

GREENSBURG SALEM SCHOOL DISTRICT

**Agenda**  
**Regular School Board Meeting of March 10, 2021**

**7:30 P.M. Regular Meeting**  
**Middle School Auditorium**

I. GENERAL MATTERS

- A. Call to Order
- B. Roll Call
- C. Executive Session
- E. Recognition of Visitors
- F. Discussion and Action on Board Minutes

- 1. Regular Meeting of February 10, 2021 1-12

II. FINANCIAL MATTERS – James R. Dzurica

A. Reports

- 1. Bank Reconciliation – February 13
- 2. Tax Report – February 14
- 3. Capital Projects Fund – February 15-16
- 4. Schedule of Grants and Donations 17-18
- 5. Student Activity Funds 19-22
- 6. Year-to-Date Expenditure Function Totals – 23-26  
General Fund – February
- 7. Year-to-Date Revenue Function Totals – 27-30  
General Fund – February
- 8. Year-to-Date Expenditure Function Totals – 31  
Capital Project Fund – February
- 9. Year-to-Date Revenue Function Totals – 32  
Capital Project Fund – February
- 10. Year-to-Date Expenditure Function Totals – 33  
Cafeteria Fund – February
- 11. Year-to-Date Revenue Function Totals – 34  
Cafeteria Fund – February

B. New Business

- 1. For Approval – Disbursements Made Since 35-63  
Last Meeting – General Fund

2.	For Approval – Disbursements Made Since Last Meeting – Capital Project Fund	64
3.	For Approval – Disbursements Made Since Last Meeting – Cafeteria Fund	65
4.	For Approval - Bills to be Paid - General Fund	66-69
5.	For Approval - Bills to be Paid - Capital Project Fund	70
6.	For Approval - Bills to be Paid - Cafeteria Fund	
7.	For Approval – Additional Disbursements Made Since Last Meeting	
8.	For Approval – Additional Disbursements to be Paid	

### III. FEDERAL PROGRAMS REPORT – Lenni Nedley

### IV. OUTSIDE BOARD REPORTS:

1. Central Westmoreland Career and Technology Center – Robin Savage
2. Westmoreland Intermediate Unit – Lynna Thomas
3. Greensburg Salem Education Foundation – Lynna Thomas

### V. COMMITTEE REPORTS:

1. Buildings and Grounds Committee – Ronald Mellinger

### VI. LEGAL COUNSEL REPORT – John N. Scales

### VII. SUPERINTENDENT'S REPORT

- A. Personnel Report
  1. Resignations
  2. Appointments
  3. Rescind Appointments
  4. Advertise Positions
- B. Finance

1. Recommend approval to acknowledge the Independent Audit for school year ending June 30, 2020
2. Recommend approval of the adoption of the Westmoreland Intermediate Unit general operating budget for the 2021-2022 school year in the amount of \$6,771,500.00 with Greensburg Salem School District's contribution set at \$11,335.89 as contained herein

C. Contracts/Contracted Services

1. Recommend approval to enter into an Agreement between Greensburg Salem School District, Westmoreland County Behavioral Health and Developmental Services Program and Westmoreland County Drug and Alcohol Commission, Inc. for the continuation of the Westmoreland County Assistance Program, effective for the 2021-2022 school year as contained herein
2. Recommend approval of the Addendum to the Energy Curtailment Services Agreement between Greensburg Salem School District and Keytex Energy to provide energy curtailment services to the District for a three-year period beginning June 1, 2018 through and including May 31, 2021
3. Recommend approval to acknowledge John Porter and Charles Wilkinson as additional bus drivers for DMJ Transportation for the 2020-2021 school year pending receipt of all governmental clearances, application records, safety training, physical examination and tuberculin test where applicable

D. Board Policies

1. Recommend approval of the final reading/adoption of Board Policies 100, 200 and 300 as contained herein

- |    |   |         |
|----|---|---------|
| 2. | Recommend approval of the final reading/adoption of Board Policies Group 600 as contained herein  | 139-150 |
| 3. | Recommend approval of the final reading/adoption of Board Policy 218.3 Notifying of the Superintendent and School Police Officer of Student Behavior and Board Policy 348.1 Professional Workplace Policy as contained herein | 151-153 |
| 4. | Recommend approval of Board Policy 329.2 – Board Policy for Administrative Assistants, Classroom Instructional Assistants and Nurse Assistants  |         |

E. Student Matters

1. Recommend approval of ***You're a Good Man, Charlie Brown*** as the Senior High School Musical production for the 2020-2021 school year with recording dates of the week of April 26-May 1, 2021 and video stream dates of Friday, May 7, 2021 at 7:30 P.M., Saturday, May 8, 2021 at 2:00 P.M. and 7:30 P.M. and Sunday, May 9, 2021 at 2:00 P.M. Cost for the link to one show is \$20.00 for one device.
2. Recommend approval of the Agreement of Expulsion between Greensburg Salem School District, Student #311800 and the Student's Parents as contained herein

F. Conferences/Workshops

G. Athletic Matters

H. Facilities/Facilities Usage

1. Recommend approval for the Girls' AAU teams to use the gymnasium at Amos K. Hutchinson Elementary School and the Middle School two (2) nights per week beginning March 15, 2021 through April 18,

2021 (Teams are comprised of only Greensburg Salem players.)

2. Recommend approval for the PA West Soccer Club (through Greensburg Recreation) to use the band field, high school soccer field and upper football practice field from March 15, 2021 through May 28, 2021 (Soccer Club is comprised of only Greensburg Salem players.)

I. General/Miscellaneous Matters

**Dr. Gary Peiffer announced that the Board Discussion Meeting for April will be held on Wednesday, April 7, 2021 at 7:00 P.M. in the Middle School Auditorium. The Regular School Board Meeting for April will be held on Wednesday, April 14, 2021 at 7:30 P.M. in the Middle School Auditorium.**

VIII. ANY OTHER BUSINESS

IX. ADJOURNMENT

INFORMATIONAL ITEMS

A. Athletic Report

Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination - Homeless Students
Code	103.2 - DELETE
Status	From PSBA

Recommended deletion -- nondiscrimination pertaining to homeless students will be addressed in draft policy 251.

Book	Policy Manual
Section	100 Programs
Title	Title IX Officer
Code	103.3 - DELETE
Status	From PSBA

Recommended deletion -- this would now be grouped under policy 103; unnecessary to have standalone policy assigning position.

Book	Policy Manual
Section	100 Programs
Title	Tutoring
Code	116 - NEW
Status	From PSBA

### Purpose

The Board recognizes that some students may require special help beyond the regular classroom program.

### Guidelines

Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties.[1][2]

In cases where extra help is desirable and the parents/guardians request such assistance, the building principal or designee may recommend that the parents/guardians secure tutorial services for the student from a list of available tutors maintained by the school.

### Excusal From School

Upon the written request of the parent/guardian, a student may be excused during school hours for tutoring in a field not offered in the district curriculum if such excusal does not interfere with the student's regular program of studies.[3]

The tutor's qualifications must be approved by the Superintendent.[3]

The district may establish reasonable conditions for excusal of a student for such tutoring.[3]

### Private Tutoring

The instructional program for students not enrolled in public schools due to private tutoring by a properly qualified private tutor shall comply with state law and regulations.[4][5]

A properly qualified private tutor shall mean a person who is certified by the Commonwealth to teach in Pennsylvania public schools; who is teaching one (1) or more children who are members of a single family; who provides the majority of instruction to such child or children; and who is receiving a fee or other consideration for instructional services.[5]

Each private tutor shall file with the Superintendent a copy of his/her Pennsylvania certification, state and federal criminal history information and child abuse history clearance. No person who would be disqualified from school employment by the provisions of 24 P.S. § 1-111(e) may be a private tutor.[5][6][7]

Annually, the parent/guardian shall provide written assurance to the Superintendent that all instructional requirements are being met.[4]

When the Superintendent receives a complaint that a student is not being provided the required instruction or that a student is not making satisfactory progress, the Superintendent may request evidence of the student's academic progress and documentation that instruction is being provided for the required number of days and hours.[4]

Evidence of satisfactory progress may include samples of student work, assessments, progress reports, report cards and evaluations. Documentation of instructional time may include logs maintained by the tutor or parent/guardian, attendance records, or other records indicating the dates and times instruction was provided.[4]

Legal	1. 22 PA Code 4.12
	2. 22 PA Code 4.52
	3. 22 PA Code 11.22
	4. 22 PA Code 11.31
	5. 24 P.S. 1327
	6. 23 Pa. C.S.A. 6344
	7. 24 P.S. 111
	24 P.S. 1205.1
	24 P.S. 1332
	24 P.S. 1333
	22 PA Code 11.33
	23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	100 Programs
Title	Independent Study
Code	118 - NEW
Status	From PSBA

#### Purpose

The Board shall consider approval of a course of independent study for a properly qualified student, as recommended by the Superintendent, on the condition that the student shall demonstrate achievement of established educational goals and academic standards as a result of participation in the independent study.

#### Authority

The Board shall approve each course of independent study and may designate the number of credits toward graduation to be awarded upon successful completion of each course, except that the Board reserves the right to assign no credit for an approved course.~~[1]~~[2]

Courses of independent study may not be limited to participation by a single student but may involve a group of students, subject to Board approval.

Each course of independent study must meet the requirements of applicable laws and regulations.

#### Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement independent study programs.

The Superintendent shall prepare recommendations for Board approval of courses of independent study, based on the recommendation of the building principal.

Legal	1. 22 PA Code 4.24
	2. 22 PA Code 4.4
	22 PA Code 4.12

Book	Policy Manual
Section	100 Programs
Title	Current Events
Code	119 - NEW
Status	From PSBA

#### Purpose

The Board believes that consideration of current events has a legitimate place in the educational program of the schools. Properly introduced and conducted, discussion of such events can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop skills for formulating and evaluating positions and opinions.

#### Definition

A current event is defined as a topic on which opposing points of view have been promulgated by responsible opinion and is not expressly enumerated in the course guide as content of the course of study.

