

GREENSBURG SALEM SCHOOL DISTRICT

Board Discussion Meeting March 4, 2015 PUBLIC SESSION AGENDA

Draft of School Facilities Advisory Committee Application

Discussion regarding "Court in the Classroom"

Discussion regarding secondary PDE required Project Based Assessments

Discussion regarding the installation of the Catholic Bishop

FINANCE

1. Discussion regarding Central Westmoreland Career and Technology Center Tax Anticipation Loan
2. Request approval of tax appeal settlements on nine (9) properties
3. Request approval to advertise for bids for furnishing gasoline and diesel fuel for all District vehicles for the 2015-2016 school year

CONTRACTS/CONTRACTED SERVICES

1. Request 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 Student Assistance program, effective for the 2015-2016 school year

BOARD POLICIES

1. Request approval of Board Policies: Section 300 – Board Policy 304.2, 314, 314.1, 316, 317, 320, 321, 322, 323, 324, 325, 331 and 340 of the Board Policy Manual

STUDENT MATTERS

1. Request approval of the revised 2014-2015 school calendar to reflect snow days on Thursday, February 19, 2015, and Friday, February 20, 2015 with makeup days scheduled on Monday, April 6, 2015 and Tuesday April 7, 2015; with the end of the third nine week grading period moved to March 26, 2015
2. Request approval for five (5) students, accompanied by sponsors, Mary Logan and Kristen Solomon, to compete in the Pennsylvania High School Speech League State Championships at Susquehanna University on March 20-21, 2015, at an approximate cost of \$2,905.82

CONFERENCE/WORKSHOPS

ATHLETIC MATTERS

1. Request for Julia Howard to attend the New Balance Indoor National Track and Field Meet at the Armory in New York City NY on March 12-13, 2015, accompanied by coaches Matthew Boe and Robert Lehman
2. Request permission to add two (2) scrimmages to the Girls' Varsity Lacrosse schedule, 4:00 P.M. at Offutt Field, on March 9, 2015 vs. Hempfield Area High School and on March 17, 2015 vs. Franklin Regional High School
3. Athletic report

FACILITIES USAGE

1. Request approval for the Greensburg YMCA to use Offutt Field for soccer games from approximately 12:00-6:00 P.M. on Sundays, beginning March 28, 2015 through June 14, 2015
2. Request approval for the Westmoreland County Democratic Committee to use the Senior High School

auditorium for their endorsement meeting from 8:30 A.M.-3:00 P.M. on March 21, 2015

3. Request approval for Salem Township Recreation Board to use the Senior High School gymnasium, restrooms, large fans, three (3) tables, and microphone for their Annual Gymnastics Show on Thursday evening, May 28, 2015 for setup and from 5:00-9:30 P.M. on Friday, May 29, 2015

GREENSBURG SALEM SCHOOL DISTRICT

BOARD POLICY MANUAL TABLE OF CONTENTS

200 PUPILS

236.1 Suicide and Sudden Tragic Death

GREENSBURG SALEM SCHOOL DISTRICT

PUPILS

200 SUICIDE AND SUDDEN TRAGIC DEATH

CODE: 236.1

SECTION 1. PURPOSE

The Board of School Directors in recognition of the need to protect the health, safety and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, hereby adopts this policy. This policy corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury.

SECTION 2. PREVENTION EDUCATION

Students will receive age appropriate information in their classrooms on the importance of safe and healthy choices, as well as help seeking strategies for self or others. At all ages and levels, students will be provided with information on comprehensive health and wellness, including emotional, behavioral and social skills development. Students who are in need of intervention will be referred to the Student Assistance Program (SAP) team for screening and recommendations.

SECTION 3. STAFF RESPONSIBILITIES

All staff are responsible for safeguarding the health and safety of students. All staff are expected to exercise sound professional judgment, err on the side of caution and demonstrate extreme sensitivity throughout any crisis situation for students as well as staff members involved.

