

THE SCHOOL DISTRICT  
OF PHILADELPHIA

SECTION: PUPILS  
TITLE: Harassment of Students  
ADOPTED: September 22, 2010  
REVISED: August 22, 2013  
To be Considered for  
Adoption at the June 15,  
2017 SRC Action Meeting

248. HARASSMENT OF STUDENTS

**Purpose**

The School Reform Commission strives to provide a healthy safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. It shall also be the policy of the District that each staff member shall be responsible for maintaining an educational environment free from all forms of harassment, and that each student shall be responsible to respect the rights of his/her fellow students and employees and to ensure an atmosphere free from all forms of harassment.

**Authority**

The SRC prohibits all forms of ~~unlawful~~ harassment of students and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The SRC encourages students and third parties who have been harassed, or parents/guardians of students who have been harassed, to promptly report such incidents to the school principal or designee, or to any other member of the school staff, including teachers, guidance counselors, bilingual counseling assistants (BCAs), coaches and administrators.<sup>[1][2][3]</sup> Any staff member who receives such a report shall immediately notify the principal or designee of same. If the behavior continues or if the school does not take action, students or parents/guardians should report the incident to the District’s hotline at 215-400-SAFE.

This policy applies to students in connection with all the academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school’s facilities, on a school bus, in transit to and from school, at a class or training program sponsored by the school at another location or elsewhere. The policy also applies to any off-campus conduct that has a continuing effect on the campus.

The SRC directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. All parties will be treated with dignity and due process.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment or participation in an investigation.

In the event that **school-based staff fail** to investigate a complaint of harassment, fails to document the outcome of an investigation of harassment, or if harassment continues after an investigation has concluded, individuals **shall** report the incident to the district's **Compliance Officer** at 215-400-4000 and/or submit a complaint to [antiharassment@philasd.org](mailto:antiharassment@philasd.org).

### **Definitions**

For purposes of this policy, harassment shall consist of **unwelcome** verbal, nonverbal, written, graphic or physical conduct relating to an individual's gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, English language proficiency, socioeconomic status and/or political beliefs.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. A single incident of harassment may implicate more than one protected class. For example, a student may be targeted because of his/her race and sexual orientation.

Harassment can create a hostile environment when it:

1. Is **sufficiently** severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with a student's education.
3. Otherwise adversely affects an individual's learning opportunities, safety or well-being.

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Examples of sexual harassment, as defined above, include but are not limited to, sexual propositions; touching of a sexual nature; graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures or written material; sexual gestures or touching oneself sexually in front of others; telling sexual or dirty jokes; spreading sexual rumors or rating other students as to sexual activity or performance; circulating or showing emails or websites of a sexual nature.

For purposes of this policy, the term sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.<sup>[2][5]</sup>

### **Guidelines**

The Code of Student Conduct, which shall incorporate this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom, posted in a prominent location within each school building and posted on the district website. The policy shall be made available in English and all other languages necessary to facilitate understanding by district residents.

This policy shall be reviewed with every district student within ninety (90) days after the initial adoption or a revision by the SRC, and annually on the first day of school thereafter.

### **Mandated Regulatory Procedures:**

#### *Complaint Procedure – Student/Third Party*

##### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy, or the parent/guardian of a student, is encouraged to immediately report the incident to the building principal or designee, or to any other member of the school staff, including teachers, guidance counselors, bilingual counseling assistants (BCAs), coaches and administrators.

A school employee who witnesses, suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal or designee.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable. The principal or designee shall complete the District's complaint form if the complainant chooses to make an oral or electronic report. In each building, to the extent practicable, compliant forms shall be readily available in any and all languages that are spoken by one or more students attending that school.

If the building principal is the subject of a complaint, the student, parent/guardian, third party or employee shall report the incident directly to the Compliance Officer.

##### **Step 2 – Investigation**

Upon receiving a complaint of harassment, the building principal or designee shall take immediate and appropriate action to investigate or otherwise determine what occurred in accordance with the Administrative Procedures. At a minimum, the investigation shall consist of the following:

1. The investigation should consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

2. The investigator shall attempt to secure statements from all participants in, and witnesses to, the incident(s). The complainant shall not be required to meet face-to-face with the accused.
3. When a student with limited English proficiency is a party to a complaint, interpretation and/or translation services shall be provided. The limited English proficiency of a complainant, witness, or the accused is not an acceptable reason for failure to secure a statement from him or her.
4. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.
5. The obligation to conduct this investigation shall not be negated by the fact that the complainant cannot identify the accused.

All complaints should be forwarded and/or uploaded to the Compliance Officer for the purpose of monitoring, evaluating and providing District level support to diminish harassment.

All investigations shall be completed by the assigned investigator within fourteen (14) days from the reporting of the complaint. Extenuating circumstances for not being able to comply with the deadline must be approved by the Compliance Officer. The extension must be a specified period of time not exceeding fourteen (14) days, and must be communicated to the complainant.

### **Step 3 - Investigative Report**

The building principal or designee shall prepare a written report which shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, and his or her parent, if s/he is under 18 years old, the accused, and the Compliance Officer.

### **Step 4 -District Action**

If the investigation determines that the accused engaged in conduct that constitutes a violation of this policy, the District shall take prompt and effective steps reasonably calculated to end the harassment, eliminate any hostile environment and its effects, and prevent the harassment from recurring. When appropriate, students who have been found to violate this policy will receive instruction or training on why their actions were inappropriate and/or hurtful.

Complainants and the accused, and their parents, if they are under 18 years old, shall be notified of the final disposition/action taken by the District. Either party may appeal the final disposition/action to the Compliance Officer, or if the Compliance Officer has conducted the investigation, to the Superintendent.

Disciplinary actions shall be consistent with the Code of Student Conduct, SRC policies and administrative procedures, and state and federal laws.

If it is concluded that a student has intentionally made a false report or complaint under this policy, such student may be subject to disciplinary action.

### **Expedited Resolution of Harassment Incidents**

While the SRC cautions that all incidents of harassment are hurtful to students and negatively impact the school environment, there are some harassment incidents that District employees can effectively address and resolve immediately. The investigative procedures (Steps 1-4 above) shall not apply when a District employee witnesses or receives a report of harassment and the District employee, in his/her professional judgment determines:

1. The harassment was not severe, persistent, or pervasive, and
2. The District employee is able to fully and adequately address the harassment with the target(s) (if any) and the perpetrator(s), including:
  - a. Educating the perpetrator(s) on the wrongfulness of his/her actions, identifying the harassing language and behavior involved, and referring the student for counseling, community service or imposing discipline, if appropriate, and
  - b. Speaking with the target student(s) (if any) to ensure s/he has not been a repeated target of harassment, is satisfied with the employee's response, and is notified of his/her right to file a complaint with the principal.

Whenever the Expedited Resolution process is followed, the District employee shall file a written report on the incident in accordance with the Administrative Procedures.