#### Authority

The Board shall permit the introduction and proper educational use of current events, provided that their use in the instructional program:[1]

1. Is related to the course's educational goals and the students' level of maturity.
2. Does not tend to indoctrinate or persuade students to a particular point of view.
3. Encourages balanced presentations and open-mindedness.
4. Is conducted in a spirit of scholarly inquiry.

#### Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for the management of current events that do not stifle the spirit of free and scholarly inquiry.

Legal	1. Pol. 106
	24 P.S. 510

Book	Policy Manual
Section	100 Programs
Title	Recognition and Utilization of Club Sports
Code	123.3 - DELETE
Status	From PSBA

Recommended deletion -- policy is primarily procedural; club sports are addressed between policies on extracurricular activities and interscholastic athletics policies.

Book	Policy Manual
Section	100 Programs
Title	Practice for Athletic Teams on National Holidays/Weather Cancellation Days
Code	123.4 - DELETE
Status	From PSBA

Recommended deletion -- this topic is already generally addressed in interscholastic athletics policy; language in policy is more procedural and unnecessary in policy.

Book	Policy Manual
Section	100 Programs
Title	Purchasing of Shoes and Uniforms for Athletic Teams
Code	123.5 - DELETE
Status	From PSBA

Recommended deletion -- topic is already generally addressed in athletics/extracurriculars policies; language in policy is overly procedural and would be more appropriately maintained as administrative regulations.

Book	Policy Manual
Section	100 Programs
Title	Athletic Events Ticketing Policy
Code	123.6 - DELETE
Status	From PSBA

Recommended deletion -- unnecessary as a standalone policy; language would be more appropriately maintained as administrative regulations.

Book	Policy Manual
Section	100 Programs
Title	Public Attendance at Athletic Events
Code	123.8 - DELETE
Status	From PSBA

Recommended deletion -- this topic will be covered more generally in the 900 Community section of policies.

Book	Policy Manual
Section	100 Programs
Title	The Use of Athletic Facilities by Non-District Groups
Code	123.9 - DELETE
Status	From PSBA

Recommended deletion -- this topic will be covered more generally in the 700 Property section of policies.

Book	Policy Manual
Section	100 Programs
Title	Alternative Instruction
Code	124 - NEW
Status	From PSBA

#### Authority

The Board may grant credit toward high school graduation for course work successfully completed through approved summer school, correspondence courses, distance education, online courses and dual enrollment, in accordance with this policy.[1][2][3][4][5][6]

#### Delegation of Responsibility

The building principal shall be responsible for reviewing and approving student applications for earning credit toward graduation through approved alternative instruction courses.

The building principal shall determine the number of credits assigned to such a course as part of the approval process before the student begins the course.

#### Guidelines

Students shall submit to the building principal a written request for approval of each proposed course and the number of credits sought.

The course subject must be included in the district's planned instruction and be relevant to established academic standards.[7][8]

The student shall receive the same letter grade for credit that is assigned by the alternative instruction course.

Legal	1. 24 P.S. 1525
	2. 24 P.S. 1901
	3. 24 P.S. 1903
	4. 24 P.S. 1906
	5. 24 P.S. 502
	6. Pol. 217
	7. Pol. 102
	8. Pol. 107
	24 P.S. 1901 et seq
	22 PA Code 4.41

Book	Policy Manual
Section	100 Programs
Title	Migrant Students
Code	142 - NEW
Status	From PSBA

#### Authority

The Board establishes a program to address the needs and provide appropriate services to migrant students attending district schools.[1][2][3][4]

#### Guidelines

The district program for migrant students shall include procedures to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Ensure migrant students have the appropriate educational opportunities to meet the same academic standards required of all students.
3. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.[5][6][7][8][9]
4. Provide parents/guardians an opportunity for meaningful participation in the program.
5. Provide advocacy and outreach programs for migrant students and their families.
6. Provide professional development for district staff.[10]

The district shall provide materials to parents/guardians regarding their role in improving the academic achievement of their child.

#### Delegation of Responsibility

The Superintendent or designee shall develop procedures to notify and involve parents/guardians in the development, implementation and evaluation of the district's program for migrant students.

Legal	1. 24 P.S. 1326
	2. 24 P.S. 1327
	3. 20 U.S.C. 6391 et seq
	4. 34 CFR 200.81-200.88
	5. Pol. 105
	6. Pol. 112
	7. Pol. 113
	8. Pol. 114
	9. Pol. 115
	10. Pol. 333
	22 PA Code 403.1

Book	Policy Manual
Section	100 Programs
Title	Standards for Persistently Dangerous Schools
Code	143 - NEW
Status	From PSBA

### Purpose

The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of federal law, hereby adopts the following standards for identifying persistently dangerous schools.[1][2]

### Definitions

As used in these standards, the following terms shall be defined as provided herein:[3]

**Dangerous incidents** - shall include both weapons possession incidents resulting in arrest (guns, knives or other weapons) and violent incidents resulting in arrest (homicide, kidnapping, robbery, sexual offenses and assaults) as reported on the Violence and Weapons Possession Report (PDE-360).

**Department** - shall mean the Pennsylvania Department of Education.

**Local Educational Agency or LEA** - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.

**Persistently dangerous school** - shall mean any public elementary, secondary or charter school that meets any of the following criteria in the most recent school year and in one (1) additional year of the two (2) years prior to the most recent school year:

1. For a school whose enrollment is 250 or less - at least five (5) dangerous incidents.
2. For a school whose enrollment is between 251 to 1,000 - a number of dangerous incidents that represents at least two percent (2%) of the school's enrollment.
3. For a school whose enrollment is over 1,000 - twenty (20) or more dangerous incidents.

**Safe public school** - shall mean a public school that has not been designated as a persistently dangerous school under these standards or that has had such designation removed by the Department.

### Guidelines

#### Student Opportunity to Transfer

1. Except as provided below, a student who attends a persistently dangerous school must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school.
2. A student who attends a persistently dangerous school may apply to transfer at any time while the school maintains that designation.

#### Delegation of Responsibility

#### Department of Education's Responsibilities

1. The Department shall identify those schools that meet or exceed the criteria for a persistently dangerous school by analyzing the Annual Report on School Violence and Weapons Possession (PDE-360). In identifying persistently dangerous schools, the Department will use the most recent data available to it from the reporting LEA, and will take all reasonable steps to verify that the data is valid and reliable.
2. After review and verification of PDE-360 data, the Department shall promptly inform an LEA when any of its schools meets the definition of persistently dangerous school.
3. The Department shall provide technical assistance to the LEA in developing a corrective action plan. The Department shall review proposed corrective action plans submitted by LEAs and shall approve suitable corrective action plans.
4. After approval of the corrective action plan, the Department shall conduct a site visit to each persistently dangerous school to assess the school's progress in implementing the plan. If no significant improvement is observed, the Department may require the LEA to submit a revised corrective action plan for that school.
5. The Department shall reassess a school's designation as persistently dangerous at the end of the school year during which its corrective action plan is completed.
6. During the reassessment described above, the Department shall remove the designation if the school no longer meets the definition of persistently dangerous school.

#### LEA's Responsibilities

1. Pursuant to Pennsylvania's Safe Schools Act, all school entities as defined by the Act must report to the Department all incidents involving acts of violence; possession of a weapon; or the possession, use, or sale of a controlled substance, alcohol, or tobacco by any person on school property or at school-sponsored events or on school transportation to and from

school or school-sponsored activities.[4]

2. Within ten (10) school days of receiving notification by the Department, an LEA shall notify the parent or legal guardian of each student who attends the school that the Department has identified the school as persistently dangerous.
3. The LEA shall offer all students who attend the school the opportunity to transfer to a safe public school, including a charter school, within the LEA.
4. The notification and offer to transfer shall state that no student is required to transfer to another school.
5. Upon receipt of an application to transfer, the LEA shall transfer the student within thirty (30) calendar days.
6. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian.
7. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.
8. A charter school only has to accept a student who meets its admission criteria if space is available.
9. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.
10. The LEA must submit a corrective action plan to the Department within thirty (30) calendar days of receiving notification that a school has been identified as persistently dangerous.
11. The LEA must receive approval from the Department for its corrective action plan and shall implement all steps contained in its corrective action plan within the time periods specified in that plan.
12. After the Department has notified an LEA that a school is no longer identified as a persistently dangerous school, the LEA is encouraged to permit students who transferred to complete their education at their new school. LEAs may not require students to return to their original school if the students are enrolled in a charter school.

Legal

1. 20 U.S.C. 7912
2. 22 PA Code 403.6
3. 22 PA Code 403.2
4. 24 P.S. 1303-A
- 24 P.S. 2603-B
- 22 PA Code 403.1

Book	Policy Manual
Section	100 Programs
Title	Standards for Victims of Violent Crimes
Code	144 - NEW
Status	From PSBA

### Purpose

The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of federal law, hereby adopts the following standards for a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends.[1][2]

### Definitions

As used in these standards, the following terms shall be defined as provided herein:[3]

Local Educational Agency or LEA - shall include a school district, an area vocational-technical school, an intermediate unit or a charter school.

Safe public school - shall mean a public school that has not been designated as a persistently dangerous school under the standards for identifying persistently dangerous schools or that has had such designation removed by the Department.

Victim or student victim - shall mean the student against whom a violent criminal offense has been perpetrated while the student was in or on the grounds of the public elementary or secondary school that s/he attends.

Violent criminal offense - is defined as any of the following offenses that are set forth in Title 18 of the Pennsylvania Consolidated Statutes:

1. Kidnapping.
2. Robbery.
3. Aggravated assault (on the student).
4. Rape.
5. Involuntary deviate sexual intercourse.
6. Sexual assault.
7. Aggravated indecent assault.
8. Indecent assault.
9. Attempt to commit any of the following: homicide, murder or voluntary manslaughter.

