

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**January 24, 2012**

Dr. Laws thanked Mr. Kevin Feher and the CB East Jazz Band for their performance prior to this meeting.

The Central Bucks Board of School Directors held its meeting on Tuesday, January 24, 2012 in the Board Room of the Educational Services Center. Mr. Faulkner called the meeting to order at 7:40 p.m., followed by the Pledge of Allegiance.

**ROLL CALL**

Board members present:

Stephen A. Corr	
James R. Duffy	
Paul B. Faulkner	President
Joseph M. Jagelka	
Geryl D. McMullin	Vice-President
R. Tyler Tomlinson	
Kelly E. Unger	

Board members absent:

John H. Gamble  
Jerel P. Wohl

Also present:

Dr. N. Robert Laws	Superintendent
Dr. David P. Weitzel	Assistant Superintendent for Elementary Education
Dr. Nancy B. Silvious	Assistant Superintendent for Secondary Education
Scott D. Kennedy	Director of Operations
Gilbert R. Martini, Jr.	Director of Human Resources
David W. Matyas	Business Administrator
Thomas McCambridge	Director of Finance
Dale D. Scafuro	Director of Student Services
Edward V. Sherretta	Director of Technology
Jeffrey P. Garton	Solicitor
Sharon L. Reiner	School Board Secretary

**APPROVAL OF MINUTES**

Upon a motion by Mr. Corr, seconded by Mr. Jagelka, with all members present voting aye, except Mr. Faulkner who abstained, the minutes of the January 10, 2012 school board meeting were approved as submitted.

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

**January 24, 2012**

**SUPERINTENDENT'S REPORT**

Budget Presentation – Adopt 2012-2013 Preliminary Budget. Mr. David Matyas, Business Administrator, provided a powerpoint on the Preliminary Budget Adoption. Mr. Matyas reviewed the 2012-2013 budget pressure points of health care expenses and the retirement system expense. In addition, there has been a decline in local revenues including real estate assessment appeals, earned income tax, real estate transfers, interest earnings and state funding. The major goals for the 2012-2013 budget will be to keep tax increases at or below legislative limits; provide recurring funding for technology, transportation, small and large capital projects; prepare for the retirement rate impact; look for ways to reduce health care costs; explore and plan for future debt reduction; and retain a quality education program by protecting the core. Due to Real Estate Assessment Appeals the District is losing over \$5M per year in revenue. CBSD has 22% of the county students and 46% of the real estate assessment appeals in the county. The assessment appeal trend will probably continue in 2012-2013. There are many external factors impacting the budget which is a 2.74% increase over the 2011-2012 budget. The District will continue to refine staffing needs, refine health care numbers, analyze revenue and expenditure projections, and in February/March analyze the Governor's proposed budget. The Board this evening is being asked to approve the 2012-2013 Preliminary Expenditure Budget of \$288,338,142. On May 22, 2012 the Board will be asked to adopt the final budget.

Benchmarking Performance. Board members viewed a slide on outsourcing transportation. The District is considering outsourcing transportation due to health care and state retirement costs. For the 2012-2013 school year the cost differential between CB operations and First Student is at least \$10,000 per bus per year. The District could realize a savings of \$1,250,000 (\$10,000 x 125 buses) per year if First Student took over the busing operation. Board members also viewed slides on the comparison of PSSA scores with surrounding school districts. The PSSA test scores for CB students are among the highest while cost per educating students are among the lowest in Southeastern Pennsylvania.

**PUBLIC COMMENT**

Elizabeth Helmstetter commented on outsourcing Transportation.

**TREASURER'S REPORT (November 2011 and December 2011)**

Upon a motion by Mr. Corr, seconded by Mr. Duffy, with all members present voting aye, the Treasurer's Report for November 2011 and December 2011 were approved.

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

January 24, 2012

**RECOMMENDATIONS FOR ACTION**

**Ratification of Investments for the Month of November 2011.** Upon a motion by Mr. Corr, seconded by Mr. Jagelka, with all members present voting aye, the following investment was approved.

<u>Category</u>	<u>Purchase Date</u>	<u>Principal</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Yield</u>	<u>Bank Name</u>
PSDLAF CD	11/29/11	\$16,000,000.00	2/28/12	0.20%	\$7,978.08	Full Flex Collateralized Pool

**Payment of Bills (November 2011 and December 2011).** Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, except Mrs. McMullin who abstained, the payment of bills for November 2011 in the amount of \$33,973,644.37 and the payment of bills for December 2011 in the amount of \$23,065,210.06 were approved.

**Approval of 2012-2013 Preliminary Expenditure Budget of \$288,338,142.** Upon a motion by Mr. Corr, seconded by Mr. Jagelka, with all members present voting aye, the preliminary budget for the 2012-2013 school year in the amount of \$288,338,142 was approved.

