



## Apollo-Ridge School Board Legislative Meeting

Apollo-Ridge High School Community Room  
Monday, February 23, 2015, 6:30 p.m.

### MINUTES

#### I. Call Meeting to Order

The meeting was called to order by Board President, Mr. Gregory Primm, at 6:38 p.m. Mrs. Jennie Ivory, Board Secretary, was requested to conduct the roll call and following same, declared a quorum present.

#### II. Pledge of Allegiance to the Flag

#### III. Roll Call

**Board Members Present:** Mr. Dominick Duso, Mr. Rick Fetterman, Mrs. Sharon Jaworskyj, Mr. Gregory Primm, Mr. Forrest Schultz, Mrs. Susan Wenckowski

**Board Members Absent:** Mr. Jim Ferguson, Mr. Paul King, Mr. Dan Obriot

**Administrators Present:** Dr. Matthew Curci  
Mrs. Sarah Backus

**Administrators Absent:** Not required to attend

**Guests:** Mrs. Sandra Cecchini, A-REA Representative  
Mrs. Cris Kostiuik – Administrative Assistant  
Mr. Brady Ashe – Valley News Dispatch  
Mrs. Becky Ross – Soccer Club  
Mrs. Deb Carnahan

**Solicitor:** Mr. Matthew Hoffman, Esq.

#### IV. Approval of Legislative Meeting Minutes: Thursday, January 29, 2015

Be it resolved that the Apollo-Ridge Board approves the minutes of the Thursday, January 29, 2015 Legislative Meeting.

Motion: Mr. Fetterman                      Second: Mrs. Jaworskyj

Voice Vote: 6 AYE              0 NAY

#### V. Meetings from the Previous Month

Committee Meeting	Tuesday, January 20, 2015	(6:35 PM – 8:05 PM)
Legislative Meeting	Thursday, January 29, 2015	(6:30 PM – 7:37 PM)
Executive Session	Thursday, January 29, 2015	(7:59 PM – 8:30 PM)

## VI. BOARD AND SUPERINTENDENT REPORTS

### A. Lenape Vocational Technical School

Mrs. Jaworskyj provided this report on the February 19 JOC Meeting

- Accepted a \$45,000 State Equipment Grant and entered into a 5 year agreement with ComDoc, Inc.
- Approved a \$101,754 purchase of food service equipment
- Recommended the acceptance of the Comprehensive Plan to PDE upon completion of public display period on March 11
- Approved building use requests, disposal of equipment and accepted several donations
- Approved multiple new student policies

### B. ARIN Intermediate Unit #28

Mrs. Wenckowski reported on the February 17 Board of Directors meeting

- Approved two leaves of absence and two volunteers
- Authorized ARIN Center for Education to apply for and operate two adult education grants
- Approved several agreements for technology support
- Tentatively adopted the Proposed 2015-2016 General Operating Budget in the amount of \$3,298,917

### C. Legislation

No report given in Mr. Obriot's absence

### D. Apollo-Ridge Education Foundation (Mr. Dominick Duso)

- \$6000 EITC Donation - First Commonwealth Bank
- \$116 Donation from Everyday Enrichment Program – Yoga
- \$487 Expenditure for STEAM Center Drawings
- FYT-BYTS Lecture Series Postponed til the Fall

### E. Superintendent Report (Dr. Matthew E. Curci)

- Basketball Playoffs
- Kindergarten Registration
- High School Musical
- Students of the Month
  - Kierstin Flickinger
  - Matt Tamski
- Upcoming Events
  - February 24 - Armstrong County Jr. Band Festival
  - February 25 - Elementary School PTA Market Day Pick Up 4-5 PM
  - February 27 - High School Student Council Blood Drive
  - March 4 - Title I Family Night @ 5:45 PM
  - March 5 - Kindergarten Registration 9AM - 7PM
  - March 5-7 - High School Musical: Annie
  - March 12 - Kindergarten Registration 9AM - 3PM
  - March 20 - Apollo Idol @ 7 PM
  - March 23-27 - Middle School PTA Book Fair

### F. Student Council

No report give in Mr. Jones absence

## IV. RESOLUTIONS

### A. Finance

#### Resolution A-1

**Be it resolved** that the Apollo-Ridge Board approves payment of District Bills for the period January 30, 2015, through February 23, 2015 in the amount of \$1,025,201.81, and the Treasurer's Report for January 2015.

**Resolution A-2**

**Be it resolved** that the Apollo-Ridge Board approves the audit for fiscal year ending June 30, 2014, as presented.

**Resolution A-3**

**Be it resolved** that the Apollo-Ridge Board approves the agreement with The Cooper Institute for web-based hosting as marked Exhibit A-3.

<p><b>Be it resolved</b> that the Apollo-Ridge Board approves Finance resolutions A-1 through A-3.</p> <p>A-1 Payment of District Bills and Treasurer's Report for January 2015                  A-2 Audit for Fiscal Year Ending June 30, 2014                  A-3 The Cooper Institute Agreement</p>	
<p>Motion: Mr. Duso                  Roll Call: 6 Aye                  Motion Approved</p>	<p>Second: Mr. Schultz                  0 Nay</p>

**B. Personnel**

**Resolution B-1**

**Be it resolved** that the Apollo-Ridge Board approves unpaid leave requests as marked Exhibit B-1.

<p><b>Be it resolved</b> that the Apollo-Ridge Board approves Personnel resolution B-1.</p> <p>B-1 Unpaid Leave Requests</p>	
<p>Motion: Mr. Duso                  Roll Call: 6 Aye                  Motion Approved</p>	<p>Second: Mr. Fetterman                  0 Nay</p>

**C. Curriculum**

**Resolution C-1**

**Be it resolved** that the Apollo-Ridge Board approves conference attendance requests as marked Exhibit C-1.

**Resolution C-2**

**Be it resolved** that the Apollo-Ridge Board approves continued participation in the ARIN Pregnant & Parenting Teen Program at an annual cost of \$900.