The following are examples of harassment prohibited by this policy:

*Some students anonymously inserted offensive notes into African-American students' lockers and notebooks, used racial slurs, and threatened African-American students who tried to sit near them in the cafeteria.*

*Students mockingly refer to Asian students as "Bruce Lee", "China boy", "f'ckm' Asian" and use racial slurs and create noises intended to reference made-up speech around Asian languages. Asian students are routinely targeted in unmonitored student-centric areas such as stairwells, hallways, bathrooms, and walking to and from school with students screaming at them with threats of harm and physical assault. One student*

*threatens an Asian student by drawing a finger across the throat with the statement, "F\*ck you China people."*

*School employees at junior high school received reports of several incidents of anti-Semitic conduct at the school. Anti-Semitic graffiti, including swastikas, was scrawled on the stalls of the school bathroom. At the same school, a teacher caught two ninth-graders trying to force two seventh-graders to give them money. The ninth-graders told the seventh-graders, "You Jews have all of the money, give us some." At the same school, a group of eighth-grade students repeatedly called a Jewish student "Drew the dirty Jew."*

*Shortly after enrolling at a new high school, a female student had a brief romance with another student. After the couple broke up, other male and female students began routinely calling the new student sexually charged names, spreading rumors about her sexual behavior; and sending her threatening text messages and e-mails.*

*A gay high school student was called names (including anti-gay slurs and sexual comments) both to his face and on social networking sites, physically assaulted, threatened, and ridiculed because he did not conform to stereotypical notions of how teenage boys are expected to act and appear (e.g., effeminate mannerisms, nontraditional choice of extracurricular activities, apparel, and personal grooming choices).*

*Several classmates repeatedly called a student with a learning disability "stupid," "idiot," and "retard" while in school and on the school bus. On one occasion, these students tackled him, hit him with a school binder, and threw his personal items into the garbage.*

*Students yell "Speak English!" at immigrant youth at a school who speak their native language in school. In full view of other students, native born English speakers routinely mimic or otherwise make fun of immigrant students' accents and comment on how "weird" they sound.*

#### Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits **unlawful** harassment, the SRC shall designate **the Student Support Services Chief as the District's Compliance Officer** to coordinate the District's efforts to comply with this policy and applicable laws and regulations. [6]

The Compliance Officer shall:

1. Publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the name, position, office address, telephone number and email address of the Compliance Officer.
2. Receive and investigate reports or complaints from District employees, students, families, and third parties if the school principal is the subject of a report or complaint.

3. Track all complaints, investigation materials and resolutions from harassment complaints District-wide.
4. Make ad hoc reports (as necessary or appropriate) and annual reports to the School Reform Commission on harassment complaints and resolutions.

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

The District **administration** shall be responsible to provide training for students and employees regarding all aspects of **unlawful** harassment. Student training shall include the definition of harassment, examples of harassment, the reporting process and consequences of participating in harassment towards students and staff. Staff training shall include how to appropriately identify, address, and report incidents of harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of **unlawful** harassment.

Each student shall be responsible to respect the rights of his/her fellow students and district employees and to ensure an atmosphere free from all forms of **unlawful** harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of **unlawful** harassment in accordance with the Administrative Procedures. At a minimum, the building principal or designee shall be responsible to complete the following duties when receiving an oral or written report or complaint of harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure, including their right to English Language interpretation and translation during all steps of the complaint procedures. Even if the student does not explicitly request interpretation, employees are encouraged to use interpretation and translation if they feel it will improve the ability to communicate accurately with the student or third party.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Ensure that complainants are notified of available resources, such as counseling, health, and mental health services, and their right to file a complaint with local law enforcement.
4. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
5. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.
6. In cases involving potential criminal conduct, determine whether appropriate law enforcement authorities should be notified.
7. Take interim action, as necessary, to address prohibited conduct prior to the completion of the investigation.

The SRC directs that District employees respond to all incidents of harassment according to the procedures in this policy, regardless of whether they are alleged to have created a hostile environment.

Legal References:

1. 43 P.S. 951 et seq - 1955 Act 222 PENNSYLVANIA HUMAN RELATIONS ACT
2. 20 U.S.C. 1681 et seq - 20 U.S. Code Chapter 38 - DISCRIMINATION BASED ON SEX OR BLINDNESS
3. 29 CFR 1606.8 - 29 CFR 1606.8 - Harassment
4. 29 CFR 1604.11 - 29 CFR 1604.11 - Sexual harassment
5. Office for Civil Rights - Questions and Answers on Title IX and Sexual Violence
6. Pol. 103 - Nondiscrimination In School And Classroom Practices
7. 20 U.S.C. 1232g - 20 U.S. Code § 1232g - Family educational and privacy rights

Related Information:

Office for Civil Rights – Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties

Philadelphia Commission on Human Relations Guidance

Pol. 103.1 - Nondiscrimination – Qualified Students With Disabilities/Protected Handicapped Students

Pol. 249 - Bullying/Cyberbullying

Pol. 806 - Child Abuse



# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: EMPLOYEES

TITLE: Conduct/Disciplinary Procedures

ADOPTED: To be Considered for Adoption at  
the ~~May 18~~ June 15, 2017 SRC  
Action Meeting

REVISED:

## 317 CONDUCT/DISCIPLINARY PROCEDURES (NEW)

### Authority

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees, our community, and families working together and complying with a system of School Reform Commission policies, administrative procedures and rules, applied fairly and consistently.

The SRC requires employees to maintain professional, moral and ethical relationships with students at all times. [1]

The SRC directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of SRC policies, administrative procedures and rules, the School District of Philadelphia Employee Code of Ethics, and the Pennsylvania Code of Professional Practice and Conduct for Educators, where applicable. [2][3]

When discipline, including demotion or dismissal charges, are filed against a ~~certificated administrative or professional employee~~ represented employee and/or professional employee, a hearing shall be provided as required by applicable law and collective bargaining agreements. ~~Noncertificated Non-represented and/or non-professional administrative and support~~ employees may be entitled to a hearing under the district policy or applicable law, at the employee's request. [4][5][6][7][8][9]

All district employees shall comply with state and federal laws and regulations, SRC policies, administrative procedures and rules, and the School District of Philadelphia Employee Code of Ethics and rules; endeavor to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students. [1]
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[10]
6. Use of profane or abusive language.
7. Breach of confidential information.
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.[4]
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of SRC policies, administrative procedures and rules, and the School District of Philadelphia Employee Code of Ethics.[4]
11. Violation of federal, state, or applicable municipal laws or regulations.[4]
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the SRC.

### **Guidelines**

#### **Head Start Program Staff**

District employees providing services in the Prekindergarten Head Start program shall comply with the policies and procedures and standards of conduct for program staff.[11][12][13]

Decisions to dismiss any person who works primarily for the Prekindergarten Head Start program shall be made in accordance with the policies and procedures approved by the Prekindergarten Head Start Policy Council and the SRC.

#### **Delegation of Responsibility**

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of SRC policies, administrative procedures and rules, and the School District of Philadelphia Employee Code of Ethics that provide progressive penalties including, but not limited to, verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.

Any complaints or suspected violations of the activities described in this policy will be managed through the appropriate due process, with penalties ranging from any of the above.