**Award a Contract to Liebert-DVL to provide (3) 10-ton Cooling Units for the Network Operations Center in the amount of \$102,333.** Pricing is from PEPPM Contract. Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, the contract to Liebert-DVL to provide (3) 10-ton cooling units for the Network Operations Center in the amount of \$102,333 was approved. Pricing is from PEPPM Contract.

**Award a Contract to Applied Video Technology to provide VBrick Video over IP System in the amount of \$94,016.** Pricing is from Co-Stars Contract. Upon a motion by Mr. Corr, seconded by Mr. Duffy, with all members present voting aye, the contract to Applied Video Technology to provide VBrick video over IP system in the amount of \$94,016 was approved. Pricing is from Co-Stars Contract.

**Approve a Change Order to Pinnacle Electric for Electrical Improvements at Unami Middle School in the amount of \$26,015.** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, the change order to Pinnacle Electric for electrical improvements at Unami Middle School in the amount of \$26,015 was approved.

**Purchasing – Information Technology Work Truck Replacement.** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, the Information Technology work truck replacement to be purchased from existing dealer stock under a Costars contract for approximately \$22,000 was approved.

**Adoption of 2012-2013 School Calendar.** Upon a motion by Mrs. McMullin, seconded by Mr. Corr, with all members present voting aye, the adoption of the 2012-2013 school calendar was approved. (Attachment A).

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

January 24, 2012

**Approval of Personnel Practices between Central Bucks School District and Confidential Executive Assistants Effective January 1, 2012 – December 31, 2015.** Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, the Personnel Practices between Central Bucks School District and Confidential Executive Assistants effective January 1, 2012 – December 31, 2015 was approved.

**Approval of School Board Policy (first read).** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, School Board Policy 609 – Investment of District Funds, was tabled for further review by the Finance Committee.

**School Board Policy (second read).** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, School Board Policy 109.1 – Use of Print and Non-Print Material in the Classroom; School Board Policy 302 – Employment of Superintendent/Assistant Superintendent; School Board Policy 303 – Employment of Administrators; School Board Policy 407 – Student Teachers; School Board Policy 504 – Employment of Classified Employees; School Board Policy 504.1 – Employment of School Bus Drivers; School Board Policy 505 – Employment of Substitute and Short-Term Employees; School Board Policy 815 – Acceptable Use of Internet, Computer, and Network Resources; and School Board Policy 818 – Contracted Services, were brought back to the table. Upon a motion by Mr. Corr, seconded by Mr. Jagelka, with all members present voting aye, all the above school board policies were approved. (Attachments B-J).

**Personnel Items**

**Resignations.** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, the following Resignations were approved.

<u>Name</u>	<u>Position/School</u>	<u>Effective Date</u>
Karen Bernard	Basic Skills Assistant/Gayman	1/3/12
Janice Gregory	Duty Assistant/West	1/27/12
Michael Leach	Special Education Assistant/Warwick	1/31/12
Gregg McDonald	Custodian/East	1/11/12
Margaret Schmidt	Educational Assistant/Cold Spring	1/20/12
Michael Curtis Taylor	Custodian/East	1/27/12

**Retirements.** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, the following Retirements were approved.

<u>Name</u>	<u>Position/School</u>	<u>Effective Date</u>
Dennis Buckner	Health/PE teacher/Cold Spring	6/11/12
William Brauer	Custodian/Jamison	2/29/12
James Simpson	Custodian/West	1/31/12

CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING

January 24, 2012

**Approval of Unpaid Leave of Absence.** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, the following Unpaid Leave of Absence were approved.

*Abby Clifford* a Social Studies teacher at Unami Middle School from April 4, 2012 until January 2013. This leave was requested for maternity/child rearing purposes in accordance with the Family Medical Leave Act.

*Alicia Farren* an Elementary teacher at Bridge Valley Elementary School from March 15, 2012 until August 2012. This leave was requested for maternity/child rearing purposes in accordance with the Family Medical Leave Act.

*Kelli McMahon* an English teacher at Tohickon Middle School from March 9, 2012 until May 20, 2012. This leave was requested for maternity/child rearing purposes in accordance with the Family Medical Leave Act.

*Jaime Rogers* a Music teacher at Lenape Middle School from March 26, 2012 until January 2013. This leave was requested for maternity/child rearing purposes in accordance with the Family Medical Leave Act.

*Nicole T. Smith* an Elementary teacher at Bridge Valley Elementary School from March 30, 2012 until May 31, 2012. This leave was requested for maternity/child rearing purposes in accordance with the Family Medical Leave Act.

*Cortney Swartz* a Special Education teacher at Titus Elementary School from April 18, 2012 until August 2012. This leave was requested for maternity/child rearing purposes in accordance with the Family Medical Leave Act.

*Lisa Towle* a Special Education teacher at Barclay Elementary School from May 1, 2012 until August 2012. This leave was requested for maternity/child rearing purposes in accordance with the Family Medical Leave Act.

**Extension of Unpaid Leave of Absence.** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, the following Extension of Unpaid Leave of Absence were approved.

