



CRISPUS ATTUCKS CHARTER SCHOOL

“PREPARING STUDENTS TO BECOME MENTALLY TOUGH”

EST. 1999

**605 SOUTH DUKE STREET
YORK PENNSYLVANIA 17401**

Phone 717-848-3610 FAX 717-699-2453

Mrs. Jacqueline Martino-Miller
CEO

www.crispusattucks.org

BOARD OF TRUSTEES **POLICY MANUAL** **TABLE OF CONTENTS**

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CRISPUS ATTUCKS CHARTER SCHOOL

BOARD OF TRUSTEES POLICY
No. 001
Section: Local Board Procedures
Title: Name
Date Adopted: January 10, 2001

Section 1. Name: The official name of this school is the Crispus Attucks YouthBuild Charter School, hereinafter sometimes referred to as “CAYBCS, School or Charter School”. The Board of Trustees shall be known officially as the Board of Trustees of the Crispus Attucks YouthBuild Charter School, hereinafter, sometimes referred to as the “Board or Board of Trustees.”

Section 2. Purpose: The Crispus Attucks YouthBuild Charter School is organized for the purpose of providing a program of public education to serve the needs of the Commonwealth.

Section 3. Intermediate Unit: The Crispus Attucks YouthBuild Charter School is assigned to intermediate Unit No. 12 which may hereinafter be referred to as “Intermediate Unit or Lincoln Intermediate Unit.”

Section 4. Address: The official address of the Board of Trustees of the Crispus Attucks YouthBuild Charter School shall be 613 South George Street, York, PA 17403



BOARD OF TRUSTEES POLICY
No. 002
Section: Local Board Procedures
Title: Authority and Powers
Date Adopted: January 10, 2001

Section 1. Authority: The authority to establish, equip, furnish, operate and maintain the public schools of the CAYBCS is vested in the Board of Trustees, which is a body corporate and which is constituted and governed by Title 24, the "Public School Code of 1949", of the Pennsylvania Statutes and Article III of the Constitution and Charter School Law.

Section 2. Powers: The Board shall establish schools and Programs as are consistent with the mission of the CAYBCS; shall equip, furnish, operate, and maintain such schools; shall adopt and enforce rules and regulations for the management of school affairs and the conduct and department of employees and students; as approved by the York City School District and/or the Commonwealth of Pennsylvania.

The powers of the Board of Trustees, being a body corporate, are not vested in the individual trustee. No such individual is authorized to act on behalf of the Board to carry out any of the Board's statutorily authorized powers, except those acts stated in law or when the Board specifically authorizes an individual to act on its behalf.



CRISPUS ATTUCKS CHARTER SCHOOL

BOARD OF TRUSTEES POLICY

No. 003

Section: Local Board Procedures

Title: Function

Date Adopted: January 10, 2001

Section 1. Legislation: The Board shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the Charter School. Those procedures and policies which are not dictated by the statutes, or regulations of the State Board of Education, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Board.

Local Board procedures shall be adopted, amended or repealed by a 2/3 vote of the full Board. Policies shall be adopted, amended or repealed by majority vote of the full Board.

The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board. All current procedures and policies shall be printed in the Board Manual.

Section 2. Executive: The Board shall exercise its executive power by the appointment of a Chief Administrative Officer (CAO) who shall enforce the statutes of the Commonwealth, the rules of the State Board of Education, and the policies of the Board of School Directors.

The CAO may prepare guidelines for the administration of the School District which are not inconsistent with the statutes or regulations of the State Board and are dictated by the policies of the Board and which shall be binding upon the employees and students of the District when issued.

The CAO shall be delegated the authority to take necessary action in circumstances not provided for in Board policy.

Section 3. Review: The Board of Trustees may assume jurisdiction over controversies or disputes arising within the School District and concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.

In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.



CRISPUS ATTUCKS CHARTER SCHOOL

BOARD OF TRUSTEES POLICY

No. 004

Section: Local Board Procedures

Title: Membership

Date Adopted: January 10, 2001

Section 1. Number: The Board of School Directors consists of from seven (7) to nine (9) members as the Crispus Attucks Association determines.

Section 2. Qualifications: Each member of the Board shall meet the qualifications specified by law and courts of competent jurisdiction.

Section 3. Appointment: The Crispus Attucks Association will appoint Board members every two years in December for two year terms of office. Board members may be re-appointed for an unlimited number of terms.