### Guidelines

#### Student Opportunity to Transfer

1. Except as provided below, a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends, must be offered the opportunity to transfer to a safe public school within the LEA, including a charter school.
2. In order for a student victim to be entitled to transfer to another school under these standards, the violent criminal offense first must be reported to law enforcement authorities by the student, the student's parent/guardian, or school officials.
3. A student victim (or his/her parent/guardian) may apply to the LEA to transfer to another school within thirty (30) calendar days after the incident is reported to school authorities.

#### Delegation of Responsibility

#### LEA's Responsibilities

1. Within ten (10) calendar days of receiving notice of the violent criminal offense, the LEA shall notify the student victim that s/he has the right to transfer to a safe public elementary or secondary school within the LEA, including a public charter school.
2. The notification and offer to transfer shall state that no student is required to transfer to another school.
3. Upon receipt of an application to transfer, the LEA should transfer the student as soon as possible, and shall transfer the student within ten (10) calendar days after receiving the application.
4. When considering a student's request to transfer to another school, the LEA should take into account the particular needs of the student and the parent/guardian.

5. To the extent possible, the LEA should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring.
6. A charter school only has to accept a student who meets its admission criteria if space is available.
7. If there is not another safe school within the LEA to which students may transfer, the LEA is encouraged, but not required, to establish an agreement with a neighboring LEA to accept the transfer of students.

## Legal

1. 20 U.S.C. 7912
2. 22 PA Code 403.6
3. 22 PA Code 403.2
- 24 P.S. 2603-B
- 22 PA Code 403.1

Book	Policy Manual
Section	100 Programs
Title	Title I - Comparability of Services
Code	150 - NEW
Status	From PSBA

### Purpose

The equivalent distribution of district resources is one means the district shall use to ensure all students receive a quality education. This policy demonstrates the district's commitment to ensure that no discrimination occurs in the distribution of resources funded by state and local sources, regardless of the receipt of federal funds.

### Authority

The Board directs that each district school receiving Title I funds must use state and local funds to provide services that, taken as a whole, are at least comparable to services in those schools in the district that do not receive Title I funds.[1]

If all schools in the district receive Title I funds, the Board directs that state and local funds shall be used to provide services that, taken as a whole, are substantially comparable in each school.[1]

The Board acknowledges that comparability may be measured on a grade-span by grade-span basis or a school-by-school basis.

### Definition

For purposes of this policy, grade span is defined as a similar two-grade span difference or less. For example, a grade span of K-2 to K-4, not a grade span of K-2 to K-5.

### Delegation of Responsibility

If the district has more than one (1) building per grade span, the Federal Programs Coordinator shall complete a Detailed School Data Sheet.

Regardless of buildings per grade span, the Federal Programs Coordinator shall annually complete a Comparability Assurance Form to provide written assurance of equivalence among schools, including the provision of curriculum materials; instructional supplies; and teachers, administrators and other staff.

### Guidelines

#### Method of Determination

For purposes of determining Title I comparability, the district shall use a current year student to staff ratio calculation or a previous year per-pupil expenditure determination, whichever is more favorable to the district.

#### Allowable Exclusions

For the purposes of determining comparability, the district may exclude:[1]

1. State and local funds expended for language instruction education programs.[2]
2. Excess costs associated with providing services to students with disabilities.[3][4][5]
3. Unpredictable changes in enrollment or personnel assignments occurring after the beginning of the school year.
4. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

### Complaints

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.[6]

Legal	1. 20 U.S.C. 6321
	2. Pol. 138
	3. Pol. 103.1
	4. Pol. 113
	5. Pol. 114
	6. Pol. 906

Book	Policy Manual
Section	200 Pupils
Title	Diabetes Management
Code	209.2 - NEW
Status	From PSBA

### **Purpose**

The Board recognizes that an effective program of diabetes management in school is crucial to:

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes.
3. Ensure that students with diabetes are ready to learn and participate fully in school activities.
4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

### **Authority**

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and Board policies and administrative regulations, regarding the provision of student health services.[1][2][3][4][5][6][7][8][9]

### **Definitions**

**Diabetes Medical Management Plan (DMMP)** means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.[1]

**Individualized Education Program (IEP)** means the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. A student with a disability is a school-aged child within the jurisdiction of the district who has been evaluated and found to have one or more disabilities as defined by law, and who requires, because of such disabilities, special education and related services.[7]

**Section 504 Service Agreement (Service Agreement)** means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities. A qualified student with a disability means a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[6]

**Trained Diabetes Personnel** means nonlicensed school employees who have successfully completed the required training.

## Guidelines

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.[3]

Diabetes-related care shall be provided in a manner consistent with Board policy, district procedures and individualized student plans such as an IEP, Service Agreement or DMMP.[2][3][4][6][7][9]

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.[3][6][7][10][11]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[12][13][14]

## Trained Diabetes Personnel

The school nurse, in consultation with the Superintendent or designee, may identify at least one (1) school employee, who is not the school nurse and who does not need to be a licensed health care practitioner, in each school building attended by a student with diabetes to perform diabetes care and treatment for students. The identified school employee has the right to decline this role.[2]

An identified school employee who has accepted this role shall complete the training developed by the state or training offered by a licensed health care practitioner with expertise in the care and treatment of diabetes, that includes at a minimum:[2]

1. An overview of all types of diabetes.
2. Means of monitoring blood glucose.
3. The symptoms and treatment for blood glucose levels outside of target ranges, as well as symptoms and treatment for hypoglycemia, hyperglycemia and other potential emergencies.
4. Techniques on administering glucagon and insulin.

The identified school employee shall complete such training on an annual basis.[2]

Upon successful completion of the required training, individual trained diabetes personnel may be designated in a student's Service Agreement or IEP to administer diabetes medications, use monitoring equipment and provide other diabetes care.[2]

If the diabetes-related care provided to a particular student by trained diabetes personnel will include administration of diabetes medication via injection or infusion, the Board shall require the following:[2]

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained diabetes personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

## Training of Other School Personnel

School employees, including classroom teachers, lunchroom staff, coaches and bus drivers, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

### Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:[4][15]

1. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times when medication is to be taken.
  - d. Times when monitoring equipment is to be used.
  - e. Length of time medication and monitoring equipment is prescribed.
  - f. Diagnosis or reason medication and monitoring equipment is needed.
  - g. Potential serious reactions to medication that may occur.
  - h. Emergency response.
  - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed 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. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.[4][6][10][16][17]

If the district prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the district shall ensure that the diabetes medication and monitoring equipment is appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment is stored and the means to access them.[4]

#### Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), shall develop administrative regulations for care and treatment of students with diabetes in the school setting.

The Superintendent or designee shall coordinate training for school employees. Such training may be included in the district's Professional Education Plan.[2][18][19]

The Superintendent or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.[16][20]

## Legal

1. 24 P.S. 1401
2. 24 P.S. 1414.3
3. 24 P.S. 1414.4
4. 24 P.S. 1414.5
5. 24 P.S. 1414.7
6. Pol. 103.1
7. Pol. 113
8. Pol. 209
9. Pol. 209.1
10. Pol. 113.1
11. Pol. 810
12. 24 P.S. 1409
13. Pol. 113.4
14. Pol. 216
15. 22 PA Code 12.41
16. Pol. 218
17. Pol. 227
18. Pol. 100
19. Pol. 333
20. 22 PA Code 12.3
- 24 P.S. 510
- Pol. 210

Book	Policy Manual
Section	200 Pupils
Title	Medications
Code	210
Status	From PSBA

### Purpose

The Board **shall not be responsible** for the **diagnosis and treatment of student illness**. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian **and licensed prescriber** will be permitted **only** when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

### Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a **licensed prescriber** and any over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include **licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.**

### Authority

The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.[1][2]

### Delegation of Responsibility

The Superintendent or designee, in conjunction with the **Certified School Nurse (CSN)**, shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the **Certified School Nurse**, or in the absence of the **Certified School Nurse** by other licensed school health staff (**RN, LPN**), except as otherwise noted in this policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.[3]

The **Certified School Nurse** shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.[4][5]

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the **Certified School Nurse, school physician, school dentist, and designated administrators and revised as necessary.**

### Guidelines

The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[6][7]

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[8][9]

### Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

#### Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

#### Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the district shall require the following:[9]

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

#### Administration of Medication During Field Trips and Other School-Sponsored Activities

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.  
[10]

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.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

## Legal

1. 24 P.S. 510
2. 22 PA Code 12.41
3. 42 Pa. C.S.A. 8337.1
4. Pol. 103.1
5. Pol. 113
6. 24 P.S. 1409
7. Pol. 216
8. 24 P.S. 1414.1
9. Pol. 210.1
10. Pol. 121
- 24 P.S. 1401
- 24 P.S. 1402

Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, March 2010

210-Attach.doc (42 KB)

*This sample form was included in the Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care. Do not use this form prior to consultation with your school solicitor.*

## Medication Administration Consent And Licensed Prescriber Order

(School District Name)

Student Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

School: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the school nurse with a *Medication Administration Consent* form signed by the student's parent/guardian and a *Medication Order* from a licensed prescriber. All medications must be in an original prescription bottle/container from a pharmacy.

### Parent/Guardian Consent:

I give my permission for my child, \_\_\_\_\_, to receive the following medication by a licensed prescriber during the school day. I understand that the medications will be given by school health personnel according to my child's licensed prescriber's directions.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name printed: \_\_\_\_\_ Phone: \_\_\_\_\_

### Licensed Prescriber Medication Order:

Patient's name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Route and dosage: \_\_\_\_\_

Time of administration: \_\_\_\_\_

Directions: \_\_\_\_\_

Discontinuation date: \_\_\_\_\_

Allergies: \_\_\_\_\_

Licensed prescriber signature: \_\_\_\_\_

Licensed prescriber name printed: \_\_\_\_\_ Phone: \_\_\_\_\_

Book	Policy Manual
Section	200 Pupils
Title	Use of Naloxone
Code	210.2 - RELOCATED
Status	From PSBA

**NOTE:** Policy has been relocated to the 800 Operations section as use of Naloxone applies to the whole school community and not just students. Policy will be drafted along with the rest of the 800 section.