**Resolution C-3**

**Be it resolved** that the Apollo-Ridge Board approves changes to the Middle School Program of Studies as marked Exhibit C-3.

**Resolution C-4**

**Be it resolved** that the Apollo-Ridge Board approves disposal of obsolete textbooks as marked Exhibit C-4.

**Resolution C-5**

**Be it resolved** that the Apollo-Ridge Board approves the revised 2014-2015 Master Calendar as marked Exhibit C-5.

**Resolution C-6**

**Be it resolved** that the Apollo-Ridge Board approves the Request for Textbook Adoption as marked Exhibit C-6.

<p><b>Be it resolved</b> that the Apollo-Ridge Board approves Curriculum resolutions C-1 through C-6.</p> <p>C-1 Conference Attendance Requests                  C-2 ARIN PPT Agreement                  C-3 Changes to Middle School Program of Studies                  C-4 Disposal of Obsolete Textbooks                  C-5 Revised 2014-2015 Master Calendar                  C-6 Textbook Adoption – AP Human Geography</p>	
<p>Motion: Mr. Fetterman                  Roll Call: 6 Aye                  Motion Approved</p>	<p>Second: Mrs. Wenckowski                  0 Nay</p>

**D. Student Activities**

**Resolution D-1**

**Be it resolved** that the Apollo-Ridge Board approves field trips as marked Exhibit D-1.

<p><b>Be it resolved</b> that the Apollo-Ridge Board approves Student Activities resolution D-1</p> <p>D-1 Field Trips</p>	
<p>Motion: Mr. Schultz                  Roll Call: 6 Aye                  Motion Approved</p>	<p>Second: Mr. Duso                  0 Nay</p>

**E. Student Transportation**

**Resolution E-1**

**Be it resolved** that the Apollo-Ridge Board approves David Riggle, Spring Church, as a substitute bus driver pending receipt of Acts 34, 114, and 151 clearances.

<p><b>Be it resolved</b> that the Apollo-Ridge Board approves Student Transportation Resolution E-1</p> <p>E-1 Substitute Bus Driver - Riggle</p>	
<p>Motion: Mr. Duso                  Roll Call: 6 Aye                  Motion Approved</p>	<p>Second: Mr. Fetterman                  0 Nay</p>

**F. Facilities and Property Services**

**G. Food and Nutrition Services**

**H. Legislation – Board Policy**

**Resolution H-1**

**Be it resolved** that the Apollo-Ridge Board approves the Student Disciplinary Agreement for Student A as presented.

**Resolution H-2**

**Be it resolved** that the Apollo-Ridge Board approves the Second Reading of revised Board Policy 916: School Volunteers as marked Exhibit H-2.

**Resolution H-3**

**Be it resolved** that the Apollo-Ridge Board approves the Second Reading of revised Board Policy 227: Controlled Substances as marked Exhibit H-3.

**Be it resolved** that the Apollo-Ridge Board approves Legislation – Board Policy resolutions H-1 through H-3.

- H-1 Student Disciplinary Agreement
- H-2 Board Policy 916: School Volunteers Second Reading
- H-3 Board Policy 227: Controlled Substances Second Reading

Motion: Mr. Duso

Second: Mr. Fetterman

Roll Call: 6 Aye

0 Nay

Motion Approved

**VIII. Hearing of the General Public**

**IX. Old Business**

**X. Adjournment**

Motion to Adjourn

Motion: Mr. Duso Second: Mrs. Wenckowski

Voice Vote: 6 AYE 0 NAY

Time: 6:53 PM

EXECUTIVE SESSION

Start: 7:14 PM End: 7:37 PM

**NEXT MEETING DATES:**

Monday, March 16, 2015 – COMMITTEE

Monday, March 23, 2015 – LEGISLATIVE

**EXHIBIT A-3****Web Hosting Agreement**

This agreement is entered into by and between The Cooper Institute ("CI"), a Texas based 501(C)(3) organization at 12330 Preston Rd., Dallas, Texas 75230 and Apollo-Ridge School District ("Customer") – the "Parties". The purpose of this Agreement is to describe the web-based hosting of the FITNESSGRAM application ("FITNESSGRAM") and data the Customer will input, store, transmit, access, or receive from CI while using FITNESSGRAM ("Customer Data").

**Responsibilities of the Parties****CI**

CI will provide the following services to Customer:

1. Installation, configuration, maintenance and upgrades of FITNESSGRAM and database servers to host FITNESSGRAM for the Customer.
  - a. Server operating system configuration, maintenance and upgrades;
  - b. SQL server configuration, maintenance and upgrades;
  - c. Performance monitoring and tuning;
  - d. Nightly backups;
  - e. Redundant power supplies;
  - f. Raid Levels 1, 5, and 10 to ensure performance and data integrity; and
  - g. 15,000 RPM SAS drives.
2. Provision of Data center
  - a. Backed up by enterprise UPS and generator;
  - b. Secure Internet connection with Intrusion Protection System (IPS) with monitoring;
  - c. Client to server encryption provided through using SSL Certificate(s) with 128 bit encryption;
  - d. CI will use security systems and procedures to safeguard and to prevent unauthorized access to Customer Data at least as protective as those required by any applicable law, regulation, or industry standard; and
  - e. Customer data will be hosted domestically and will be logically protected from other customer's data.
3. Provision of technical support for issues regarding actual Internet connectivity to FITNESSGRAM.
4. Provision of technical support by working cooperatively with Human Kinetics support department in resolving issues related to FITNESSGRAM function.
5. Provision of functioning FITNESSGRAM as long as payment of undisputed fees by Customer is up-to-date.