*Jill Hock* an Elementary teacher at Butler Elementary School from January 23, 2012 until August 2012. This extension of leave was requested for maternity/child rearing.

*Sara Yoder* a Social Studies teacher at Central Bucks High School – East from January 23, 2012 until August 2012. This extension of leave was requested for maternity/child rearing.

**CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

January 24, 2012

**Appointments.** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, the following Appointments were approved.

<u>Name</u>	<u>Position/School</u>	<u>Salary</u>	<u>Effective Date</u>
Cheryl A. Glitzer	Temp. Duty Assistant/East	\$11.90/hour	1/9/12 – 2/29/12
Patty Hannon	Basic Skills EA/Gayman	\$13.60/hour	1/7/12
Patricia Leasher	Ed Assistant/Transportation	\$11.90/hour	1/13/12

**Approval of Long-Term Substitute Teachers.** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, the following Long-Term Substitute Teachers were approved.

<u>Name</u>	<u>Position/School</u>	<u>Rate/Annum</u>	<u>Effective Date</u>
Jennifer S. Brown	Elementary teacher/Butler	\$24,725	1/23/12 until the end of the 11-12 school year
Rosalind Chang	(.66) World Lang. tchr//South/West	\$15,176	1/25/12 until the end of the 11-12 school year
Drew Krupp	Bus/Comp Appl tchr/Tamanend	\$22,400	1/25/12 until the end of the 11-12 school year
Erin Marks	English teacher/East	\$22,716	1/23/12 until the end of the 11-12 school year
Emily Redard	Elementary teacher/Groveland	\$40,390	9/16/11 until the end of the 11-12 school year
Michael Scott Sherwood	Social Studies teacher/East	\$22,113	1/23/12 until the end of the 11-12 school year

**Approval of Long-Term Per Diem Substitute Teachers.** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, the following Long-Term Per Diem Substitute Teachers were approved.

<u>Name</u>	<u>Position/School</u>	<u>Salary</u>	<u>Effective Date</u>
John Fitzgibbons	Science teacher/Tohickon	\$180/day	12/7/11
Rebekah Lang	English teacher/Tamanend/Lenape	\$180/day	1/30/12 – 4/22/12
Bryan Stutman	Elementary teacher/Kutz	\$180/day	1/26/12

**Classification Changes.** Upon a motion by Mr. Corr, seconded by Mrs. McMullin, with all members present voting aye, the following Classification Change was approved.

**PROFESSIONAL STAFF**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Jenna Cooper (Recalled from Furlough)	Mathematics teacher Holicong/East \$45,200 Per Annum	Mathematics teacher South \$22,253 Per Annum Prorated	1/25/12 – 6/12

CENTRAL BUCKS SCHOOL DISTRICT  
SCHOOL BOARD MEETING

January 24, 2012

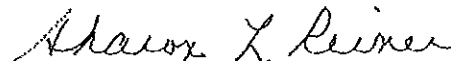
**Staff Conferences.** Upon a motion by Mrs. McMullin, seconded by Mr. Corr, with all members present voting aye, the following staff conference was approved.

Name	Area	Dates	Conference name	Location	General Fund	Grants	Totals
O'Rourke, Patricia	Professional	3/27/12	TESOL	Philadelphia		385	
Totals this meeting						385	

**ADJOURNMENT**

Upon a motion by Mr. Corr, seconded by Mrs. Unger, with all members present voting aye, the meeting was adjourned at 8:32 p.m.

Respectfully submitted,



Sharon L. Reiner  
School Board Secretary



# 2012-2013 CENTRAL BUCKS SCHOOL DISTRICT CALENDAR

## August / September

S	M	T	W	Th	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	16
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 29,30 Staff Development
- 3 Labor Day/SCHOOL HOLIDAY
- 4 First Day of School for grades K-6, 7, 10
- 5 All Students Report
- 17 Rosh Hashanah/SCHOOL HOLIDAY
- 26 Yom Kippur/SCHOOL HOLIDAY

Student days ( 17) - teacher days ( 19)

## October

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15-19 Celebrate Education Week

23 (total 40) - 23 (total 42)

## November

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 <sup>K</sup>	16 <sup>K</sup>	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 6 Election Day/Staff Development Day
- 9 Early Dismissal; End of 1st Marking Pd (46 days)
- 15,16 NO Kindergarten / K Parent Conferences
- 16 Report Cards Distributed
- 19-21 Staff Development Days/Conferences
- 22,23 Thanksgiving Recess/SCHOOL HOLIDAY

16 (total 66) - 20 (total 62)

## December

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 9-16 Hanukkah
- 25 Christmas Day
- 12/24 thru 1/1 WINTER RECESS

15 (total 71) - 15 (total 77)

## January

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 New Year's Day
- 2 School Resumes
- 21 Martin Luther King Jr. Day/SCHOOL HOLIDAY
- 31 Early Dismissal/End of 2nd Marking Pd (46 days)

21 (total 92) - 21 (total 98)