Book	Policy Manual
Section	200 Pupils
Title	Student Accident Insurance
Code	211 - DELETE
Status	From PSBA

Recommend deletion of this policy -- the school entity's practice in providing student accident insurance may change on an annual basis. The provision of such insurance is considered "practice" rather than "Board policy." Policy 123 - Interscholastic Athletics contains a general statement regarding student accident insurance.

Book	Policy Manual
Section	200 Pupils
Title	Assessment of Student Progress
Code	213 - DELETE
Status	From PSBA

Deleted policy -- language was moved to Policy 127 Assessments and 212 Reporting Student Progress. Policy no longer necessary.

Book	Policy Manual
Section	200 Pupils
Title	Supplemental Discipline Records
Code	216.1 - ON HOLD
Status	From PSBA

**NOTE:** Policy on hold - policy is currently under legal review. Updates are anticipated and will be distributed in a future PNN newsletter.

Book	Policy Manual
Section	200 Pupils
Title	Graduation
Code	217 - NEW
Status	From PSBA

### Purpose

The Board shall establish graduation requirements and acknowledge each student's successful completion of the instructional program by awarding diplomas and certificates at graduation ceremonies.

### Authority

The Board shall adopt the graduation requirements students must achieve in accordance with state regulations.[1][2][3]

The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each school building or on the district's website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each school building or on the district's website immediately following approval by the Board.[1]

### Diplomas

The Board shall award a high school diploma to every student enrolled in this district who meets the requirements for graduation established by this Board.[1][4][5][6][7][8]

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.[9]

### Students With Disabilities -

The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.[1][10][11][12][13][14][15]

### Part-Time Students -

A student may qualify for graduation by attending a district school part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution.[16][17]

### Full-Time Postsecondary Students -

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.[17][18]

### Eligible Veterans -

In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.[4]

Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.

The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.

### Delegation of Responsibility

The Superintendent or designee shall be responsible for ensuring the following:

1. Publication and distribution of graduation requirements to students and parents/guardians.[1]
2. Counseling of students regarding expectations of graduation requirements.[1][2][3][6][7][8][12]
3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.[1][2][3][6][7][8][12]
4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements.[8][19]
5. Provision of assistance to those students having difficulty attaining the academic standards.[1]
6. Development of a list of individuals who qualify for the award of a diploma.

## 7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.

## Legal

1. 22 PA Code 4.24
2. 22 PA Code 4.51
3. 22 PA Code 4.52
4. 24 P.S. 1611
5. 24 P.S. 1613
6. Pol. 102
7. Pol. 127
8. Pol. 212
9. Pol. 233
10. 24 P.S. 1614
11. 22 PA Code 11.27
12. 22 PA Code 4.12
13. 34 CFR 300.102
14. 34 CFR 300.305
15. Pol. 113
16. 22 PA Code 11.5
17. 22 PA Code 11.8
18. 22 PA Code 11.4
19. Pol. 216
- 34 CFR Part 300

Book	Policy Manual
Section	200 Pupils
Title	Bus Discipline/Safety
Code	218.4 - DELETE
Status	From PSBA

Recommended deletion -- policy is overly procedural and would be more appropriately maintained as an administrative regulation or in student/parent handbooks -- transportation will be covered more specifically in the 800 Operations section of the policy manual.

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Distribution and Posting of Materials
Code	220
Status	From PSBA

### Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right must be limited by the district's responsibility to maintain a **safe and** orderly school environment and to protect the rights of all members of the school community.[1]

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

### Definitions

**Distribution means** students **issuing** nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

**Expression means** verbal, written, **technological** or symbolic representation or communication.

**Nonschool materials means** any printed, **technological** or written materials meant for posting or general distribution that are not prepared as part of the curricular or **approved** extracurricular programs of the district. **This includes**, but is not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

**Posting means** publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. **When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy.** Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

### Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[1]

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, **safety** and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[1][2][3]

The Board requires that distribution and posting of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the **safe and** orderly operation of schools, while recognizing the rights of students to engage in protected expression.[1][4]

### Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, **safety** and order on school property or at school functions. **While the following list is not intended to be exhaustive, such expression shall not be protected if it:**

1. **Violates** federal, state or local laws, Board policy or district rules or procedures.
2. **Is** libelous, **defamatory**, obscene, lewd, vulgar or profane.[3]
3. **Advocates** the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, **such as tobacco/nicotine, alcohol or illegal drugs.**
4. **Incites** violence, advocates use of **force** or threatens serious harm to the school or community.

5. **Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.**
  6. **Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.**
  7. **Violates** written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.
- Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

#### Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

#### Distribution of Nonschool Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them at least one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.[1]

If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

#### Posting of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

#### Review of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.[5]

#### Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to noninstructional times.

The building principal may determine disciplinary action for students who distribute or post nonschool materials in violation of this policy and district procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.[6]

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

Legal

1. 22 PA Code 12.9
2. 24 P.S. 511
3. 22 PA Code 12.2
4. 24 P.S. 510
5. Pol. 219
6. Pol. 218

220 ATTACH.doc (51 KB)

## 220. ATTACHMENT

**STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS**

Students have the responsibility to act in accordance with Board Policy 220. Student Expression/Distribution and Posting of Materials (Policy 220), to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression.

Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

These procedures address the distribution and posting of nonschool materials that are not part of the curricular or extracurricular program of the district. Materials sought to be distributed or posted as part of the curricular or extracurricular program of the district will be regulated as part of the district's educational program and are not subject to the time, place and manner provisions set forth herein.

Students may distribute and/or post nonschool materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with Policy 220, these procedures and the school dress code, if applicable.

The district has no responsibility to assist students in or to provide facilities for the distribution or posting of nonschool materials.

**Definitions**

**Distribution** means students issuing nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by Policy 220 and these procedures. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by Policy 220 and these procedures.

**Expression** means verbal, written, technological or symbolic representation or communication.

**Nonschool materials** means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular program of the district. This includes, but is not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

**Posting** means publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by Policy 220 and these

## STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS - Pg. 2

procedures. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by Policy 220 and these procedures.

**Unprotected Student Expression** means expressions that are not protected by the right of free expression because such expressions violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

### Distribution of Nonschool Materials

The distribution by students of all nonschool materials will be governed by the following procedures:

1. All nonschool materials, together with a copy of the plan of distribution, must be submitted to the building principal, who will forward such information to the Superintendent or designee for approval, no later than twenty-four (24) hours prior to the planned distribution. The plan of distribution will set forth in detail the desired time, place and manner of distribution, as well as those who will be distributing the materials.

STUDENT EXPRESSION/DISTRIBUTION AND  
POSTING OF MATERIALS - Pg. 3

2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to distribute such material on school property must provide in writing his/her name, address, telephone number and organization, if any. This information will be filed in the building principal's office.
3. The Superintendent or designee will review the material, determine if it constitutes unprotected expression, and inform the building principal or designee of his/her decision. The building principal or designee will notify the student(s) planning to distribute nonschool material of the decision to grant or deny permission to distribute the material as planned. If the decision is to not permit the distribution, the building principal or designee will specify the reasons for the decision and will specify the changes in the content of the material or in the plan of distribution which must be made, if any, in order to secure such permission. If the student(s) desiring to distribute such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned distribution, the building principal or designee may then grant permission to distribute.
4. Any materials that have not been approved for distribution will not be distributed on school property, at school-sponsored functions or on school-provided vehicles.

*Time -*

If permission is granted, students may only distribute approved nonschool materials at the following times:

{ } \_\_\_\_\_ minutes before the official start of school;

{ } during regularly scheduled lunch periods;

{ } \_\_\_\_\_ minutes after the official end of school;

{ } at school-sponsored activities;

{ } \_\_\_\_\_ (Other).

*Place -*

{ } Distribution of approved nonschool materials on school property will be permitted only in locations that allow for the normal flow of traffic within the school and its exterior doors, including on sidewalks located on school property paralleling school driveways. Building entrance walkways and building lobbies will not be utilized for such distribution.

{ } Distribution of approved nonschool materials will be permitted in the following locations:

\_\_\_\_\_.

{ } Nonschool materials may not be distributed during any regularly scheduled class unless specifically authorized by the Superintendent or designee.

STUDENT EXPRESSION/DISTRIBUTION AND  
POSTING OF MATERIALS - Pg. 4

*Manner -*

{ } Materials approved to be distributed may be required to display the appropriate district disclaimer, as directed by the building principal or designee.

{ } All nonschool materials must bear the district disclaimer.

DISCLAIMER: THE \_\_\_\_\_ SCHOOL DISTRICT IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE DISTRICT'S CURRICULAR OR EXTRACURRICULAR PROGRAMS.

Any student who distributes materials will be responsible for cleaning any litter that results from such distribution, including any discarded pamphlets, fliers or other documents.

No student will harass or otherwise interfere with the distribution of approved nonschool material by student(s), nor may a student in any way compel or coerce a student to accept any materials.

Posting of Nonschool Materials

The posting of all nonschool materials will be governed by the following procedures:

1. All requests to post nonschool materials must be submitted to the building principal, who will forward such information to the Superintendent or designee for approval, no later than twenty-four (24) hours prior to the planned posting.
2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to post such material must provide in writing his/her name, address, telephone number and organization, if any. This information will be filed in the building principal's office.
3. The Superintendent or designee will review the material, determine if it constitutes unprotected expression, and inform the building principal or designee of his/her decision. The building principal or designee will notify the student(s) planning to post nonschool material of the decision to grant or deny permission to post the material as planned. If the decision is to not permit the posting, the building principal or designee will specify the reasons for the decision and will specify the changes in the content of the material, if any, in order to secure such permission. If the student(s) desiring to post such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned posting, the building principal or designee may then grant permission to post.
4. Any materials that have not been approved for posting will not be posted on school property.

STUDENT EXPRESSION/DISTRIBUTION AND  
POSTING OF MATERIALS - Pg. 5

5. All approved materials will be posted in an area designated by the building principal for students to post nonschool materials.
  6. All material approved to be posted will contain the date it was first posted.
  7. All materials approved to be posted must be removed after \_\_\_\_\_ school days to assure full access to the bulletin boards.
  8. No student will remove or otherwise interfere with the posting of approved nonschool material by student(s).
  9. { } Approved postings may be required to display the appropriate district disclaimer, as directed by the building principal or designee.
- { } All nonschool materials must bear the district disclaimer.

