

SOUTHERN LEHIGH SCHOOL DISTRICT  
5775 Main Street  
Center Valley, PA 18034

TO: Southern Lehigh School Board  
FROM: Board Policy Committee  
SUBJECT: Second Reading of Revised Policies  
DATE: July 11, 2016

The following revised policies are being sent to the Board for a second and final reading:

<u><i>Policy No.</i></u>	<u><i>Title</i></u>
324	Administrative Employees: Personnel Files
319.1, 419.1, 519.1	Employees: Outside Activities and Intellectual Property
623	Finances: General Fund and Internal Account
808	Operations: Student Lunch Program

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: July 21, 2003

REVISED: October 12, 2015

# SOUTHERN LEHIGH SCHOOL DISTRICT

324. PERSONNEL FILES	
<p>1. Purpose</p>	<p>Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a District employee.</p>
<p>2. Authority SC 510</p>	<p>The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and State statutes and local benefit programs, conformance with district rules, evidence of completed evaluations, and other related reasons.</p>
<p>3. Delegation of Responsibility</p>	<p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee.</p>
<p>4. General Guidelines</p> <p>42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112</p> <p>Act 286 of 1978</p>	<p>A secure central file shall be maintained; supplemental records may be authorized by the Superintendent or designee and maintained only for ease in data gathering.</p> <p>Medical records shall be kept in a secure file separate from the employee's personnel file.</p> <p>Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. <u>A copy of Each entry shall be made available for viewing to the employee, except for matters pertaining to pending litigation or criminal investigation. Employees may be allowed to place rebuttals to disciplinary actions in their own file.</u></p> <p>Information contained in personnel records shall be available to the Board as may be required in the performance of its designated functions as a Board. Individual Board members may be denied access to personnel records in the absence of Board approval pursuant to applicable privacy statutes.</p> <p>The Superintendent or his designee(s) may access information contained in the personnel files at any time for administrative purposes.</p>

324 – PERSONNEL FILES

<p>43 P.S. Sec. 1321, 1322</p> <p>Information Guidelines, File Content</p>	<p>Professional employees and/or their designated representatives shall have access to information contained in their own personnel file in the presence of the Superintendent or designee, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.</p> <p>For the purposes of this policy, “employee” shall be construed to include all persons who are actively employed, laid off with reemployment rights or on an authorized leave of absence.</p> <p>Personnel wishing to review information contained in their own records shall:</p> <ol style="list-style-type: none"><li>1. Request access to the information in writing. Such requests must be made one working day in advance. All such requests must be made through the Human Resources Department.</li><li>2. Make no alterations or additions to the existing information contained in the personnel file, nor remove any material.</li><li>3. Take no information from the inspection area. Employees may take notes concerning any requested information accessed.</li></ol> <p>Personnel who choose to appeal or rebut informational material in their personnel file records or to place additional informational material into their personnel file shall make a request in writing to the administrator delegated to maintain the records and shall specify:</p> <ol style="list-style-type: none"><li>1. Name and date of the request.</li><li>2. Informational material to be appealed, rebutted, or added.</li><li>3. Reason for informational material’s appeal, rebuttal, or addition.</li></ol> <p>Any informational material that is authorized by the Superintendent or designee to be added to the personnel file shall be designated as an addition and a record shall be maintained with the material naming the date it was added, the contributor, the administrator authorizing the contribution, and the reason for contribution.</p> <p>Examples of information that may be included in the personnel files include</p> <ul style="list-style-type: none"><li>• letters of interest</li><li>• application for employment</li><li>• interview report forms</li><li>• employment offer letter</li><li>• orientation checklists</li></ul>
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- transfer requests
- W-4 forms
- attendance records
- payroll action notices
- performance appraisals
- training records
- health insurance applications
- leave requests
- tuition reimbursement requests
- job descriptions
- performance coaching/counseling records
- warnings, disciplinary action notices

Examples of information that should **not** be included in the personnel files include

- medical records
- laboratory test records/results
- drug screening records
- in-process investigative records
- credit histories
- arrest records
- Fingerprint or other clearances

Title I Schools

In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.

The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.

In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessional who provide instructional support to their

324 – PERSONNEL FILES

child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.