## February

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8 <sup>R</sup>	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 1 Staff Development Day
- 8 Report Cards Distributed
- 18 President's Day/SCHOOL HOLIDAY

18 (total 110) - 19 (total 117)

## March

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 3/26-4/2 Passover
- 28 Staff Development/Conferences
- 29 Good Friday/SCHOOL HOLIDAY
- 31 Easter Sunday

19 (total 129) - 20 (total 137)

## April

S	M	T	W	Th	F	S
	1	2 <sup>K</sup>	3 <sup>K</sup>	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 <sup>R</sup>	20
21	22	23	24	25	26	27
28	29	30				

- 1 Staff Development/Conferences
- 2,3 NO Kindergarten / K Parent Conferences
- 12 Early Dismissal; End of 3rd Marking Pd (46 days)
- 19 Report Cards Distributed

21 (total 160) - 22 (total 169)

## May

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 27 Memorial Day/SCHOOL HOLIDAY

22 (total 172) - 22 (total 181)

## June

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	16
16	17	18	19	20	21	22
23	24	25	26	27	28 <sup>R</sup>	29
30						

- 18 Early Dismissal/End of 4th Marking Pd (46 days)
- 28 Report Cards Distributed

12 (total 184) - 12 (total 193)

## Key

- Student/Teacher Holiday
- ▽ End of Marking Period
- △ Staff Development/Parent Conference/Exhibitions
- R Report Cards Distributed
- Early Dismissal, Grades 1-12
- K No Kindergarten/Additional Kindergarten Parent Conferences

NO Kindergarten on Nov. 15 & 16 & Apr. 2 & 3 for additional Parent Conferences.  
 NO PM Kindergarten on Nov. 9 & Jan. 31  
 NO AM Kindergarten on April 12 & June 18 - PM Kindergarten attends in the morning.

**NOTE:** Inclement Weather make-up school days will be scheduled for June 19, 20, 21 - as needed.

184 Student Days - 193 Scheduled Teacher Days

Approved by School Board 1/24/12

CENTRAL BUCKS SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: USE OF PRINT AND NON-PRINT MATERIAL IN THE CLASSROOM

ADOPTED:

REVISED:

<p>1. Purpose Title 22 Sec. 4.13 SC 801, 803</p>	<p><b>109.1 USE OF PRINT AND NON-PRINT MATERIAL IN THE CLASSROOM</b></p>
<p>2. Definitions</p>	<p>The Board shall provide a wide range of instructional and evaluative materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view, to implement the district and school educational goals and objectives.</p> <p>Print material – consists of all written material, excluding non-print resources which convey planned course information. Examples of print resources include, but are not limited to: textbooks, workbooks, reference books, newspapers, journals and magazine.</p> <p>Non-print material – consists of all forms and channels of communication, excluding print sources, which convey planned course information. Examples of non-print resources include, but are not limited to: art prints, charts, community resource speakers, compact discs, computer software, online resources, maps, models, pictures, radio programs, realia, records, sculpture, slides, study prints, tape recordings, television programs, transparencies, DVD's, and videotapes.</p>
<p>3. Selection Guidelines</p>	<p>Required material – includes all instructional material, selected by staff that <u>must</u> be used by the classroom teacher to develop the objectives of a specific planned course.</p> <p>Supplementary material – includes all instructional material, selected by staff that <u>may</u> be used by the classroom teacher to enrich the objectives of a specific planned course.</p> <p>Materials shall support and be consistent with the district goals and objectives.</p> <p>Materials shall contribute to the objectives of a specific planned course.</p> <p>Materials shall be appropriate for the age, emotional development, ability level and social development of the students for whom the materials are selected.</p>

4. Evaluation Guidelines

Materials should present a reasonable balance of opposing sides of controversial issues so that students may develop the practice of critical thinking. When no opposing side of an issue is currently available, the nature of the bias will be explicitly discussed and explained to the students.

Materials should provide a background of information which will enable pupils to make intelligent judgments.

Materials should provide a stimulus for creative reading, writing, listening, and thinking.

Materials should reflect a pluralistic society.

Materials should be aesthetically appealing and of acceptable technical quality.

Is the material dated?

Is the material appropriate?

Does it promote the educational goals and objectives of the planned course?

Might the material be considered objectionable?

Is it appropriate to the level of instruction intended?

- Is the vocabulary appropriate?
- Are the concepts appropriate?
- Are the methods of development appropriate?

Is the controversial material presented impartially?

Is this material suitable to the curriculum?

Does this material present information that other approved courses do not?

Does this material give a new dimension or direction to currently approved sources?

Is the content of this material well organized and well balanced?

Have the principles of learning been followed in developing the material, e.g. reinforcement – transfer?

Does the material achieve its stated purpose?

Is the content appropriate for presentation in this format?

5. Use Guidelines

Is the quality of the script or commentary satisfactory?

Is the technical (audio/visual) quality of this material acceptable?

Is the quality of sound satisfactory?

The use of all material shall meet copyright laws and procedures.

