

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

912-AR-0. RELATIONS WITH EDUCATIONAL INSTITUTIONS

The district will use established procedures for maintaining cooperative and constructive relationships with various educational institutions.

Employees will be assigned responsibilities for the following district functions.

Receiving District

In order to receive students from other districts, the district will:

1. Provide annually a complete description of all programs available to students of the sending district.
2. Provide an orientation program for incoming students from sending districts.
3. Assure that behavior and medical issues concerning individual students entering the district have been made known to appropriate staff members.
4. Inform the sending district of any serious discipline problems encountered with students from that district.

Sending District

In order to send students to other districts, the district will:

1. Establish programs to ensure that district students are properly prepared to enter the schools of the receiving district.
2. Establish procedures and information to inform district students about program options in receiving districts.
3. Monitor the progress of district students during their attendance at receiving schools.

Parochial/Private Schools

In order to receive students from parochial and private schools, the district will:

1. Establish student accounting procedures to satisfy district and state requirements in areas of enrollment, attendance, transportation and other special services.
2. Maintain liaison with the administrators of parochial and private school in order to be aware of any planned program or student population changes that could affect the district.

Institutions Of Higher Learning

In order to develop relationships with institutions of higher learning, the district will:

1. Welcome representatives of institutions of higher learning to speak to students interested in attending their institutions upon completion of secondary education.
2. Cooperate in the placement, training and evaluation of student teachers, in accordance with Board policy.
3. Honor all properly documented requests for transcripts and student records in accordance with Board policy.
4. Encourage local institutions to offer college level courses for credit for eligible students.
5. Encourage local institutions to provide relevant graduate level courses for the benefit of district staff.