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Disciplinary Consequences

Any student who violates any provision of Policy 220 or these procedures will be subject to disciplinary action, which may include suspension and/or expulsion from school.

Student Handbook

A copy of this procedure will be published in student handbooks.

Book	Policy Manual
Section	200 Pupils
Title	Suicide and Sudden Tragic Death
Code	236.1 - RELOCATED
Status	From PSBA

**NOTE:** Policy has been relocated to the 800 Operations section as suicide/tragic death affects the whole school community and not just students. Policy will be drafted along with the rest of the 800 section.

Book	Policy Manual
Section	200 Pupils
Title	Unlawful Harassment of Students
Code	248 - DELETE
Status	From PSBA

Deleted -- Due to PSBA merging of policies 103/248, policy 248 is no longer recommended or needed as it will contain repetitive language.

Book	Policy Manual
Section	200 Pupils
Title	Educational Stability for Children in Foster Care
Code	255 - NEW
Status	From PSBA

### Authority

To ensure the educational stability of children in foster care, the Board requires the district to collaborate with the local children and youth agency and other school districts.[1][2][3]

### Definitions

Additional costs means the difference between what the district spends to transport a resident student to his/her assigned school and the cost to transport a child in foster care to his/her school of origin.

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.[4]

School of origin is the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin would then be considered the school in which the child is enrolled at the time of the placement change.

### Delegation of Responsibility

The Board designates the Coordinator of Student Services to serve as the district's point of contact for children in foster care.

The district's point of contact shall coordinate with:[1]

1. Local children and youth agency to:
  - a. Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements.
  - b. Develop a protocol on how to make best interest determinations; and
  - c. Develop and coordinate transportation procedures.
2. Other school districts on issues of transfer of records, transportation and other inter-district activities.

### Guidelines

#### Enrollment/Placement

A child in foster care shall continue to be enrolled in his/her school of origin unless there is a determination that it is not in his/her best interest to attend the school of origin.[1]

#### *Best Interest Determination -*

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders, and established local procedures.[1]

In determining whether it is in a child's best interest to remain in his/her school of origin, all factors relating to a child's best interest shall be considered, including the appropriateness of the current educational setting and proximity of foster care placement.[1]

Documentation related to the best interest determination shall be kept in the student's education record.

#### *Enrollment -*

When a child in foster care is placed in the district and seeks enrollment in district schools, the district's point of contact shall:[1][5]

1. Ensure the child is immediately enrolled and attending school, even if the records normally required for enrollment pursuant to district policies are not available.
2. Immediately contact the school last attended by the child to obtain relevant academic and other records.

#### *Dispute Resolution -*

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in his/her school of origin, pending resolution of the dispute.

#### *Assignment -*

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[6]

#### Education Records

The district may disclose personally identifiable information from the education records of a student without written consent of the parent(s) or the eligible student if the disclosure is:[8][9][10]

1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.
2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

#### Transportation

The district shall ensure that children in foster care needing transportation to their school of origin will promptly receive transportation in a cost-effective manner.[2][11]

To ensure that transportation for children in foster care is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[2]

The transportation plan shall address the following:[2]

1. The procedure the district and local children and youth agency will follow to:
  - a. Promptly provide transportation for children in foster care;
  - b. Promptly arrange transportation for children in foster care; and
  - c. Ensure transportation is funded in a cost-effective manner and in accordance with Section 475(4)(A) of the Social Security Act.
2. How transportation costs will be covered if additional costs are incurred. Options include:[2]
  - a. The local children and youth agency agrees to reimburse the district;
  - b. The district agrees to pay for the cost;
  - c. The district and the local children and youth agency agree to share the costs; or
  - d. The district of origin, the district of current residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.[1][2]

#### Training

The district's point of contact for children in foster care shall provide professional development and training to school staff on the Title I foster care provisions and education needs of children in foster care, as needed.

Legal	1. 20 U.S.C. 6311
	2. 20 U.S.C. 6312
	3. 42 U.S.C. 675
	4. 45 CFR 1355.20
	5. Pol. 200
	6. Pol. 206
	7. Pol. 202
	8. 20 U.S.C. 1232g
	9. Pol. 113.4
	10. Pol. 216
	11. Pol. 810
	34 CFR Part 99

The identified school employee shall complete such training on an annual basis.[2]

Upon successful completion of the required training, individual trained diabetes personnel may be designated in a student's Service Agreement or IEP to administer diabetes medications, use monitoring equipment and provide other diabetes care.[2]

If the diabetes-related care provided to a particular student by trained diabetes personnel will include administration of diabetes medication via injection or infusion, the Board shall require the following:[2]

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained diabetes personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

#### Training of Other School Personnel

School employees, including classroom teachers, lunchroom staff, coaches and bus drivers, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

#### Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:[4]  
[15]

1. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times when medication is to be taken.
  - d. Times when monitoring equipment is to be used.
  - e. Length of time medication and monitoring equipment is prescribed.
  - f. Diagnosis or reason medication and monitoring equipment is needed.
  - g. Potential serious reactions to medication that may occur.
  - h. Emergency response.
  - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed 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. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.[4][6][10][16][17]

If the district prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the district shall ensure that the diabetes medication and monitoring equipment is appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment is stored and the means to access them.[4]

#### Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), shall develop administrative regulations for care and treatment of students with diabetes in the school setting.

The Superintendent or designee shall coordinate training for school employees. Such training may be included in the district's Professional Education Plan.[2][18][19]

The Superintendent or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct.[16][20]

## Legal

1. 24 P.S. 1401
2. 24 P.S. 1414.3
3. 24 P.S. 1414.4
4. 24 P.S. 1414.5
5. 24 P.S. 1414.7
6. Pol. 103.1
7. Pol. 113
8. Pol. 209
9. Pol. 209.1
10. Pol. 113.1
11. Pol. 810
12. 24 P.S. 1409
13. Pol. 113.4
14. Pol. 216
15. 22 PA Code 12.41
16. Pol. 218
17. Pol. 227
18. Pol. 100
19. Pol. 333
20. 22 PA Code 12.3
- 24 P.S. 510
- Pol. 210

Book	Policy Manual
Section	300 Employees
Title	Concept of Administration
Code	300 - DELETE
Status	From PSBA

Deleted -- policy is unnecessary.

Book	Policy Manual
Section	300 Employees
Title	Creating an Administrative Position
Code	301.1 - DELETE
Status	From PSBA

Deleted -- policy is redundant with policy 301, which addresses the creation of positions for all employee classifications.

Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309 - NEW
Status	From PSBA

#### Authority

The assignment and transfer of administrative, professional and classified employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.

The Board shall approve the initial assignment of all employees at the time of employment and when such assignments involve a transfer from one building or supervisor to another or a move to a position requiring a certificate or credentials other than those required for the employee's present position.[1][2]

Each applicant for transfer or reassignment shall be required to submit an official child abuse clearance statement unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee and the applicant's official child abuse clearance statement is current.[3][4]

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.[5][6]

#### Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

The Superintendent, in considering any assignment or transfer, shall assure that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field or inexperienced teachers.[7]

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

Employees shall be informed of their assignments as early as possible preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.

Legal	1. 24 P.S. 508
	2. 24 P.S. 510
	3. 23 Pa. C.S.A. 6344.3
	4. 23 Pa. C.S.A. 6344.4
	5. 24 P.S. 111
	6. Pol. 317
	7. 20 U.S.C. 6312
	22 PA Code 8.1 et seq
	23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Telework
Code	309.1 - NEW
Status	

### **Purpose**

The Board recognizes that in certain limited circumstances it may be necessary to allow or require district employees to work remotely in order to maintain continuity of district educational programs and operations.[1] This may include but not be limited to times of closure resulting from a high number of positive COVID numbers, an inability to obtain subs due to many absent teachers due to quarantine, ongoing inclement hazardous weather, an emergency closure of the facility due to a water main break, power failure or heating issue, or other issues that would necessitate one or more building closures for a day or more. District Employees may also be able to telework in situations where their health is compromised and coming into work could cause more injury or risk to the employee's health, yet the employee would be able to instruct from home. This would require a doctor's note and regular progress notes from the doctor as to the condition of the teacher to determine how long teleworking is required.

The Board adopts the following policy to establish district rules for employees who telework from a remote work location.

### **Definitions**

**Remote work location** – a worksite other than an employee's regularly assigned place of work, typically the employee's residence.

**Telework/Teleworking** – the performance of the assigned essential functions of an employee's job at a remote work location via electronic means in accordance with the employee's usual expected standards of performance and other approved or agreed-upon terms.

**Teleworking agreement** – a written agreement that details the terms and conditions to permit an employee to engage in teleworking.

**Teleworking employee** – a district employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any computer and telecommunications equipment necessary for the completion of tasks.

### **Delegation of Responsibility**

The Board directs the Superintendent or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.

### **Guidelines**

{ } Employees may be required to sign a teleworking agreement, or acknowledge teleworking provisions in an applicable collective bargaining agreement, prior to working in a

remote work location, which may be waived under emergency conditions at the Board's discretion or as specified in this policy.

{ } Such an agreement may include, but is not limited to, the following considerations:

1. { } Acknowledgement that the employee's compensation, benefits, work hours, and performance expectations shall not change while teleworking.
2. { } The employee shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work.
3. { } A teleworking employee's performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
4. { } The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment permitted to be brought to the remote work location will be stolen or damaged.[2][3][4]
5. { } The employee shall obtain permission from their supervisor before bringing district property to a remote work location and will provide the supervisor with a written list of all such equipment.
6. { } The employee shall be personally responsible for any district equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.[5]
7. { } The employee does not have a right to telework and the teleworking arrangement may be terminated by the Board or district administration at any time.
8. { } The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.
9. { } \_\_\_\_\_ (Other)

### General Conditions

Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.