All material shall be previewed by the teacher before presenting it to the class.

Teachers shall use a variety of techniques when presenting instructional material. The overuse of any one technique should be avoided, e.g. lecturing, showing too many or too lengthy videotapes.

Teachers shall include pre and post-instruction as part of a lesson involving print and non-print resources.

Teachers shall exercise discretion in the use of controversial and/or sensitive materials. When in doubt, the curriculum supervisor and principal shall be consulted.

As a general rule, "R" rated movies may not be shown to secondary students and only "G" rated movies may be shown to elementary students. Movies that are rated PG and PG-13 are only appropriate at the high school, and not at the middle or elementary school. However, limited exceptions to this may be granted. If it is determined that film in question is critically acclaimed and directly relevant to the planned course, the following guidelines apply:

Showing a movie in its entirety is discouraged. Clips or sections of a movie can be shown for instructional emphasis.

All material shall be previewed and recommended for use by the teacher, department or district coordinator and supervisor.

The principal shall approve the showing of the movie or movie "clip" in question.

A letter must be sent home to parents (by the initiating teacher) outlining the purpose of the movie and the teacher's intent/purpose in utilizing the material.

Parent permission, in written form, is required for all students prior to viewing the presentation. Those students or parents objecting to a presentation are to be excused without penalty. An alternative assignment will be given.

The following materials are approved for supplementary use as long as the material meets the selection and evaluation standards of the school district.

- Bucks County Intermediate Unit materials.
- Print and non-print material housed in the district and/or school library – media centers.
- Print and non-print material selected and approved by the building principal or curriculum supervisor for a specific subject area.

The use of off-air programming, personally recorded, owned or rented, must be pre-approved by principal or principal's designee. Teachers must have available the rating guidelines for any off-air programming used for instruction. Off-air programming rated as "mature audience only" and "parents strongly cautioned" may not be shown to any students; "general audience" may be shown to elementary students.

The use of outside speakers must be pre-approved by the principal or principal's designee.

If the material is determined to be worthy of permanent inclusion in the planned course, then the appropriate copyright and district approvals are required.

CENTRAL BUCKS  
SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
SUPERINTENDENT/  
ASSISTANT  
SUPERINTENDENT

ADOPTED: July 23, 2002

302. EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT	
1. Purpose SC 1001	The Board places the primary responsibility and authority for the administration of this district in the Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective management of the district.
2. Authority SC 508, 1071, 1073, 1075, 1076, 1077, 2107  SC 1073, 1077	<p>When the position of Superintendent or Assistant Superintendent becomes vacant, the Board shall elect a district Superintendent or Assistant Superintendent by a majority vote of all members of the Board and shall fix the beginning salary and term of office. Such term may be three, four, or five years, beginning with the effective date of the appointment to office.</p> <p>During the final year of the term of office, the Board may grant a new term of employment or may notify the Superintendent or Assistant Superintendent that it plans to seek applications for the position from other qualified candidates. Such notification shall be given by the Board at least 150 days prior to the end of the term.</p> <p>The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants.</p> <p>The Board will seek applicants for the position of Assistant Superintendent by the same process used to determine the Superintendent.</p>
3. Guidelines  42 U.S.C. Sec. 12101 et seq  SC 1002, 1003, 1078	<p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <ol style="list-style-type: none"><li>1. Preparation of a job description for the position, written in accordance with requirements of the Americans With Disabilities Act.</li><li>2. Preparation of written qualifications, in addition to proper state requirements, for all applicants.</li></ol>

302. EMPLOYMENT OF SUPERINTENDENT/  
ASSISTANT SUPERINTENDENT - Pg. 2

Pol. 104  
P.L. 88-352  
P.L. 92-318

3. Preparation of informative material describing the school district and its educational goals.
4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.
5. Opportunity for applicants to visit the district schools, at the Board's invitation.
6. Recruitment and evaluation of candidates in accordance with Board policy and state and federal law.

A screening process shall be established that ensures the Board has an opportunity to interview a sufficient number of finalist candidates so that an appropriate range of choices is available for final selection.

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be borne by the school district.

Employment

SC 111  
23 Pa. C.S.A.  
6301

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse. Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution. Current employees shall use the designated form to report to the Director of Human Resources or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.

No person shall be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract or has been employed by Board action.

SC 1004

Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by statute.

Sec. 23.43  
42 U.S.C.  
Sec. 12101 et seq

After receiving an offer of employment but prior to beginning employment, the candidate shall undergo a medical examination, as required by law.

Any candidate's misstatement of fact material to qualifications for employment or determination of salary may constitute grounds for dismissal by the Board.

302. EMPLOYMENT OF SUPERINTENDENT/  
ASSISTANT SUPERINTENDENT - Pg. 3

<p>Title 28 42 U.S.C Sec. 653a</p>	<p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>
--	--

# CENTRAL BUCKS SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES.

TITLE: EMPLOYMENT OF ADMINISTRATORS

ADOPTED: July 23, 2002

REVISED:

## 303. EMPLOYMENT OF ADMINISTRATORS

1. Purpose

The Board places substantial responsibility and authority for the effective management of the schools with district administrators.