### Arrest or Conviction Reporting Requirements

An employee who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two hours (72) of the occurrence, in the manner prescribed in SRC policy. ~~Employees shall use the designated form to report to the Superintendent or designee, within seventy two (72) hours of the occurrence, an arrest or conviction for an offense graded as a misdemeanor or felony required to be reported by law.~~ [\[14\]](#)[\[15\]](#)

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. [\[16\]](#)

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. [\[14\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence. [\[16\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action, up to and including termination and criminal prosecution. ~~Failure to accurately report such occurrences may subject the employee to disciplinary action, up to and including termination and criminal prosecution.~~ [\[14\]](#)[\[16\]](#)

### Legal References:

1. Pol. 824 - Maintaining Professional Adult/Student Boundaries
2. 22 PA Code 235.1 et seq
3. Pol. 317.1 - Educator Misconduct
4. 24 P.S. 1122
5. 24 P.S. 1126
6. 24 P.S. 1127
7. 24 P.S. 1128
8. 24 P.S. 1129
9. 24 P.S. 1130
10. Pol. 351 - Alcohol, Drug and Substance Abuse
11. 42 U.S.C. 9837
12. 45 CFR 1301.31
13. 45 CFR 1304.50
14. 24 P.S. 111
15. 24 P.S. 2070.9a

**16. 23 Pa. C.S.A. 6344.3**

**Related Information:**

**24 P.S. 2070.1a et seq**

**Philadelphia Home Rule Charter - 12-300**

**Philadelphia Home Rule Charter - 12-308**

**2 Pa. C.S.A. 551 et seq**

**23 Pa. C.S.A. 6301 et seq**

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: EMPLOYEES

TITLE: Educator Misconduct

ADOPTED: To be Considered for Adoption at  
the May 18, 2017 SRC Action  
Meeting

REVISED:

## 317.1 EDUCATOR MISCONDUCT (NEW)

### Purpose

The School Reform Commission adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice. This policy is a subset of Policy 317 Conduct/Disciplinary Procedures which includes broader types of misconduct.

### Authority

The SRC requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[\[1\]\[2\]](#)

### Definitions

**Educator** - shall mean a person who holds a certificate.[\[3\]](#)

**Certificate** - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[\[3\]](#)

**Sexual Abuse or Exploitation** - shall mean any of the following:[\[4\]](#)

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person or, by any electronic devices for the purpose of sexual stimulation or gratification of any individual.
  - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.

- d. **Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.**
2. **Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.**

**Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:**[\[3\]](#)

1. **Sexual or romantic invitation.**
2. **Dating or soliciting dates.**
3. **Engaging in sexualized or romantic dialog.**
4. **Making sexually suggestive comments.**
5. **Self-disclosure or physical disclosure of a sexual or erotic nature.**
6. **Any sexual, indecent, romantic or erotic contact with a child or student.**

### **Delegation of Responsibility**

### **Duty to Report**

**The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:**[\[5\]](#)

1. **Who has been provided with notice of intent to dismiss or remove for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause;**
2. **Who has been arrested or convicted of any crime that is graded a misdemeanor or felony;**
3. **Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student;**
4. **Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice;**

5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act;
6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services); and<sup>[6]</sup>
7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.<sup>[5]</sup>

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.<sup>[5]</sup>

**An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in SRC policy.<sup>[5][7][8]</sup>**

**Failure to accurately report such occurrences may subject the employee to disciplinary action, up to and including termination and criminal prosecution.<sup>[9]</sup>**

### **Mandatory Regulatory Procedures**

**The regulations in this section are mandated by federal, state, or local laws and regulations. Further information on Administrative procedures and Guidelines specific to this policy may be distributed and communicated by District offices.**

### **Investigation**

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.<sup>[10]</sup>

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.<sup>[10]</sup>

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[\[10\]](#)

### **Confidentiality Agreements**

The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[\[10\]](#)

### **Confidentiality**

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline shall remain confidential unless or until public discipline is imposed.[\[11\]](#)

### **Immunity**

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[\[12\]](#)

### **Legal References:**

1. 22 PA Code 235.1 et seq
2. 24 P.S. 2070.1a
3. 24 P.S. 2070.1b
4. 23 Pa. C.S.A. 6303
5. 24 P.S. 2070.9a
6. Pol. 806 - Child Abuse
7. 24 P.S. 111
8. Pol. 317 - Conduct/Disciplinary Procedures
9. 24 P.S. 2070.9c
10. 24 P.S. 2070.11
11. 24 P.S. 2070.17b
12. 24 P.S. 2070.17a

### **Related Information:**

23 Pa. C.S.A. 6301 et seq



**24 P.S. 2070.1a et seq**

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: PUPILS

TITLE: Food Allergy Management

ADOPTED:

REVISED: To be Considered for Adoption at  
the June 15, 2017 SRC Action  
Meeting

## 209.1 FOOD ALLERGY MANAGEMENT (NEW)

### Purpose

**The School Reform Commission is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to: Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.**

**Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.**

**Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips. The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.**

### Authority

**The SRC adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the schools.[1]**

### Definitions

**Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.**

**Medical Plans of Care - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:**

**Emergency Care Plan (ECP) - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to**

all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed. The electronic distribution through the district's student information system (SIS) will flag the student's food allergy(ies) and indicate the proper actions to be taken by school based staff.

**Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.

**Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.[2]

**Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.[3]

#### **Guidelines**

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school-sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the school nutrition service regarding each student with documented severe or life-threatening food allergies.

**Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.[4][5]**

**A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.**

### **Accommodating Students With Disabling Special Dietary Needs**

**Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.[2][3]**

**The district must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.**

**Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:[6]**

**The student's special dietary disability.**

**An explanation of why the disability restricts the student's diet.**

**The major life activity(ies) affected by the disability.**

**The food(s) to be omitted from the student's diet.**

**The food or choice of foods that must be provided as the substitute.**  
**Accommodating Students With Nondisabling Special Dietary Needs**

**The district may, at its discretion, make appropriate accommodations, substitutions or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.**

**Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:**

**The medical or other special dietary condition which restricts the student's diet.**

**The food(s) to be omitted from the student's diet.**

**The food or choice of foods to be substituted.**

**Confidentiality**

**The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.[7][8][9]**

**Delegation of Responsibility**

**The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, shall develop administrative procedures to implement this policy or adopt as administrative procedures the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in district schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day.[10][11][12][13]**

**Administrative procedures should address the following components:  
Identification of students with food allergies and provision of school health services.[14]**

**Development and implementation of individual written management plans.**

**Medication protocols, including methods of storage, access and administration.[4][5]**

**Development of a comprehensive and coordinated approach to creating a healthy school environment.[11]**

**Communication and confidentiality.[7][8][9]**

**Emergency response.[15]**

**Professional development and training for school personnel.**

**Awareness education for students.**

**Awareness education and resources for parents/guardians.**

**Monitoring and evaluation.**

The Superintendent or designee shall annually notify students, parents/guardians, staff and the public about the district's food allergy management policy by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.