**Customer**

Customer is responsible for the following:

1. Supply CI with appropriate FITNESSGRAM license code to be used in establishing FITNESSGRAM web hosting environment for Customer.
2. Input Customer Data, either by electronic import or data entry, related to Customer's use of FITNESSGRAM. Data could include information on teachers, classes, students, fitness test scores, activity assessment scores and activity data.
3. Report any issues related to FITNESSGRAM function directly to FITNESSGRAM Technical Support at Human Kinetics. (800-747-4457 or [support@hkusa.com](mailto:support@hkusa.com)).
4. Report any issues related to Internet connectivity for FITNESSGRAM directly to CI (800-635-7050 or [Fitnessgram@cooperinst.org](mailto:Fitnessgram@cooperinst.org)).
5. Pay annual FITNESSGRAM subscription fee to Human Kinetics in a timely manner if Customer elects to renew this Agreement after the Initial Term.

**Term of this Agreement**

1. The Initial Term of this Agreement shall commence as of the Effective Date and continue for a period of one (1) year. Customer may elect to renew this Agreement for additional one (1) year terms following the Initial Term (the Initial Term and any renewal thereof, if any, are collectively the "Term") by payment of the applicable annual subscription fee.
2. The Effective Date of this Agreement shall be the date that CI forwards the appropriate URL and user access information to Customer.
3. Either Party may terminate this Agreement upon thirty (30) days written notice to the other Party. In the event Customer terminates this Agreement prior to expiration of the Term, CI shall refund to Customer a pro-rata portion of fees paid by Customer in an amount proportional to the time remaining in the Term.

**Back-up and Disaster Recovery**

1. CI shall back-up Customer Data daily and retain those back-up copies solely for use in disaster recovery.
2. In the event Customer Data is lost, CI shall restore the backup data within three (3) business days of becoming aware of the loss of Customer Data.

**Confidential Information and Data Security**

1. All information received by CI from Customer pursuant to this Agreement and all Customer Data input, stored, transmitted, accessed, or received while using FITNESSGRAM is Confidential Information of Customer and shall remain the property of Customer unless otherwise agreed to in writing. CI shall use Confidential Information solely for the purpose of fulfilling its obligations under this Agreement and only the extent reasonably necessary.
2. CI employees, agents and subcontractors agree that in executing tasks required in this Agreement, CI will not use any student-identifying information in any way that violates the provisions of F.E.R.P.A.
3. To the extent Confidential Information comprises Private Information of Customer or Customer's teachers, students, or other end users, CI shall implement sufficient administrative, physical, perimeter, and operating system security procedures to safeguard such Private Information. For purposes of this Agreement, Private Information shall include any information concerning a natural person which, because of name, number, personal mark, or other identifier, can be used to identify such natural person in combination with any one or more of the following data elements, when either the personal identifying information or the data element is not securely encrypted, or encrypted with an encryption key that is also available to CI: (1) social security number; (2) driver's license number or non-driver identification card number; (3) personally identifiable health information; (4) account number, credit or debit card number; or (5) other legally protected information;
  - a. Upon request, CI shall provide to the Customer a written description of administrative, technical and physical measures used to safeguard Confidential Information.

- b. CI must designate one individual who shall remain the responsible authority in charge of all data collected, used or disseminated by CI in connection with the performance of the Agreement.
- c. CI shall provide adequate supervision and training to its agents, employees and subcontractors to ensure compliance with the terms of the Agreement. All Customer Data, including the Private or Confidential Information, shall remain the property of the Customer at all times.
- 3. No Confidential Information collected, maintained, or used in the course of performance of the agreement shall be disseminated except as authorized by law and with the written consent of the Customer, either during the Term of the Agreement or thereafter. Any data supplied to or created by CI shall be considered the property of the Customer and included in the definition of Customer Data. Upon termination of this Agreement, or at any time at the request of Customer, CI must promptly return any and all Customer Data inputted, collected, maintained, stored, created, transmitted, received, accessed or used in the course of the performance of the Agreement.. CI shall retain no copy of Customer Data.
- 4. No Confidential Information will be used for research purposes without specific written consent from the Customer.
- 5. In the event that a subpoena or other legal process is served upon CI seeking records containing Confidential Information, CI shall promptly notify the Customer, and cooperate with the Customer in any lawful effort to protect the Confidential Information.
- 6. CI shall immediately report to the Customer any unauthorized disclosure ("breach") of Confidential Information, take all steps reasonably necessary to contain and remedy the breach, and to prevent further breach in the security of Confidential Information. CI agrees to comply with any federal or state notification requirements.
- 7. CI's obligations and restrictions with respect to Confidential Information under this Agreement shall survive termination of the Agreement.

Customer agrees that the names and other information of and concerning the CI, the Cooper Aerobics Center and Dr. Kenneth H. Cooper, M.D., M.P.H. cannot be used by Customer without prior written approval from the CI.

**Hold Harmless Agreement**

- 1. Subject to and without waiver of any immunities from liability or limitation of damages afforded to Customer by applicable federal or state law, Customer shall and hereby agrees to indemnify and hold harmless CI, its officers, directors, employees and agents from and against any and all claims, damages, liabilities, losses, costs and expenses, including reasonable attorney's fees, arising out of the failure or breach by Customer of any of its duties, obligations, warranties, and/or representations made or to be performed hereunder but only to the extent such claims, damages, liabilities, losses, costs and expenses are a result of Customer's gross negligence. Customer shall not be liable for indemnity upon any claim from which Customer is immune under applicable federal or state law or for any damages that exceed any limitation of damages established by federal or state law. Notwithstanding the foregoing, the indemnification obligations of this Section shall not apply to any claims, damages, liabilities, losses, costs, or expenses arising out of or relating to actual or alleged infringement of any third party intellectual property or other proprietary right or for any unauthorized disclosure of Confidential Information.
- 2. CI shall and hereby agrees to indemnify and hold harmless Customer, its officers, directors, employees and agents from and against any and all claims, damages, liabilities, losses, costs, and expenses including reasonable attorney's fees, arising out of the failure or breach by CI of any of its duties, obligations, warranties, and or representation made or to be performed hereunder.