2. Authority  
SC 508, 1106  
SC 1142

The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrator employed by this district.

3. Guidelines

Approval shall normally be given to those candidates for employment recommended by the Superintendent.

SC 111  
23 Pa. C.S.A.  
6301

Any employee's misstatement of fact material to qualifications for employment or determination of salary may constitute grounds for dismissal by the Board.

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse. Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution. Current 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 required to be reported by law.

42 U.S.C.  
Sec. 653a

The district shall submit a New Hire Report for each employee required to be reported by law.

4. Delegation of Responsibility

The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment.

Pol. 104  
P.L. 88-352  
P.L. 92-318

The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and state and federal law.

303. EMPLOYMENT OF ADMINISTRATORS - Pg. 2

	<p>Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</p>
--	---

# CENTRAL BUCKS SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: STUDENT TEACHERS

ADOPTED: July 23, 2002

REVISED:

407. STUDENT TEACHERS	
1. Purpose	The Board encourages cooperation with colleges and universities within the state in the training of student teachers.
2. Authority	The Board establishes that district schools shall accept student teachers from accredited institutions with which the district has a cooperative agreement approved by the Board.
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible to assign student teachers to the schools.</p> <p>The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students will be subject to excessive student teacher classroom hours.</p>
4. Guidelines Title 28 Sec. 23.43 SC 1418 Pol. 414  SC 111 23 Pa. C.S.A. 6301	<p>Student teachers shall comply with the health examination requirements of the state and Board policy applicable to certified personnel.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse. Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution. Current 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 required to be reported by law.</p> <p>While serving in district schools, student teachers shall be responsible for their conduct to the supervising teacher and building principal.</p>

407. STUDENT TEACHERS - Pg. 2

Pol. 907	<u>Observers</u>  Student teachers or faculty of other educational institutions shall be offered the opportunity to visit and observe district schools. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal.
----------	---

# CENTRAL BUCKS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED  
EMPLOYEES

ADOPTED: July 23, 2002

REVISED:

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1. Purpose	The Board recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs of the district.
2. Authority SC 406	The Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the district.
3. Guidelines	<p>Approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> <p>All applications for employment shall be referred to the Superintendent or his/her designee.</p> <p>Relatives of district-wide administrators, supervisors, and building administrators will not be employed in any capacity or assignment in the school district, with the exception that relatives may be considered for temporary employment, providing that they are not relatives of the supervisors of that department. For the purposes of this policy, a relative is defined as spouse, child, grandchild, parent, grandparent, or sibling.</p> <p>An employee's misstatement of fact material to qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Board.</p>
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.
SC 111 23 Pa C.S.A. 6301	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse. <b>Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution. Current 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 required to be reported by law.</b>

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES - Pg. 2

<p>4. Delegation of Responsibility Pol. 104 P.L. 88-352 P.L. 92-318</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with Board policy and state and federal law.</p>
<p>42 U.S.C. Sec. 12101 et seq</p>	<p>The administration may administer screening tests that bear upon the candidate's ability to perform the tasks for which s/he is being considered.</p>
<p>School Code 111, 406</p>	<p>The administration shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
<p>Federal Regulations P.L. 88-352 P.L. 92-318</p>	
<p>42 U.S.C. Sec. 12101 et seq</p>	
<p>42 U.S.C. Sec. 653a</p>	
<p>Board Policy 104</p>	

# CENTRAL BUCKS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF SCHOOL  
BUS DRIVERS

ADOPTED: July 23, 2002

REVISED: August 22, 2006

504.1. EMPLOYMENT OF SCHOOL BUS DRIVERS	
<p>1. Purpose</p>	<p>The Board recognizes the importance of employing competent and experienced drivers to safely operate school buses.</p>
<p>2. Authority</p>	<p>The Central Bucks School Board shall only employ individuals as substitute, contractor, and/or regular school bus drivers who meet all the requirements as outlined below:</p> <ol style="list-style-type: none"> <li>1. Minimum age twenty-one (21) years.</li> <li>2. At least three (3) years' experience of licensed motor vehicle operation. A commercial driver's license with appropriate endorsements shall be maintained as a condition of initial and continued employment.</li> <li>3. <del>Compliance with the mandatory background check requirements for criminal history and child abuse.</del>                      No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse. Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution. Current 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 required to be reported by law.                       Background checks shall be renewed every four (4) years at the school district's expense.</li> <li>4. Pass an initial and annual physical examination.</li> <li>5. Complete a minimum of twenty (20) hours of training and pass the state examination for a School Bus Operator's Certificate. Drivers shall immediately self-report any motor vehicle violations or criminal violations to their supervisors.</li> </ol>
<p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p>	
<p>Pol. 514</p>	