**Legal References:**

**1. 24 P.S. 1422.3**

**2. Pol. 113**

**3. Pol. 103.1**

**4. Pol. 210**

**5. Pol. 210.1**

**6. 7 CFR 15b.40**

**7. Pol. 113.4**

**8. Pol. 209**

**9. Pol. 216**

**10. Pol. 121**

**11. Pol. 246**

**12. Pol. 808**

**13. Pol. 810**

**14. Pol. 146**

**15. Pol. 805**

**Related Information:**

**24 P.S. 1422.1**

**22 PA Code 12.41**

**55 PA Code 3270.133**

**55 PA Code 3270.17**

**20 U.S.C. 1232g**

**20 U.S.C. 1400 et seq**

**29 U.S.C. 794**

**42 U.S.C. 12101 et seq**

**7 CFR Part 15**

**28 CFR Part 35**

**34 CFR Part 99**

**34 CFR Part 104**

**34 CFR Part 300**

**Pol. 103**

**Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting Students with Life- Threatening Food Allergies – National School Boards Association  
Pennsylvania Guidelines for Management of Food Allergies in Schools:  
Recommendations and Resource Guide for School Personnel – Pennsylvania  
Departments of Education and Health**

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: EMPLOYEES  
 TITLE: Employment of District Staff  
 ADOPTED:  
 REVISED: To be Considered for Adoption at  
 the June 15, 2017 SRC Action  
 Meeting

## 304 EMPLOYMENT OF DISTRICT STAFF

### Authority

**The School Reform Commission places substantial responsibility for the effective management and operation of district schools and the quality of the educational program with its professional employees, as defined in the School Code, for administrative and support employees.**[\[1\]](#)

In its dedication to excellence in education, the **SRC** is committed to the employment of staff who best meet the qualifications and requirements of the position.

**The SRC shall, by a majority vote of all members, approve the employment and set the compensation for each administrative, professional and support employee employed by the district.** The district shall take all reasonable measures to attract and maintain excellent and diverse candidates for all positions.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

No employee shall be required to reside within the City of Philadelphia as a condition of appointment or continued employment.[\[5\]](#)

**No teacher or any other employee shall be employed** who is related to any member of the **SRC unless such employee receives** the affirmative vote of a majority of all members of the **SRC** other than the member related to the applicant, **who shall not vote.** No teacher or other employee shall be supervised directly or indirectly by a relative, without explicit disclosure to the SRC and the approval of a majority of the members of the SRC. **For purposes of this policy, relative shall be defined as** father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, daughter-in-law, son-in-law, uncle, or aunt.[\[10\]](#)

**The SRC authorizes** the limited use of administrative, **professional and support** employees prior to **SRC** approval when circumstances make it necessary to maintain the continuity of the educational program and services relating to instruction, safety, legal compliance, or school operations. Ratifications and any offers of employment or employment letters made through this limited exception without approval by the SRC shall state clearly that continued employment is

subject to SRC approval. Retroactive employment shall be recommended **to the SRC** at the next regular meeting.

**The district shall use the standard application for professional and support positions. The district may establish and implement additional application requirements for administrative and professional employees.**[\[11\]](#)

An employee's omission or misstatement of fact **material** to qualifications for employment or determination of salary shall **constitute** grounds for dismissal **by the SRC**.

Authorized appointments to positions subject to a collective bargaining **agreement**, or subject to mandated procedures, shall be considered and made consistent with such requirements.

### **Pre-Employment Requirements**

**A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.**[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

The district may apply for Emergency Permits for permanent or temporary openings for professional employees if the district is unable to locate a fully qualified individual who holds a valid and active teaching certificate in the appropriate subject area. The District makes Emergency Permit applications to the Pennsylvania Department of Education pursuant to its published regulations and guidance.[\[1\]](#)

The SRC may, however, employ professional and senior management employees who do not hold state certification if the SRC has approved the qualifications of the candidate at an established salary.[\[3\]](#)

If the Superintendent and SRC determine that the supply of certified teachers is inadequate to meet the educational needs of the **district's language minority student population** or would cause the interruption of suitable and essential programs of instruction for students, the district may hire otherwise qualified persons without current teaching certificates, other than an emergency **permit**, provided that individuals so employed shall enroll in a teacher certification program and **successfully meet requirements to obtain an emergency permit each school year in which they are employed**.

The District may enter into an employment agreement with an individual as a temporary professional employee if:

1. within six months of the date of expected graduation from an approved Pennsylvania college or university, the individual presents a letter verifying enrollment in an approved teacher preparation program in that institution; and
2. the individual will complete all requirements for the conferring of a bachelor's degree on a date certain as specified in the agreement;



3. provided the individual is conferred a bachelor's degree prior to commencement of employment and the individual has obtained a valid teaching certificate from the Commonwealth of Pennsylvania as specified in the agreement.[\[1\]](#)

**The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.**[\[17\]](#)

**A candidate shall not be employed or otherwise be placed in a school until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.** In order to ensure that district operations continue without interruption, the Superintendent or designee may make a determination that a thirty (30) day waiver of this requirement may be issued on a case-by-case basis, in accordance with law and prescribed procedures. Job offers made with a thirty (30) day waiver are contingent offers pending receipt of acceptable clearances.[\[18\]\[19\]](#)

The district may not consider candidates with certain criminal convictions for employment.[\[1\]](#) Under limited circumstances, when the nature of a particular offense does not raise any concerns that the candidate poses a danger specifically to school students or is otherwise unsuitable for school employment a [school official] may undertake a case-by-case due diligence investigation of the facts surrounding the offense. If the [school official] determines, in consultation with the OGC, that the nature of the offense as it relates to student safety should not preclude the candidate's employment, then the district may employ the candidate. When the district makes this limited exception to the Public School Code, it shall document the process used to come to the determination, the findings of the due diligence investigation and the analysis of School Code and applicable case law that justify the exception.[\[2\]](#) The OGC shall support the [school official's] decision with a written opinion. The paramount consideration for the district in this analysis is student safety. Other factors include:

1. The time period that has elapsed since the offense.
2. Whether the offense was an isolated single event or was repeated.
3. The presence or absence of a subsequent criminal history.
4. The nature of the person's current position and whether the offense bears a relationship to the current position.
5. Whether the person was employed at a school when the crime occurred.
6. Whether the conduct occurred on the property of a school.
7. The employee's employment record with the school.
8. Any evidence of rehabilitation provided by the employee or prospective employee since the conviction for the applicable offense.[\[3\]](#)

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[\[1\]](#) 24 P.S. § 111.

[2] *Johnson v. Allegheny Intermediate Unit*, 59 A.3d 10, 2012 Pa. Commw. LEXIS 329, 2012 WL 6200630 (Pa. Commw. Ct. 2012); *Jones v. Penn Delco Sch. Dist.*, 2012 PA. Cmmw. Unpub. LEXIS 955, 2012 WL 8668277; *Croll v. Harrisburg Sch. Dist.*, 2012 Pa. Cmmw. Unpub LEXIS 957, 2012 WL 8668130.

**Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.**[18]

### **Delegation of Responsibility**

The Superintendent **or designee** shall develop **administrative** procedures for recruiting, screening, testing, evaluating, and recommending candidates for employment, in accordance with **SRC** policy **and** federal, state and municipal **laws and regulations**.[20]

**The Superintendent or designee shall apply necessary** screening procedures to determine a candidate's ability to perform the **job functions of the position** for which a candidate is being considered.[21]

**The Superintendent or designee may seek** recommendations from former employers and others in assessing the candidate's qualifications. **Recommendations and references** shall be retained confidentially and for official use only.

The Superintendent **or designee** shall report annually to the **SRC** all assignments, including job titles and salaries, of employees made during the school year, all appointments exempt from **SRC** policies, and on any subjects as the **SRC** may deem necessary and proper.[22]

**Each certificated administrative and professional employee employed by the district shall be responsible for maintaining a valid certificate when such certificate is required by law.**[12][13][15]

### **Guidelines**

#### **Special Education Paraprofessionals**

**All instructional paraprofessionals hired by the district, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students, shall have a secondary school diploma and one (1) of the following:**[23][24]

1. At least two (2) years of postsecondary study.

2. Associate's or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

**Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year.**[\[23\]](#)

### **Personal Care Assistants**

**A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment.**[\[23\]](#)

**Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.**

### **Educational Interpreters**

**An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.**[\[23\]](#)

### **Head Start Program Staff**

The recruitment and selection of individuals, including district employees, who will work primarily for the Prekindergarten Head Start program, shall be in accordance with the policies and procedures approved by the Prekindergarten Head Start Policy Council and the SRC.[\[26\]](#)[\[27\]](#)[\[28\]](#)

### **Exceptions**

This policy exempts the following, unless application of the policy provision is required by federal, state or municipal laws and regulations:[\[25\]](#)

1. Deputy Superintendents, Associate Superintendents, Assistant Superintendents, Regional Superintendents, directors of departments responsible directly to the Superintendent or any Deputy Superintendent, and such personal assistants as the Superintendent may require.
2. Persons employed by contract to perform special services for the district where the Superintendent certifies that such services cannot be performed at the same level by district employees, or would be more cost-effective and not prohibited by law.
3. Persons temporarily appointed or designated to make or conduct a special inquiry or study, or to perform a special service of a unique character which cannot or should not be performed by district employees.

4. In addition, The Superintendent, with SRC approval, may exempt no more than five percent (5%) of district professional employees.

The Superintendent shall report annually to the SRC all appointments of professional employees that were exempted from SRC policies and administrative procedures, including the titles of the positions to which such assignments are made, the duties and responsibilities assigned, and the salaries and benefits received by the appointee(s).[\[22\]](#)

**Legal References:**

1. 24 P.S. 1101
2. 24 P.S. 406
3. 24 P.S. 696
4. 24 P.S. 1089
5. 24 P.S. 1106
6. 24 P.S. 1107
7. 24 P.S. 1142-1152
8. 22 PA Code 4.4
9. Pol. 328 - Compensation Plans/Salary Schedules
10. 24 P.S. 1111
11. 24 P.S. 1204.1
12. 24 P.S. 1109
13. 24 P.S. 1201
14. 24 P.S. 2070.2
15. 22 PA Code 49.1 et seq
16. 24 P.S. 1109.1
17. 24 P.S. 111.1
18. 24 P.S. 111
19. 23 Pa. C.S.A. 6344
20. Pol. 104 - Nondiscrimination in Employment Practices
21. 42 U.S.C. 12112
22. Philadelphia Home Rule Charter - 12-401
23. 22 PA Code 14.105
24. Pol. 113 - Special Education
25. Philadelphia Home Rule Charter - 12-308
26. 42 U.S.C. 9837
27. 45 CFR 1301.31
28. 45 CFR 1304.50

**Related Information:**

- 24 P.S. 108
- 24 P.S. 1109.2
- 22 PA Code 8.1 et seq
- 22 PA Code 403.2
- 22 PA Code 403.4
- 22 PA Code 403.5

18 Pa. C.S.A. 9125

23 Pa. C.S.A. 6301 et seq

42 U.S.C. 12101 et seq

Pol. 317 - Conduct/Disciplinary Procedures

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: FINANCES  
TITLE: Tuition Charges for Students of  
Other School Districts  
ADOPTED: October 5, 2011  
REVISED: To be Considered for Adoption at  
the June 18, 2017 SRC Action  
Meeting

## 607 TUITION CHARGES FOR STUDENTS OF OTHER SCHOOL DISTRICTS

### **Authority**

When the district receives students who are residents of another school district, it shall compute and assess tuition charges in accordance with the School Code. Tuition shall be assessed for those students whose attendance has been approved in accordance with School Reform Commission policy.[1]

### **Guidelines**

The district shall invoice tuition for approved students.

Tuition rates utilized by the school district shall be determined annually by the Pennsylvania Department of Education.[2]

Tuition billings will be made **monthly, in advance of** the attendance period.

When payment is more than forty-five (45) days overdue, services will be terminated.

### **Legal References:**

1. Pol. 202 - Eligibility of Nonresident Students
2. 24 P.S. 2561

### **Related Information:**

- 24 P.S. 696
- 24 P.S. 1307
- 24 P.S. 1308
- 24 P.S. 1309
- 24 P.S. 2503

SECTION: FINANCES

TITLE: Bank Accounts

ADOPTED: October 5, 2011

REVISED: To be Considered for Adoption at  
the June 18, 2017 SRC Action  
Meeting

# THE SCHOOL DISTRICT OF PHILADELPHIA

## 608 BANK ACCOUNTS

### **Authority**

The School Reform Commission, by a majority vote of the entire Commission, shall designate one or more banks or bank and trust companies as depositories for the safeguarding of school funds.[\[1\]\[2\]](#)

Each depository shall be required to report monthly to the Treasurer or SRC on the status of funds, in the manner required by law.[\[3\]\[4\]](#)

Each designated depository shall furnish proper security for deposits in the amount designated by the SRC and in accordance with law.[\[1\]\[5\]\[6\]](#)

### **Guidelines**

Each designated depository shall be advised not to cash checks payable to the school district but to deposit said checks to the district accounts.

The SRC shall periodically obtain quotations for specified banking services prior to designating its depositories.

### **Legal References:**

- [1. 24 P.S. 621](#)
- [2. 24 P.S. 696](#)
- [3. 24 P.S. 440](#)
- [4. 24 P.S. 624](#)
- [5. 24 P.S. 622](#)
- [6. 24 P.S. 623](#)

### **Related Information:**

[24 P.S. 625](#)

**~~SRC-3 Resolution of April 21, 2004~~**

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: FINANCES  
 TITLE: Investment of District Funds  
 ADOPTED: October 5, 2011  
 REVISED: To be Considered for Adoption at  
 the June 18, 2017 SRC Action  
 Meeting

## 609 INVESTMENT OF DISTRICT FUNDS

### Purpose

It shall be the policy of the School Reform Commission to optimize its return on funds available for investment through investment of cash balances in such a way as to minimize non-invested balances and to maximize return on investments **consistent with the following principles:**

**Legality** - All investments shall be made in accordance with applicable laws of Pennsylvania, the School District Investment Resolution, and **applicable** SRC policy.

