

21ST CENTURY CYBER CHARTER SCHOOL
Board of Trustees
PaTTAN
200 Anderson Road
King of Prussia, PA 19406

March 27, 2012
Minutes

CALL TO ORDER – ROLL CALL

The meeting of the 21st Century Cyber Charter School was held at the PaTTAN Center in King of Prussia, PA 19406. Thomas Newcome called the meeting to order at 11:27am.

Board Members in attendance were:

Barry Galasso	Bucks County IU
Lisa Andrejko	Quakertown Community SD
Joseph O'Brien, VICE CHAIRPERSON	Chester County IU
Thomas Newcome, CHAIRPERSON	Octorara Area SD
Jerry Shiveley	Montgomery County IU
Clifford Rogers	Perkiomen Valley SD
Heidi Wood-Tucker	Parent Representative

Also in attendance were:

Jon Marsh	Non-Member, Director/CEO
Alan Slobojan	Non-Member, CCIU Supervisor
Lindi Steczak	Non-Member, Board Secretary
Sandra McCabe	Non-Member, Board Treasurer
Judy Setar	Non-Member, Supervisor of Accounting
Kevin McKenna	Non-Member, Solicitor
Courtney Calio	Non-Member, Coordinator of ISD

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

The following officers appointed at the January 24, 2012 Board Meeting took the Oath of Office:

Thomas Newcome	Chairperson
Joseph O'Brien	Vice Chairperson
Sandra McCabe	Treasurer
Lindi Steczak	Secretary

APPROVAL OF THE MINUTES - JANUARY 24, 2012 BOARD MEETING

Joseph O'Brien moved to approve the minutes of the January 24, 2012 Board Meeting. Lisa Andrejko seconded the motion, which was approved. Voting: Aye-5, Nay-0, Absent-8
Barry Galasso and Heidi Wood-Tucker were not yet present at the meeting.

PRESENTATIONS AND REPORTS

Courtney Calio of the 21CCCS ISD Team gave a presentation on the Moodle 2.2.1 Conversion.

Director, Jon Marsh, highlighted the following items from the reports, which are on file at 21CCCS.

ADMINISTRATION

2012-13 Board Meeting Schedule
Textbook Management RFP
Change in Acceptance of Cyber School Diplomas by Military Recruiters
Graduation Ceremony
Highly Qualified Teachers

SCHOOL OPERATIONS

Summer School Offerings
Naviance Succeed Implementation
Field Trip
Student Achievements

CURRICULUM

Transition to Traditional Schedule
ACCESS Testing
Orientation
Web Conferencing Program

SPECIAL SERVICES

Special Education Count
Fluent Reading Trainer (FLRT)

STUDENT SUPPORT

Enrollment Profile
Withdraw Report
BVA Enrollments

CONSENT AGENDA

Lisa Andrejko moved to approve the following consent agenda items:

Finance, B	Treasurer's Report
Finance, C	Expenditure Report
Finance, D	Proposed Budget Revision for the 2011-12 School Year
New Business, C	Approval of Contracts

Joseph O'Brien seconded the motion, which was approved. Voting: Aye-5, Nay-0, Absent-8
Barry Galasso and Heidi Wood-Tucker were not yet present at the meeting.

21st Century Cyber Charter School
Financial Statements as of FEBRUARY 29, 2012
(Unaudited Results)

Audited Fund Balance at June 30, 2011

\$2,833,135

	<u>Approved 2011-12 Budget</u>	<u>FEBRUARY 2012 YTD Results</u>
Revenue:		
Revenue from Other LEAs	\$ 8,582,484	\$ 5,255,709
Revenue - IDEA/ARRA	29,617	53,283
Summer School Tuition	62,523	68,758
Revenue - Health Services	8,200	-
Miscellaneous Revenue	17,000	39,710
State Share Social Security	155,115	-
State Share Retirement	216,023	81,203
Interest	-	5,520
YTD Revenue	\$ 9,070,962	\$ 5,504,183
Total Funds Available		<u>\$ 8,337,318</u>
Expenditures:		
100 Salaries	\$ 4,078,725	\$ 1,923,651
200 Employee Benefits	1,970,223	875,141
300 Purchased Professional Services		
322 Professional Educational Services - IUs	8,700	2,370
324 Employee Training and Conferences	7,550	3,075
329 Professional Services Consultants	85,000	45,455
330 Other Professional Services	105,820	134,930
340 Technical Services	17,400	17,402
350 Safety and Security Services	2,200	714
390 Professional Contract Services	190,016	116,561
400 Purchased Property Services		
410 Janitorial Services	17,100	6,478
430 Repairs & Maintenance	98,335	46,430
440 Rentals	68,774	25,656
441 Rental - Land and Building	214,300	141,935
460 Exterminating Services	2,000	1,193
500 Other Purchased Services		
513 Contracted Carriers	8,400	-
523 Insurance	25,200	30,702
530 Postage	181,115	91,146
531 Telephone	33,070	14,677
538 ISP	153,100	72,731
540 Advertising	177,800	48,664
550 Printing and Binding	22,350	1,000
560 Tuition	53,520	39,714
580 Travel	73,749	2,532
600 Supplies		
610 Supplies	175,114	86,598
618 Administrative Software	14,750	11,153
620 Energy	24,640	12,745
640 Books & Periodicals	124,100	96,181
650 Educational Software & Licenses	140,390	119,384
700 Equipment		
750 Equipment	180,000	101,586
757 Computers	440,000	223,099
800 Other Objects		
810 Dues and Fees	9,420	10,525
840 Contingency		
890 Miscellaneous Expenses	19,218	
CCIU - Admin Fee	348,883	172,137
YTD Expenditures	\$ 9,070,962	\$ 4,475,565
Net Revenue/(Expenditures)	\$ -	\$ 1,028,618

