will be taken in order to maintain an appropriate balance between commercial considerations and the role which names of buildings and spaces contribute to the District's sense of identity, as well as their role in assisting staff, students, and visitors to orient themselves within a campus.

Donated funds derived from naming rights shall be designated to the capital reserve fund unless otherwise agreed upon between the donor and the District, and approved by the Board. The Board reserves the authority to revoke the naming of a facility in the event that the individual, business, organization, agency or corporate entity, for whom the facility is named, is reasonably determined to have committed any act deemed to warrant such removal.

In the event of significant renovations to a previously named facility, or a portion thereof, the Board may, at its discretion, determine that a new naming opportunity should be considered for the renovated area. The Board will recognize and honor the original conditions of agreement of the initial naming of the facility.

Naming of a facility does not give any property interest in the named facility or any right to direct or approve the manner that such a name will be displayed at the facility.

In all cases, the Board retains control and ownership over the named buildings and/or grounds.

Naming rights shall not convey any input or control over the content of school programs in the named buildings and/or grounds, nor the disposition of said named buildings and/or grounds.

The granting of naming rights under this policy shall not be considered an endorsement by the Board of a commercial product, business enterprise or institution of learning.

Nominations for the naming rights of buildings, grounds or portions thereof shall come to the Board by recommendation of the Superintendent or the Superintendent's designee, or by recommendation of the Building and Property Committee:

1. Buildings and/or grounds may be named by/for major contributors to the District.
2. The term of the naming rights shall not exceed the expected life of the facility or equipment.
3. The Board also reserves the right to refuse any contributions conditioned upon naming buildings and/or grounds or areas in a manner that the Board determines would be inconsistent with the District's educational purpose, would be inappropriate for a public school district, or otherwise does not reflect the image that the District seeks to put forth.
4. The Board shall not accept any contribution made with a view toward naming a facility where to do so would involve unlawful discrimination based upon race, religion, sex, age, national origin, color, disability, or any other basis prohibited by federal, state or local laws or regulations or would otherwise violate applicable law of District policy.
5. The Building and Property Committee will review naming opportunities with prospective benefactors. However, no commitments or promises can be made, nor will such be honored, with respect to dollar amounts needed for a naming opportunity. The Building and Property Committee shall review the request and offer a recommendation for approval/non approval to the Board. No commitment shall be binding upon the District until approved by the Board at a public meeting.
6. Irrevocable trusts made through deferred giving processes shall be suitable for naming existing buildings, facilities or parts thereof.
7. Special requests to name buildings, other facilities or parts thereof in honor of people who have contributed to the betterment of the District, and to its educational programs, will be considered by the Superintendent and/or Building and Property Committee.
8. Buildings, grounds, or parts thereof will not be named for persons who are currently employed by the District or those who currently hold public office. For such naming considerations in these instances, a person shall have been retired from the District or public office for a minimum of five (5) years. Buildings will not be named after living persons.
9. The Board reserves the right to revoke the naming of a facility in the event that the individual, for whom the facility is named, is determined to have committed any criminal act deemed to warrant such removal or has engaged in any act of moral turpitude, regardless of whether such act violates any criminal statute or results in a criminal indictment or charge.
10. In the event of significant renovations to a previously named facility, or a portion thereof, the Board may, at its discretion, determine that a new naming opportunity be considered for the renovated area.
11. In the event that the Board enters into a lease advertising arrangement, in general, naming will require a commitment for each year of the term. (POLICY 913.1)
12. Advertising areas, including but not limited to the auditorium, gymnasium(s), cafeteria and outdoor facilities or parts thereof, may utilize a formula to determine the level of commitment and the duration of this commitment. (POLICY 913.1)



13. In such cases, a plaque paid for by the proposed sponsor **may** be located at an appropriate location, giving the name and a brief biography of the donor.
14. Proposed signage by contracted marketing companies will be considered by the District.
15. Following the approval of naming rights on any District property or portion thereof, a memorandum of understanding, or comparable document, shall be created by the solicitor and signed by the donor, the President of the Board and the Superintendent. Any such agreement must be approved by the board at a public meeting. Following the acceptance of a naming rights commitment, the Board shall make every effort to honor the intent of the donor in its use of the funds, but reserves the right to use any gift it accepts in the best interest of the educational program of the District.

### **Citizen Group Proposed Naming or Renaming of a School Building or Facility**

The criteria and standards for naming or renaming a building or facility shall be the same as listed in above.

To ensure a broad base of support for a citizen group nomination, the group must submit a petition signed by **at least 500 district residents or former students** to the Superintendent or Building and Property committee. The Committee will then evaluate the recommendation and either support the recommendation by moving it to the School Board level or deny the recommendation and do nothing further. This step must be done before the School Board will consider naming or renaming a building or facility initiated by a citizen or citizen group.

Upon receiving a proper request to name or rename a building or facility, the School Board shall wait at least 90 days before considering this proposal, allowing adequate time for public input on the proposal.

The School Board will make the final decision and reserves the right to reject any proposal to name or rename a building or facility.

Legal 1. 24 P.S. 701 24 P.S. 510