

****A. Guest Teacher Candidate Instructions****

Please complete the paperwork contained in this folder.

- B. Application Form** – ALL employees must complete an application for their personnel record.
- C. Direct Deposit Agreement Form** – The school district pays by direct deposit. Please complete the form and **return it with a “VOID” check** if your payroll deposit will be going to your checking account.
- D. Employee Emergency Procedure Card** – Please complete in case an emergency may arise while you are working for the district. These cards are kept in the human resource office so we will have access to your information in case of an emergency.
- E. Work-Related Injury Form** – Please read the information contained on this form. Sign and date where indicated and return the signed page to the human resource office.
- F. Electronic Devices Form** – Please read and sign/date both pages of this form. Return this form with your paperwork. If you would like a copy for your records, please ask when you return your documents to the human resource office.
- G. Payment of Salary Earned In Case of Death** – Please complete this form and return to the human resource office.
- H. Act 29 Information Sheet** – Please complete this form. It may not pertain to all new employees, but it must be completed and returned to the human resource office.
- I. Acceptable Use of Internet/Electronic Communications** – ALL district employees must complete this form. Please read through the information provided and sign/date the last page. Return the last page only with your paperwork.
- J. Certificate of Residency** – Demographic information required by payroll department.
- K. Emergency Medical Services Tax Memo** – For your information – does not need to be returned.
- L. Tax Sheltered Annuity Memo** – For your information. The plan summary is available upon request.
- M. AESOP Substitute Calling System** – AESOP User Guide Information. Twin Valley School District utilizes the AESOP Substitute Calling System to fill vacancies that require a substitute.
- N. W-4** – Please complete and sign the form; return it to the human resource office.
- O. PDE Arrest/Conviction Report and Certification Form** (under Act 24 of 2011) – All school district employees are required to complete this form.
- P. Marketplace – Health Insurance Cover Letter & Health Insurance Options Information**

- Q. Act 126 – Child Abuse Recognition & Reporting – State Mandated Training – All school district employees hired after Nov. 1, 2013 are required to complete this training before starting employment.**
- R. I-9 Form** – Please complete and sign the form; bring forms of ID (originals) identified in the instructions attached to the form to the human resource office.
- S. Act 168 - Sexual Misconduct Disclosure - Follow instructions included with the form.**
- **Employee Handbook – Will be given to you when you return your paperwork.** Please read through the handbook. SIGN/DATE the page inside the front cover and return the white copy of this form to the district. This form is necessary for your personnel file.

If you have any questions about any of the documents contained herein, please contact the Personnel Office at 610-286-8600, ext. 1611 or 1652.

Date: _____

Twin Valley School District
4851 N. Twin Valley Rd., Elverson, PA 19520
Phone: (610) 286-8652 / FAX (610) 286-8608

Supplemental Professional Application

Personal Information

Name _____ Phone Number (____) _____

Email _____

Supplementary Information

Area(s) of Certification _____

Cumulative Grade Point Average _____ G.P.A. of Certified Area _____

National Teacher Exam Scores _____ Student Teaching Grades _____ # of Credits _____

Do you have a founded or indicated report under the PA Child Abuse History Clearance? Yes or No

Are you eligible for veteran's preference consideration? Yes or No, If yes, please indicate dates: _____

Please indicate what type of position(s): () Permanent () Daily Substitute () Homebound

Date _____ Signature of Applicant _____

Twin Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender and handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Title IX Compliance Officer, Section 504 Coordinator, 4851 N. Twin Valley Rd., Elverson, PA 19520.