Total Fund Balance 2/29/12

\$ 3,861,753

21st Century Cyber Charter School
Financial Statements as of FEBRUARY 29, 2012
(Unaudited Results)

Audited Fund Balance at June 30, 2011	\$2,833,135
Unaudited Net Expenditures 7/01/11 - 2/29/12	\$1,028,618
Unaudited Total Fund Balance at 2/29/12	\$3,861,753

Fund Balance Breakdown:

NON-SPENDABLE FUNDS:

Prepaid Expenses	\$6,007
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UNRESTRICTED FUNDS:

<u>Committed Fund Balances</u>	
Future Building Fund	\$750,000
Future Capital Equipment/Software/Furniture	\$55,781
Future Curriculum Development	\$12,500
Minimum Lease Obligations	\$389,686
New Initiatives Fund	\$150,000
Future Program Stabilization Fund	\$950,000
Total Committed Fund Balances	\$2,307,967

Assigned Fund Balances

Encumbrances	\$258,130
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<u>Unassigned Fund Balances</u>	\$1,289,649
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<u>UNAUDITED TOTAL FUND BALANCE AS OF 2/29/12</u>	\$3,861,753
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<u>PSERS Retirement Rate Increases Fund as of 2/29/12</u>	\$309,845
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FINANCE

PROPOSED BUDGET FOR THE 2012-13 SCHOOL YEAR - FIRST READING

The Board considered, in first reading, the Proposed Annual Budget for the 2012-13 School Year. No action was necessary.

OLD BUSINESS

STUDENT RECORDS POLICY

Clifford Rogers moved to approve the proposed Student Records Policy. Lisa Andrejko seconded the motion, which was approved. Voting: Aye-5, Nay-0, Absent-8
Barry Galasso and Heidi Wood-Tucker were not yet present at the meeting.

2012-13 SCHOOL YEAR CALENDAR

Jerry Shiveley moved to approve the proposed 2012-13 School Year Calendar. Joseph O'Brien seconded the motion, which was approved. Voting: Aye-5, Nay-0, Absent-8
Barry Galasso and Heidi Wood-Tucker were not yet present at the meeting.

2012-13 STUDENT AND PARENT HANDBOOK

Jerry Shively moved to approve the 2012-13 Student and Parent Handbook with modifications as amended. Joseph O'Brien seconded the motion, which was approved. Voting: Aye-6, Nay-0, Absent-7
Heidi Wood-Tucker was not yet present at the meeting.

NEW BUSINESS

ATTENDANCE AT MEETINGS VIA ELECTRONIC COMMUNICATION POLICY REVISION

Barry Galasso moved to approve the revision of the Attendance at Meetings Via Electronic Communication Policy as amended. Joseph O'Brien seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6

COURSE VOUCHERS FOR 21CCCS EMPLOYEES

Lisa Andrejko moved to approve one course credit per 21CCCS Employee to be used by the employees' immediate family. Heidi Wood-Tucker seconded the motion, which was approved. Voting: Aye-6, Nay-0, Absent-7
Jerry Shiveley was not present at the time of the vote.

PERSONNEL

APPROVAL OF PERSONNEL ACTIONS

Joseph O'Brien moved to approve the routine terminations/resignations/retirements, nominations, and changes in status of the 21st Century Cyber School staff as follows:

Terminations/Resignations/Retirements

Professional

Karen Eason

School Nurse

Effective: April 19, 2011 - May 27, 2012

Reason: Resignation

Nominations

Professional

Courtney Calio

Coordinator of Instructional Systems Design

Effective: March 27, 2012

Reason: Fill Open Position

Relationship: None

Non-Professional

Amy Nahabedian

Tutor

Effective: January 31, 2012

Reason: Part-Time Temp

Relationship: None

Vaibhav Agarwal

Tutor

Effective: January 31, 2012

Reason: Part-Time Temp

Relationship: None

Matthew Richman

Tutor

Effective: January 31, 2012

Reason: Part-Time Temp

Relationship: None

Kevin Helm

Tutor

Effective: January 31, 2012

Reason: Part-Time Temp

Relationship: None

Barry Galasso seconded the motion, which was approved. Voting: Aye-6, Nay-0, Absent-7
Jerry Shiveley was not present at the time of the vote.

APPROVAL OF ADDITIONS AND MODIFICATIONS OF POSITIONS

Lisa Andrejko moved to approve the following additions and modifications of positions, at salaries in accordance with the procedures of the 21CCCS Project Staff Compensation Plan as amended:

Additions

PIMS Coordinator (.5 FTE)

Business Manager (1 FTE)

Modifications

Copy Editor

From: Copy Editor (from 382 Hay Points)

To: Instructional Systems Design/Editing Specialist (245 Hay Points)

Barry Galasso seconded the motion, which was approved. Voting: Aye-7, Nay-0, Absent-6

BOARD MEMBER COMMENT

PUBLIC COMMENT

MARCH 8, 2012 SPECIAL MEETING ANNOUNCEMENT

On March 8, 2012 a Special Meeting was held virtually. The meeting was an information meeting, and was open to the public. Attendance was recorded and is on file at 21CCCS.

EXECUTIVE SESSION ANNOUNCEMENT

THE NEXT MEETING IS SCHEDULED TO BE HELD ON MAY 22, 2012, AT THE 21CCCS, 805 SPRINGDALE DRIVE, EXTON, PA 19341.

AN EXECUTIVE SESSION IS SCHEDULED TO BE HELD AT 12:30PM. TOPICS WILL INCLUDE PERSONNEL, LABOR RELATIONS AND REAL ESTATE.