**CI Representations and Warranties**

- 1. FITNESSGRAM will perform in accordance with all published specifications, is compatible with Customer's operating environment whereas the customer's operating environment meets the minimum technical specifications to operate Fitnessgram, and does not contain any malware, viruses, or other harmful code;
- 2. FITNESSGRAM does not knowingly infringe on any intellectual property or other proprietary right of a third party.
- 3. The services provided under this Agreement shall be performed in a professional and workman like manner, in accordance with all applicable laws, regulations and industry standards, and shall be fit for their intended purposes.

**Choice of Law/Entire Agreement/Miscellaneous**

- 1. The state and federal courts located in Allegheny County, Pennsylvania shall have exclusive jurisdiction and venue over any dispute arising between the Parties. This Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania and constitutes the entire agreement between the Parties with respect to the subject matter hereof. In the event of a conflict between this Agreement and any other document, this Agreement shall govern.
- 2. This Agreement may only be altered, changed, or modified by a written amendment signed by both Parties. No waiver by either Party of any breach by the other Party of any term of this Agreement shall be construed as a waiver of any subsequent breach.
- 3. Should any term of this Agreement be found unenforceable, the remainder of this Agreement shall remain in full force and effect.
- 4. Nothing in this Agreement shall be construed as creating any employment, joint venture, partnership or other business relationship between the Parties.
- 5. This Agreement may be executed in several counterparts, each of which, when so executed and delivered, shall be an original, but all of which together shall constitute the Agreement.
- 6. Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to confidentiality and security of Confidential Information) resulting from acts or events beyond the reasonable control of such party.

**PLEASE RETURN ALL PAGES OF THE SIGNED COPY TO:**  
[fgwebhosting@cooperinst.org](mailto:fgwebhosting@cooperinst.org) -or- 972-692-5444 (fax)

**Apollo-Ridge School District**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Cooper Institute**  
**Signature** \_\_\_\_\_  
**Name** Keith Blue  
**Title** Vice President of Operations  
**Date** \_\_\_\_\_

## EXHIBIT B-1

## UNPAID LEAVE REQUESTS

LEAVE #	DATES	REASON
UNP021015	March 31 (1/2 day PM) and April 1, 2015	Personal
UNP020215	September 24-25, 2014 November 18-26, 2014 December 2-22, 2014	Illness
UNP013015	January 29 – February 26, 2015	FMLA



## EXHIBIT C-1

## CONFERENCE ATTENDANCE REQUESTS

<b>DATES</b>	<b>EMPLOYEE</b>	<b>CONFERENCE/LOCATION/SPONSOR</b>	<b>COST</b>
March 19-20, 2015	Ray Bartha	Current Issues PIAA Hershey PA State Athletic Directors Association	\$980
April 30 – May 1, 2015	Danielle White	PAGE Conference Radnor PAGE	\$840.16
April 30 – May 1, 2015	Afton Dobrosky	PAGE Conference Radnor PAGE	\$425.00

**EXHIBIT C-3****MIDDLE SCHOOL COURSE BOOK CHANGES**

Below are the course descriptions have been added/revised/removed from the 2015-2016 Middle School Course Book.

**ADDITIONS****READING SEMINAR (addition)**

This reading class is designed for students in grades six, seven, and eight who demonstrate a need for advancement in reading instruction. Students are chosen by a criteria of academic accomplishments in reading as well as recommendations from teachers and administrators. Course work focuses on interpretation and analysis of literary works at the individual students' reading level.

**PRE ADVANCED PLACEMENT ENGLISH 7(addition)**

This course is based upon the same curriculum and standards as English 7, but is designed to emphasize the skills and habits of mind that will be needed to take Advanced Placement English courses and the Advanced Placement exam in high school. Students will be challenged to complete the seventh grade English course content in greater depth and with more insight.

**PRE ADVANCED PLACEMENT SCIENCE 7 (addition)**

This course is based upon the same curriculum and standards as Science 7, but is designed to emphasize the skills and habits of mind that will be needed to take Advanced Placement Science courses and the Advanced Placement Exam in high school. The seventh grade science course content is covered in greater depth and with more insight. Each concept will be examined using an inquiry based model. Students will practice science by working to discover the connections using the scientific method as it is done in the real world.

**PRE ADVANCED PLACEMENT HISTORY 7 (addition)**

This course is based upon the same standards and curriculum as History 7. It will focus more heavily on historical thinking and will provide a broader foundation to prepare students for honors history and advanced placement courses in high school. More attention will be given to research, evaluating primary sources and writing a term paper.

**REVISIONS****MIDDLE SCHOOL CLUBS (revision)**

Middle School Clubs meet every other week during Friday's activity period. Twice a year all middle school students will have the opportunity to sign up for a club of their choice. A wide variety of clubs are offered such as yoga, fly-tying, German, board games, card games, golf, dodgeball, art, circuit training, basketball, guitar club, origami and many more!

**ENGLISH 7 (revision)**

This course will focus on basic English skills in both writing and speaking. Units on grammar/usage/mechanics, poetry, drama, short stories, research, and a novel will be completed. Projects and various writing assignments will be given throughout the year, and students will also have the opportunity to gain an understanding and appreciation of various literary forms. All skills will be reinforced throughout the year to prepare students for coursework in upcoming grades.

