

Policy Committee Meeting

Tuesday, July 28, 2026 3:30 PM

Admin Building Boardroom, 982 N Chestnut Street Ext, Derry, PA 15627

1. **Call to Order & Roll Call- Chairperson**

2. **Policies for review**

3. **Public Comment(s)**

4. **Adjournment**

DERRY AREA SCHOOL DISTRICT

ADMINISTRATIVE

REGULATION APPROVED:

August 6, 2026 REVISED:

121-AR-0. FIELD TRIPS

A field trip should have well-defined objectives that actively involve the learner. These might include:

1. Introduction to new fields of knowledge.
2. Review and reinforcement of concepts that have been taught.
3. Integration of school and community relationships.
4. Opportunity for a class to plan and work together and develop appropriate behavior that will give insight into good citizenship.

Professional employees will submit a completed Field Trip Request Form to the building principal for approval at least 60 days in advance of the trip.

Arranging The Trip

When making arrangements for a field trip, the professional employee will review Board policy and determine the following:

1. Number of students that can be accommodated.
2. Grade level of students planning to attend.
3. Number of chaperones required.
4. Safety precautions to be followed.
5. Meal arrangements – for all trips, cafeteria personnel will be notified of the number of students who will not be at lunch that day.
6. Rest room facilities.
7. Fees that might be charged.
8. Specific arrangements as to date, time, groupings and other details.

Arrangements for Administration Of Medication

Special considerations when planning for the administration of medication during a field trip may include, but not be limited to, the following:

1. Consider assigning school health staff to be available, for example the CSN or a licensed supplemental staff person (RN, LPN). If the activity occurs during school hours, plans need to be in place to provide coverage for the staff person's regular duties.
2. Utilize a licensed person from the school district's substitute list.
3. Contract with a credible agency which provides temporary nursing services.
4. Utilize licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Address with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of dose.
6. Ask parent/guardian to accompany the child on the field trip, with proper clearances. and approval on the volunteer list.
7. Have parent/guardian ask the pharmacist to provide a properly labeled, original container with only the amount of medication that will be needed.
8. Ensure security procedures are in place for the safe handling of all medications.

Arrangements With Parents/Guardians/Chaperones

1. Parental permission forms must be secured from the office and distributed to parents/guardians.
2. Completed permission forms must be submitted to the principal.
3. Chaperones must be contacted, confirmed and provided with relevant information.

Transportation

1. Deadlines and times for field trips are scheduled by the Transportation Department.
2. Time of departure and return should be verified with the Transportation Department the day before the planned trip.
3. A staff member must be present on each bus.
4. A count must be taken on the bus at the site of the field trip and before the return trip.

Instructional Preparation

The educational integration of a field trip is clearly important. Two (2) instructional methods will be used to ensure the field trip becomes part of the learning process:

1. Class time will be devoted to explaining to the students the purpose of the field trip and their learning responsibilities. Specific tasks to be accomplished by the students should be made clear, such as note taking, related reading assignments, reports, tests, etc. Instructional activities should be presented before the trip to provide introductory materials to promote understanding of the intended concepts to be learned. Field trips should be designed to encourage discovery learning and/or to reinforce previously taught concepts.
2. After the field trip, instructional planning will include a review and discussion of the activity. The teaching strategy should include questions that promote inquiry learning and the transfer of previously learned concepts in responding to the objectives of the field trip.

Roster Of Attendees

Professional employees must submit a roster of all bus passengers, to include their names, addresses and telephone numbers, to the building principal at least two (2) days prior to the trip. The principal will notify other staff regarding field trip attendees.

Professional employees will retain copies of the rosters prepared for each bus.

Final Organization

1. Review agenda with class.
2. Make sure each student understands what to do in case of emergency and how important the behavior of each student is to the success of the trip.
3. Discuss orally the hazards that might be encountered, and the necessity for obeying safety rules.
4. Establish appropriate clothing standards and requirements.
5. Review behavior standards.
6. Complete the Field Trip Evaluation Form and return it to the building principal within one (1) week after completion of the trip.

Overnight Field Trips

1. Overnight trips require the approval of the Board and recommendation of the Superintendent.
2. Requests must be made at least six (6) weeks in advance, unless unusual circumstances arise.
3. Requests must be accompanied by information concerning financial, travel and housing arrangements; educational value; itinerary; chaperones; and other relevant details.
4. Trip must be reviewed with parents/guardians.