ADJOURNMENT

Heidi Wood-Tucker moved to adjourn the meeting at 12:24pm. Barry Galasso seconded the motion. Voting: Aye-7, Nay-0, Absent-6

Next Meeting: May 22, 2012

EXECUTIVE SESSION: MAY 22, 2012

Board Meetings for the 2011-12 School Year:

September 27, 2011	21CCCS - Exton, PA
November 22, 2011	PaTTAN - King of Prussia, PA
January 24, 2012	21CCCS - Exton, PA
March 27, 2012	PaTTAN - King of Prussia, PA
May 22, 2012	21CCCS - Exton, PA
July TBD	TBD

**21st Century Cyber Charter School
Proposed Budget Revision 2011-12**

	<u>Approved 2011-12 Budget</u>	<u>Revised 2011-12 Budget</u>
Revenue:		
Revenue from Other LEAs	\$ 8,482,484	\$ 7,761,001
Partnership Revenue	100,000	486,424
Revenue - IDEA/ARRA	29,617	54,029
Summer School Tuition	62,523	68,758
Revenue - Health Services	8,200	10,232
Miscellaneous Revenue	17,000	53,655
State Share Social Security	155,115	-
State Share Retirement	216,023	150,379
Interest	-	7,800
YTD Revenue	\$ 9,070,962	\$ 8,592,278
Total Funds Available		
Expenditures:		
100 Salaries	\$ 4,078,725	\$ 3,475,740
200 Employee Benefits	1,970,223	1,564,483
300 Purchased Professional Services		
322 Professional Educational Services - IUs	8,700	11,000
324 Employee Training and Conferences	7,550	5,015
329 Professional Services Consultants	85,000	25,044
330 Other Professional Services	105,820	232,120
340 Technical Services	17,400	33,100
350 Safety and Security Services	2,200	1,500
390 Professional Contract Services	190,016	214,901
400 Purchased Property Services		
410 Janitorial Services	17,100	8,500
430 Repairs & Maintenance	98,335	84,240
440 Rentals	68,774	35,350
441 Rental - Land and Building	214,300	182,041
460 Exterminating Services	2,000	1,560
500 Other Purchased Services		
513 Contracted Carriers	8,400	11,000
523 Insurance	25,200	41,307
530 Postage	181,115	184,095
531 Telephone	33,070	26,790
538 ISP	153,100	135,940
540 Advertising	177,800	176,499
550 Printing and Binding	22,350	17,500
560 Tuition	53,520	41,850
580 Travel	73,749	28,501
600 Supplies		
610 Supplies	175,114	129,132
618 Administrative Software	14,750	14,553
620 Energy	24,640	20,410
640 Books & Periodicals	124,100	102,427
650 Supplies & Fees - Technology Related	140,390	176,317
700 Equipment		
750 Equipment	180,000	109,400
757 Computers	440,000	622,669
800 Other Objects		
810 Dues and Fees	9,420	7,774
840 Contingency		
890 Miscellaneous Expenses	19,218	40,812
CCIU - Admin Fee	348,883	310,463
YTD Expenditures	\$ 9,070,962	\$ 8,072,033
Net Revenue/(Expenditures)	\$ -	\$ 520,245
Audited Fund Balance June 30, 2011	\$ 2,765,432	\$ 2,833,135
Projected Fund Balance June 30, 2012	\$ 2,765,432	\$ 3,353,380



POLICY #: 240
SECTION: Pupils
TITLE: Student Records Policy
ADOPTED: March 27, 2012
REVISED:

Purpose

21st Century Cyber Charter School ("21CCCS") recognizes the need to protect the privacy rights of students and their parents. 21CCCS will adhere to the provisions of state and federal law pertaining to those privacy rights, including but not limited to the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as amended, and its accompanying regulations; the Individuals with Disabilities Education Act ("IDEA"), as amended, and its implementing regulations; the Pennsylvania Public School Code of 1949, and Chapter 12 of the Pennsylvania Administrative Code containing the regulations of the Pennsylvania State Board of Education. The Director/Chief Executive Officer ("CEO") of 21CCCS is designated as the Administrator responsible for the maintenance, access, and release of student records and the maintenance, access and release of academic records.

The Director/CEO shall be responsible for the implementation of this policy.

I. DEFINITION OF TERMS

- A. The term "disclosure" means permitting access to or the release, transfer or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written or electronic means. 34 C.F.R. § 99.3.

- B. The term "educational institution" or "educational agency or institution" means any public or private agency or institution which is the recipient of funds under any federal program referenced in applicable law. The term refers to the agency or institution recipient as a whole, including all of its component parts. 20 U.S.C. § 1232g(a)(3).

- C. The term "education records" means those records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. The record can be recorded in any form, including but not limited to, handwriting, print computer media, electronic files, electronic mail, video or audio tape, film, microfilm and microfiche. The term does not include:
 - 1. Records that are kept in the sole possession of the maker of the record, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
 - 2. Records of the law enforcement unit of an educational agency or institution, subject to the provisions of 34 C.F.R. § 99.8;

3. Records relating to an individual who is employed by an educational agency or institution that:

- a. Are made and maintained in the normal course of business;
- b. Relate exclusively to the individual in that the individual's capacity as an employee; and
- c. Are not available for use for any other purpose;

However records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and are not excluded under this provision.

4. Records on a student who is eighteen years of age or older, or is attending an institution of post-secondary education that are:

- a. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in her professional capacity or assisting in a professional capacity;
- b. Made, maintained or used in connection with the treatment of the student; and
- c. Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution; and

5. Records that only contain information pertaining to time periods after the individual is no longer a student at 21CCCS. 20 U.S.C. § 1232g(a)(4).

D. The term "21CCCS" means 21CCCS and its officers, employees and agents, individually or collectively. The term does not include any other public or private school or other educational agency, or any officer, employee or agency thereof, at which 21CCCS students are enrolled or from which 21CCCS students receive services. 24 P.S. § 17-1715A.

E. The term "student" except as written otherwise, means any school-age person who is attending 21CCCS and with respect to whom 21CCCS maintains education records. 20 U.S.C. § 1232g(a)(6).