**SCIENCE 6 (revision)**

Science 6 will explore the following aspects of science: (researching the sun, earth and moon, working with motors and simple machines, and investigating biodiversity and interdependence). Students will be involved in laboratory investigations, critical thinking demonstrations and various activities. Organization, note taking and study skills will be stressed as well as an appreciation for all sciences and the Scientific Method.

**SCIENCE 7 (revision)**

In this course, students will investigate the following aspects of science: Chemistry, Physics and Biology. First, students will explore chemistry by studying the properties of matter. Next, students engage in a physics unit that focuses on physical forces and

influences on motion. Finally, students end the year studying the development and reproduction of organisms with a focus on genetics and working in the greenhouse.

### **SCIENCE 8 (revision)**

This course focuses on investigating the following aspects of science: Chemistry and Earth Science. First, the students will explore chemistry by studying the similarities and differences between elements, compounds, and mixtures. Next, the students will begin to understand how our weather and climate influence our daily lives. Lastly, students will discover how the composition and processes of our earth shape its ever changing terrain through plate tectonics.

### **PRE-ALGEBRA A (Math 7) (revision)**

Pre-Algebra A builds upon and reinforces mathematics skills developed in Math 6. This course will focus primarily on number relationships, measurement, pre-algebraic concepts, and data analysis and probability. Students will be challenged to apply various levels of thinking in order to solve real-world problems. Successful completion of this course will prepare students for Pre-Algebra B and future Algebra courses. Assessments will be based on the PA Common Core Standards.

### **ART (revision)**

This course is designed to build upon the students' basic skills and enhance their knowledge in the areas of art production, art history, art criticism, and aesthetics. Students will use a variety of two and three-dimensional media to create artwork that demonstrates a working knowledge of design, artistic processes, proper technique, and correct use of tools and materials. Furthermore, students will learn to recognize artistic styles of various cultures, time periods, and individual artists and draw inspiration from these styles when creating their own artwork.

### **FAMILY AND CONSUMER SCIENCES (revision)**

This course introduces students to daily living skills. Students will develop concepts and skills in several different areas. These can include food and nutrition, basic sewing skills, resource management, decision making, babysitting, consumerism, or family studies.

### **REMOVED**

### **MATHEMATICS IN THE WORKPLACE (removed)**

This course will examine mathematics in the real-world. The focus will be on applying mathematics to daily life. Topics will include but not be limited to finances, budgeting, measurement, and estimation. Many activities will be hands-on.

### **MUSIC (removed)**

In general music class, students learn about sound and the elements of music (melody, harmony, rhythm, form, and tone color). This course emphasizes music notation, motion and music, reading music notation and performing

### **SOCIAL DEVELOPMENT (removed)**

The Social Development class focuses on peer-relationships as well as bullying prevention. Topics include, but are not limited to conflict resolution, anger management, stress management, self-esteem, goal setting, career exploration, respect, teamwork, organizational strategies, and study skills.

### **COMPUTER TECHNOLOGY (removed)**

This course offers students the opportunity to learn and advance their skills in Microsoft Word, Excel, Publisher, Keyboarding and PowerPoint. Topics include: improving your speed and accuracy, creating reports, newsletters, letters, memos, designing a spreadsheet, and creating a PowerPoint presentation. This course is designed to build basic keyboarding and typing skills as well as learn Microsoft applications.

## EXHIBIT C-4

## DISPOSAL OF OBSOLETE TEXTBOOKS

NAME/PUBLISHER	ISBN	COPYRIGHT	QUANTITY
Science Interactions – Glencoe	ISBN: 0-02-828054-7	copyright: 1998	135 books
Exploring Earth Science – Prentice Hall	ISBN: 0-13-435875-9	copyright: 1999 Third Edition	102 books

REVISION TO 2014-2015 MASTER CALENDAR

APOLLO-RIDGE SCHOOL DISTRICT  
2014-2015 MASTER CALENDAR

July						
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						
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	I	I/O	I	22	23
24	⇒	26	27	28	29	30

September						
S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	O	10	O	12	13
14	15	16	O	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	80	11
12	I	14	15	16	17	18
19	20	21	22	23	24	25
26	27	GP	29	30	31	

November						
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2	3	4	5	6	7	8
9	10	H	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	H	H	29
30						

December						
S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	H	H	H	27
28	H	H	H			

January						
S	M	T	W	T	F	S
				H	H	3
4	5	6	7	X	9	10
11	12	13	14	15	GP	17
18	H	20	21	22	23	24
25	X	27	28	29	X	31

February						
S	M	T	W	T	F	S
1	X	3	4	5	6	7
8	9	10	11	12	13	14
15	X	17	18	X	X	21
22	23	24	25	26	27	28

March						
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	GP				

April						
S	M	T	W	T	F	S
			1	2	H	4
5	H	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
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	H	26	27	28	29	30

June						
S	M	T	W	T	F	S
	1	2	3	4	←	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				

**JULY**  
Fri-4: July 4 Holiday

**AUGUST**  
**CLERICAL DAY: Can be taken any time beginning 8/11**  
Tuesday-19: In-Service Day  
Wednesday-20: In-Service Day  
Wednesday-20: Open House Middle School  
Thursday-21: In-Service Day  
Monday-25: First Student Day

**SEPTEMBER**  
Monday-1: Labor Day-No School  
Tuesday-9: Open House Grades 1,2,3  
Thursday-11: Open House Grades K,4,5  
Wednesday-17: Open House High School

**OCTOBER**  
Friday-10: Act 80 Day-Conferences  
Monday-13: Columbus Day-In-Service  
Tuesday-28: End 1st Grading Period