3. Delegation of Responsibility	<p>Any misstatement of fact relative to qualifications for employment shall be considered by the Board as grounds for dismissal.</p> <p>All applications for employment shall be filed with the Human Resources Office. The transportation manager shall review all applications and, when necessary, recommend to the Director of Human Resources individuals for employment in the school district. The Director of Human Resources shall be responsible for the approval of these recommendations and shall present to the School Board the names of those individuals for which employment is requested.</p>
---------------------------------	--

# CENTRAL BUCKS SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF  
SUBSTITUTE AND SHORT-  
TERM EMPLOYEES

ADOPTED: July 23, 2002

REVISED:

1. Purpose	<p>505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</p> <p>Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the district.</p>
2. Authority SC 406	<p>The Board shall approve annually the names of potential substitute classified personnel and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.</p>
SC 406	<p>The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term classified employee.</p>
3. Guidelines	<p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
SC 111 23 Pa. C.S.A. 6301	<p>Utilization of substitute or short-term employees prior to approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next meeting.</p>
42 U.S.C. Sec. 653a	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse. Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution. Current 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 required to be reported by law.</p>
4. Delegation of Responsibility	<p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>
	<p>The Superintendent or designee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for classified employment.</p>

505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES - Pg. 2

	<p>The administration shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
--	--

CENTRAL BUCKS  
SCHOOL DISTRICT

No. 815  
*Attachment "I"*

SECTION: OPERATIONS  
TITLE: ACCEPTABLE USE OF  
INTERNET, COMPUTERS,  
AND NETWORK RESOURCES

ADOPTED:

REVISED:

Note: This policy should be read in context with policies 816,  
320, 420, and 520.

<p>1. Purpose</p> <p>2. Definitions</p> <p>18 U.S.C. Sec. 2256</p>	<p style="text-align: center;"><b>815. ACCEPTABLE USE OF INTERNET, COMPUTERS; AND NETWORK RESOURCES</b></p> <p>The Board supports use of the computers, Internet, and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration.</p> <p>The district provides students, staff, and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.</p> <p>For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p> <p>The term child pornography is defined under both federal and state law.</p> <p>Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:</p> <ol style="list-style-type: none"><li>1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;</li><li>2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or</li><li>3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.</li></ol>
--	---

<p>18 Pa. C.S.A. Sec. 6312</p>	<p>Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.</p>
<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>The term harmful to minors is defined under both federal and state law.</p> <p>Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:</p> <ol style="list-style-type: none"> <li>1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;</li> <li>2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and</li> <li>3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.</li> </ol>
<p>18 Pa. C.S.A. Sec. 5903</p>	<p>Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:</p> <ol style="list-style-type: none"> <li>1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;</li> <li>2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and</li> <li>3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.</li> </ol>
<p>18 Pa. C.S.A. Sec. 5903</p>	<p>Obscene - any material or performance, if:</p> <ol style="list-style-type: none"> <li>1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;</li> <li>2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and</li> <li>3. The subject matter, taken as a whole, lacks serious literary, artistic,</li> </ol>

<p>47 U.S.C. Sec. 254</p>	<p>political, educational or scientific value.</p> <p>Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.</p> <p>Network - this term shall apply to the system of hardware, servers, software, wireless access points, and cabling owned or leased by the district to interconnect computers, video, telephones, and telephone voicemail systems.</p> <p>Vandalism is defined as any malicious attempt to harm or destroy hardware or equipment, data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.</p>
<p>3. Authority</p>	<p>The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the internet, computers and network resources or for any information that is retrieved via the internet, computers and network resources.</p> <p>The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.</p>
<p>Pol. 218, 233, 317</p>	<p>The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers, and network resources.</p> <p>The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.</p>
<p>47 U.S.C. Sec. 254</p>	<p>The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:</p>

<p>Pol. 103, 103.1, 104, 248, 348</p>	<ul style="list-style-type: none"> <li>• Defamatory.</li> <li>• Lewd, vulgar, or profane.</li> <li>• Threatening.</li> <li>• Harassing or discriminatory.</li> <li>• Bullying.</li> <li>• Terroristic.</li> </ul>
<p>Pol. 249</p>	<p>The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students.</p>
<p>Pol. 218.2</p>	<p>The technology protection measure shall be enforced during use of computers with Internet access.</p>
<p>24 P.S. Sec. 4604 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>Upon request by staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.</p>
<p>24 P.S. Sec. 4604</p>	
<p>4. Delegation of Responsibility</p>	<p>The district shall make every effort to ensure that the Network is used responsibly by students and staff.</p>
<p>24 P.S. Sec. 4604</p>	<p>A copy of this policy will be made available to staff, students, parents/guardians and other users on the district's web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians upon written request.</p> <p>Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p> <p>Students, staff, and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.</p> <p>Building administrators shall make initial determinations of whether inappropriate use has occurred.</p>