F. The term "eligible student" means a student who has attained eighteen (18) years of age, or is attending an institution of post-secondary education. Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the permission or consent shall be required of, and the right accorded to the student, except that the parent of an exceptional child or a disabled child as defined by state and federal law or a parent who claims the student as a dependent under Section 152 of the Internal Revenue Code of 1986 shall have the right of access to the student's records and information contained therein (as provided in Section IV.A.).

- G. The term "parent" means a natural or lawfully-adoptive parent or legal guardian of a student, or a surrogate parent appointed in accordance with 34 C.F.R. § 300.515 of the regulations implementing Part B of the Individuals with Disabilities Act, or a person acting as a parent who is supporting a student gratis and has signed an affidavit assuming educational responsibility for the student in accordance with Section 1302 of the Public School Code, 24 P.S. § 13-1302. 21CCCS shall afford to any person who qualifies as a "parent" under this section all of the rights afforded to parents by this policy or by any state or federal law, unless the responsible administrator receives and has reasonable opportunity to review a lawful custody order, divorce decree, separation agreement or similar document expressly terminating the right of that person to receive or have access to the student's records. 34 C.F.R. § 99.4. 21CCCS does not assume responsibility for the discovery or location of such documentation.
- H. The term "directory information" means any of the following personally-identifiable information when, in the judgment of the responsible administrator, the release of such information would not be harmful to or constitute an invasion of privacy for the student or his or her family; the student's name, address, telephone number, date and place of birth, dates of attendance or participation in 21CCCS program, date of graduation, and similar information. 20 U.S.C. § 1232g(a)(5)(A).
- I. The term "school official with a legitimate educational interest" means
1. Any person in one or more of the following positions:
 - a. the Director/CEO and his specifically authorized designees;
 - b. the responsible administrator and his specifically-authorized designees;
 - c. the administrator of any program to which the student is assigned and any other administrators employed by 21CCCS who are responsible for the administration of programs in which the student is enrolled or participating;
 - d. instructional staff, counselors, psychologists, social workers, educational diagnosticians, psychiatrists, program specialist, therapists, physicians, and nurses who are employed or used by 21CCCS and are involved in the provision of education other services to the student;
 - e. attorneys or similar legal representatives of 21CCCS, when the attorneys or legal representative is providing advice to 21CCCS concerning the education or discipline of the student or where the records are relevant or thought to be relevant to the legal matter for which the attorney or legal representative is being consulted;
 - f. members of any 21CCCS student assistance program team to which the student is referred, including members who are not employed by 21CCCS;
 - g. special education due process hearing officers and administrative review officers designated by the Secretary of Education for the Commonwealth of Pennsylvania.

2. A school official has a legitimate educational interest in personally identifiable information when access to that information is required for the effective, efficient or proper provision of education or other services to the student to whom the information pertains or with respect to required investigations, administrative or legal proceeding. 21CCCS shall maintain for public inspection and for access under Section IV.A.4 of this policy a list of the names and positions of school officials who are entitled to disclosure under this paragraph. 20 U.S.C. § 1232g (b)(1)(A).
- J. The term “destruction” or “destroy” means the physical destruction, obliteration or permanent removal of all or any portion of the information in a student record. Permanent removal of a record from the custody, care and control of 21CCCS shall constitute destruction of that record even if the information contained therein is maintained by another agency or entity.
- K. The term “record” means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, microfiche. 34 C.F.R. § 99.3.
- L. The term “applicable law” shall mean all statutes and regulations applicable to the student records that are in effect when any action is taken or is to be taken and shall include, but not necessarily be limited to, the Family Education Rights and Privacy Act, the Code of Federal Regulations, Title 34 Part 99, the United States Code § 1232 and the regulations of the Pennsylvania State Board of Education at 22 Pa. Code §§ 12.31 *et. seq.*
- M. The term “Review Panel” shall mean a panel created by the Board of Trustees composed of qualified professional personnel to determine the validity of Category “C” data and to provide for parental challenges of such data on occasion where their transfer to Category “B” is held to be desirable. Panel members should not be limited to school employees.

II. MANAGEMENT OF STUDENT RECORDS

- A. **Collection of Information** – No information shall be collected from students without either prior representational consent of the School Board or informed individual consent from the parent and/or students.
1. **Prior Consent**
Prior to the collection of anecdotal materials for the purpose of preparing reports, informed consent of the parent or eligible student must be requested, except as indicated in subparagraph a. below.
 - a. **Representational Consent** - Representational consent is hereby granted to the appropriately elected school representatives and may satisfy the principle of consent for gathering of information which does not require individual consent by the parent or eligible student under state and federal law. 22 Pa. Code § 12.33 (Guideline 1.1).
 - i. The Board of Trustees shall have the authority to grant consent for the collection of all Category “A” and Category “B” information as stated below.

- ii. In situations in which representational consent is sufficient, students and their parents shall be informed in advance, by school officials, annually of the purposes and character of the information collection and shall be given reasonable opportunity by the Board of Trustees to contest the necessity or desirability of the collection process or the proposed use of the information.
- b. **Individual Consent** - If individual consent by the parent of eligible student is required by state and federal law, prior to gathering such information, such consent shall be obtained in writing. 22 Pa. Code § 12.33 (Guideline 1.2).
- i. Individual consent from parents and/or “eligible” students shall be required for all Category “C” information as stated below:
 - a. Prior to the requesting of individual consent, parents shall be fully informed, in writing, as to the methods by which the information will be collected.
 - b. The uses to which it will be put;
 - c. The methods by which it will be retained; and the persons to whom it will be retained;
 - d. The persons to whom it will be available, and under what conditions.
 - e. If the above explanations are impossible or undesirable, the reasons shall be presented.
 - f. In all situations where individual consent is obtained, it shall be in writing.
 - ii. **Special situations** where the principle of informed consent cannot be met, as for example in the course of interviews by school personnel, the following procedures will be followed:
 - a. The school will inform the student as fully as possible about the data that is likely to be obtained;
 - b. The school will stress the voluntary nature of the student’s participation;
 - c. Where reasonable doubts exist as to the capacity of the student to understand the implications of the situation, either because of the student’s age or other circumstances, parental permission will be sought before proceeding. In addition, where a student clearly in need of intervention declines to participate, the professional involved will seek parental consent.
 - d. In either case, if parental consent cannot be obliged or is not given, further steps to provide assistance will be initiated only if:

1. The Director/CEO or designated school official is entirely convinced, giving full attention to the privacy interests involved, that intervention is imperative;
2. both the student and parents have been fully informed to the extent that is possible;
3. and appropriate school authorities such as the school's review panel has consented.