Section 4. Vacancies: A vacancy shall occur by reason of death, resignation, moving from a district, or otherwise. Any such vacancy shall be filled by the Crispus Attucks Association for the remainder of of the two year term of the person being replaced.

Section 5. Term: The term of office of each school trustee shall be two years and shall expire on the first Monday of December.

Section 6. Removal: Whenever a school trustee shall cease to be a resident of the School District, his/her membership on the Board shall cease forthwith.

A school trustee who neglects or refuses to attend two successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the District, or if in attendance at any meetings shall neglect to act in his/her official capacity as a school trustee, may be removed from his/her term of office, declare said office vacant on the affirmative vote of two thirds (2/3) of the remaining members of the Board.

Section 7. Expenses: School trustees, a non-member Secretary of the Board, and Board solicitor(s) shall be reimbursed for necessary expenses actually incurred as related to any State convention or association of school directors held within with the Commonwealth, or for necessary expenses actually incurred in attendance authorized by the Board at any other meeting held within the Commonwealth or at an educational convention out-of-state, All such expenses shall be itemized and made available for public inspection at the next succeeding meeting of the Board. No member shall be reimbursed for more than two such out-of-state meetings in one school year. Such expenses shall be reimbursed only upon presentation of an itemized, verified statement, using School-authorized forms, except that advance payments may be made upon presentation of estimated expenses to be incurred.

Section 8. Orientation: The Board believes that the preparation of each school trustee for the performance of Board duties is essential to the effectiveness of the Board's functioning. The Board

shall encourage each new school trustee to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools and learn Board.

Section 9. Conferences: In keeping with its stated position on the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate school board conferences, workshops, and conventions. However, in order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- The Board will periodically decide which meetings appear to offer the most promise of direct and indirect benefit to the school.
- No member of the Board may attend a meeting at Board expense without Board approval.
- Funds for participation at such meetings will be budgeted on an annual basis.

When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information and materials acquired at the meeting which will be beneficial to the School.

Reimbursement to Board members for their travel expenses will be in accordance with law and the travel expense policy and regulations in effect for the School.

The aforesaid reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include the compensation to individual Board members.



BOARD OF TRUSTEES POLICY
No. 005
Section: Local Board Procedure
Title: Organization
Date Adopted: January 10, 2001

Section 1. Organization Meeting: The school trustees shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Board of Trustees by mail at least five days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a regular meeting.

Section 2. Order: The organization meeting shall be called to order by the past President who shall preside over the election of a temporary President from among the hold-over members of the Board. The Secretary of the Board shall be secretary of the meeting. The certificates of the appointment of all new school trustees shall be verified, and a list of the legally appointed and qualified school trustees shall be prepared by the Secretary of the Board. The temporary President shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.

Section 3. Officers: Election of officers shall be by a majority of those qualified School Trustees present and voting. Where now such majority is achieved on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes.

- A. The school trustees shall annually, during the first week in December, elect from their members a President and Vice President who shall serve for one year.
- B. The business manager of the Crispus Attucks Association shall serve as treasurer. The business manager will not be a member of the Board.
- C. The school trustees shall elect a secretary from among the members of the Board to serve a one year term. The secretary may be assisted in his/her duties by a member of the school clerical staff.
- D. The same trustee may not hold more than one office of the Board.
- E. Vacancies in any office shall be filled by the school directors and such officers shall serve for the remainder of the unexpired term.
- F. Officers of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons therefore and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of two thirds (2/3) of the full number of trustees.

Section 4. Appointments: The Board may appoint a school physician, school dentist, school solicitor, or independent auditor. Appointees of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the appointee so charged shall have been given due notice of the reasons therefore and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of school directors.

Section 5. Resolution: The Board shall at the organization meeting designate a day, place and time for regular meetings. The School Chief Administrative Officer and the Executive Officer of the Crispus Attucks Association will be considered non-voting members of the Board and may be present and speak on any matters brought before the Board. The Board calendar shall exist only for the administrative convenience of the Board and shall not serve either to validate or void any Board action.

Section 6. Depository: The Board shall designate one or more depositories for school funds.