An employee may not telework as a replacement for leave.[6][7][8][9]

Attendance at the employee's regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days.

Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee's immediate supervisor, in accordance with law and Board policy.[10][11]

All teleworking employees shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected under normal working conditions.

### Emergency Conditions

In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes

individual employees or designated classifications of employees to be permitted to telework in accordance with established procedures or as otherwise directed.[1]

For district employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.[6][7][8][9]

Legal

1. Pol. 805
2. Pol. 113.4
3. Pol. 216
4. Pol. 324
5. Pol. 708
6. Pol. 334
7. Pol. 335
8. Pol. 336
9. Pol. 339
10. Pol. 330
11. Pol. 332
- Pol. 815
- Pol. 824

Book	Policy Manual
Section	300 Employees
Title	Reduction of Staff
Code	311 - NEW
Status	From PSBA

*\*This policy is in compliance with the provisions of Act 55 of 2017 and Act 39 of 2018. All collective bargaining agreements for professional employees negotiated or renewed after November 6, 2017, must comply with the provisions governing suspensions as stated in Act 55, including during the period of status quo after the expiration of a contract.*

*\*The suspension provisions of a collective bargaining agreement in place prior to November 6, 2017 shall be honored until the date the collective bargaining agreement expires.*

#### Authority

The Board is responsible for maintaining appropriate numbers of administrative, professional and classified employees to effectively manage and operate the district and its schools. This policy establishes the manner in which necessary reductions of staff shall be accomplished.[1][2][3]

In the exercise of its authority to reduce staff through suspensions (furloughs) and elimination of positions, the Board shall give primary consideration to the staffing needs of the district, the effect upon the educational program and the financial stability of the district, and shall ensure compliance with law, regulations, collective bargaining agreements, individual contracts and Board resolutions.[4][5][6]

The Board shall not prevent any professional employee from engaging in another occupation during the period of suspension.[5]

Nothing in this policy shall be construed to limit the cause for which a temporary professional employee, or any employee other than a professional employee, may be suspended.[5]

#### Delegation of Responsibility

The Superintendent shall be responsible for the continuous review of the efficiency and effectiveness of district organization and staffing, and shall present recommendations for reduction in staff for Board consideration when such actions are deemed to be in the best interests of the district.

The Superintendent shall consult with the district solicitor as necessary to ensure that reduction of staff is implemented in accordance with applicable laws.[4][5]

#### Guidelines

##### Employees Other Than Professional Employees and Temporary Professional Employees

The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the school district, subject to limitations and procedures provided for in collective bargaining agreements, if any.

##### Temporary Professional Employees

The employment status of a temporary professional employee may be nonrenewed when the employee's position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist, subject to limitations and procedures provided for in collective bargaining agreements, if any.

##### Professional Employees

The necessary number of professional employees may be suspended for the following reasons:[4]

1. Substantial decrease in student enrollment in the district.
2. Curtailment or alteration of the educational program as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Pennsylvania Department of Education. Such curtailment or alteration must be recommended by the Superintendent, agreed to by the Board, and approved by the Pennsylvania Department of Education. If not prevented by an existing or future provision of a collective bargaining agreement or employment contract, such a suspension may be effectuated without approval of the Pennsylvania Department of Education provided that, where an educational program is altered or curtailed, the district shall notify the Pennsylvania Department of Education of such action.
3. Consolidation of schools, whether within the district, through a merger of districts, or as a result of Joint Board agreements, when such consolidation makes it unnecessary to retain the full staff of professional employees.
4. When new school districts are established as the result of reorganization of school districts and such reorganization makes it unnecessary to retain the full staff of professional employees.
5. Economic reasons that require a reduction in professional employees; however, the district is prohibited from using an employee's compensation in the suspension determination. A Superintendent knowingly in violation of this prohibition shall have a letter from the Secretary of Education placed in his/her permanent employee record.

#### Economic Suspension Requirements -

The Board may suspend professional employees for economic reasons if all of the following apply:[4]

1. The Board approves the proposed suspensions by a majority vote of all school directors at a public meeting.
2. No later than sixty (60) days prior to the adoption of the final budget, the Board adopts a resolution of intent to suspend professional employees in the following fiscal year, setting forth:
  - a. The economic conditions necessitating the proposed suspensions and how the economic conditions will be alleviated by the proposed suspensions, including:
    - i. The total cost savings expected from the proposed suspensions.
    - ii. A description of other cost-saving actions taken by the Board, if any.
    - iii. The projected district expenditures for the following fiscal year with and without the proposed suspensions.
    - iv. The projected total district revenues for the following fiscal year.
  - b. The number and percentage of employees to be suspended who are:
    - i. Professional employees assigned to provide instruction directly to students.
    - ii. Administrative staff.
    - iii. Professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.
  - c. The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school year, and the actions if any, that will be taken to minimize the impact on student achievement.

*Professional Employees Assigned to Provide Instruction Directly to Students -*

Suspensions, due to economic reasons, of professional employees assigned to provide instruction directly to students may be approved by the Board only if the Board also suspends at least an equal percentage proportion of administrative staff, except when all of the following apply:[4]

1. The Secretary of Education determines that the district's operations are already sufficiently streamlined or that the suspension of administrative staff would cause harm to the school stability and student programs.
2. The Secretary of Education submits the determination to the State Board of Education.
3. The State Board of Education approves the determination by a majority of its members.

The Board may choose to exempt from this requirement any five (5) administrative positions, one of which shall be the Business Manager or another staff member with the primary responsibility of managing the district's business operation.[4]

Order of Suspensions

Data necessary for computation of each professional employee's performance rating and seniority status shall be recorded and maintained to ensure compliance with the required order for suspensions.[7][8]

*Performance Evaluation Rating -*

Professional employees shall be suspended, within the area of certification required by law for the professional employee's current position, in the following order based on the two (2) most recent annual performance evaluations:[5][7][8]

1. Consecutive unsatisfactory ratings.
2. One (1) unsatisfactory rating and one (1) satisfactory rating.
3. Consecutive satisfactory ratings which are either consecutive ratings of proficient, or a combination of one (1) proficient or distinguished rating and one (1) needs improvement rating.
4. Consecutive satisfactory ratings which are consecutive distinguished, or a combination of one (1) rating of proficient and one (1) rating of distinguished.

*Seniority -*

When the number of professional employees within each certification area receiving the same performance rating is greater than the number of suspensions, professional employees with the least seniority within each certification area shall be suspended before employees with greater seniority having the same performance rating.[5]

In addition, professional employees shall be realigned to ensure that employees with more seniority have the opportunity to fill other positions within the district for which they are certificated and which are currently filled by less senior employees with the same or lower overall performance rating.

Seniority shall continue to accrue during a suspension and all approved leaves of absence.[5]

When there is or has been a consolidation of schools, departments or programs, all professional employees shall retain the seniority rights they had prior to the reorganization or consolidation.[5]

#### Reinstatement

Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the district, in the inverse order by which they were suspended and on the basis of their seniority within the district.[5]

No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certificated to fill such vacancy.[5]

Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.[5]

To be considered available, suspended professional employees shall annually report in writing to the Board their current address and intent to accept the same or similar position when offered.[5]

A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester.[5]

#### Local Agency Law Hearings

The decision to suspend a professional employee shall be considered an adjudication for the purposes of the Local Agency Law, and a professional employee subject to such a decision shall have the right to a Local Agency Law hearing before the Board, if a hearing is requested within ten (10) days after being notified of suspension.[5][9]

A decision to nonrenew the employment of a temporary professional employee whose position has been eliminated or who is being nonrenewed for reasons for which professional employees may be suspended, shall be considered an adjudication for purposes of the Local Agency Law, and the employee shall be entitled to a Local Agency Law hearing, if a hearing is requested within ten (10) days after being notified of the decision to nonrenew.[9]

#### Legal

1. 22 PA Code 4.4
2. 24 P.S. 1106
3. 24 P.S. 406
4. 24 P.S. 1124
5. 24 P.S. 1125.1
6. 24 P.S. 524
7. 24 P.S. 1123
8. Pol. 313
9. 2 Pa. C.S.A. 551 et seq

Book	Policy Manual
Section	300 Employees
Title	Performance Assessment of Superintendent
Code	312 - NEW
Status	From PSBA

#### Authority

The Board shall conduct a formal written performance assessment of the Superintendent annually as required by law. A timeframe for the assessment shall be included in the employment contract.[1]

The employment contract shall include objective performance standards mutually agreed to in writing by the Board and the Superintendent. The objective performance standards may be based upon any or all of the following:[1]

1. Achievement of annual measurable objectives established by the district.
2. Achievement on Pennsylvania System of School Assessment (PSSA) tests.
3. Achievement on Keystone Exams.
4. Student growth as measured by the Pennsylvania Value-Added Assessment System.
5. Attrition rates or graduation rates.
6. Financial management standards.
7. Standards of operational excellence.
8. Any additional criteria deemed relevant and mutually agreed to by the Board and Superintendent.

The mutually agreed upon performance standards shall be posted on the district website.[1]

Upon completion of the annual performance assessment, the date of the assessment and whether or not the Superintendent have met the agreed upon objective performance standards shall be posted on the district website.[1]

Legal	1. 24 P.S. 1073.1
	24 P.S. 1080
	Pol. 302

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Code	313 - NEW
Status	From PSBA

### Purpose

Evaluation is a continuing process in which the administrative, professional and classified employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.

### Authority

The Board shall approve plans for regular, periodic evaluations of administrative, professional and classified employees consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions and state law and regulations.[1][2][3][4]

The Board shall be informed periodically about the results of evaluations.

### Delegation of Responsibility

The Superintendent or designee shall develop plans for the evaluation of district employees to be submitted for Board approval.

The Board authorizes the Superintendent to develop a Differentiated Supervision model for professional employees in accordance with the Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals.

The Superintendent shall ensure that evaluation plans are reviewed periodically and updated as necessary.

Evaluations shall be performed by the Superintendent or by an assistant administrator, supervisor, or principal who has supervision over the work of the employee being evaluated and is designated by the Superintendent to perform the evaluation.