**NOVEMBER**  
Tuesday-11: Veterans Day - No School  
November 27-28: Thanksgiving Break

**DECEMBER**  
December 1: Thanksgiving Break - No School  
December 24-31: Winter Break - No School

**JANUARY**  
January 1-2: Winter Break - No School  
Friday-16: End 2nd Grading Period  
Monday-19: MLK, Jr Day - No School

**FEBRUARY**  
**Monday-16: Holiday converted to Make-Up Day for 2/2/15**  
**Monday-16: School Cancelled**

**MARCH**  
Tuesday-24: End 3rd Grading Period  
**Monday-30: 1st Snow Make-Up Day for January 8**  
**Tuesday-31: 2nd Snow Make-Up Day for January 26**

**APRIL**  
**Wednesday-1: 3rd Snow Make-Up Day for January 30**  
**Thursday 2: 4th Snow Make-Up Day for February 2**  
Friday-3: Spring Break - No School  
Monday-6: Spring Break - No School

**MAY**  
**Friday-22: 5th Snow Make-Up Day for February 19, 2015**  
Monday-25: Memorial Day - No School

**JUNE**  
**Thursday-4: 6th Snow Make-Up Day for February 20, 2015**  
Friday - 5: Last Student Day  
**CLERICAL DAY: Can be taken any time prior to June 27**

- ⇒ First day of School
- ← Last Day of School
- O Open House
- GP Grading Period
- H Holiday - No Classes
- X Snow Make-Up Day
- I School Cancelled Due to Weather or Other Emergency
- I In-Service
- 80 Act 80 Day\*
- C Clerical Day
- 180 Instructional Days (1 of those days are proposed to be Act 80 days, pending Board & State approval)
- 1 Act 80 Days\* (Pending Board/State approval)
- 4 In-Service Days
- 2 Clerical Days
- 186 Teacher Days
- 5 Snow Days (Additional snow days will be added to the end of the year as needed)
- Graduation will occur in June - Date will be determined in March
- \*Act 80 days will be utilized for Parent/Teacher Team Conferences. Time will also be used to research appropriate instructional strategies to meet student needs and to apply these strategies to individual student action plans.

Pursuant to Section 1502 of the Public School Code, the following dates have been selected as official local school district holidays: Friday, November 28, 2014; Wednesday, December 24, 2014; Friday, December 26, 2014; Friday, April 3, 2015; and Monday, April 6, 2015.

## EXHIBIT C-6

## REQUEST FOR TEXTBOOK ADOPTION

Course: ADVANCED PLACEMENT HUMAN GEOGRAPHYDate: January 29, 2015Title of Recommended Textbook: The Cultural Landscape (11<sup>th</sup> edition)Author: James M. RubensteinPublisher: PearsonCopyright: 11<sup>th</sup> edCommittee Chairperson: J. JohnsCommittee Members: Jessica Johns, Cindy Querio**COST: \$138.47 per book****Guidelines:****I. Outline reasons for changing the textbook.**

A. APHG is a new course, replacing the AP World Course

B. There is a clear need for a quality AP edition textbook- nothing currently owned by the district can work for this course

**II. Describe the committee's rationale for selection of this text.**

A. Covers material for AP test

B. Organized into key issues to encourage analysis and evaluation

C. Updated census, geographical and other statistical data

**III. List all textbooks that were considered. Include title, publisher, copyright date, and cost per student text.**A. Culture and Values (Glencoe) 2014, \$150-175 per textB. World Regional Geography (Freeman/Worth) 2014, \$110-120 per text**IV. Complete the attached checklist for the recommended text.**

This checklist includes specific criteria which should be addressed when evaluating textbooks.

Rating: 3 – Exemplary (elaborate under comments)

2 – Satisfactory

1 – Needs Improvement (elaborate under comments)

0 – Not Applicable

**A. DISTRICT POLICY CONSIDERATIONS****1. Suitability**

- 3 a) Arrangement of material provides readiness for subsequent topics.
- 3 b) Variety in the material will appeal to individual interests and satisfy individual needs and abilities.
- 3 c) Writing style is consistent with the age level and interest of prospective readers.
- 3 d) Illustrations are appropriate to the age level for which the book is intended.
- 3 e) Chapters include clear and explicit statements of objectives.
- 3 f) Chapters include a summary of key ideas.
- 2 g) Provides for self-evaluation by students.
- 3 h) Table of contents is adequate.

**2. Relationship to the Curriculum**

- 3 a) Content is consistent with the planned course.
- 3 b) Illustrations are closely related to the subject matter and contribute to the content of the book.

**3. Freedom from Bias**

- 0 a) Content, when applicable, reflects the pluralistic character and culture of American people.
- 0 b) Illustrations reflect the pluralistic character and culture of American people.

**4. Relationship to a Continuous Multi-grade Program**

- 0 a) Provides a bridge from prior courses to those that follow.
- 0 b) Provides exercises that are adaptable to various learning levels in the same classroom.

**5. Impact on State Standards and District Goals**

- 2 a) Content in the text is consistent with the Pennsylvania Academic Standards and

district goals.

**6. Cost and Durability**

- 3 a) Cost is consistent with competing textbooks.
- 3 b) Quality is sufficient to endure rough handling.

**7. Appearance and Durability**

- 2 a) Size (6" x 8" or 8.5" x 10.5") permits easy handling by students.
- 3 b) Print is clear and large enough to read easily.
- 3 c) Page arrangement is uncluttered and attractive.
- 3 d) Captions are stimulating, appropriate, and brief.
- 3 e) Illustrations appear on the page with or facing the text.
- 3 f) Illustrations show a variety of art styles and techniques.
- 3 g) Illustrations include photographs, where appropriate.
- 3 h) Finish on pages is dull enough for comfortable reading.