DERRY AREA
 SCHOOL DISTRICT

No. 121-AR-1
 ADMINISTRATIVE REGULATION
 APPROVED:
 REVISED:

121-AR-1. FIELD TRIP REQUEST FORM - Pg. 1

REQUEST FOR FIELD TRIP AS PER POLICY #121/#210

REQUESTS MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO A
 SCHEDULED BOARD MEETING (Board meetings are the 1st Thursday of the month)

TODAY'S DATE_____ SCHOOL NAME_____
 TEACHER(S) NAME REQUESTING TRIP_____
 EVENT TITLE|_____
 DATE(S) OF EVENT_____
 DESTINATION LOCATION OF TRIP_____
 DETAILED PURPOSE OF TRIP_____

LOCATION OF DEPARTURE_____
 DEPARTURE TIME_____ ESTIMATED RETURN TIME_____
 INDOOR / OUTDOOR TRIP (CIRCLE ONE)
 IS LUNCH PROVIDED? YES / NO (CIRCLE ONE)

CHAPERONE(S) ATTENDING_____
 *CERTIFIED NURSE ATTENDING_____
 VOLUNTEER NURSE ATTENDING_____
 VOLUNTEER NURSE MEMORANDUM OF UNDERSTANDING SIGNED? (CHECK ONE) YES / NO

STUDENTS ATTENDING (GRADE/CLUB/ORGANIZATION) (Individual names or group
 name i.e. 12th grade AV production classes, Child Development classes, HS Ensemble, 4th grade)

ESTIMATED COST TO DISTRICT (Transportation, Substitute etc. If none or paid by
 student/parent group state no cost to district)

Approved by_____ Principal Date_____
 After principal approval, please send the request form to Christina Sisak for board approval.
 You will be notified in writing after the meeting if the request has been approved.
 Approved by_____ Board Secretary Date_____

121-AR-1. FIELD TRIP REQUEST FORM - Pg. 2

Board Policy #121 defines a field trip as a journey by pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a firsthand educational experience not available in the classroom.

It further states that the Board shall approve all field trips and overnight trips. Students on field trips remain under the supervision and responsibility of the Board and are subject to its rules and regulations. The Board does not endorse, support, or assume responsibility in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this district for such trips within the facilities or on school grounds of the district without Board permission.

* In the event that a student who will be attending the field trip requires the administration of medication during the trip, it is required that a certified, licensed nurse accompany students, teachers and chaperones on the field trip. Policy 210, Medications, stipulates the following:

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school district's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.

Licensed volunteers must be Board approved and enter into a formal agreement with the Derry Area School District.

Please visit the district website for a complete copy of all the applicable board policies.

DERRY AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

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121-AR-2. FIELD TRIP REQUEST FORM CURRICULUM INFORMATION

Topic Being Studied: _____

Objectives of Trip:

1. _____
2. _____
3. _____
4. _____

Educational Preparation for Trip – List Activities:

1. _____
2. _____
3. _____
4. _____

Follow-Up Plans/Activities – List and Explain Briefly:

1. _____
2. _____
3. _____
4. _____

PARENTAL PERMISSION SLIPS ARE REQUIRED.
HAVE A SAFE AND ENJOYABLE TRIP!

DERRY AREA SCHOOL DISTRICT

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APPROVED:

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121-AR-3. FIELD TRIP PLAN CHECKLIST

PLEASE NOTE THE FOLLOWING AND PLACE A CHECK MARK IN FRONT OF EACH NOTING THAT THE INFORMATION IS ATTACHED OR THOSE REQUIRING NOTIFICATION HAVE BEEN NOTIFIED

Items attached:

- The Field Trip Request that was submitted to the Principal two weeks prior to the board meeting for approval. If not, explain why.
- Fundraising Form submitted for approval.
- A correlation of the rationale with Club/Activity Goals or District Planned Courses, including examples of related student activities to be completed before and/or after the trip.
- A detailed student and teacher itinerary documenting how each activity correlates with items in #2. Note any dates that would conflict with school related activities and/or obligations.
- A plan for student study time and provisions for over night security for overnight trips.
- A plan for administering medication. It is the sponsor's responsibility to find an individual to dispense medication. List name(s) of those dispensing the medication. If a nurse is not on the district's volunteer list have the nurse contact Christina Sisak. The sponsor may check with the field trip site to determine if personnel are available to dispense medication.
- Evidence of adequate performance liability insurance for any private contracted services, including transportation.