### Guidelines

The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education.[2][3][4]

Professional employees are required to be evaluated at least once each year.[3]

Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.

Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory.
2. Proficient – shall be considered satisfactory.
3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of "needs improvement" issued by the district within ten (10) years of the first overall rating of "needs improvement" where the employee is in the same certification shall be considered unsatisfactory.
4. Failing – shall be considered unsatisfactory.

No professional employee or temporary professional employee shall be rated "needs improvement" or "failing" solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the Superintendent.

A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of "needs improvement" or "failing" shall participate in a Performance Improvement Plan.

Legal

1. 24 P.S. 510
  2. 24 P.S. 1108
  3. 24 P.S. 1123
  4. 22 PA Code 19.1
- 24 P.S. 1122  
22 PA Code 19.1 et seq

Book	Policy Manual
Section	300 Employees
Title	Nontenured Staff Members
Code	316 - DELETE
Status	From PSBA

Deleted this policy as a recommendation – the policy is optional and has been deemed by PSBA to not add value to the policy manual.

Book	Policy Manual
Section	300 Employees
Title	Attendance and Tardiness
Code	318 - NEW
Status	From PSBA

#### Authority

Punctual and reliable attendance by administrative, professional and classified employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.[1][2]

The district shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution.[3][4][5][6]

#### Delegation of Responsibility

It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.

Legal	1. 24 P.S. 510
	2. Pol. 332
	3. Pol. 334
	4. Pol. 335
	5. Pol. 336
	6. Pol. 339

Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319 - NEW
Status	From PSBA

#### Authority

The Board recognizes that administrative, professional and classified employees do have the right to private lives and associations with others outside of school. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school district, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments. [1]

The Board does not endorse, classify, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.

#### Delegation of Responsibility

The Superintendent or designee shall disseminate this policy and administrative regulations so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

Legal	1. 24 P.S. 510
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Book	Policy Manual
Section	300 Employees
Title	Working Periods
Code	332 - NEW
Status	From PSBA

#### Authority.

Work schedules required for administrative, professional and classified employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the district.

The Board has the authority and responsibility to determine the hours and days during which district programs and services shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Board resolutions.[1][2][3][4]

The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.[4][5][6]

#### Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to ensure district employees are informed of and adhere to their assigned work schedules.

Professional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.[2]

Staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the immediate supervisor.

All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

Legal	1. 24 P.S. 510
	2. 24 P.S. 1504
	3. Pol. 804
	4. Pol. 803
	5. 24 P.S. 520.1
	6. Pol. 805
	Pol. 318

Book	Policy Manual
Section	300 Employees
Title	Professional Development
Code	333 - NEW
Status	From PSBA

### Authority

Continuing professional study and inservice training for administrative, professional and classified employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board directs district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance and professional development activities.[1][2][3]

### Guidelines

#### Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.

All eligible employees shall submit annually a record and description of the attainment of approved credits to the Superintendent or designee.

### Induction Plan

The district shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the district. The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[6][7][8]

#### Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[9][10]

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[9]

### Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.[2][11]

The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the district and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences, including training on subjects required by law, regulations and Board policy; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[2][7][8][11]

The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.[2]

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.[3]

If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.[3]

#### *Trauma-Informed Approach Education -*

The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.[2][12][13]

The district shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to: [12][13]

1. Recognition of the signs of trauma in students.
2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.
3. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma.
4. The district's policies regarding trauma-informed approaches.[14]
5. The district's policies regarding connecting students with appropriate services.[15][16][17]

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches.[13][18]

Legal

1. 24 P.S. 517
2. 24 P.S. 1205.1
3. 24 P.S. 1205.2
4. 24 P.S. 1144
5. 24 P.S. 1151
6. 22 PA Code 49.16
7. 22 PA Code 4.13
8. Pol. 100
9. 24 P.S. 1205.5
10. 24 P.S. 1217
11. 22 PA Code 49.17
12. 24 P.S. 102
13. 24 P.S. 1205.7
14. Pol. 146.1
15. Pol. 146
16. Pol. 209
17. Pol. 236
18. 20 U.S.C. 7801
- 24 P.S. 1205.6
- 24 P.S. 1311-B
- Pol. 806

Book	Policy Manual
Section	300 Employees
Title	Paid Holidays
Code	343 - NEW
Status	From PSBA

**Authority**

Paid holidays for regularly employed administrative and classified employees shall be determined in accordance with Board policy.

Holidays are established for eligible employees in accordance with the calendar adopted annually by the Board or an applicable administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.[1][2][3]

Legal	1. 24 P.S. 1502
	2. 24 P.S. 1503
	3. Pol. 803

Book	Policy Manual
Section	300 Employees
Title	Workers' Compensation Transitional Return-to-Work Program
Code	347 - NEW
Status	From PSBA

### Purpose

The purpose of a workers' compensation transitional return-to-work program is the safe, timely return of injured district employees to transitional or regular employment.

### Authority

In an effort to control workers' compensation costs, the Board adopts this policy to ensure that employees who have been injured at work and are covered by workers' compensation return to work as soon as possible, in accordance with Board policy and administrative regulations.

This policy shall apply only to an employee who meets all of the following conditions:

1. Has been injured at work.
2. Is disabled as defined under the state Workers' Compensation Act.
3. Is capable of productive work.
4. Cannot return to his/her pre-injury job for the district with or without reasonable accommodations as a result of his/her work injury.
5. Is expected to be able to return to his/her pre-injury job within a definite period of time.
6. Is being paid workers' compensation disability benefits.

An employee shall not be eligible for continuation in the transitional return-to-work program if one (1) of the following determinations is made:

1. Employee cannot perform the assigned lighter duty work.
2. Employee will be unable to return to his/her pre-injury occupation with or without reasonable accommodations within a reasonable period of time.

The work that shall be offered to an eligible employee shall be productive work that will advance the interests of the district.

### Delegation of Responsibility

The Superintendent or designee shall establish a transitional return-to-work program and develop administrative regulations to implement the Board policy.

The Superintendent or designee shall ensure that all district staff responsible for the transitional return-to-work program shall receive periodic training from legal counsel with expertise in the Family And Medical Leave Act, Americans With Disabilities Act, workers' compensation and labor relations. The training shall include information on the interaction of the transitional return-to-work program and applicable laws, contracts and collective bargaining agreements.

The Superintendent or designee shall determine if a lighter duty job will be offered to an eligible employee.

When the interactive process is going to be engaged in, the Superintendent or designee shall engage the solicitor or special labor counsel.

### Guidelines

The transitional return-to-work program and Board policy shall be implemented in a manner that does not conflict with applicable laws, contracts or collective bargaining agreements.

Nothing in this policy shall be construed as requiring that a lighter duty job be provided to an eligible employee or that the essential functions of any job be eliminated. Lighter duty jobs are intended as a transitional opportunity to assist an injured employee to return to his/her pre-injury occupation with or without reasonable accommodations.

Legal	77 P.S. 1 et seq
	29 U.S.C. 2601 et seq
	42 U.S.C. 12101 et seq
	29 CFR Part 825
	45 CFR Part 160
	45 CFR Part 164

Book	Policy Manual
Section	600 Finances
Title	Payroll Authorization
Code	614 - NEW
Status	From PSBA

### Authority

Employment of all permanent, temporary and part-time district personnel must be approved by the Board. The Board shall authorize payment of salaries to employees. Actions by the Board to employ staff on a contractual basis may include the name of the individual, position title, salary, period of employment, position classification, method of payment, and budget category to which the wages are to be charged.[1][2][3][4][5][6]

Actions by the Board to employ temporary or part-time personnel may include the name of the individual, position title, rate of pay, position classification, the maximum number of hours or days an employee may work, school or vocation assignment, and budget category to which wages are to be charged.

The minutes of Board meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees, or nonretention of a temporary professional employee. Each action shall include the name of the employee, date upon which salary or wages will terminate, and position formerly held.

### Guidelines

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and Board policy may be required of all employees.

Salary or wages may be withheld for unapproved time off, in accordance with established procedures, by the Superintendent.

Overtime can be scheduled and paid only when authorized in advance by the building principal or immediate supervisor.[7]

The payroll shall be certified by the Business Manager.

## Legal

1. Pol. 302
2. Pol. 304
3. Pol. 305
4. Pol. 306
5. Pol. 308
6. Pol. 328
7. Pol. 330
- 24 P.S. 406
- 24 P.S. 1001
- 24 P.S. 1106
- 24 P.S. 1107

Book	Policy Manual
Section	600 Finances
Title	Payroll Deductions
Code	615 - NEW
Status	From PSBA

### **Purpose**

The Board may, at its discretion, act on behalf of individual employees to deduct a certain amount from the employee's paycheck and to remit an equal amount to an agent designated by the employee. It is the intent of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee.

### **Authority**

No deduction may be made from the wages of an employee except for federal or state income tax, PA unemployment, county tax, municipal or school taxes, social security and School Employees' Retirement Fund without proper authorization by the employee.

The Board shall permit deductions from an employee's paycheck upon proper authorization on the appropriate district form.[1]

Legal	1. 24 P.S. 513
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Book	Policy Manual
Section	600 Finances
Title	Payment of Bills
Code	616 - NEW
Status	From PSBA

### Purpose

It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of district bills.

### Authority

Each bill or obligation of this district must be fully itemized, verified and approved by the Board before a check can be drawn for its payment, except that the Board Secretary is permitted to draw payment orders for:[1][2][3]

1. The prompt payment of items that will accrue to the district's advantage.[1][4]
2. Progress payments to contractors specified in a contract approved by the Board.
3. Orders to cover approved payrolls and agency account deposits.
4. Utility bills in months the Board does not meet.

### Delegation of Responsibility

It shall be the responsibility of the Business Manager or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and invoice is for the amount contracted.

Should the invoice vary from the acknowledged purchase order, the Business Manager or designee shall document on the invoice the reason for such variance.