**8. Supplementary and Correlated Materials**

- 2 a) Promote understanding by providing for application of skills in new contexts as well as review and maintenance.
- 3 b) Students could work with materials independently or in teams.
- 2 c) Program provides lists of supplementary books for independent reading.
- 0 d) Workbooks include additional reading as well as reinforcement exercises.
- 0 e) Workbooks strengthen and extend skills developed in each basic lesson.
- 0 f) Workbook pages require a variety of responses.
- 2 g) Program includes a variety of aids.
- 3 h) Testing materials are evaluative and diagnostic in nature.

**B. LIST AVAILABLE SUPPLEMENTARY/CORRELATED MATERIALS**

- A. AP Test Prep Workbook (student)
- B. Instructor Resource DVD (teacher)
- C. Instructor Resource Manual Download (teacher)
- D. TestGen/ Test Bank (teacher)
- E. eBook available for students and teachers

**COMMENTS (Please reference the specific item being addressed by the comment.)****1. Suitability**

- A. Variety is less because of the nature of the AP course, but very suitable
- B. Arrangement into higher level thinking is typical for an AP course
- C. Exceptional images, graphs, maps and questions to encourage deeper understanding

**2. Relationship to the Curriculum:**

This text is aligned to meet the rigorous curriculum standards for AP Human Geography

**3. Relationship to Continuous Multi-grade Program:**This text is suitable for both 11<sup>th</sup>/12<sup>th</sup> grade AP students**4. Appearance and Durability:**

Perfect for reading and heavy use

Expected to last at least 6-8 years (will need updated after 2020 census)

**5. Supplementary Materials:**

Will help both the students and teacher with extension of content, understanding and application

EXHIBIT D-1

FIELD TRIP REQUESTS

<u>DATES</u>	<u>GRADE/GROUP/TEACHER(S) /CURRICULUM</u>	<u>DESTINATION</u>	<u># STUDENTS</u>	<u>COST</u>	<u>SUB</u>
02.19.2015	Middle School Chorus Mr. William Duff Vocal Music Performance	Armstrong County Junior County Chorus West Shamokin Rural Valley	21	\$300 MS Budget	1
05.15.15	Third Grade Mr. John Mazurek Science/Social Studies	Carnegie Museum of Natural History Pittsburgh	105	PTA	0
03.20.15**	10/11 Grade Students Mrs. Janetta Thomas Career Exploration	IUP Northpointe Freeport	30	ACWFC	0

**\*\*THIS WAS PREVIOUSLY APPROVED FOR FRESHMEN / IT IS BEING AMENDED FOR SOPHOMORES/JUNIORS**

**Costs include transportation, substitutes, and registration/entry fees**

EXHIBIT H-2

REVISION OF SCHOOL BOARD POLICY 916: School Volunteers

<b>916. SCHOOL VOLUNTEERS</b>	
1. Purpose	<p><b>The Board values the unique contributions made by parent and community volunteers to the educational programs of the School District. Accordingly, the Board encourages the use of parent and community volunteers, subject to certain requirements and procedures as set forth below.</b></p>
2. Definitions	<p><b>Direct contact with children</b> -- Possibility of care, supervision, guidance or control of children by a volunteer and/or routine interaction with children.</p> <p>A <b>volunteer</b> is any individual who performs a service for the School District without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least 18 years of age. A volunteer need not be a parent of a student enrolled in the School District. A School District student who serves as equipment manager or assistant athletic trainer or who provides other volunteer assistance in support of a curricular, co-curricular or extra-curricular activity is not considered to be a volunteer for purposes of this policy.</p> <p>A <b>casual volunteer</b> is a volunteer who comes to a school infrequently and works in the presence of a teacher/administrator when with students. A casual volunteer does not have direct contact with children and is not required to obtain criminal history reports or child abuse clearances. Examples include: individuals who volunteer to assist in the planning or conducting of classroom celebrations; guest speakers; and concert/performance ushers.</p> <p>A <b>program volunteer</b> is a volunteer who: 1) works under the general direction and supervision of a teacher or administrator employed by the District; and 2) provides direct services to students or may, from time to time, have or may be reasonably expected to have direct contact with children. Examples include: volunteer tutors; chaperones for student trips; volunteers who assist on the coaching staff of an athletic team; volunteer athletic trainers or equipment managers (excluding School District students serving in those capacities); and choreographers, musicians and other individuals who provide instruction to students in the marching band or school musical. Final determination of a volunteer's status is the responsibility of the principal or principal's designee.</p>
3. Guidelines	<p>Under no circumstances shall a volunteer be considered an employee or independent contractor of the School District. A volunteer shall not receive wages, salary or other valuable consideration for the performance of his or her services. Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the School District. The School District reserves the right to terminate the services or status of any volunteer at its exclusive discretion.</p> <p>The role of volunteers is to assist, but not replace or assume the professional or paraprofessional responsibilities or authority of, the School District staff. Volunteers shall not provide regular instruction or educational training to students enrolled in the School District.</p> <p>Under no circumstances shall volunteers be permitted to administer or enforce discipline upon students enrolled in the School District. Volunteers shall follow all applicable administrative procedures established pursuant to this policy and shall follow all other rules, regulations and administrative guidelines concerning the conduct of the professional and paraprofessional staff of the School District including all of the requirements of the Family Education Rights and Privacy Act (FERPA); provided, however that such rules, regulations and administrative procedures and guidelines shall not be deemed to expand the responsibility, authority or scope of activity applicable to volunteers under this policy.</p> <p><u>Safety Requirements</u></p> <p>A program volunteer shall be required to complete, submit for approval, pay for and file in the office of the school building on whose behalf the volunteer renders such services an Act 34 Criminal History Report from the Pennsylvania State Police, an Act 114 federal criminal history report (unless exempted as provided herein) and an Act 151 (Child Abuse) Clearance Statement. Once the required clearances are on file with the School District, the program volunteer will be required, on an annual basis, to sign an affirmation that they have not perpetrated or been convicted of any offense that would preclude their employment by the School District under Act 34 or Act 151 ("Volunteer Affirmation"). Program volunteers will be required to renew their state and federal criminal history reports and child abuse clearances every three years. A program volunteer shall not be required to obtain and provide a federal criminal history report if the individual has been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten-year period and submits a Volunteer Affirmation that they have not perpetrated or been convicted of any offense that would preclude their employment by the School District under Act 34, Act 114, or Act 151 or Section 6344(C) of the Child Protective Services Law.</p> <p>If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the administrator or their designee with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.</p> <p>Casual volunteers will be required, on an annual basis, to sign the Volunteer Affirmation contained in this policy, in the presence of the principal or principal's designee. Prior to performing services for the School District, program volunteers are required to undergo a tuberculosis examination in accordance with regulations of the Pennsylvania Department of Health and to furnish such report to the School District.</p> <p>Except in the case of an emergency, volunteers shall not administer first aid or other medical assistance to students.</p> <p>Except as specifically authorized by the Board on a case by case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of School District, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program.</p> <p><u>Confidentiality</u></p> <p>No volunteer shall be permitted to access, review, disclose, or use confidential student information, or participate in conversations in which confidential student information is discussed. Examples of such information include, but are not limited to, the following: grades or other measures of academic performance, class standing, standardized or other test scores, attendance records, disciplinary history, intelligence test scores, personality and interest test scores, individualized education plans, health data, family background information, teacher or counselor ratings and observations, and any other verified or unverified information contained in a student's file maintained by the teachers, administrators or schools within the School District. If volunteers have questions about the confidentiality of student information, they are encouraged to consult with the building principal and/or review Section 216 (Student Records) of the School District's Policy and Regulation Manual.</p> <p>Each volunteer shall keep strictly confidential all information he or she may learn, during the course of performing services, about the students enrolled in the School District.</p>
4. Delegation of Responsibility	<p>Each school within the School District shall adopt its own administrative procedures for the recruitment, selection and assignment of volunteers; provided, however, that the following minimal requirements shall apply to all such procedures:</p> <ol style="list-style-type: none"> <li>a. Each building principal or designee shall be responsible for training the volunteers to perform the specific duties associated with their assignments.</li> <li>b. Each building principal or designee shall assume general authority and responsibility over the volunteers performing services of any kind at or on behalf of the school, including, without limitation, the responsibility for overseeing the filing of criminal history reports, child abuse clearances and Volunteer Affirmations.</li> <li>c. No such procedures adopted by the schools within the School District shall be inconsistent with the terms and conditions of this policy.</li> <li>d. All such procedures adopted by the schools within the School District shall be subject to the approval of the Superintendent.</li> <li>e. Program volunteers assisting with the coaching or supervision of athletic teams or the marching band must be approved in advance by the Board of School Directors.</li> <li>f. Each volunteer shall affirm in writing that he or she has been provided with a copy of, has read, understands and agrees to comply with this policy.</li> </ol>