For Office Use Only:		
Application Review Log		
Date	Position Considered For	Person Reviewing Application

EMPLOYEE EMERGENCY PROCEDURE

Twin Valley School District

PLEASE PRINT:

Employee's Name:	
Address:	
Home Phone:	
Cell Phone:	
Date of Birth:	

Person to Notify in Case of Emergency:	
Address:	
Home phone:	
Cell/Work phone:	
Preferred Physician:	
Address:	
Phone:	
Preferred Local Hospital:	
Date of Last: Physical Exam	
Date of Last: Chest X-Ray	

Note any physical condition that may require special treatment:

If emergency treatment is required, may the school authorities use their own judgement in securing the service of the doctor MOST EASILY ACCESSIBLE providing none of the aforementioned people can be reached? YES NO (Circle one)

Signature of Employee: _____ Date: _____

TWIN VALLEY SCHOOL DISTRICT
WHAT TO DO IN CASE OF A WORK-RELATED INJURY
EFFECTIVE JULY 1, 2019 THROUGH JUNE 30, 2020

If you suffer a work-related injury, your health and wellbeing are our first concern. If the injury is of a serious nature and requires the assistance of ambulance or rescue personnel, they should be contacted immediately. If the injury is of a less serious nature, the following procedures must be followed:

1. If you suffer a work-related injury, the first thing you **MUST** do is report the injury to your supervisor. S/he or a designated person in your building will provide you with an SDIC packet, and your first step is to call SDIC @ (800) 445-6965 ext. 2101 or go online to sdicwc.org (click on the "Report a Claim" button). You must also call **Kelley Wolfgang, Payroll Clerk @ (610) 286-8640**.
2. If you require a prescription for your work-related injury or disease, do not use your personal health plan prescription card. Please use the Mitchell International First Fill Sheet. When you call in your report of injury to SDIC, they will assign you a claim number. Please use this claim number when seeing a panel physician.
3. If you suffer a work-related injury, **TWIN VALLEY SCHOOL DISTRICT** or our insurer will pay reasonable surgical and medical services and supplies, orthopedic appliances and prosthetics, including training in their use when needed. In order to ensure that your medical treatment will be paid for by **Twin Valley School District** or our insurer, **you must select from one of the health-care providers listed below for your initial care:**

Occupational Health of Reading Hospital
1000 Tuckerton Court
Reading, PA 19605
(484) 628-4000

-or-

301 S. Seventh Avenue
West Reading, PA 19611
(484) 628-8437

Area of Specialty: Occupational Medicine

St. Joseph WorkCare (multiple locations)
2500 Bernville Road
Reading, PA 19605
(610) 378-2455

Area of Specialty: Occupational Medicine

Chester County Medical Associates
Downingtown Professional Plaza
797 East Lancaster Avenue, Suite 17
Downingtown, PA 19335
(610) 269-8155

**Area of Specialty: Family Practice/
Multi-Specialty**

Orthopaedic Associates of Reading
(multiple locations)
850 Knitting Mills Way
Wyomissing, PA 19610
(610) 376-8671

Area of Specialty: Orthopedics

Commonwealth Orthopaedic Associates
11 Fairlane Road
Reading, PA 19606
(610) 779-2663

Area of Specialty: Orthopedics

Carim Eye and Retina Center
2630 Westview Drive
Wyomissing, PA 19610
(610) 376-1981

Area of Specialty: Ophthalmology

Patient First (multiple locations)
119 Shoemaker Rd.
Pottstown, PA 19464
(610) 427-4919

Area of Specialty: Occupational Medicine

Premier Orthopaedic & Sports Medicine (multiple locations)
491 John Young Way, Suite 210
Exton, PA 19341
(610) 644-6900

Area of Specialty: Orthopedics

**Dental – One Call Care Management:
(888) 539-0577**

For Physical Therapy:
NovaCare Rehabilitation
For the nearest facility contact:
(866) 723-NOVA (central scheduling)

One Call Care Management (Align): (866) 389-0211
Area of Specialty: Chiropractic/Physical Therapy

For MRI/EMG/X-Ray/CT Scan
One Call Care Management
For the nearest facility contact:
(800) 453-0574 (central scheduling)

For Durable Medical Equipment:
One Call Care Management
(800) 848-1989

Equipment: wheelchairs, walkers, crutches, TENs units, orthotics & prosthetics, etc.