B. Information Collected for Non-School Purposes

1. Where the information and/or data to be collected are for non-school purposes, either by school personnel or outsiders then the above recommendations shall be fully applied with the further provision that prior informed consent must be obtained from the responsible school authorities.
2. In cases where the information is to be collected under conditions of anonymity, the collecting agency must still obtain the appropriate form of consent. The school authorities shall establish procedures for regulating the collection of such information, including the following:
 - a. Notification to the students and parents that their participation is voluntary.
 - b. Careful review of the instruments and procedures to be used for any such information collection to determine whether the methods and/or inquiries constitute a significant potential invasion of privacy, even though the information is to be collected under conditions of anonymity.

C. Notification of Rights

- a. Parents and eligible students shall be notified annually of their rights under the Family Educational Rights and Privacy Act of 1974 ("FERPA"). The notice must inform parents of students currently in attendance, or eligible students currently in attendance, of their rights under the Act and this part.

The notice must inform parents or eligible student that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and § 99.31 authorize disclosure without consent; and
4. The procedure to file complaints for non-compliance concerns.

5. The parent or eligible student who wishes to file a complaint with regard to compliance of this policy may do so contacting the Director/CEO.
 6. If further appeal is necessary, the parent or eligible student may contact the Family Educational Rights and Privacy Act Officer, Department of Education, Washington, D.C. 20202-4605. 34 C.F.R. § 99.7.
-
- b. A listing of the types, content and location of education records maintained by 21CCCS shall be made available annually to include the names, titles, and addresses of the school officials responsible for such records.
 - c. The annual notification shall be accomplished by publication on the school website and distributed to parents of currently attending students.

III. CLASSIFICATION OF INFORMATION COLLECTED

All information collected in the pupil record shall be classified as follows:

A. Category "A" Information

This category includes official administrative records that constitute the minimum personal information necessary for the operation of the educational system. If collected, it shall include the following items:

1. Academic grades
2. Attendance data
3. Date and place of birth
4. Degrees and awards received
5. Grade level
6. Participation in officially recognized activities and sports
7. Photographs
8. Student name, address, telephone listing and electronic mail address

These records should be maintained for at least 100 years, subject to the conditions set forth in the section on the Administration of Security.

B. Category "B" Information

This category includes verifiable information of clear importance, but not absolutely necessary to the school, over time, in helping the child or protecting others. If collected, it shall include the following items:

1. Chapter 15 Service agreements
2. Court documents relating to issues such as custody and protection from abuse
3. Discipline records
4. Family background information
5. Health records
6. Interests inventory results
7. Instructional Support Team Information
8. Scores on standardized intelligence and aptitude tests
9. Special Education records
10. Systematically gathered teacher or counselor ratings and observations; verified reports of serious or recurrent behavior patterns are included in this category.

Great care will be exercised by the school to ensure the accuracy of Category "B" data. Serious consideration to the elimination of unnecessary Category "B" data at periodic intervals will be taken. These records will be destroyed, or retained only under conditions of anonymity, (for research purposes) when the student leaves the school.

C. Category "C" Information

This category will include potentially useful information but not yet verified or clearly needed beyond the immediate present. This information is highly confidential information and should be reviewed at least once a year and destroyed as soon as their usefulness is ended or transferred to Category "B". Transfer to Category "B" may be made if two conditions are met, namely,

1. The continuing usefulness of the information is clearly demonstrated, and
2. Its validity has been verified, in which case parents must be notified and the nature of information explained.

If collected, may include the following:

1. Legal or clinical findings including certain personality test results;
2. Student Assistance Program information;
3. Unevaluated reports of teachers, counselors and others which may be needed in ongoing investigations and disciplinary or counseling actions.

D. Category “D” Information

Confidential, Personal Files of Professionals in the School (School Psychologist, Social Workers, Counselors)

We recognize that, in some instances, professionals working in the school may maintain personal and confidential files containing notes, transcripts of interviews, clinical diagnoses and other memory aids for their own use in counseling pupils. Any and all data that are considered to be the personal property of the professional should be guarded by the rules given above in addition to those dictated by professional ethics, subject to the terms of the employment contract between the school and the professional and any special agreements made between the professional and individual parent and/or students. Such records kept in the sole possession or the maker of the record and not accessible or revealed to any other person except a temporary substitute for the maker of record are not considered education records, and therefore, are not subject to access requirements enumerated in this policy. Upon termination of professional employment with 21CCCS, all personal data, and files are to be destroyed or reclassified. 20 U.S.C. § 1232g(a)(4)(B)(i).

IV. MAINTENANCE OF RECORDS

All student information shall be retained and maintained in the school in accordance with procedures identified with the classification of the material.

A. **Category “A” Information as outlined above:**

Information in this category shall be retained by the school for at least 100 years.

B. **Category “B” Information as outlined above:**

1. Great care must be exercised by the school to ensure the accuracy of the information in this category. In particular, reported behavior patterns and specific incidents must be unambiguously described and clearly verified before they become part of any continuing record.
2. The school shall give serious consideration to the elimination of unnecessary information in this category at periodic intervals such as at points of transition from middle school to senior high school.
3. All information in this category shall be destroyed, or else retained under conditions of anonymity for research purposes, when the student leaves the school. Exceptions may be made where, under rigorous standards and impartial judgment, good cause for retention can be shown or according to statute.
 - a. Parents shall be periodically informed of the content of Category “B” records, and of their right of access to this data.