I am aware that I must complete the following before going on the trip:

- District Transportation Form must be completed (Students with special needs may require a need to request special transportation)
- Chaperone list must be completed and communication with the Nurse attending.
- Notify the cafeteria at least two (2) weeks in advance as to the number of students who will miss lunch on the day of the field trip and make provisions for the students' lunches on that day, if the trip extends through the lunch period.
- Prepare a list of students who are to participate in the trip and present this list to the building principal at least one week in advance. **Ε'ΙΝΟ Θ'ΙΩΩΘΘ Θ\$ ΨΘ\$ΩΩ\$ ΧΩ'ΙΩ ΩΩ\$ Χ\$ΞΞ ΘΩ Ω'Ι\$ ΩΩ\$Π\$ ΩΩμ**
- Prepare a list of students who are restricted from the field trip and preparations for their programs for the day and give this to the building principal.
- Prepare the students, attending nurse, and chaperones who are taking the trip with respect to the purpose, the acceptable type of behavior while traveling and at the destination, the form of recommended attire,

121-AR-3. FIELD TRIP PLAN CHECKLIST

and their responsibility to serve as representatives of their school and district.

- Notify the school nurse of the dates for the scheduled field trip at least two (2) weeks in advance.
- Distribute and collect completed Derry Area School District Field Trip Permission Form(s) and complete Derry Area School District Field Trip Medication Form(s) for students who will need medication during the field trip.
- Send District Field Trip Medication Forms(s) to the school nurse at least ten (10) school days prior to the field trip. The school nurse will review the completed Field Trip Medication Form(s) and give directions to the student and parent regarding medication/health services.
- Give all over-the-counter medications/prescription medications to the school nurse three (3) days prior to the field trip.
- Check with your building principal as to other building requirements.
- Complete the Field Trip Evaluation Form and return it to the building principal within ten (10) days of the field trip.

DERRY AREA SCHOOL DISTRICT

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APPROVED: August 6, 2026

REVISED:

121-AR-4. FIELD TRIP CHAPERONES

In accordance with Board policy, the Superintendent may direct that appropriate screening processes be applied to assure that adult chaperones for field trips are free of criminal history and convictions for any offenses involving children. This may include requiring criminal background checks and child abuse clearances to ensure that adult chaperones are suitable and acceptable for accompanying students on field trips.

When serving as a chaperone for district field trips, the parents/guardians and other adult volunteers, including district employees assigned to chaperone, will not use or possess tobacco products in the presence of students; nor will they consume or possess alcoholic beverages or use illicit drugs during the duration of their assignment as chaperones. Chaperones will be notified of these rules before accompanying students on a field trip.

Any chaperone violating these rules will not be used again as a chaperone for any district-sponsored field trips. Employees violating these rules may be subject to disciplinary action, in accordance with Board policy.

Field Trip Supervision

Professional staff will accompany students on all field trips and assume responsibility for student conduct. The principal has the authority to increase the following minimum number of adults required to accompany and supervise students:

Elementary – One (1) adult will be required for a group of twenty (20) or less. Two (2) adults will be required for a group over twenty (20).

Off Campus - Two (2) adults will be required for a group over twenty (20), or whenever a group of less than twenty (20) leaves the district's boundaries.

Secondary – One (1) adult will be required for a group of thirty (30) or less. Two (2) adults will be required for a group over thirty (30).

Off Campus - Two (2) adults will be required for a group over thirty (30) or whenever a group of less than thirty (30) leaves the district's boundaries.

It is permissible to use chaperone supervision on a field trip, provided there is at least one (1) district professional employee from the building or organization accompanying the students.

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APPROVED:

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121-AR-5. LETTER TO CHAPERONES

Dear _____:

Thank you for consenting to supervise a student field trip/excursion sponsored by the school district.

The date of the field trip is _____. Please report to GV/MS/HS school office by _____ for a brief meeting. We will depart at _____ and return to the school by _____. The trip will be indoors/outdoors (circle one). You do/do not (circle one) need to bring a lunch.