(Both lists under Information Guidelines, File Content are meant to be noninclusive.)

References:

School Code – 24 P. S. Sec. 111, 510

State Board of Education Regulations – 2 PA Code Sec. 8.1 et seq., 403.4, 403.5

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6311, 7801

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR Sec 274a.2

Board Policy – 000, 304

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: July 21, 2003

REVISED: October 12, 2015

# SOUTHERN LEHIGH SCHOOL DISTRICT

## 324. PERSONNEL FILES

<p>1. Purpose</p> <p>2. Authority SC 510</p> <p>3. Delegation of Responsibility</p> <p>4. General Guidelines</p> <p>42 U.S.C. Sec. 2000ff et seq 42 U.S.C. Sec. 12112</p> <p>Act 286 of 1978</p>	<p>Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a District employee.</p> <p>The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and State statutes and local benefit programs, conformance with district rules, evidence of completed evaluations, and other related reasons.</p> <p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee.</p> <p>A secure central file shall be maintained; supplemental records may be authorized by the Superintendent or designee and maintained only for ease in data gathering.</p> <p>Medical records shall be kept in a secure file separate from the employee's personnel file.</p> <p>Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.</p> <p>Information contained in personnel records shall be available to the Board as may be required in the performance of its designated functions as a Board. Individual Board members may be denied access to personnel records in the absence of Board approval pursuant to applicable privacy statutes.</p> <p>The Superintendent or his designee(s) may access information contained in the personnel files at any time for administrative purposes.</p>
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324 – PERSONNEL FILES

<p>43 P.S. Sec. 1321, 1322</p>	<p>Professional employees and/or their designated representatives shall have access to information contained in their own personnel file in the presence of the Superintendent or designee, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.</p>
<p>Information Guidelines, File Content</p>	<p>For the purposes of this policy, “employee” shall be construed to include all persons who are actively employed, laid off with reemployment rights or on an authorized leave of absence.</p>
	<p>Personnel wishing to review information contained in their own records shall:</p>
	<ol style="list-style-type: none"><li>1. Request access to the information in writing. Such requests must be made one working day in advance. All such requests must be made through the Human Resources Department.</li><li>2. Make no alterations or additions to the existing information contained in the personnel file, nor remove any material.</li><li>3. Take no information from the inspection area. Employees may take notes concerning any requested information accessed.</li></ol>
	<p>Personnel who choose to appeal or rebut informational material in their personnel file records or to place additional informational material into their personnel file shall make a request in writing to the administrator delegated to maintain the records and shall specify:</p>
	<ol style="list-style-type: none"><li>1. Name and date of the request.</li><li>2. Informational material to be appealed, rebutted, or added.</li><li>3. Reason for informational material’s appeal, rebuttal, or addition.</li></ol>
	<p>Any informational material that is authorized by the Superintendent or designee to be added to the personnel file shall be designated as an addition and a record shall be maintained with the material naming the date it was added, the contributor, the administrator authorizing the contribution, and the reason for contribution.</p>
	<p>Examples of information that may be included in the personnel files include</p>
	<ul style="list-style-type: none"><li>• letters of interest</li><li>• application for employment</li><li>• interview report forms</li><li>• employment offer letter</li><li>• orientation checklists</li><li>• transfer requests</li></ul>

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The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.

In accordance with law, the district shall release to parents/guardians, upon request, the qualifications of any paraprofessional who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.



324 – PERSONNEL FILES

(Both lists under Information Guidelines, File Content are meant to be noninclusive.)

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Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Sec. 2000ff et seq.