For Prescriptions: Please use your Mitchell International card at your local pharmacy to bill SDIC directly (Giant, CVS, Rite Aid, Wal-Mart, Walgreens, Acme)

4. Please call in advance for an appointment if you need treatment. You must continue to treat with one of these providers for ninety **(90 days)** from the date of your first visit.
5. If, after this ninety (90) day period, you still need treatment and the **Twin Valley School District** has provided this list as set forth above, you may choose to continue with this health care provider, or you may choose another provider. You must notify **Kelley Wolfgang, Payroll Clerk** of this action within five (5) days of your first visit to the health care provider of your choice. Your bills will be paid if you have provided proper notice and if your provider files report as required. (These reports must be filed within ten (10) days after your first visit and at least once a month for as long as treatment continues.)
6. If one of the health care providers listed above refers you to a specialist, the **Twin Valley School District** or our insurer will pay for these services as provided by law.

All workers' compensation claims will be processed on behalf of the School District by:

SCHOOL DISTRICTS INSURANCE CONSORTIUM
P.O. BOX 1249
NORTH WALES, PA 19454
Phone: (800) 445-6965

✂-----

ACKNOWLEDGMENT: I have been informed of and understand my rights and duties as specified herein.

Signature: _____ Date: _____

Please Print Name: _____

*** At time of distribution, this information is accurate to the best of our knowledge. This panel is subject to change based on information received from the medical provider.**

Twin Valley School District

No. 237, 337, 437. 537

SECTION(S): Pupils; Administrative,
Professional, and Classified
Employees

TITLE: Electronic Devices

ADOPTED: April 26, 1999

REVISED: May 21, 2018

		237 - ELECTRONIC DEVICES		
1				1
2				2
3	1. Purpose	The TWIN VALLEY SCHOOL DISTRICT (district) School Board recognizes that electronic devices are an integral part of the daily lives and culture of the district's students and personnel (users). Specific guidelines for acceptable use shall be administered at the elementary, middle and high school levels.		3
4				4
5				5
6				6
7				7
8				8
9	2. Definitions	<u>Electronic device</u> - any personal or portable device designed for mobile communication, recording or transmitting audio/visual content, interacting with or accessing media, or providing a connection to the internet or other audio/visual resources.		9
10				10
11				11
12				12
13				13
14				14
15	3. Authority	Electronic devices are permitted in all district-owned buildings, on school grounds, in school vehicles, and/or while participating in school-sponsored activities on or off school premises unless prohibited by district administrators.		15
16				16
17				17
18				18
19				19
20		Building administrators or designee shall have the right to regulate use of electronic devices.		20
21				21
22				22
23	4. Delegation of Responsibility	The Superintendent or designee shall develop procedures, in cooperation with the district technology staff, for the acceptable use of electronic devices.		23
24				24
25				25
26				26
27	5. Guidelines	<u>Network access</u> The district reserves the right to provide a segregated network that would allow users to connect a personal electronic device using district access resources.		27
28				28
29				29
30				30
31				31
32		<u>Loss or damage</u>		32
33		Users are solely responsible for the safe storage of any personal electronic devices that they may choose to bring to any district building or premises. The district shall not be responsible for the loss of or damage to any electronic device owned by a user.		33
34				34
35				35
36				36
37				37
38				38
39	6. Prohibitions	The School Board prohibits all students from any use of electronic devices in locker rooms, bathrooms or other changing areas.		39
40				40
41				41
42				42
43	SB Policy 815, 18	The School Board prohibits students from using any electronic device to take photographs or to record audio or video of any person or group, without the knowledge or consent of that person or group, while on district property or while a student is engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee, except when used to record participants in school-sponsored public events such as athletic events, shows, concerts, etc.		43
44	U.S. Code § 1801			44
45	- Video			45
46	Voyeurism			46
47	Prevention Act of			47
48	2004			48
49				49
50				50