Should funds not be available in the account to which a proposed purchase will be charged, the Business Manager or designee shall determine the overage and request the Board make a legal transfer to cover it.[2][5][6][7]

All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.

The list of bills shall include for each:

1. Check number.
2. Check date.
3. Vendor.
4. Amount of remittance.

Upon approval of an order, the Treasurer shall prepare a check for payment and cancel the commitment placed against the appropriate account.[1]

All checks approved by the Board shall be signed by the President, Board Secretary, and Treasurer.[1][4][8]

The Vice-President may sign for the President.[9]

### Guidelines

Signatures of the President, Vice-President, Treasurer and Board Secretary may be engraved on a signature plate or stamp.[10]

No check shall be made out to cash.

### Sales Tax

The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for district use.[11][12]

The district shall obtain a sales tax license number for school organizations who purchase items to be resold.[11][13][14]

In order to monitor these activities, the Business Manager shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.

- |       |                      |
|-------|----------------------|
| Legal | 1. 24 P.S. 439       |
|       | 2. 24 P.S. 607       |
|       | 3. 24 P.S. 1155      |
|       | 4. 24 P.S. 427       |
|       | 5. 24 P.S. 609       |
|       | 6. 24 P.S. 687       |
|       | 7. Pol. 612          |
|       | 8. 24 P.S. 433       |
|       | 9. 24 P.S. 428       |
|       | 10. 65 P.S. 302      |
|       | 11. 61 PA Code 32.23 |
|       | 12. 72 P.S. 7204     |
|       | 13. 72 P.S. 7208     |
|       | 14. Pol. 618         |
|       | 24 P.S. 608          |
|       | 24 P.S. 610          |

Book	Policy Manual
Section	600 Finances
Title	Petty Cash
Code	617 - NEW
Status	From PSBA

**Purpose**

Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.

**Authority**

The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings.

**Delegation of Responsibility**

Each responsible employee shall ensure that petty cash funds are spent only for designated purposes.[1]

The person responsible for each petty cash fund shall prepare a monthly total of the disbursement of petty cash funds.

Legal	1. Pol. 811
	24 P.S. 510

Book	Policy Manual
Section	600 Finances
Title	District Audit
Code	619 - NEW
Status	From PSBA

### Purpose

The Board recognizes the importance of the public's right to have access to the public records of the district, including public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the district's accountants and the audit conducted by the Auditor General's office.[1][2][3][4]

### Authority

The Board shall employ an independent, certified public accountant to conduct an annual district audit in conformance with prescribed and legal standards. The completed audit shall be presented to the Board for its examination and approval.[2][5][6][7]

The Board recognizes its obligation as an elected body to represent the best interests of all its constituents. Therefore, the Board shall make the results of both the district's accountant's audit and the Auditor General's audit available to the public at the business office of the district.

### Delegation of Responsibility

The Superintendent and Board Secretary shall annually, by December 31, submit a signed statement to the Pennsylvania Department of Education certifying that the financial statements of the school district have been properly audited pursuant to law and that in the independent auditor's opinion, the financial information submitted in the annual financial report is materially consistent with the audited financial statements. If the financial information is not deemed materially consistent, the district shall submit a revised annual financial report no later than December 31.[8]

## Legal

1. 24 P.S. 408
2. 24 P.S. 2401
3. 65 P.S. 67,701
4. Pol. 801
5. 24 P.S. 437
6. 24 P.S. 2408
7. 24 P.S. 2441
8. 24 P.S. 218
- 24 P.S. 504
- 24 P.S. 511
- 24 P.S. 1337
- 24 P.S. 2432
- 65 P.S. 67,101 et seq

Book	Policy Manual
Section	600 Finances
Title	GASB Statement 34
Code	622 - NEW
Status	From PSBA

### Purpose

The Board recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education.

The primary objectives of implementing the Governmental Accounting Standards Board (GASB) Statement 34 are to assure compliance with state requirements, and properly account for both the financial and economic resources of the district.

### Authority

Participation of the school district in any such activity shall be in accordance with Board policy.[1][2]

### Delegation of Responsibility

The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the Business Manager.

The designated individual shall be responsible for implementing the necessary procedures to establish and maintain a fixed asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the Board.

The Business Manager shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Board for approval, prior to publication.

Prior to submission of the MD&A for Board approval, the district's independent auditors shall review the MD&A, in accordance with SAS No. 52, "Required Supplementary Information".

Legal	1. 24 P.S. 218
	2. 24 P.S. 613
	Governmental Accounting Standards Board, Statement No. 34

Book	Policy Manual
Section	600 Finances
Title	Federal Programs - Allowability of Costs
Code	626.2 - DELETE
Status	From PSBA

**NOTE:** This policy has been replaced with an attachment to policy 626 - Federal Fiscal Compliance.

Book	Policy Manual
Section	600 Finances
Title	Federal Programs - Cash Management
Code	626.3 - DELETE
Status	From PSBA

**NOTE:** This policy has been replaced with an attachment to policy 626 - Federal Fiscal Compliance.

Book	Policy Manual
Section	600 Finances
Title	Taxable Fringe Benefits
Code	624 - NEW
Status	From PSBA

### **Authority**

**It shall be the policy of the Board to comply with regulations of the Internal Revenue Service (IRS) regarding taxability of employee fringe benefits.**

### **Definitions**

**Taxable fringe benefit - a form of pay, in addition to salary, for the performance of duties; taxable wages unless excluded by the Internal Revenue Code.**

**Convenience of the district - where the personal use was in the best interest of the district.**

**De minimis - an amount where either the cost of determining specific value exceeds the value of the use, or the actual cost of the use was negligible at the organizational level.**

### **Delegation of Responsibility**

**The Superintendent or designee shall be responsible to ensure that employees verify the use of district equipment for business purposes and report any use or fringe benefits that may be taxable as compensation.**

**The employee verification process shall occur monthly prior to payment of bills.**

**The Business Manager shall report the value of taxable fringe benefits with the regular payroll for the payroll immediately following the determination of taxable fringe benefits.**

**The Business Manager shall annually review the determinations of convenience of the district and de minimis amount to ensure compliance with federal regulations. The review may include discussions with the district auditor.**

Legal	26 U.S.C. 1 et seq
	Pol. 331
	Pol. 717
	Pol. 813
	Pol. 815

Book	Policy Manual
Section	200 Pupils
Title	Notifying the Superintendent and School Police Officer of Student Behavior
Code	218.3
Status	Review

**The Building Principals shall provide the Superintendent with weekly, or bi-weekly when school is in the hybrid instructional model, out of school suspension reports of students from their buildings identifying the student gender, grade level, number of days suspended and student behavior that resulted in suspension.**

**In cases of violent extreme or severe behavior that poses a safety and health risk to students and staff, the Building Principals shall notify the Superintendent immediately regarding the behavior and will make the superintendent aware of the steps that are being taken to rectify the situation, including communication with parents. In addition to notifying the Superintendent, the building principals will notify the School Police Officer so that he or she is aware of the situation in the event that he or she is needed to help restore a safe and secure environment for students and staff as well as enforce local and state laws and utilize full police powers if necessary that may include issuing citations or the arrest of a student.**

**Examples of the violent extreme behaviors are provided but are not limited to the following:**

**Physical altercations between students**

**Student physical assault**

**Student sexual assault**

**Weapon possession on school property**

**Terroristic Threats/Verbal altercations that rise to the level of disturbing multiple classrooms or large public areas broadening the altercation to a larger number of students**

**The possession of illegal substances such as narcotics, alcohol, opioid, marijuana, vapes, tobacco and other drugs**

**The inappropriate and/or intentional spreading of bodily fluids to others that includes urine, semen, feces, blood, and saliva**

**Extreme vandalism of school property**

**Student suicidal ideation or attempt**

**Arson**

**This applies to activities on campus and activities that occur after regular school hours, weekends and when students are engaged in school sponsored activities off campus, such as field trips, sporting events, dances, concerts and other school sponsored events.**

**Book: Policy Manual**

**Section :300 Employees**

**Title: Professional Workplace Policy**

**Code: 348.1**

**Status: New**

The Greensburg Salem School District is an equal opportunity employer and does not discriminate in employment, educational programs or activities based on race, color, religion, national origin, sex, sexual orientation, age, ancestry, disability or other legally protected classifications. As such, the Greensburg Salem School District prioritizes the establishment of a professional work environment for all employees.

The professional workplace is a formal working environment that guarantees the dignity and mutual respect for all employees. The professional environment promotes an atmosphere of inclusivity and acceptance for all employees, as well as fosters an appreciation for the work completed by the employee. The professional workplace is grounded on uniform procedures and high-performance expectations for all employees at the building levels regarding applications for conferences, personal days, purchase of supplies, appointment to committees and hiring of supplemental positions. In a professional environment, all employees to address each other in a respectful manner and discourages the use of inappropriate nicknames, banter, and demeaning jokes among staff members during the work day.

To maintain the professional workplace, the following items are not acceptable and will not be permitted:

1. A permissive environment that condones inappropriate and demeaning comments to and about employees and students
2. The use of profanity or inappropriate behavior by employees on school properties during the regular work day or at any and all school events and functions after hours.

3. The forceful exclusion of employees from staff and/or parent meetings where the employee has a legitimate educational interest to attend
4. The use of social media to ridicule, demean or attack a fellow staff member, District employee, Board member(s) or student(s) in a public or select group forum
5. The failure to provide an opportunity or conference for any employee who wishes to meet with an administrator to discuss concerns about his or her work conditions, students, parents, or other work-related issues. Employees or Administrators may request additional representation for any meeting of this type.
6. The failure to provide all employees at the building level with transparent building procedures, purchase procedures, and hiring procedures as written in Board policy and faculty handbooks. An employee should report inappropriate workplace behavior he/she experiences or observes to his/her immediate supervisor as soon as possible. If the employee's immediate supervisor is the one engaging in the inappropriate behavior, the employee should report the behavior to the Superintendent, Title IX officer or Human Resource Office as soon as possible. The report may be made verbally or in writing.

Failure to adhere to and promote a professional environment could result in disciplinary action as deemed necessary.