**Safety – Preservation** of principal shall be of highest priority. **Preservation of principal** in the portfolio of investments shall be ensured **by diversification and other means of minimizing credit risk, including avoidance of concentration of credit risk, market risk and interest rate risk, and by thoroughly investigating and reviewing the performance of all investment providers and professionals.**

**Liquidity** - Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities consistent with anticipated cash demands.

**Yield** - Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account investment risk constraints and liquidity needs.

### Authority

All investments of the school district shall be made only by an officer and/or employee of the district who is authorized to do so and shall be made in accordance with **this policy**, applicable Pennsylvania law, the School District Investment Resolution and **an annual investment plan** approved by the SRC. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

### Definitions



**Act 10 Permissible Investments** – Any type of investment permitted under Act 10 of March 25, 2016, (53 P.S. Sec. 5406, 5410.1) that is not among the types of investments permitted under Section 440.1 of the Public School Code of 1949, Act of March 10, 1949, (P.L. 30, No. 14) as last amended by the Act of June 30, 1995, (P.L. 220, No. 26).[\[1\]\[5\]\[6\]](#)

**School Code Permissible Investments** – Any investment permitted under Section 440.1 of the Public School Code of 1949, Act of March 10, 1949, (P.L. 30, No. 14) as last amended by the Act of June 30, 1995, (P.L. 220, No. 26).[\[1\]](#)

**Short-term** – Any period thirteen (13) months or less.

**Long-term** – Any period exceeding forty-eight (48) months' duration.

**Mid-range** – Any period between short-term and long-term.

**Bankers' acceptances** – Bankers' acceptances generally are created based on a letter of credit issued in a foreign trade transaction. Bankers' acceptances are short-term, non-interest-bearing notes sold at a discount and redeemed by the accepting banks at maturity for face value.

**Collateral** – Security pledged by a financial institution to a governmental entity for its deposit.[\[8\]](#)

**Commercial paper** – An unsecured promissory note issued primarily by corporations for a specific amount and maturing on a specific day. The maximum maturity for commercial paper is 270 days, but most is sold with maturities of up to thirty (30) days. Almost all commercial paper is rated as to credit risk by rating services.

**Concentration of credit risk** – The risk of loss attributed to the magnitude of a government's investment in a single issuer, pool, institution, or instrument.

**Counterparty** – Another party to a transaction. In the case of deposits and investments made by governmental entities, a counterparty could be the issuer of a security, a financial institution holding a deposit, a broker-dealer selling securities, or a third party holding securities or collateral.

**Credit risk** – The risk that a counterparty to an investment transaction will not fulfill its obligations. Overall credit risk can be associated with the issuer of a security, with a financial institution holding deposits, or with a party holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one (1) investment type or with any one (1) counterparty.

**Custodial credit risk** – The custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the

**failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party.**

**Foreign currency risk – The risk that changes in exchange rates will adversely affect the fair value of an investment or a deposit. Investments depending on substantial overseas activities or markets may present related foreign currency risk.**

**Interest rate risk – The risk that changes in interest rates will adversely affect the fair value of an investment.**

**Issuer – The entity that has the authority to distribute a security or other investment. A bond issuer is the entity that is legally obligated to make principal and interest payments to bond holders. In the case of mutual funds, external investment pools, and other pooled investments, issuer refers to the entity invested in, not the investment company-manager or pool sponsor.**

**Investment plan – The specifically enumerated investment program/strategy approved annually by the SRC.**

**Local Government Investment Pool (LGIP) – An investment trust or pool organized by groups of political subdivisions or municipal authorities pursuant to Section 521 of the Public School Code of 1949, or pursuant to the Intergovernmental Cooperation Law, 53 Pa. C.S.A. Sec. 2301 et seq., for the purpose of investing funds of such political subdivisions or municipal authorities for their exclusive benefit and in accordance with the laws governing their permissible investments. LGIPs include, but are not limited to, the Pennsylvania School District Liquid Asset Fund (PSDLAF), the Pennsylvania Local Government Investment Trust (PLGIT), and for purposes of this policy, the PA INVEST program operated by the Pennsylvania Treasury Department.[\[10\]\[9\]](#)**

**Market risk – The risk that the market value of an investment, collateral protecting a deposit, or securities underlying a repurchase agreement will decline. Market risk is affected by the length to maturity of a security, the need to liquidate a security before maturity, the extent that collateral exceeds the amount invested, and the frequency at which the amount of collateral is adjusted for changing market values.**

**Repurchase agreement –**

- a. **An agreement in which a governmental entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities.**
- b. **A generic term for an agreement in which a governmental entity (buyer-lender) transfers cash to a broker-dealer or financial institution (seller-borrower); the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities (as in definition (a) above) or for different securities.**

**Weighted average maturity – A weighted average maturity measure expresses investment time horizons—the time when investments become due and payable—in years or months, weighted to reflect the dollar size of individual investments within an investment type.**

### **Delegation of Responsibility**

The SRC shall designate an **Investment Officer**, who shall manage the district’s investment program in accordance with **this policy, related procedures, applicable laws and the annual investment plan approved by the SRC.**[\[1\]](#)

**The Investment Officer shall prepare, for approval of the SRC, an annual investment plan for all general and segregated/designated funds of the district (i.e., general, capital reserve, bond, etc.), including bond proceeds, taking into account the anticipated liquidity needs of each fund.**

**The plan may provide for moneys from more than one (1) fund under school district control for the purchase of any single investment, provided that each of the funds combined for the purpose shall be accounted for separately in all respects and that the earnings from the investment are separately and individually computed and recorded, and credited to the accounts from which the investment was purchased.**

**The plan shall not encompass the investment of any separately managed student activity or class-related funds.**

The annual investment **plan** shall be submitted to the SRC for review **and approval** no later than sixty (60) days after adoption of the annual budget.

The **Investment Officer** shall report **quarterly** to the SRC the following:[\[11\]\[1\]](#)

1. Amount of funds invested.
2. Interest earned and received that **quarter**.
3. Types and amounts of each investment and the interest rate on each.
4. Names of the institutions where investments are placed.
5. **The means by which any deposits exceeding insurance limits are collateralized.**
6. Other information required by the SRC.