Payment of Salary Earned

In Case of Death

This is to officially notify the Twin Valley School District that, in case of my death while an employee of the district, I wish the unpaid balance of my earnings to be paid to:

_____ (Name)

who is my (relationship) _____

Address: _____

Phone Number: _____

Employee Signature

Date

ACT 29 INFORMATION SHEET

Act 29 of 1994 changes the way in which the Commonwealth reimburses school entities for payments made to PSERS (retirement) and for social security. The main provision of the act provides two classes of employees:

- a) Those hired on or before 6/30/94
- b) Those hired after 6/30/94

To determine which class an employee is in, school districts need more than just the date of hire for the employee. While this Act has no effect on employees, employers must determine if the employee has ever been employed by a school entity within the Commonwealth before 7/1/94.

In this light, we are required to have you complete the following:

Have you worked for a school entity (school district, intermediate unit, and/or vocational technical school) within the Commonwealth of Pennsylvania, in any capacity, prior to July 1, 1994?

Check one: Yes _____ No _____

If yes, please list below:

<u>Employer(s)</u>	<u>Dates of Employment</u>
_____	_____
_____	_____
_____	_____

Employee Signature

Date

Twin Valley School District

No. 815

SECTION(S): Operations
 TITLE: Acceptable Use of Electronic Resources
 ADOPTED: February 20, 2001
 REVISED: May 21, 2018

		No. 815 - Acceptable Use of Electronic Resources		
1				1
2	1. Purpose	<p>The TWIN VALLEY SCHOOL DISTRICT (district) provides employees, students, School Board Members, and guests (users) with approved access to the district's technology resources to be used for educational purposes including but not limited to electronic communications systems, computers, computer networks, networked devices, hardware, software, internet access, copiers and cameras.</p> <p>Any unauthorized third-party usage of the district's, computers, network, internet, electronic communications and information systems is prohibited.</p> <p>The use of the district's technology resources shall be consistent with the curriculum adopted by the district and made available for the performance of job duties consistent with the educational mission of the district. Instructional needs, learning styles, abilities and developmental levels of students shall be taken into consideration. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the district's technology resources.</p> <p>All employees and students are responsible for the appropriate and lawful use of the district's technology resources. This policy is intended to ensure that all users continue to enjoy access to the district's technology resources and that such resources are utilized in an appropriate manner and for purposes consistent with the curriculum adopted by the district.</p>		2
3			3	
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28	28			
29	29			
30	30			
31	2. Definitions	<p><u>Child Pornography</u> - see Act 47 U.S.C. § 254; and Act 24 P.S. § 4601</p> <p><u>District Technology Resources</u> - All technology owned and/or operated by the district, including but not limited to computers, audio/visual systems, mobile devices, printing/copying devices, scanning devices, cameras and other media equipment, hardware, software, networking equipment/devices or network/resource accounts.</p> <p><u>Educational Purpose</u> - Use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students.</p> <p><u>User(s)</u> - Anyone who utilizes or attempts to utilize district technology resources while on or off district property. The term includes, but is not limited to, students, staff, parents or guardians, and any guest(s) to the district that may be approved to use district technology.</p>		31
32			32	
33			33	
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Twin Valley School District