- b. The health record and Category “B” information shall be maintained for a period of two years after the pupils’ class graduation or withdraw date. Thereafter, these records shall be destroyed.

C. Category “C” information as outlined above:

1. Information in this category shall be reviewed at least once a year and destroyed as soon as its usefulness is ended. It may be transferred to Category “B” under certain conditions.
2. Transfer to Category “B” may be made only if the following two conditions are met:
 - a. The continuing usefulness of the information is clearly demonstrated.
 - b. The validity of the information has been verified in which case the parents must be notified and the nature of the information explained.
3. If for any reason temporary unevaluated information is held for more than one year, the existence of this information must be discussed with the parent and the reason for its maintenance explained fully. Parents then should have an opportunity to challenge the decision to maintain such information.
4. The previously defined review panel composed of qualified professional personnel should determine the validity of Category “C” data.

V. ADMINISTRATION OF SECURITY

- A. The Director/CEO or designee shall be responsible for record maintenance and access and release of records. Staff training programs will be conducted for the professional staff on the record policy, with emphasis placed on security and confidentiality.
- B. Student records will be kept in locked filing cabinets at all times under the supervision of designated personnel, e.g., the Director/CEO of 21CCCS or his designee.
- C. 21CCCS shall protect the confidentiality of personally identifiable information including at the collection, storage, disclosure, and destruction stages of that information. 21CCCS will ensure that any records kept or transmitted electronically are subject to high standards of electronic security. 21CCCS uses electronic firewalls and encryption systems, and monitors and tests the system regularly to ensure its stability and integrity. All 21CCCS electronic mail correspondence shall include the following:

CONFIDENTIALITY NOTICE

This email, including any attachments and files submitted with it, are for the sole use of the intended recipient(s) to whom this email is addressed and may contain legally privileged and/or confidential information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please be advised that you have received this email in error, and please contact the sender by reply email and destroy all copies (including all electronic and hard copies) of the original message. If the reader of this message is not the intended recipient, you are hereby notified that any disclosure, dissemination, distribution or copying of this communication or its contents is strictly prohibited.

VI. CHALLENGING THE VALIDITY OF INFORMATION

If the parent or student wishes to challenge any of the information in the student record as a result of the initial conference, and if the conflict cannot be resolved informally, the following formal procedures will be followed:

- A. The parent or student must submit a written request for amendment of the record of the student. The request will contain a brief statement which specifies the records to be amended and the reason that the amendment is requested. This request will be submitted to the Director/CEO.

- B. The challenge will be reviewed by the school's review panel within a period not to exceed forty-five (45) days from the receipt of the written request.
 1. If the school does decide to refuse to amend the information in accordance with the request of the parent, the school shall inform the parent in writing of both the refusal and the specific reasons for the refusal and shall notify the parent in writing of the right to request and receive a hearing.

 2. The hearing shall be conducted according to the following provisions:

 3. The hearing shall be held at mutually agreed upon time and place within thirty (30) days after the school received the request for a hearing from the parent.
 - a. The parent shall be notified in writing of the date, place and time of the hearing, no later than five (5) days in advance of the hearing.

 - b. The hearing shall be conducted by the review panel which does not have direct interest in the outcome of the hearing. The duties of the review panel shall be the following:
 1. to review challenges made by parents and/or students and render decisions as to the correction or deletion of inaccurate or misleading information.

 2. to determine the validity of category "C" data and the transfer of category "C" data to category "B".

3. to grant representative consent in situations where the intervention is judged to be imperative, parental consent cannot be obtained, and there is reasonable doubt as to the capacity of the student to understand the implications of the situation.
 4. to grant representative consent to persons or agencies to conduct studies involving the school population under the conditions of anonymity.
4. The party conducting the hearing may be an official of the school.
 5. The parent shall be afforded a full and fair opportunity to present evidence relevant to information in the educational records that the parent believes is inaccurate, misleading, or violates the privacy or rights of the child.
 6. The parent may, at the hearing, be assisted or represented by persons of his/her choice at his/her expense, and such persons may include legal counsel.
 7. The school shall render a written decision on the issues presented at the hearing and shall render such decision within thirty (30) days after the conclusion of the hearing. The decision shall be based solely upon evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
 8. If as a result of the hearing the review panel that the information is inaccurate, misleading or otherwise in violation of the privacy or rights of students, the school shall amend the education records accordingly and so inform the parent in writing.
 9. If as a result of the hearing the review panel decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, the review panel shall inform parent of his/her right to place in the educational records of the student a statement which sets forth the written comments of the parent in the educational records of reasons for disagreeing with the decision of the review panel or both written comments and reasons.
 10. The statement of the parent shall be appended by the school to the educational records so long as the record or the contested portion thereof is maintained by the school.
 11. If the education records of the student or the contested portion thereof is released by the school to any party, the statement of the parent shall also be released to the party.

Nothing in this section on parent requests for amendment of records shall be interpreted to mean that the parent and the school may not, by mutual agreement, meet prior to either a parent request for a hearing or the hearing itself in order to discuss the concerns of the parent regarding the accuracy or inaccuracy of the records of the student.

VII. DISSEMINATION OF STUDENT INFORMATION

In situations in which the school is asked by other agencies, institutions or individuals to transmit student information to those parties, stringent precautions are required to protect the rights of the student against infringement of privacy, misinterpretation of data and inappropriate use.