**This report may, but is not required to, include the information regarding depository balances, earnings and transactions required by the School Code to be reported to the SRC monthly as set forth in Policy 608.**[\[12\]\[7\]](#)

**The SRC directs the Superintendent and Investment Officer to develop, for approval by the SRC as an appendix to this policy, specific due diligence and risk mitigation measures for:**

1. **Evaluating and mitigating the risks associated with each investment;**
2. **Investigating, selecting and evaluating the performance of investment advisors and investment professionals;**
3. **Specifying standards for audits of investment transactions; and**
4. **Determining the qualifications, training, standards and disclosures required for district employees performing functions relating to the district's investment program.**

### **Guidelines**

Investments permitted by this policy are those defined in law **and enumerated in this policy** that are **appropriately** collateralized in accordance with **this policy and** applicable laws.[\[1\]\[8\]](#)

### **School Code Permissible Investments**

1. **United States Treasury bills.**
2. **Short-term obligations of the United States Government or its agencies or instrumentalities.**
3. **Deposits in savings accounts or time deposits or share accounts of institutions insured by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC) or the National Credit Union Share Insurance Fund (NCUSIF) to the extent that such accounts are so insured, and, for any amounts above the insured maximum, provided that approved collateral as provided by law therefore shall be pledged by the depository.**
4. **Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the Commonwealth, or of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.**
5. **Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1 et seq.), whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.). Provided, that the following are met:[\[13\]](#)**

  - a. **The only investments of that company are in the authorized investments for school district funds listed in items 1 through 4 above and repurchase agreements fully collateralized by such investments.**

- b. The investment company is managed so as to maintain its shares at a constant net asset value in accordance with 17 CFR Sec. 270.2a-7 (relating to money market funds).
  - c. The investment company is rated in the highest category by a nationally recognized statistical rating organization.
6. Local Government Investment Pools (LGIPs) as defined in this policy.
  7. Repurchase agreements with respect to U.S. Treasury bills or obligations, participations or other instruments of or guaranteed by the U.S. or any federal agency, instrumentality or U.S. government-sponsored enterprise.

**Act 10 Permissible Investments**

1. Obligations, participations or other instruments of any federal agency, instrumentality or U.S. government-sponsored enterprise if the debt obligations are rated at least "A" or its equivalent by at least two (2) nationally recognized statistical ratings organizations.
2. Commercial paper issued by corporations or other business entities organized in accordance with federal or state law, with a maturity not to exceed 270 days, if the issuing corporation or business entity is rated in the top short-term category by at least two (2) nationally recognized statistical ratings organizations.
3. Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances, if the bankers' acceptances do not exceed 180 days maturity and the accepting bank is rated in the top short-term category by at least two (2) nationally recognized statistical ratings organizations.
4. Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. Sec. 80a-1et seq.) whose shares are registered under the Securities Act of 1933 (48 Stat. 74, 15 U.S.C. Sec. 77a et seq.), if all of the following conditions are met:
  - a. The investments of the company are the authorized investments under 53 P.S. §5410.1, subsection (a) (Act 10, Section 1.1(a)).
  - b. The investment company is managed in accordance with 17 CFR Sec. 270.2a-7 (relating to money market funds).
  - c. The investment company is rated in the highest category by a nationally recognized rating agency.

[Legal Note: Investment options listed in Act 10 also include certain *negotiable certificates of deposit* satisfying specified conditions. This investment is omitted here, where it would otherwise appear in this policy, due to the collateralization requirements of School Code sections 440.1, 622 and 623, which Act 10 did not displace or supersede. Because negotiable certificates of deposit do not exist in the current investment market in a collateralized form

that would satisfy School Code requirements, they are not an investment lawfully available to school districts at this time, notwithstanding Act 10. If in the future there has been corrective legislation, or a final judicial or other ruling having the force of law concluding that school districts may invest in uncollateralized negotiable certificates of deposit despite School Code collateral requirements, this policy will be updated to include such investments among Act 10 permissible investments.]

### **Management of Investments and Collateral**

All securities or other investments in which the school district invests or that collateralize school district investments shall be managed as provided in this policy and in the school district's investment plan annually approved by the SRC.[\[1\]](#)

The plan shall require that securities purchased as investments be purchased in the name of the school district and held in custody for the benefit of the school district as provided in the investment plan and authorized custodian agreements. The plan may make exceptions to such requirements for investments in LGIPs as defined in this policy, or for the purchase of shares of an investment company.

If, after purchase, the rating of any instrument is reduced and no longer in compliance with SRC policy, the Investment Officer shall replace the investment immediately upon receipt of notice of the rating change and notify the SRC of the rating change, action taken and replacement investment.

The foregoing rating change related requirement(s) do(es) not apply to investments in LGIPs as defined in this policy.

For purposes of interest rate disclosure in the annual financial report, the method of determining interest rate risk shall be based on weighted average maturity.

### **Foreign Currency and Related Risk**

District funds shall not be invested in foreign currency. **To the extent other permissible investments are exposed to related foreign currency risk, they shall be disclosed as required by GASB Statement 40.**

### **Bond Proceeds**

Bond proceeds shall be invested in accordance with applicable federal and state laws, subject to approval by the Office of General Counsel and/or bond counsel and the SRC.[\[14\]](#)

Investment transactions arising from bond proceeds shall be reported monthly to the SRC, in accordance with policy.

### **Protection of Savings Accounts, Time Deposits, Share Accounts or Other Depository Balances in Excess of FDIC Insurance Limits**

When district cash is deposited in **any savings account, time deposit, share account or other authorized depository account other than a Local Government Investment Pool (LGIP)**, if the cash balance exceeds **FDIC** insurance limits, district funds shall be collateralized **in one or more of the following ways:**[\[11\]\[1\]](#)

1. **An Irrevocable Letter of Credit (LOC) issued by a Federal Home Loan Bank (FHLB).**
2. **Tri-Party Collateral in the name of the school district consisting of the following underlying securities only:**
  - a. **U.S. Treasury Securities.**
  - b. **Obligations, participations or other instruments of any federal agency, instrumentality or U.S. government-sponsored enterprise if the debt obligations are rated at least “A” or its equivalent by at least two (2) nationally recognized statistical ratings organizations.**
3. **Assets pledged as collateral in accordance with the act of August 6, 1971, (P.L. 281, No.72), 72 P.S. Sec. 3836-1 et seq. (relating to pledges of assets to secure deposits of public funds, whether or not pooled).**[\[11\]](#)

It shall be the responsibility of the **Investment Officer** **or his/her designee** to verify with the depository the value of the **collateral** instrument(s) based on the instrument being “marked to market.” **This valuation shall occur at least monthly.**

Following a review of valuation, the **Investment Officer** may request an additional review by the district’s investment advisors or financial **consultant**, and shall require additional collateral if the existing collateral has declined in value and exposes the district to potential loss of principal. The SRC shall be advised of the status of the valuation review and any additional collateral at the first meeting following the review.

### **Reporting Requirement for Local Government Investment Pools (LGIPs)**

**Local Government Investment Pools (LGIPs) pool the resources of participating government entities and invest in various securities as permitted under state law, so that participating governments can benefit from economies of scale, professional fund management and other advantages.**

**Recognizing that LGIPs invest directly in permissible securities on behalf of the participating government entities, which in turn have proportional ownership rights in those securities, district investments in a LGIP shall not be subject to the collateral requirements of this policy, provided that the LGIP:**

1. **Makes available to participants daily and monthly statements, and other information from which the status of the investments can be verified; and**

2. Provides an audited annual financial report to each participating government entity.

#### **Further Risk Mitigation for Act 10 Permissible Investments**

Recognizing that Act 10 of 2016 expanded the range of permissible investments to include investments with the potential to expose the school district to elevated levels of credit risk and other investment risks, the SRC directs that any investment plan or investment recommendations proposed by the Investment Officer take into account, implement and highlight the following factors and precautions with respect to Act 10 Permissible Investments:

1. A significantly more thorough level of due diligence is required.
2. In addition to verification of rating by a nationally recognized statistical rating organization and other due diligence requirements, the investigation of Act 10 Permissible Investments shall include ensuring that there is an independent credit review (a qualified financial services organization with an active and recognized credit analysis team is also monitoring the issuer, in addition to the nationally recognized statistical rating organization(s)).
3. Act 10 Permissible Investments shall be limited to no more than ten percent (10%) of district funds available for investment, excluding bond proceeds and refunding escrow balances.