Any staff member who is originally made aware of any threat or witnesses any attempt towards self-harm, that is written, drawn, spoken or threatened, will immediately notify the principal or their designee. Any threat in any form must be treated as real and dealt with immediately. No student should be left alone, nor confidences promised. Thus, in cases of life threatening situations a student's confidentiality will be waived. The District's suicide crisis response procedures will be implemented.

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SECTION 4. SUICIDE CRISIS RESPONSE PROCEDURES

Suicide Threat

Definition – A suicide threat is a verbal or non-verbal communication that the individual intends to harm him/herself with the intention to die but has not acted on the behavior.

1. Upon a report of concern of self-harm by a student, a staff member must immediately contact the principal and counselor by phone (**not email**) to refer the student who expressed indication of self-harm or suicidal ideation.
2. If the student at risk is not present at the time of referral, the employee will still notify the principal and counselor **immediately**.
3. The principal and counselor who learn of the threat will **immediately** locate the student, arrange for or provide constant adult supervision for the student.
4. If the Principal/Associate Principal/Dean of Students are not in the building, the staff member should notify a counselor or nurse immediately.
5. The Principal/designee will notify the Coordinator of Student Services who will inform the Superintendent.
6. The principal/designee will involve the school nurse or other trained mental health professional as deemed necessary.

Informal Dissemination

The appropriate staff or approved agency provider will determine risk and intervention needed by interviewing the student, and gather appropriate supportive documentation from teachers or others who witnessed the threat.

Upon receipt of the information, the counselor will assess the seriousness and immediacy of the situation.

1. Does the student have a plan?
2. Does the student have a means to carry out the plan?

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3. Does the student have any physical marks indicative of previous attempts?
4. Does the student have a family history of suicidal acts?

The SAP liaison may be contacted to provide input into the level of lethality and assessment of immediacy.

Immediate Threat Determined by Interview

Should the counselor or SAP liaison determine from assessment that the level of lethality is high, the following steps will be initiated.

1. The student will remain under supervision at all times.
2. The Principal/designee will contact parent and ask them to come to school to take the student to an appropriate medical facility. The parent will be asked to sign a release of information form so that contact can be made to the appropriate medical facility.
3. Police or paramedics will be called to transfer the student if parents are unwilling or unavailable to transport.
4. Information regarding the status of the student and why they are being referred will be provided to mental health professionals once the release is signed.
5. The Principal and/or designated staff member will go to the hospital in order to provide information to the family and hospital staff or file a 302 petition on the student's behalf, if necessary.
6. The Principal/designee will document the chain of events including the course of action taken.
7. Parents will provide the school with evidence of the student's assessment and release to return to school.
8. A SAP referral will be made prior to the student returning if not previously made.

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Concern Without Evidence of an Immediate Threat as Determined by the Interview

Should it be determined based upon the assessment, an immediate threat is not evident the following steps will be initiated:

1. The administrator/counselor will contact the parent and inform them of the situation. A recommendation will be made for a SAP referral. If the parent is refusing recommendations, the parent will be asked to put their refusal of services in writing.

SECTION 5. PROCEDURES FOLLOWING SUDDEN TRAGIC DEATH

The principal or designee will:

1. Immediately notify, regardless of the day or time, The Coordinator of Student Services who will inform the Superintendent. They will notify others in central office.
2. Verify and obtain as much factual information as possible from parents/guardians, police, or others who are aware of facts and circumstances.
3. Assemble the school response team along with representatives from other school service providers, as needed. The team should devise an action plan based on the individual circumstances surrounding the death.
4. If student loss occurs during evening or weekend, the response team should make sure all staff members are informed in a timely manner.
5. If a loss occurs at school, the response team should meet immediately and make sure all students remain supervised at all times. The team should inform all staff members quickly and then prioritize students, staff and/or classrooms that will need immediate attention. Appropriate staff should be assigned to those areas, as determined. The team should also decide if, how and when other students should be informed of the loss.
6. The student's belongings should be promptly collected from classroom/locker areas and safeguarded.