When serving as a chaperone for district field trips, all adults are prohibited from using tobacco products in the presence of students, consuming alcoholic beverages, and using illicit drugs during the duration of their assignment as chaperone.

Please contact me via phone or email if you have questions concerning the field trip. Attached you will find the Chaperone Supervision Guidelines which you must read. I can be reached by email at _____ or by phone at _____ extension _____.

Sincerely yours,

Field Trip Chairperson

DERRY AREA SCHOOL DISTRICT

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APPROVED:

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121-AR-6. CHAPERONE SUPERVISION GUIDELINES

1. Students are not permitted to enter or exit from the emergency doors of the bus.
2. Students are not permitted to stand while the bus is in motion.
3. Students are prohibited from placing any part of their body/extremities out of the bus windows.
4. Moderate voice level is permitted in a conversation mode. Boisterous or abusive language is not allowed.
5. No student is permitted to board or leave the bus without permission of a chaperone.
6. Roll will be taken before a bus departs from any area.
7. Students who persist behaving in a negative manner will be moved to another seat or placed beside an adult.
8. Consistent behavioral problems from students are to be noted, and their names given to a professional employee on the field trip.
9. Student behavior on field trips and overnight trips are subject to all Board policies and administrative regulations that relate to discipline and bus behavior codes. Serious violations that occur during student travel will be dealt with by the building principal when the student returns.
10. Students who participate in overnight excursions are to conform to the activities schedule and bus and lodging assignments.
11. On overnight excursions students are not permitted to leave the designated lodging location at any time for any reason. In the event of an emergency, they must be accompanied by an approved chaperone.
12. Students who are a discipline problem on an overnight trip may be excluded from participating in scheduled events and made to stay under the direct supervision of a chaperone during the remainder of the trip. No student is ever to be placed on a commercial transportation vehicle and sent home alone.

DERRY AREA SCHOOL DISTRICT

No. 121-AR-7

ADMINISTRATIVE REGULATION

APPROVED: August 6, 2026

REVISED:

121-AR-7. CHAPERONE LIST

Field Trip Chairperson: _____

Date of Activity: _____ Destination: _____

Class/Group Participating: _____

School Personnel

Nonschool Adults

=====

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DERRY AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

121-AR-8. FIELD TRIP EVALUATION FORM

Professional Employee in Charge: _____

Date of Field Trip: _____ Destination _____

Students Involved: (School, Grade and Number)

Activities: _____

Evaluation: _____

Employee in Charge: _____

Principal: _____

Date: _____

DERRY AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

121-AR-9. FOREIGN FIELD TRIPS

Prior approval by the Board and Superintendent is required for foreign field trips. No deposits or reservations will be made for such trips before such approval.

The Superintendent will provide the Board with a recommendation regarding foreign trips. The recommendation will take into account associated circumstances and any foreign travel warnings or cautions issued by the Department of Homeland Security.

Board-approved trips will be subject to change when the Department of Homeland Security National Terrorism Advisory System issues an alert that may affect the trip. When this occurs, the Board may decide to not sponsor or endorse the trip. Parents/Guardians must be informed of this possibility at the time of registration.

The Superintendent or designee will monitor the frequency of foreign trips to ensure equitable opportunity for different student groups to make such trips. First priority for approval will be given to trips involving students who have completed their junior year and are preparing for their senior year.

Groups and sponsors contemplating foreign travel must present a preliminary request to the Board at least twelve (12) months prior to the anticipated departure.

Prospective sponsors will submit vendor specifications, contracts and itineraries for administrative review.

A schedule of fundraising activities to support the trip must be submitted to the Board by parent/guardian sponsoring groups or faculty sponsor along with proper licenses, if necessary, within two (2) months after preliminary approval.

An age range of the specific grade levels of participants will be identified, consistent with the relationship to curriculum.

Students, employees and chaperones participating in foreign field trips must be covered by their own accident and health insurance policy.

Students participating in foreign field trips must provide an emergency treatment waiver signed by the parent/guardian, which includes emergency telephone numbers, insurance policy numbers, and other necessary data.

A summary written report will be submitted to the Superintendent within one (1) month after the return of the student group.

121-AR-9. FOREIGN FIELD TRIPS

A detailed financial account will be submitted to the individual responsible for Student Activities Accounts at the completion of each fundraising activity for support of the trip and at the end of the travel.