A. Release of information to Educational Officials

The school may, without the consent of parents or student, release appropriate information in a student's permanent record file, including previously defined Categories "A" and "B" to:

1. All school personnel, other than those directly involved with the child (the child's teacher, the counselor, Director/CEO, etc.) desiring access to pupil records shall be required to sign a written form which will be kept permanently on file, indicating specifically the "legitimate educational interest" that they have in seeking this information.
2. Such a file will be available to parents and to the school officials responsible for record maintenance.
3. The Pennsylvania Secretary of Education and officers or subordinates as long as the intended use of the data is consistent with the Secretary's statutory powers and responsibilities.
4. Officials of other school systems in which the student intends to enroll.
 - a. The student's parents shall be notified of the transfer and shall receive a copy of the records, if desired.
 - b. The student's parents shall have an opportunity to challenge the record's content via a review panel as previously defined.

B. Release of Information to Other Than Educational Officials

The school or any school personnel may not divulge, in any form to any persons other than the education officials listed above, any information contained in the school records except:

1. **With written consent from the student's parents specifying records to be released and to whom**
 - a. A copy of the records to be released shall be given to the student's parent and/or the student if desired by the parents.
 - b. Or in compliance with the judicial order, pursuant to any lawfully issued subpoena.
 1. Parents and/or students shall be notified of all such orders in advance of the school's compliance.

2. Parental or Student Consent and Requests

- a. Where parental and/or student permission is required for the release of school records, procedures for obtaining this permission shall take into account the differences in the kinds of information contained in the student's record file.
- b. Routine, nonspecific consent applies only to Category "A" information.
- c. Additional, separate and specific consent shall be required for the release of any information in Category "B."
- d. Under no conditions, except by judicial order or subpoena, or by parental consent, shall the school release information in Category "C."
- e. Under no conditions, except by judicial order or subpoena, shall the school release information gathered by any non-school agency which is included in the school record with the exception of birth date.
- f. Each matter of request for consent must be handled separately and no blanket permissions for release of information within an extended period of time may be solicited.
- g. The school may comply with parental requests for the release of information to other persons or agencies with the following exceptions based on the student's age;
 1. When a student reaches the age of eighteen, or is an emancipated minor, or is married (whether eighteen or not), his or her consent alone must be obtained.
 2. This includes the right to deny parental access to his records.
- h. Either a child or the child's parents or guardians, or their legal representative, may have access to Category "A" information. Students may have access to Category "B" information with parental permission, unless they qualify without parental permission due to age or marital status.
- i. This right of access includes the right to challenge the validity of information contained in the record through procedures to be developed by the school and involving a formal review process incorporating previously outlined due process principles.

3. Anonymous Information for Outside Research

The school may provide anonymous information from the records for outside research purposes without consent under conditions where the likelihood of identifying any individual because of his unique characteristics is negligible.

4. Government Mandating of Information Release

- a. In cases in which local, state, and federal governmental agencies mandate the release of information on individuals, the principle of informed consent should apply except in those cases involving school responsibilities under existing child abuse or neglect statutes [and in connection with use by 'authorized representatives' of state and local educational authorities, the Secretary of the U.S. Department of Education, the Attorney General of the United States, and the Comptroller of the United States, with the audit, evaluation, or the enforcement of federal legal requirements related to federal or state-supported 'education programs'.

1. In this context 'authorized representatives' are any entities or individuals designated by a state or local educational authority or an agency headed by an official listed in §99.31(a)(3) who are involved in federal or state-supported education programs.
2. In this context 'education programs' are programs that are principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency of institution.
 - a. 'Education programs' include educational programs conducted by correctional and juvenile justice facilities or alternative long-term facilities such as hospitals, dropout prevention and recovery programs, afterschool programs dedicated to enhancing the academic achievement of its enrollees, schools for the hearing and visually impaired, college test tutoring services and high school equivalency programs.
 - b. 'Education programs' do not include programs that are principally engaged in recreation or entertainment (such as programs designed to teach hunting, boating safety, swimming or exercise), programs administered by direct marketers, and neighborhood book clubs.
3. Data pertaining to children aged 7 and older is exempted from the above-referenced use by authorized representatives regarding agencies running programs to improve social, emotional and physical development.

- b. Governmental agencies, in mandating the provision of information, should abide by the recommendations herein contained to assure the rights of privacy.
- c. Where identification of individuals is nevertheless legally required, with or without consent, written protest shall be made by the school to the requesting agency, parents shall be informed of the specific information which has been provided and legislative redress should be sought.
- d. The No Child Left Behind law requires schools to provide military recruiters with access to secondary school students' names, addresses and telephone listings. Parents and secondary school students can "opt-out" from providing such information to military recruiters.

5. Waiver

Rights of access may be waived for school's confidential statement submitted as part of the student's process of applying for admission to another educational institution.

Such waivers shall be required before confidential statements are made on behalf of the school but shall not be required before other aspects of the application are completed by 21CCCS.

VIII. ACCESS TO STUDENT EDUCATION RECORDS

A. Access to Records

1. 21CCCS shall provide the parent or eligible student access to the educational records of the student. 34 C.F.R. § 99.10(a).
2. Access rights of the parent or eligible student shall consist of the right to:
 - a. Inspect and review the content of the education records.
 - b. Obtain copies of the education records at the expense of the parent or eligible student, at a cost not to exceed the actual cost of 21CCCS reproducing such records. No parent or eligible student shall be refused copies if the financial obligation would prevent them from exercising their right to inspect and review the education records. 34 C.F.R. § 99.11.
 - c. A response from 21CCCS to reasonable requests for explanation and interpretation of the education records. 34 C.F.R. § 99.10(c).
 - d. An opportunity for a hearing to challenge the content of those records, as provided in Section V of this policy.
 - e. Inspect and review only material or documents that relate to the student in question. 34 C.F.R. § 99.12(a).
3. Procedure for gaining access to records:
 - a. The parent or eligible student seeking access to education records shall make a written request of the Director/CEO or his designee.
 - b. Access to the education records requested shall be granted as soon as possible, but no later than 45 days after the receipt of a written request. 34 C.F.R. § 99.10(b).
4. 21CCCS shall maintain a current list of the names and positions of the professional employees who are authorized to have access to personally identifiable information. This list shall be available in the school office.