#### **Audit**

The SRC directs that all investment records be subject to annual audit.[15]

The audit shall include but not be limited to independent verification of amounts and records of all transactions, as deemed necessary.

#### **Conflict of Interest Avoidance and Disclosure**

The Investment Officer and any other district employee performing functions related to the investment program shall disclose in writing to the SRC any material conflict of interest or material potential conflict of interest which exists because of personal relationships or personal business activity between the Investment Officer or other employees and any depository institution, broker, dealer, investment advisor, or other investment provider or professional serving the district. The Investment Officer or other employees shall refrain from any personal business activity that could impair ability to make impartial decisions in managing the annual investment plan.[16]

All depository institutions, repurchase agreement providers, brokers, and investment advisors and managers shall disclose in writing to the district: (1) any fees or other compensation paid to or received from a third party with respect to any district investment; and (2) any ownership of or by a parent corporation which owns any other depository institution, broker, dealer, investment advisor, or other investment provider or professional which does business with the district.



All investment advisors shall verify in writing that they have received **and reviewed** a copy of this SRC policy and **agree to** comply with **this policy and all applicable laws related to school district investments.**

Legal

1. 24 P.S. 440.1

2. 24 P.S. 621

3. 24 P.S. 622

4. 24 P.S. 623

5. 53 P.S. 5406

6. 53 P.S. 5410.1

7. 24 P.S. 624

8. 72 P.S. 3836-1

9. 24 P.S. 521

10. 53 Pa. C.S.A. 2301 et seq

11. 72 P.S. 3836-1 et seq

12. Pol. 608 - Bank Accounts

13. 17 CFR Part 270

14. 53 Pa. C.S.A. 8001 et seq

15. Pol. 619 - District Audit

16. 65 Pa. C.S.A. 1101 et seq

24 P.S. 218

24 P.S. 511

24 P.S. 696

Philadelphia Home Rule Charter - 12-300

Philadelphia Home Rule Charter - 12-306

15 U.S.C. 77a et seq

15 U.S.C. 80a-1 et seq

Governmental Accounting Standards Board, Statement No. 3 (amended by Statement 40)

School District Investment Resolution

P.L. 111-203 - Dodd-Frank Act

Pol. 618 - Student Activity Funds

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: COMMUNITY

TITLE: VOLUNTEERS

ADOPTED:

REVISED: To be Considered for Adoption at  
the June 15, 2017 SRC Action  
Meeting

## 916 VOLUNTEERS

### Purpose

The School Reform Commission supports and encourages the participation of parents/guardians, community residents, and school partners to enhance the educational, co-curricular and extracurricular programs of the district.

### Authority

The SRC may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.

The SRC directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of SRC policies, administrative regulations, rules and procedures.

All volunteers shall be expected to maintain professional, moral, and ethical relationships with district students that are conducive to an effective, safe learning environment.[1]

### Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

**Adult** - an individual eighteen (18) years of age or older.[2]

**School Partner** – an organization providing volunteer services without compensation from schools or the district for those services.

**Certifications/Clearances** - refers to the child abuse history clearance statement; the state criminal history background check; **Act 126 mandated reporter training**; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[3][4]

**Direct volunteer contact** - the care, supervision, guidance or control of children and routine interaction with children.[2]

**Person responsible for the child's welfare** - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[\[2\]](#)

**Routine interaction** - regular and repeated contact that is integral to a person's volunteer responsibilities.[\[2\]](#)

**Visitor** - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[\[5\]](#)

**Volunteer** – an adult applying for or holding an unpaid position with a school or program, activity or service or a person responsible for a child's welfare or having direct volunteer contact with children. A volunteer is not a school employee.

### **Delegation of Responsibility**

The Principal or appropriate Administrator shall be responsible for the selection and management of volunteers and for ensuring compliance with SRC policies, administrative regulations, rules and procedures.

At the discretion of the Principal or appropriate Administrator, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

### **Guidelines**

#### **Certifications**

Prior to approval, all position volunteers shall submit the following information:

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[\[4\]](#)
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[\[4\]](#)
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[\[3\]](#)[\[4\]](#)[\[6\]](#)

4. If a volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[\[4\]](#)
  - Federal Criminal History Report - issued at any time since the volunteer established residency.

The principal or appropriate Administrator shall review the information and determine if information is disclosed that precludes service as a volunteer.

Approval of all clearances shall be required prior to beginning service as a volunteer.

5. Act 126 - which is training for mandated child abuse reporters. Must be obtained within the first 45 days of volunteering.

Position volunteers shall obtain and submit new clearances/certifications every sixty (60) months.[\[7\]](#)

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[\[4\]](#)

#### Arrest or Conviction Reporting Requirements

Volunteers shall report to the principal, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[6\]](#)

The principal or appropriate administrator shall immediately require a position volunteer to submit new certifications if the principal or administrator has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[6\]](#)

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[\[6\]](#)

#### Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Act 126 mandated child abuse reporting, SRC policy and administrative regulations.[\[10\]](#)[\[11\]](#)

#### Oversight

Each volunteer shall be under the direction of a designated school administrator, teacher or other member of the school staff.

### Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training, including Act 126.[11][12][13][14]

### Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building Principal or appropriate Administrator.[15]

### Appeals

Any volunteer who is barred from volunteering in a school as a result of a clearance may appeal that school-based decision to [parentappeals@philasd.org](mailto:parentappeals@philasd.org).

Any school partner who is barred from volunteering in a school as a result of a clearance may appeal that decision to [arosen@philasd.org](mailto:arosen@philasd.org)

### Legal

1. Pol. 824 - Maintaining Professional Adult/Student Boundaries
2. 23 Pa. C.S.A. 6303
3. 23 Pa. C.S.A. 6344
4. 23 Pa. C.S.A. 6344.2
5. Pol. 907 - School Visitors
6. 23 Pa. C.S.A. 6344.3
7. 23 Pa. C.S.A. 6344.4
8. 24 P.S. 1418
9. 28 PA Code 23.44
10. 23 Pa. C.S.A. 6311
11. Pol. 806 - Child Abuse
12. Pol. 123 - Interscholastic Athletics
13. Pol. 123.1 - Concussion Management
14. Pol. 123.2 - Sudden Cardiac Arrest
15. Pol. 216 - Student Records

**Related Information:**

24 P.S. 510

23 Pa. C.S.A. 6301 et seq

Philadelphia Home Rule Charter - 12-300