Section 7. Committees: Committees of school directors, shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

- A. Committees shall consist of no more than 3 members.
- B. Members shall be appointed by the President who shall serve as an ex-officio member on all committees. The Chief Administrative Officer of the School and the Executive Director of the Crispus Attucks Association shall also be considered non-voting members of committees.
- C. A member may request or refuse appointment to a committee.
- D. Each Board committee shall be convened by a chairperson who shall report by the President.



BOARD OF TRUSTEES POLICY
No. 006
Section: Local Board Procedures
Title: Meeting
Date Adopted: January 10, 2001

Section 1. Parliamentary Authority: Robert's Rules of Order, Newly Revised shall guide the Board in its deliberations in all cases in which it is not inconsistent with stature, regulations of the State Board, or these procedures.

Section 2. Quorum: A majority of the Board of Trustees shall constitute a quorum. No business shall be transacted at a meeting without quorum, but the directors at such a meeting may adjourn to another time.

Section 3. Presiding Officer: The President shall preside at all meetings of the Board. In the absence, disability or disqualification of the President, the Vice-President shall act instead. In the absence, disability, or disqualification of both the President and Vice-President, the Secretary shall act instead. If none of the three are present, a Trustee shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.

Section 4. Notice: Notice of all public meetings of the Board shall be given by the publication of the date, place, and time of such meetings in the newspapers of general circulation designated by the Board and the posting of such notices at the office of the Board.

- A. Notice of regular meetings shall be given by the publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three days prior to the time of the first regular meeting.
- B. Notice of all special meetings shall be given by publication and posting of notice at least 24 hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
- C. Notice of all rescheduled and adjourned meetings shall be given by publication and posting of notice at least 24 hours prior to the time of the meeting.
- D. Notice of all public meetings shall be given to the designated newspapers, and a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and who provides a stamped, addressed envelope for such notification.
- E. Notice of all regular and special meetings of the Board shall be given to trustees by mail not later than 24 hours prior to the time of the meeting.

Section 5. Regular Meetings: Regular meetings of the Board shall be public and shall be held at least once every two months.

- A. It shall be the responsibility of the CAO to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda together with all such reports as can be completed shall be provided each trustee at least 24 hours before the meeting.
- B. The order of business shall be as follows, unless altered by the chairperson or a majority of those present and voting:

- Call to order
- Roll call
- Presentation of minutes of previous meeting
- Treasurer's Report
- Budget Transfers
- Consideration of Bills
- Communications and bid openings
- Committee reports
- Recommendations of the CAO
- Other business as may properly come before the Board
- Adjournment

Section 6. Special Meetings: Special meetings shall be public and may be called for special or general purposes as stated in the public notice.

- A. The President may call a special meeting at any time and shall call a special meeting upon the presentation of requests, in writing, of three trustees. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school trustees.

The order of business shall be as follows unless altered by the chairperson or a majority of those present and voting:

- Call to order
- Roll call
- Reading of notice of meeting
- Transaction of business for which meeting was called
- Other business as may properly come before the Board
- Adjournment

Section 7. Hearing of Citizens: A member of the public present at a regular public meeting of the Board may address the Board in accordance with the Board's rules (See B.P. 903).

Section 8. Voting: All motions shall require for adoption a majority vote of those school directors present and voting except as provided by statute of these procedures:

- A. The following actions require the recorded affirmative votes of two-thirds of the full number of school directors:
 - 1. transfer of budgeted funds

2. transfer of any unencumbered balance, or portion, thereof, from one spending agency to another
3. incur a temporary debt or borrow money upon an obligation
4. incur a temporary debt to meet an emergency or catastrophe
5. elect to a teaching position a person who has served as a school director and who has resigned
6. adopt or change textbooks without the recommendation of the CAO
7. dismiss, after hearing, a tenured professional employee
8. adopt, amend, or repeal a Board procedure
9. remove a member of Board of Trustees

C. The following actions require the recorded affirmative votes of a majority of the full number of school directors:

1. fixing length of school term
2. appointing or dismissing the CAO
3. adopting the annual budget
4. locating new buildings or changing the location of oldones
5. adopting courses of study
6. establishing additional schools or departments
7. designating depositories for school funds
8. fixing salaries or compensation of officers, teachers, or other appointees of the Board
9. combining or reorganizing into a larger school
10. entering into contracts with and making appropriations to the Intermediate Unit
11. dismissal, after hearing, of a nontenured employee
12. adoption of a corporate seal for the School
13. determination of the location and amount of space for the operation of the school
14. vacating and abandoning property to which the Board has title
15. determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the schools shall be closed during the whole part of the day
16. adoption, repeal, or modification of Board Policy

Section 9. Minutes: The Board shall cause to be made and retain as a permanent record of the School, minutes of public meetings of the Board.