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR Sec 274a.2

Board Policy – 000, 304

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: OUTSIDE ACTIVITIES and  
INTELLECTUAL PROPERTY

ADOPTED: May 24, 2010

REVISED:

# SOUTHERN LEHIGH SCHOOL DISTRICT

<p><i>Replaces former Policies 319 and 319.1</i></p> <p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;"><b>319.1 OUTSIDE ACTIVITIES and INTELLECTUAL PROPERTY</b></p> <p>The Board recognizes that members of the administrative staff enjoy private lives and respects their right to associate with others outside of school for economic, religious, cultural or personal reasons.</p> <p>The Board and its supervisory staff have a responsibility to evaluate staff members in terms of their effectiveness in discharging school duties and responsibilities.</p> <p>When nonschool activities impact upon an administrator's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon an administrative employee's responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support nor assume liability for any district administrator who conducts nonschool, outside activities of any kind in which students and employees of this district may participate.</p> <p>The Superintendent or his/her designee shall act as a consultation resource so that administrators may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district and the duties of their position.</p> <p>The following guidelines are provided for the direction of administrators:</p> <ol style="list-style-type: none"> <li>1. Administrators may not utilize District material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.</li> <li>2. Administrators may not use school property or school time to solicit or accept customers for private enterprises.</li> <li>3. Administrators may not use school time for outside activities when there is no valid reason to be excused from assigned duties.</li> </ol>
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<p>Policy 116</p>	<p>4. Staff members are subject to the provisions of the Pennsylvania Public Official and Employees Ethics Act, 65 Pa CS Section 1101 et seq., regarding "restricted activities," including but not limited to misuse of confidential information and conflicts of interest.</p> <p><u>Private Tutoring</u></p> <p>No administrator employed by the district shall provide privately paid tutoring to any student of the school district except by specific approval of the Superintendent or his/her designee pursuant to the Tutorial Instruction Policy 116.</p> <p><u>Organizations</u></p> <p>Administrators shall be encouraged to participate and to hold office in professional organizations within and outside the school district.</p> <p>When service as an officer of a professional organization shall require the absence of the administrator for more than ten (10) days during any part of the regular school year, s/he shall secure the approval of the Board through the office of the Superintendent prior to acceptance of the nomination for the position.</p>
<p><u>Policy 827</u></p>	<p><u>Non-school Employment and Conflict of Interest</u></p> <p>No member of the administration shall receive compensation from outside sources for special instruction offered to students or patrons of the school during the regular school day; nor shall s/he promote in the schools any activity or project from which s/he is likely to receive compensation from sources other than his/her salary as an employee of the District.</p>

# SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: OUTSIDE ACTIVITIES and  
INTELLECTUAL PROPERTY

ADOPTED: May 24, 2010

REVISED:

<p><i>Replaces former Policies 319 and 319.1</i></p> <p><b>1. Purpose</b></p> <p><b>2. Authority</b></p> <p><b>3. Delegation of Responsibility</b></p> <p><b>4. Guidelines</b></p>	<p style="text-align: center;"><b>319.1 OUTSIDE ACTIVITIES and INTELLECTUAL PROPERTY</b></p> <p>The Board recognizes that members of the administrative staff enjoy private lives and respects their right to associate with others outside of school for economic, religious, cultural or personal reasons.</p> <p>The Board and its supervisory staff have a responsibility to evaluate staff members in terms of their effectiveness in discharging school duties and responsibilities.</p> <p>When nonschool activities impact upon an administrator's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon an administrative employee's responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support nor assume liability for any district administrator who conducts nonschool, outside activities of any kind in which students and employees of this district may participate.</p> <p>The Superintendent or his/her designee shall act as a consultation resource so that administrators may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district and the duties of their position.</p> <p>The following guidelines are provided for the direction of administrators:</p> <ol style="list-style-type: none"> <li>1. Administrators may not utilize District material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.</li> <li>2. Administrators may not use school property or school time to solicit or accept customers for private enterprises.</li> <li>3. Administrators may not use school time for outside activities when there is no valid reason to be excused from assigned duties.</li> </ol>
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Policy 116

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Private Tutoring

No administrator employed by the district shall provide privately paid tutoring to any student of the school district except by specific approval of the Superintendent or his/her designee pursuant to the Tutorial Instruction Policy 116.

Organizations

Administrators shall be encouraged to participate and to hold office in professional organizations within and outside the school district.

When service as an officer of a professional organization shall require the absence of the administrator for more than ten (10) days during any part of the regular school year, s/he shall secure the approval of the Board through the office of the Superintendent prior to acceptance of the nomination for the position.