1	3. Authority	The electronic information available to students and staff does not	1
2		imply endorsement by the district of the content, nor does the	2
3		district guarantee the accuracy of information received. The	3
4		district makes no guarantee that the functions or services provided	4
5		by or through the district internet, computers or network resources	5
6		will be error-free or without defect.	6
7			7
8		The district shall not be responsible for any information that may	8
9		be lost, damaged or unavailable when using the network or for any	9
10		information that is retrieved via the Internet.	10
11			11
12		The district shall not be responsible for any unauthorized charges	12
13		or fees.	13
14			14
15		The Board establishes that network use is a privilege, not a right;	15
16		inappropriate, unauthorized and illegal use will result in	16
17		cancellation of those privileges as well as appropriate disciplinary	17
18		action.	18
19			19
20		While using district-owned devices, users must utilize the district's	20
21		wired or wireless networks for access to the internet when	21
22		operating in or attending district schools and facilities. Other	22
23		means of access are not permitted (e.g. WIFI hotspots, personal	23
24		internet access, open/rogue networks etc.)	24
25			25
26		The district will implement internet and network safety measures	26
27		through policy, guidelines and technology to filter access by	27
28		minors, protect users' safety and security, and against	28
29		unauthorized access, disclosures or dissemination of users'	29
30		information.	30
31			31
32	4. Delegation of	The Superintendent or designee shall develop procedures, in	32
33	Responsibility	cooperation with the district technology staff, for the acceptable use	33
34		of all district technology resources.	34
35			35
36	5. Guidelines	<u>Use of Personal Electronic Devices</u> - see SB Policy 237	36
37			37
38		<u>Unauthorized Use Prohibited</u> - Only users who have agreed to abide	38
39		by the terms of this policy may utilize the district's technology	39
40		resources. Unauthorized use, utilizing another user's district	40
41		account, or exceeding one's authorization to use district technology	41
42		resources is prohibited.	42
43			43
44		<u>Privacy</u> - The district reserves the right to monitor any user's	44
45		utilization of district technology resources. Users have no	45
46		expectation of privacy while using district technology resources	46
47		whether on or off district property. The district may monitor,	47
48		inspect, copy, and review any and all usage of district technology	48
49		resources including information transmitted and received via the	49
50		internet to ensure compliance with this and other district policies,	50

1		and state and federal law. All emails and messages, as well as any	1
2		files stored on district technology resources may be inspected at any	2
3		time for any reason.	3
4			4
5		<u>Filtering and CIPA Compliance</u> - The district reserves the right to	5
6		restrict access to any internet site or resource it deems inappropriate	6
7		through established policy. As required by law, the district shall	7
8		utilize content and messaging filters designed to prevent users from	8
9		accessing materials deemed obscene, offensive, pornographic,	9
10		harmful to minors or otherwise inconsistent with the district's	10
11		educational mission. Such restrictions will apply to all district	11
12		devices and users.	12
13			13
14		<u>Monitoring</u> - District technology resources shall be periodically	14
15		monitored to ensure compliance with this and other district policies	15
16		including monitoring of users' online activities. The network	16
17		administrator designated by the Superintendent shall ensure that	17
18		regular monitoring is completed pursuant to this section. The	18
19		Superintendent or designee shall also implement procedures to	19
20		ensure that district technology resources are not utilized to track the	20
21		whereabouts or movements of individuals, and that remotely	21
22		activated cameras and/or audio are not utilized.	22
23			23
24		<u>District Provided Resources</u> - District technology resources may be	24
25		assigned or allocated to an individual user for his or her use (e.g.	25
26		individual email accounts, laptop computers, mobile devices, etc.).	26
27		Despite being allocated to a particular user, the technology resources	27
28		remain the property of the district and may be revoked, suspended,	28
29		or inspected at any time to ensure compliance with this and other	29
30		district policies. Users do not have an expectation of privacy in any	30
31		district provided technology resource or any of its contents.	31
32			32
33		<u>Social Media and Networking</u> - The district is not responsible for, nor	33
34		does it endorse messages, narratives or rhetoric published by users	34
35		whose content is inconsistent with the educational purpose of the	35
36		district. In addition, users shall not publish or post information	36
37		deemed confidential or non-public.	37
38			38
39		<u>Incidental Personal Use</u> - Occasional personal use by an individual	39
40		must comply with this policy and all other policies, procedures, and	40
41		rules, and may not interfere with the employee's duties or the	41
42		educational purpose of the district.	42
43			43
44	6. Prohibitions	The following uses of district technology resources are prohibited:	44
45		1. Use of technology resources to violate the law, facilitate illegal	45
46		activity, or to encourage others to do so.	46
47		2. Use of technology resources to violate any other district policy.	47
48		3. Use of technology resources to engage in any intentional act	48
49		which might threaten the health, safety, or welfare of any	49
50		person or persons.	50