Said minutes shall be comprehensible and complete and shall show:

- A. the date, place and time of the meeting
- B. the presiding officer
- C. subjects considered
- D. actions taken
- E. record votes
- F. those Board members and administrators present
- G. members of the public who address the Board and a summary of their comments

The Secretary shall provide each trustee with a copy of the minutes of the last meeting prior to the next regular meeting.

The minutes of Board meetings shall be approved at the next succeeding meeting.

The minutes of the Board meeting and other public records shall be made available for examination at any reasonable time during the regular business hours of the CAO (who is custodian of public records) in the office of the CAO, and provided that advance notice of such intended inspection has been given the CAO not less than one working day before the inspection, and provided that a mutually convenient time for said inspection can be set (B.P. 801). Copies may be made by authorized personnel on the copier used by the District, upon request by any resident. When copies are made by the custodian or his/her authorized deputy, a charge of \$.25 per page shall be made provided that at no time shall the public records leave the possession, custody, or control of the lawful custodian of records or his/her authorized deputy.

Section 10. Adjournment: The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place upon the majority vote of those present and voting. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meetings shall be given as provided at B.P. 006 (4-c).

Section 11. Executive Session: The Board may schedule an executive session closed to the public meeting at any time. The executive session may be held during an open meeting, at the conclusion of an open meeting, or may be announced for a future time. The reason for holding the executive session must be announced at the open meeting occurring immediately prior or subsequent to the executive session. If the executive session is not announced for a future specific time, members of the agency shall be notified twenty-four (24) hours in advance of the time of the convening meeting specifying the date, time, location and purpose of the executive session.

Purposes for executive committee meetings are:

- A. To discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the agency, or former public officer or employee, provided, however, that the individual employees or appointees whose rights could be adversely affected may request, in writing, that the matter or matters be discussed at an open meeting. The agency's decision to discuss such matters in executive session shall not serve to adversely affect the due process rights granted by law, including those granted by Title II of the Pennsylvania Consolidated Statutes (relating to administrative law and procedures).
- B. To hold information, strategy and negotiation sessions related to the negotiation or arbitration of a collective bargaining agreement or, in the absence of a collective bargaining unit, related to labor relations and arbitration.
- C. To consider the purchase or lease of real property up to the time and option to purchase or lease real property is obtained if the agreement is obtained directly without an option.
- D. To consult with its attorney or other professional advisor regarding information or strategy in connection with litigation or with issues on which identifiable complaints are expected to be filed.
- E. To review and discuss agency business which if conducted in public would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by

law, including matters related to the initiation and conduct of investigations of possible or certain violations of the law and quasi-judicial deliberations.

Section 12. Board Sessions: The Board may meet as a committee of the whole to discuss issues to be acted upon at a subsequent regular or special meeting of the Board, except that no action may be taken.

Section 13. Committee Meetings: Committee meetings may be called with proper notice, at any time as approved by the Board president.



BOARD OF TRUSTEES POLICY
No. 007
Section: Local Board Procedures
Title: Distribution of Policy
Date Adopted: January 10, 2001

The Board desires to make this Policy Manual, sometimes hereinafter referred to as the "Policy Manual" or "Manual" a useful guide for all directors of the Board, the administration of the District, and all personnel employed by the Board.

Therefore, copies of the Manual shall be furnished to the following:

Each Board member

CAO

Board solicitor

Crispus Attucks Association Board President

Crispus Attucks Association Executive Director

School Office

Copies of the Manual shall be numbered and a record maintained by the Secretary as to the placement of each copy. Copies of revised pages will be made available to the holders of the Manual as changes are made.

The Policy Manual shall be considered a public record and shall be open for inspection in the Board offices.

The CAO shall maintain an orderly plan for the promulgation of policies to staff members who are affected by them and shall provide easy accessibility to an up-to-date collection of policies for all employees of the school system and is designated to review existing policy monthly in light of Board actions and in light of revisions to State statutes and procedures, and to recommend to the Board such changes as may be desired to maintain the Board Policy Manual in a current status.