Non-school Employment and Conflict of Interest

No member of the administration shall receive compensation from outside sources for special instruction offered to students or patrons of the school during the regular school day; nor shall s/he promote in the schools any activity or project from which s/he is likely to receive compensation from sources other than his/her salary as an employee of the District.

# SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: OUTSIDE ACTIVITIES and  
INTELLECTUAL PROPERTY

ADOPTED: May 24, 2010

REVISED:

<p><i>Replaces former Policies 419 and 419.1</i></p> <p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;"><b>419.1 OUTSIDE ACTIVITIES and INTELLECTUAL PROPERTY</b></p> <p>The Board recognizes that members of the professional staff enjoy private lives and respects their right to associate with others outside of school for economic, religious, cultural or personal reasons.</p> <p>The Board and its supervisory staff have a responsibility to evaluate staff members in terms of their effectiveness in discharging school duties and responsibilities.</p> <p>When nonschool activities impact upon a staff member's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon a professional employee's responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support nor assume liability for any district staff member who conducts nonschool, outside activities of any kind in which students and employees of this district may participate.</p> <p>The Superintendent or his/her designee shall act as a consultation resource so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district and the duties of their position.</p> <p>The following guidelines are provided for the direction of staff members:</p> <ol style="list-style-type: none"> <li>1. Staff members may not utilize District material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.</li> <li>2. Staff members may not use school property or school time to solicit or accept customers for private enterprises.</li> <li>3. Staff members may not use school time for outside activities when there is no valid reason to be excused from assigned duties.</li> </ol>
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: OUTSIDE ACTIVITIES and  
INTELLECTUAL PROPERTY**SOUTHERN LEHIGH  
SCHOOL DISTRICT**

ADOPTED: May 24, 2010

REVISED:

<p><i>Replaces former Policies 419 and 419.1</i></p> <p><b>1. Purpose</b></p> <p><b>2. Authority</b></p> <p><b>3. Delegation of Responsibility</b></p> <p><b>4. Guidelines</b></p>	<p style="text-align: center;"><b>419.1 OUTSIDE ACTIVITIES and INTELLECTUAL PROPERTY</b></p> <p>The Board recognizes that members of the professional staff enjoy private lives and respects their right to associate with others outside of school for economic, religious, cultural or personal reasons.</p> <p>The Board and its supervisory staff have a responsibility to evaluate staff members in terms of their effectiveness in discharging school duties and responsibilities.</p> <p>When nonschool activities impact upon a staff member's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon a professional employee's responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support nor assume liability for any district staff member who conducts nonschool, outside activities of any kind in which students and employees of this district may participate.</p> <p>The Superintendent or his/her designee shall act as a consultation resource so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district and the duties of their position.</p> <p>The following guidelines are provided for the direction of staff members:</p> <ol style="list-style-type: none"> <li><b>1. Staff members may not utilize District material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.</b></li> <li><b>2. Staff members may not use school property or school time to solicit or accept customers for private enterprises.</b></li> <li><b>3. Staff members may not use school time for outside activities when there is no valid reason to be excused from assigned duties.</b></li> </ol>
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**Policy 116**

4. Staff members are subject to the provisions of the Code of Professional Practice and Conduct for Educators and the Pennsylvania Public Official and Employees Ethics Act, 65 Pa CS Section 1101 et seq., regarding "restricted activities," including but not limited to misuse of confidential information and conflicts of interest.

Private Tutoring

Unless s/he is appointed as a homebound instructor and paid for such services by the school district, no contracted teacher employed by the district shall provide privately paid tutoring to any student of the school district except by specific approval of the Superintendent or his/her designee pursuant to the Tutorial Instruction Policy 116.

Organizations

Members of the staff shall be encouraged to participate and to hold office in professional organizations within and outside the school district.

When service as an officer of a professional organization shall require the absence of the staff member for more than ten (10) days during any part of the regular school year, s/he shall secure the approval of the Board through the office of the Superintendent prior to acceptance of the nomination for the position.

Non-school Employment and Conflict of Interest

No member of the professional staff shall receive compensation from outside sources for special instruction offered to students or patrons of the school during the regular school day; nor shall s/he promote in the schools any activity or project from which s/he is likely to receive compensation from sources other than his/her salary as an employee of the District.