B. Record of Access

1. 21CCCS shall maintain a record, kept with the education records of each student which will indicate all parties (other than those listed in Section IV.B.1.a.) who have requested or obtained access to a student's education record and which will indicate specifically the legitimate interest that each such party had in obtaining this information. 20 U.S.C. § 1232g(b)(4)(A).
2. Such record of access shall be available only to the parent or eligible student, to the school officials and their assistants who are responsible for the custody of such records, and to persons and organizations authorized to see such records. 20 U.S.C. § 1232g(b)(4)(A).

C. Transfer of Information by Those Gaining Access to Education Records.

21CCCS shall release personal information on a student only on the condition that the party to whom the information is being transferred will not permit any other party to have access to such information without the written consent of the parent or the eligible student.

D. Destruction of Records:

1. An education record shall not be destroyed by 21CCCS if there is an outstanding request for inspection and review by the parent or eligible student. 34 C.F.R. § 99.10(e).
2. 21CCCS maintains the right to destroy some records that are considered to be invalid because of age and content matter. Student education records shall be maintained in accordance with Sections III.A.6., III.C. and IV.E. of this policy, and shall be destroyed in such time as provided therein.
3. Before any such destruction of student records (except as provided in III.C. of this policy) the parent or eligible student shall be given advance notice of the date after which the records will be destroyed and the opportunity to obtain copies of records prior to the specified date.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

References: *22 Pa. code §§12.12 & 12.31-12.33; Pennsylvania Public School Code of 1949, Family Educational Rights and Privacy Act of 1974 ("FERPA"); Individuals with Disabilities Education Act ("IDEA").*

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 Fax: 484-875-5404



805 Springdale Drive
 Exton, PA 19341
 www.21cccs.org

2012-13 School Year Calendar

July 2012

S	M	T	W	T	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				

August 2012

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September 2012

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30						

October 2012

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28	29	30	31			

November 2012

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December 2012

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30	31					

10/5

19/18

23/23

20/18

15/15

Schedule of Activities and Holidays

July
 4-6, 13,20,27 - Office Closed (Summer Hours)

August
 3,10,17 - Office Closed (School Not in Session)
 14-16 - New Teacher Orientation
 20-24 - School Not in Session for Students (In-Service)
 27 - First Student Day
 27-31 - School Wide Orientation

September
 3 - Office Closed (School Not in Session)
 4 - 1st Marking Period Begins
 25 - School Not in Session for Students (In-Service)

November
 1 - School Not in Session for Students (In-Service)
 6 - 1st Marking Period Ends
 7 - School Not in Session for Students (In-Service)
 8 - 2nd Marking Period Begins
 22-23 - Office Closed (School Not in Session)

December
 24-26 - Office Closed (School Not in Session)
 27-28 - School Not in Session (Students/Teachers)
 31 - Office Closed (School Not in Session)

January
 1 - Office Closed (School Not in Session)
 21 - Office Closed (School Not in Session)
 23 - 2nd Marking Period Ends
 24 - School Not in Session for Students (In-Service)
 25 - 3rd Marking Period Begins

February
 18 - Office Closed (School Not in Session)

March
 5 - School Not in Session for Students (In-Service)
 11-15 - PSSA Writing (Grades 8,11)
 18-22 - PSSA Writing Make-ups
 25-27 - School Not in Session (Students/Teachers)
 28-29 - Office Closed (School Not in Session)

April
 4 - 3rd Marking Period Ends
 5 - School Not in Session for Students (In-Service)
 8 - 4th Marking Period Begins
 8-19 - PSSA Math and Reading (Grades 6,7,8,11)
 22-26 - PSSA Science (Grades 8,11)
 29-30 - PSSA Math, Reading and Science Make-ups

May
 1-3 - PSSA Math, Reading and Science Make-ups
 27 - Office Closed (School Not in Session)

June
 6 - 4th Marking Period Ends - Last Student Day
 7 - School Not in Session for Students (In-Service)
 8 - Class of 2013 Graduation Ceremony
 10-12 - School Not in Session for Students (In-Service)
 14, 21, 28 - Office Closed (Summer Hours)

21/20 January 2013

S	M	T	W	T	F	S
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19/19 February 2013

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16/15 March 2013

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30	31					

22/21 April 2013

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22/22 May 2013

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8/4 June 2013

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23	24	25	26	27	28	29
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Key:

- Office Closed (School Not in Session)
- New Teacher Orientation
- School Not in Session for Students (In-Service)
- School Not in Session (Students/Teachers)
- PSSA Testing
- Marking Period Begins
- Marking Period Ends
- First/Last Student Day
- Class of 2013 Graduation Ceremony



POLICY #: 006

SECTION: Board

TITLE: Attendance at Meetings Via Electronic Communications Policy

ADOPTED: January 26, 2010

REVISED: March 27, 2012

Purpose

The Board recognizes that factors such as illness, travel, schedule conflicts and weather conditions can make impossible the physical presence of a Board member at a Board meeting, and that electronic communications can enable a Board member to participate in a meeting from a remote location. A Board member should be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications.

The Board authorizes the administration to provide the equipment and facilities required to implement this Board procedure.

Guidelines

A Board member who attends a meeting through electronic communications shall be considered present only if the member can hear everything said at the meeting and all those attending the meeting can hear everything said by that member. If the Board President determines either condition is not occurring, s/he shall terminate the Board member's attendance through electronic communications. To attend a Board meeting through electronic communications, a Board member shall comply with the following:

- A. Should submit such request to the Board Secretary at least 24 hours prior to the meeting.
- B. Ensure that the remote location is quiet and free from background noise and interruptions.
- C. Participate in the entire Board meeting.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

References: School Code - 24 P.S. Sec. 407