1		4. Use of technology resources to cause, or threaten to cause	1
2		harm to others or damage to their property.	2
3			3
4	7. Consequences	Violations of this policy may result in the temporary or permanent	4
5		revocation of a user’s right to access district technology resources.	5
6		Additionally, users may be subject to other forms of disciplinary	6
7		actions for violations of this policy and/or local, state, and federal	7
8		law.	8
9			9
10			10
11		<u>References:</u>	11
12			12
13		18 USC 2256 <i>Harmful materials definitions</i>	13
14			14
15		18 PA CSA 6312 <i>Sexual abuse of children</i>	15
16			16
17		20 USC 6777 <i>Internet safety</i>	17
18			18
19		18 PA CSA 5903 <i>Obscene and other sexual materials and</i>	19
20		<i>performances</i>	20
21			21
22		24 PS 4604 <i>School entity Internet policies</i>	22
23			23
24		24 PS 4610 <i>School entity Internet Disabling blocking technology for</i>	24
25		<i>use by certain persons</i>	25
26			26
27		47 U.S.C. § 254; and Act 24 P.S. § 4601 <i>Children’s Internet</i>	27
28		<i>Protection Act</i>	28
29			29
30		SB Policy 237	30
31			31
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34			34
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TWIN VALLEY SCHOOL DISTRICT

School Board Policy 815: Acceptable Use of Electronic Resources Acknowledgement

For purposes of ongoing acknowledgement by existing and newly hired personnel, existing and newly enrolled students or district users granted permission to access network or other technology resources, who hereby acknowledge TWIN VALLEY SCHOOL DISTRICT School Board Policy 815 (Acceptable Use of Electronic Resources) by adding their signature below.

I, *[print employee or student name]* _____,

[print parent/guardian name if granting consent] _____,

have received, read and understand the aforementioned policy and agree to adhere to the guidelines therein as well as recognize my position, or my child's position of "user" as defined by the policy. I understand that the technology resources provided by TVSD are used in support of the educational purpose of the district, and any violations of this policy will be enforced in accordance with school code, local, state or federal law.

Signed,

Employee/Student signature

Date

Parent/Guardian signature if applicable

Date

Certificate of Residency

Use this form to report essential information for the collection and distribution of Local Earned Income Tax. Each employee must complete this form when hired or to document a name or address change. Employer must **retain** this Certificate of Residency as an addendum to the Federal Employee's Withholding Allowance Certificate (Form W-4). **Do not forward this form to tax collector or governmental authority unless requested to do so.**

Section I – To be completed by EMPLOYEE:

1. Employee first name and middle initial.	Last name	2. Employee social security number
3. Home address (street or rural route/DO NOT use P.O. Box)		City or town, state and ZIP code
4. Phone number ()		5. Employee e-mail
6. Employee municipality of residence (identify the municipal jurisdiction where the employee resides)		7. Resident PSD Code (obtain from employer)
8. Employee signature ►		Date ►

*Employer must confirm that proper, official PSD Code for resident municipality appears in Box 7 above and that proper official PSD Code for the municipality of employee's workplace appears in Box 13 below.
The municipal PSD Codes are available from the Keystone "Employer Resources" webpage link at www.keystonecollects.com*

Section II – To be completed by EMPLOYER:

9. Employer name.	10. Federal EIN	
11. Business address (number and street or rural route)		City or town, state and ZIP code
12. Employer municipality (identify the municipal jurisdiction where employee works)		13. Workplace PSD Code
14. Phone number ()		15. Employer e-mail