SECTION: CLASSIFIED EMPLOYEES

TITLE: OUTSIDE ACTIVITIES and  
INTELLECTUAL PROPERTY

ADOPTED: May 24, 2010

REVISED:

# SOUTHERN LEHIGH SCHOOL DISTRICT

<p><i>Replaces former Policies 519 and 519.1</i></p> <p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;"><b>519.1 OUTSIDE ACTIVITIES and INTELLECTUAL PROPERTY</b></p> <p>The Board recognizes that members of the staff enjoy private lives and respects their right to associate with others outside of school for economic, religious, cultural or personal reasons.</p> <p>The Board and its supervisory staff have a responsibility to evaluate staff members in terms of their effectiveness in discharging school duties and responsibilities.</p> <p>When nonschool activities impact upon a staff member's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon an employee's responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support nor assume liability for any district staff member who conducts nonschool, outside activities of any kind in which students and employees of this district may participate.</p> <p>The Superintendent or his/her designee shall act as a consultation resource so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district and the duties of their position.</p> <p>The following guidelines are provided for the direction of staff members:</p> <ol style="list-style-type: none"> <li>1. Staff members may not utilize District material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.</li> <li>2. Staff members may not use school property or school time to solicit or accept customers for private enterprises.</li> <li>3. Staff members may not use school time for outside activities when there is no valid reason to be excused from assigned duties.</li> </ol>
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Policy 827

SECTION: CLASSIFIED EMPLOYEES

TITLE: OUTSIDE ACTIVITIES and  
INTELLECTUAL PROPERTY

ADOPTED: May 24, 2010

REVISED:

# SOUTHERN LEHIGH SCHOOL DISTRICT

<p><i>Replaces former Policies 519 and 519.1</i></p> <p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;"><b>519.1 OUTSIDE ACTIVITIES and INTELLECTUAL PROPERTY</b></p> <p>The Board recognizes that members of the staff enjoy private lives and respects their right to associate with others outside of school for economic, religious, cultural or personal reasons.</p> <p>The Board and its supervisory staff have a responsibility to evaluate staff members in terms of their effectiveness in discharging school duties and responsibilities.</p> <p>When nonschool activities impact upon a staff member's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon an employee's responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support nor assume liability for any district staff member who conducts nonschool, outside activities of any kind in which students and employees of this district may participate.</p> <p>The Superintendent or his/her designee shall act as a consultation resource so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district and the duties of their position.</p> <p>The following guidelines are provided for the direction of staff members:</p> <ol style="list-style-type: none"> <li>1. Staff members may not utilize District material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district.</li> <li>2. Staff members may not use school property or school time to solicit or accept customers for private enterprises.</li> <li>3. Staff members may not use school time for outside activities when there is no valid reason to be excused from assigned duties.</li> </ol>
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SECTION: FINANCES

TITLE: GENERAL FUND AND  
INTERNAL ACCOUNT

ADOPTED: 09/09/74

REVISED: 08/24/87

# SOUTHERN LEHIGH SCHOOL DISTRICT

*Formerly policy 3550*

## 623. GENERAL FUND AND INTERNAL ACCOUNT

### General Fund

Any purchase from the general fund must be preceded by a purchase order authorizing the purchase. This order is to be signed by the respective responsible head (principal, assistant principal in his/her absence; director of buildings and grounds) and also by the District Superintendent and in his/her absence the Board Secretary or Business Administrator of the Curriculum Coordinator. In case of emergency, a purchase order may be approved orally by either the Superintendent and/or Business Administrator, providing said order is submitted in writing by the responsible head within 24 hours of the oral approval.

### Internal Account

Any purchase from the internal account must be preceded by a purchase order authorizing the purchase. This order is to be signed by the person to make the purchase (teacher, secretary, cafeteria manager, etc.) and in all instances approved by the principal, (assistant principal in his absence) and/or the Business Administrator.

### Use of Fund Balance

The restricted fund balance shall be reduced to the extent that the underlying reason for the restriction has been eliminated.