REVISION OF SCHOOL BOARD POLICY 227: Controlled Substances

227. CONTROLLED SUBSTANCES/PARAPHERNALIA	
1. Purpose	The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.
2. Definitions 35 P.S. Sec. 780-102 21 U.S.C. Sec. 812 Pol. 210	For purposes of this policy, <b>controlled substances</b> shall include all: <ol style="list-style-type: none"> <li>1. Controlled substances prohibited by federal and state law.</li> <li>2. Look-alike drugs.</li> <li>3. Alcoholic beverages.</li> <li>4. Anabolic steroids.</li> <li>5. Drug paraphernalia.</li> <li>6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.</li> <li>7. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.</li> </ol> For purposes of this policy, <b>under the influence</b> shall include any consumption or ingestion of controlled substances by a student.
3. Authority SC 510, 511 Title 22 Sec. 12.3  Pol. 218  Pol. 122, 123	The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy. <u>Off-Campus Activities</u> This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if: <ol style="list-style-type: none"> <li>1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.</li> <li>2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.</li> <li>3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.</li> <li>4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.</li> <li>5. The conduct involves the theft or vandalism of school property.</li> </ol> The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:
4. Delegation of Responsibility 42 Pa. C.S.A. Sec. 8337 Pol. 218, 233  SC 1303-A	<ol style="list-style-type: none"> <li>1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.</li> <li>2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.</li> <li>3. Provide education concerning the dangers of abusing controlled substances.</li> <li>4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.</li> </ol> Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.
5. Guidelines  35 P.S. Sec. 807.1 35 P.S. Sec. 807.2 Pol. 233 35 P.S. Sec. 807.3	In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized. No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian. <u>Anabolic Steroids</u> The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid. Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/ or criminal prosecution. The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids: <ol style="list-style-type: none"> <li>1. For a <b>first</b> violation, suspension from school athletics for the remainder of the season.</li> <li>2. For a <b>second</b> violation, suspension from school athletics for the remainder of the season and for the following season.</li> <li>3. For a <b>third</b> violation, permanent suspension from school athletics.</li> </ol> No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists. <u>Reasonable Suspicion/Testing</u> If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal <u>or school official</u> has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test. References: School Code – 24 P.S. Sec. 510, 511, 1303-A State Board of Education Regulations – 22 PA Code Sec. 12.3, 403.1 PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-101 et seq. Steroids – 35 P.S. Sec. 807.1 et seq. PA Civil Immunity of School Officers/Employees Relating to Drug or Alcohol Abuse – 42 Pa. C.S.A. Sec. 8337 No Child Left Behind Act – 20 U.S.C. Sec. 7114, 7161 Controlled Substances Act – 21 U.S.C. Sec. 801 et seq. Board Policy – 000, 122, 123, 210, 218, 233