<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p>	<p>The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.</li> <li>2. Maintaining and securing a usage log.</li> <li>3. Monitoring online activities of minors.</li> </ol>
<p>47 U.S.C. Sec. 254</p>	<p>The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:</p> <ol style="list-style-type: none"> <li>1. Interaction with other individuals on social networking web sites and in chat rooms.</li> <li>2. Cyberbullying awareness and response.</li> </ol>
<p>SC 1303.1-A Pol. 249</p>	<p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.</p>
<p>5. Guidelines</p>	<p><u>Safety</u></p> <p>It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.</p>
<p>47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p>	<p>Internet safety measures shall effectively address the following:</p> <ol style="list-style-type: none"> <li>1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.</li> <li>2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.</li> </ol>

<p>SC 1303.1-A Pol. 249</p> <p>Pol. 237</p>	<ol style="list-style-type: none"><li>3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.</li><li>4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.</li><li>5. Restriction of minors' access to materials harmful to them.</li></ol> <p><u>Prohibitions</u></p> <p>Users are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law.</p> <p>Specific prohibitions include, but are not limited to, the following:</p> <ol style="list-style-type: none"><li>1. Facilitating illegal activity.</li><li>2. Commercial or for-profit purposes.</li><li>3. Nonwork or nonschool related work.</li><li>4. Product advertisement or political lobbying.</li><li>5. Bullying/Cyberbullying.</li><li>6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.</li><li>7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.</li><li>8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.</li><li>9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.</li><li>10. Inappropriate language or profanity.</li><li>11. Transmission of material likely to be offensive or objectionable to recipients.</li></ol>
---	---

<p>Pol. 814</p>	<p>12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.</p> <p>13. Impersonation of another user, anonymity, and pseudonyms.</p> <p>14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.</p> <p>15. Loading or using of unauthorized games, programs, files, or other electronic media.</p> <p>16. Disruption of the work of other users.</p> <p>17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.</p> <p>18. Accessing the Internet, district computers or other network resources without authorization.</p> <p>19. Disabling or bypassing the Internet blocking/filtering software without authorization.</p> <p>20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.</p> <p>21. Any deliberate attempts to probe, exploit vulnerabilities, or bypass network security measures/operating system security measures.</p> <p><u>Security</u></p> <p>System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:</p> <ol style="list-style-type: none"><li>1. Employees and students shall not reveal their passwords to another individual.</li><li>2. Users are not to use a computer that has been logged in under another student's or employee's name.</li><li>3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.</li></ol>
-----------------	---

<p>17 U.S.C. Sec. 101 et seq Pol. 814</p>	<p><u>Copyright</u></p> <p>The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.</p>
<p>24 P.S. Sec. 4604</p>	<p><u>District Web Site</u></p> <p>The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies.</p> <p>Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal.</p>
<p>Pol. 218, 233, 317</p>	<p><u>Consequences For Inappropriate Use</u></p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.</p> <p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.</p> <p>Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings.</p> <p>Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.</p>
	<p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A</p>

PA Crimes Code-- 18 Pa. C.S.A. Sec. 5903, 6312

Child Internet Protection Act - 24 P.S. Sec. 4601 et seq.

U.S. Copyright Law - 17 U.S.C. Sec. 101 et seq.

Sexual Exploitation and Other Abuse of Children - 18 U.S.C. Sec. 2256

Enhancing Education Through Technology Act - 20 U.S.C. Sec. 6777

Internet Safety, Children's Internet Protection Act - 47 U.S.C. Sec. 254

Children's Internet Protection Act Certifications, Title 47, Code of Federal Regulations - 47 CFR Sec. 54.520

Board Policy - 103, 104, 218, 218.2, 218.3, 220, 233, 235, 248, 249, 317, 320, 348, 420, 520, 814, 816

State CIPA - Child Internet Protection Act - 24 P.S. Sec. 4601 et seq.

Federal CIPA - Children's Internet Protection Act - 47 U.S.C. Sec. 254

CENTRAL BUCKS  
SCHOOL DISTRICT

SECTION: OPERATIONS  
TITLE: CONTRACTED SERVICES  
ADOPTED: July 23, 2002  
REVISED:

818. CONTRACTED SERVICES	
<p>1. Purpose</p>	<p>In its effort to provide cost-effective programs, the Board may need to utilize contracted services. The Board will continue to supervise and evaluate such services to assure their effectiveness. This policy is to assist the Board in maintaining qualified and legally certified services.</p>
<p>2. Authority SC 111 23 Pa. C.S.A. 6301</p>	<p>The Board is required by law to ensure that independent contractors and their employees who have direct contact with students comply with the mandatory background check requirements for criminal history and child abuse.</p>
<p>3. SC 111</p>	<p><b>Independent contractors and their employees shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.</b></p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall prepare procedures to assure compliance with the legal requirements for contracted services.</p> <p>Failure to comply with this policy and the background check requirements by an independent contractor shall lead to cancellation of the contract.</p>
<p>School Code 111</p>	
<p>PA Statute 23 Pa. C.S.A. 6301</p>	
<p>Board Policy 610</p>	