If the district experiences an excess of expenditures over revenues for a given fiscal year, the fund balance shall be consumed in the following order:

1. Restricted fund balance to the extent that expenditures related to the restriction contributed to the excess of expenditures over revenues.
2. Committed fund balance to the extent that expenditures related to the commitment contributed to the excess of expenditures over revenues. If a plan for periodic use of committed fund balance is reviewed and approved by the Board, the committed fund balance will not be reduced by more than the amount designated in the plan.

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|  | <ol style="list-style-type: none"><li>3. <u>Assigned fund balance to the extent that expenditures related to the assignment contributed to the excess of expenditures over revenues.</u></li><li>4. <u>Unassigned fund balance for any remaining excess of expenditures over revenues.</u></li></ol> |
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Reviewed 2/26/90

Renumbered 09/12/07

SECTION: FINANCES

TITLE: GENERAL FUND AND  
INTERNAL ACCOUNT

ADOPTED: 09/09/74

REVISED: 08/24/87

# SOUTHERN LEHIGH SCHOOL DISTRICT

*Formerly policy 3550*

## 623. GENERAL FUND AND INTERNAL ACCOUNT

General Fund

Any purchase from the general fund must be preceded by a purchase order authorizing the purchase. This order is to be signed by the respective responsible head (principal, assistant principal in his/her absence; director of buildings and grounds) and also by the District Superintendent and in his/her absence the Secretary/Business Manager of the Curriculum Coordinator. In case of emergency, a purchase order may be approved orally by either the Superintendent and/or Business Manager, providing said order is submitted in writing by the responsible head within 24 hours of the oral approval.

Internal Account

Any purchase from the internal account must be preceded by a purchase order authorizing the purchase. This order is to be signed by the person to make the purchase (teacher, secretary, cafeteria manager, etc.) and in all instances approved by the principal, (assistant principal in his absence) and/or the Business Manager.

Reviewed 2/26/90

Renumbered 09/12/07



SECTION: OPERATIONS

TITLE: STUDENT LUNCH PROGRAM  
FOOD SERVICES

ADOPTED: 11/03/75

REVISED: 03/07/83

# SOUTHERN LEHIGH SCHOOL DISTRICT

*Formerly policy 3546*

## 808 FOOD SERVICES STUDENT LUNCH PROGRAM

1. Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

~~In concert with the aims of the National School Lunch Program, the Southern Lehigh Board of School Directors hereby authorizes the District Superintendent to make appropriate application for the School District's participation in the Free Lunch or Milk Program.~~

2. Authority

SC 504, 807.1,  
1335, 1337  
42 U.S.C.  
Sec. 1751 et seq,  
1773  
2 CFR Part 200  
7 CFR  
Parts 201, 215, 220

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA). It is the determination of the Board that this program is to be self supporting.

~~All schools shall have "closed" lunch periods.~~

FNS Instruction  
113-1

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex, or disability.

~~The charges for all school lunches shall be set at a rate sufficient to keep the program self-sustaining rather than subsidized by tax money, subject to the specific approval of the Board of School Directors.~~

SC 504  
42 U.S.C.  
Sec. 1760

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.

42 U.S.C.  
Sec. 1760

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. Nonprogram foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.

<p><u>3.Delegation of Responsibility</u></p> <p><u>SC 504</u></p> <p><u>SC 504, 1337</u></p> <p><u>SC 504, 1335, 1337</u> <u>42 U.S.C.</u> <u>Sec. 1751 et seq,</u> <u>1773</u> <u>7 CFR</u> <u>Parts 210, 215, 220</u></p> <p><u>3 Pa. C.S.A.</u> <u>Sec. 5713</u> <u>42 U.S.C.</u> <u>Sec. 1758(h)</u> <u>7 CFR</u> <u>Sec. 201.13, 201.30</u></p> <p><u>FNS Instruction</u> <u>113-1</u></p>	<p><u>Operation and supervision of the food service program shall be the responsibility of the Business Manager and Food Services Director.</u></p> <p><u>The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.</u></p> <p><u>Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager and auditor.</u></p> <p><u>The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.</u></p> <p><u>The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.</u></p> <p><u>The Superintendent or designee shall annually notify students, parents/guardians, and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.</u></p> <p><u>To reinforce the district’s commitment to nutrition and student wellness, foods served in school cafeterias shall:</u></p>
<p><u>4. Guidelines</u> <u>Pol. 246</u></p> <p><u>SC 504</u></p>	<p><u>1.Be carefully selected to contribute to students’ nutritional well-being and health.</u></p> <p><u>2.Meet the nutrition standards specified in law and regulations and approved by the Board.</u></p> <p><u>3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.</u></p> <p><u>4. Be served in age-appropriate quantities, at reasonable prices.</u></p> <p><u>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program</u></p>