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7. Announcing the loss building wide, in large groups or District-wide test is not recommended.
8. Response teams should determine the method of communication with school families. Staff members should not share information with parents, the general public or the media. For confidentiality and legal reasons, all information released should be done through the superintendent's office or under the designation of the superintendent.
9. As soon as possible, a general staff meeting should be convened to share the response team's action plan with staff. As much as possible the building should maintain regular routines and activities.
10. Staff should be cautious with discussing the student/situation via social media and should discourage the spreading of rumors, misinformation or the dissemination of information pertaining to that student and/or other students.
11. The school should not encourage or discourage student attendance at memorial services. Staff attendance will be determined by the principal and superintendent.
12. While it is understood that the school will need to balance the display of emotion following a loss without inadvertently glamorizing death, it is recommended that staff encourage short term memorials rather than those that become permanent. Any requests for memorials will need to be referred to the Superintendent's office. It is also important to recognize that individuals will deal with loss in various ways so sensitivity and regard for individual beliefs and preferences is recommended.

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DRAFT

Board Policy 236.1 incorporates, thereby replaces/eliminates old Board Policy 400.31 Student Suicide and Tragic Death Policy and Guidelines

Policy Adopted: November 8, 1995
Revised:

GREENSBURG SALEM SCHOOL DISTRICT

BOARD POLICY MANUAL TABLE OF CONTENTS

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GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 ANTI-NEPOTISM POLICY

CODE 304.2

1. All employees of the Greensburg Salem School District shall be hired solely on the basis of merit. The intent of this policy is to eliminate favoritism in the hiring of an employee where that person is a relative of a Board Member or Administrator of the District.
2. The Board of School Directors shall not employ any individual who is a relative of either a present member of the Greensburg Salem School Board or an Administrator of the Greensburg Salem School District unless that person receives six (6) affirmative votes of the Board of School Directors.
3. All applicants for employment must complete the attached declaration. Where an applicant recommended to the Board for employment is either a relative of a Board Member or Administrator of the District, the Superintendent shall inform the Board of the status of the employee declaration.
4. This policy shall not apply to temporary positions, substitute positions, coaching positions, supplemental contract positions or emergency positions.
5. For the purposes of this policy, the term "relative" shall refer to father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandparent, grandchild, nephew, niece, sister-in-law, brother-in-law, uncle, aunt, or first cousin.
6. For the purposes of this policy, the term "Administrator" shall refer to the Superintendent and all those positions included in the Greensburg Salem School District Administrative Compensation Plan.
7. This policy shall be prospective in nature and no present employee shall lose his/her current position as a result of this policy.

304.2

Reference:

School Code – 24 P.S. Section 1111

Board Policy 304.2 incorporates, thereby replaces/eliminates old Board Policy 300.13 Anti-Nepotism Policy

**Policy Adopted: April 14, 1999
Revised: February 9, 2000
Revised:**

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

003 ANTI-NEPOTISM DECLARATION

CODE 304.2

Greensburg Salem School District's Anti-Nepotism Policy pertains to the employment of persons by the Board of School Directors. All applicants are required to read the policy and answer the questions below.

1. I have read and I understand the Greensburg Salem School District's Anti-Nepotism Policy.

_____ YES _____ NO

2. I have a relative(s) who is either a school director, or an administrator of the Greensburg Salem School District as defined in the Greensburg Salem School District anti-Nepotism Policy.

_____ YES _____ NO

3. If "YES," to whom are you related:

(Name of Relative)

(Relationship to You)

I declare that my responses are true to the best of my knowledge.

(Signature)

(Date)

Policy Adopted: April 14, 1999
Revised: February 9, 2000

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 PHYSICAL EXAMINATION

CODE 314

SECTION 1. PURPOSE

In order to certify the fitness of administrative, professional and classified employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from the transmission of communicable diseases, physical examinations of all District employees shall be required prior to beginning employment.