All vendor rebates, concessions and other considerations must be used to reduce student participant costs, where possible.

Sponsors and vendors of travel services for foreign trips must meet the following criteria:

1. Belong to an association of certified sellers of travel.
2. Provide proof of insurance.
3. Submit references.
4. Provide proof of a performance bond.

DERRY AREA SCHOOL DISTRICT

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APPROVED:

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121-AR-10. LETTER TO PARENTS/GUARDIANS FOREIGN FIELD TRIPS

(Date)

Dear Parents/Guardians:

Thank you for encouraging the expansion of your child's educational horizons by supporting his/her participation in the trip to _____ on _____.
(Destination) (Dates)

I am notifying you that in the event of a cancellation for any reason, inclusive of a National Terrorism Advisory alert, natural disaster, weather conditions, etc., no refund will be available. The _____
_____ School District will not assume any liability for reimbursement of costs due to a cancellation for any reason.

Sincerely,

Superintendent

DERRY AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

121-AR-11. FIELD TRIPS EMERGENCY TREATMENT FORM

Student's Name: _____

Date of Birth: _____

Destination: _____

Depart: _____ Return: _____

I give permission for my child to participate in this field trip.

Emergency contacts during the trip:

Name _____ Phone Number _____

Name _____ Phone Number _____

Insurance policy information:

Company Name: _____

Subscriber's Name: _____

Policy Number: _____

Indicate medical conditions and daily medications and dosages of student:

121-AR-11. FIELD TRIPS EMERGENCY TREATMENT FORM

MEDICAL AUTHORIZATION AND CONSENT:

In the event of an emergency that requires medical care or treatment to be administered to the student, I/we hereby authorize any physician, hospital or other health care provider to give emergency medical care and treatment to this student.

The undersigned have read this Emergency Treatment Form for Field Trips and declare and affirm that I/we consent to the contents herein stated.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



Policy Number	827
Title	Conflict of Interest
Adopted	8/4/2016
Revised	9/4/2025
Version	v1 · 7/28/2026 · DRAFT

Conflict of Interest

Purpose

This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Definitions

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[\[1\]](#)

Conflict or **Conflict of interest** shall mean use by a Board member or district employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or district employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.[\[1\]](#)

For federal purposes, a conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of those individuals, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.[\[2\]](#)

De minimis economic impact shall mean an economic consequence which has an insignificant effect.[\[1\]](#)

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[\[1\]](#)

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[\[1\]](#)

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[\[1\]](#)

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Delegation of Responsibility

Each employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and district employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

Guidelines

All Board members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

Disclosure of Financial Interests

No Board member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required law.[\[2\]](#)

The district solicitor and designated district employees shall file a statement of financial interests as required by law and regulations.[\[3\]](#)[\[4\]](#)

Standards of Conduct

The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Board members engaged in the selection, award and administration of contracts.[\[5\]](#)

No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Board member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[\[5\]](#)

The district shall not enter into any contract with a Board member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[\[1\]](#)

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes;
and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any Board member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record in a written statement to be attached to the Board minutes.[\[1\]](#)

No Board member or district employee shall accept an honorarium.[\[1\]](#)

Board members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy.[\[5\]](#)
[\[6\]](#) [\[7\]](#)

Improper Influence

No person shall offer or give to a Board member, employee or nominee or candidate for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[\[1\]](#)

No Board member, employee or nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, employee or nominee or candidate that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[\[1\]](#)

Organizational Conflicts

Organizational conflicts of interest may exist when due to the district's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the district may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[\[5\]](#)

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee to determine whether it is likely that the district would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any district employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;

3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

Reporting

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest. The district shall provide written notification of such protections to district employees.[\[7\]](#)

The Superintendent or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.[\[8\]](#)

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.[\[8\]](#)

Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action ~~for employees~~ up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws. [\[9\]](#) [\[10\]](#) [\[11\]](#)

Footnotes

- [1] 65 Pa. C.S.A. 1101
palegis.us
palegis.us
Legal Reference

[View source](#)
- [2] Pol. 004
Policy Reference

[Open policy](#)
- [3] 65 Pa. C.S.A. 1104
palegis.us
palegis.us
Legal Reference

[View source](#)
- [4] 51 PA Code 15.2
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference

[View source](#)
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