	<p><u>may be returned to the district's general fund from any surplus resulting from its operation.</u></p> <p><u>Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.</u></p>
<u>SC 504</u>	<p><u>Procurement</u></p> <p><u>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.</u></p>
<u>Pol. 626</u>	<p><u>Free/Reduced-Price Meals and Free Milk</u></p> <p><u>The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program.</u></p>
<u>42 U.S.C. Sec. 1758 7 CFR Part 245</u>	<p><u>Accommodating Students With Special Dietary Needs</u></p> <p><u>The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.</u></p>
<u>7 CFR Sec. 15b.40 Pol. 113, 209.1</u>	<p><u>School Food Safety Inspections</u></p> <p><u>The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.</u></p> <p><u>The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</u></p>
<u>42 U.S.C. Sec. 1758(h) 7 CFR Sec. 201.13, 220.7</u>	<p><u>School Food Safety Program</u></p> <p><u>The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.</u></p>
<u>42 U.S.C. Sec. 1758(h) 7 CFR Part 210, Part 220</u>	<p><u>The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.</u></p>
<u>7 CFR Sec. 210.9, 210.13, 220.7</u>	<p><u>Professional Standards For Food Service Personnel</u></p> <p><u>The district shall comply with the professional standards for school food service</u></p>

42 U.S.C.  
Sec. 1751 et seq,  
1773  
7 CFR  
Sec. 210.30

personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.

#### School Meal Accounts

Individual accounts shall be assigned to each student for accounting purposes for the purchase of meals served in school cafeterias.

The Superintendent or designee shall develop and disseminate administrative regulations that establish procedures to control school meal accounts. Administrative regulations should include the following:

1.Procedures for collecting money for individual student accounts which ensure that the identity of each student is protected.

2.Method in which student and parents/guardians are notified when the student's account reaches a specified level. At least one (1) advance written warning shall be given to the student and parent/guardian.

3.Procedures for providing students with meals when the student forgets or loses his/her money or when his/her account has insufficient funds.

#### References:

School Code – 24 P.S. SEC. 807.1, 1335, 1337

Food Protection – 3 Pa. C.S.A. Sec. 5713

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.

School Breakfast Program – 42 U.S.C. Sec. 1773

Healthy, Hunger-Free Kids Act of 2010 – P.L. 111-296

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, Title 7, Code of Federal Regulations – 7 CFR Part 15

National Food Service Programs, Title 7, Code of Federal Regulations – 7 CFR Part

210, Part 215, Part 200, Part 245

U.S. Department of Agriculture Food and Nutrition Service (FNS) Instruction 113-1

Board Policy – 000, 103, 113, 209.1, 246, 626.

Summer Food Service – 42 U.S.C. Sec. 1751 et seq.  
7 CFR Part 225

Reviewed 2/26/90

Renumbered 9/12/07

# SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: STUDENT LUNCH PROGRAM

ADOPTED: 11/03/75

REVISED: 03/07/83

<p><b>Formerly policy 3546</b></p>	<p style="text-align: center;"><b>808 STUDENT LUNCH PROGRAM</b></p> <p>In concert with the aims of the National School Lunch Program, the Southern Lehigh Board of School Directors hereby authorizes the District Superintendent to make appropriate application for the School District's participation in the Free Lunch or Milk Program.</p> <p>It is the determination of the Board that this program is to be self-supporting.</p> <p>All schools shall have "closed" lunch periods.</p> <p>The charges for all school lunches shall be set at a rate sufficient to keep the program self-sustaining rather than subsidized by tax money, subject to the specific approval of the Board of School Directors.</p> <p>Reviewed 2/26/90</p> <p>Renumbered 9/12/07</p>
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