SECTION 2. DEFINITION

A **physical examination** shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.

SECTION 3. AUTHORITY

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo a medical examination, as required by law and as the Board of School Directors will require.

The Board of School Directors requires that all employees undergo a tuberculosis examination upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.

The District shall not be responsible for payment of pre-employment medical examinations and initial employment tuberculosis examinations.

The Board of School Directors may require an employee to undergo a physical examination at the Board's request.

An employee who presents a signed statement that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the employee presents a substantial menace to the health of others.

SECTION 4. DELEGATION OF RESPONSIBILITY

The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.

Medical records of an employee shall be kept in a file separate from the employee's personnel file.

References:

School Code – 24 P.S. Sections 1416, 1418, 1419

State Department of Health Regulations – 28 PA Code Sections 23.43, 23.44, 23.45

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Section 2000ff et seq.

Americans With Disabilities Act – 42 U.S.C. Section 12101 et seq.

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 HIV INFECTION

CODE 314.1

SECTION 1. PURPOSE

The Board of School Directors is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all administrative, professional and classified staff employed by the District.

SECTION 2. DEFINITIONS

HIV infection - refers to the disease caused by the HIV or human immunodeficiency virus.

AIDS – Acquired Immune Deficiency Syndrome.

CDCP – United States Public Health Service Centers for Disease Control and Prevention.

Infected employee – refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.

SECTION 3. AUTHORITY

This policy shall apply to all employees in all programs conducted by the school District.

The Board of School Directors directs that the established District policies and procedures that relate to illnesses among employees shall also apply to infected employees.

The Board of School Directors shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for employment.

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SECTION 4. DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall be responsible for handling and releasing information concerning infected employees.

All District employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.

All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times. Employees shall notify the Superintendent or designee of all incidents of exposure to bodily fluids.

Building administrators shall notify District employees, students and parents/guardians about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss such policies and related concerns.

SECTION 5. GUIDELINES

Assignment

District authorities shall determine the assignment of infected employees on a case-by-case basis.

A Screening Team comprised of the Superintendent, building principal, immediate supervisor, District physician, and including the employee and his/her attending physician shall evaluate the assignment of the infected employee. Decisions shall be based on the employee's physical condition, type of interaction with others in the performance of job functions, and risks to the infected employee and others in the school setting.

First consideration shall be given to maintaining the infected employee in the regular assignment. Any decision for an alternative placement must be supported by specific facts and data.

The recommendation of the Screening Team shall be presented to the Board of School Directors by the Superintendent. The Board shall approve all assignments and medical leaves of absences for infected employees.

Infested employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave,

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and alternatives available to them through state and federal laws, District policies, the collective bargaining agreement, and the retirement system.

Confidentiality

District employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.

Infection Control

Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.

The school District shall maintain reasonably accessible equipment and supplies necessary for infection control.

Employees shall notify the building principal or school nurse of all incidents of exposure to bodily fluids.

Staff Development

All District employees shall participate in a planned HIV education program.

Designated District employees shall receive additional, specialized training appropriate to their positions and responsibilities.

314.1

Board Policy 314.1 incorporates, thereby replaces/eliminates old Board Policy 300.17 AIDS Policy

References:

School Code – 24 P.S. Section 510

PA Confidentiality of HIV-Related Information Act – 35 P.S. Section 7601 et seq.

Family and Medical Leave Act – 29 U.S.C. Section 2601 et seq.

Americans With Disabilities Act – 42 U.S.C. Section 12101 et seq.

Policy Adopted: October 13, 1987
Revised:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 NONTENURED STAFF MEMBERS

CODE 316

SECTION 1. AUTHORITY

It is the policy of the Board of School Directors that certain staff members shall be employed with the recognition that the function to be performed does not fall under control of the tenure law. Such employment shall be deemed discretionary actions by the Board of School Directors, without intent to have such functions considered as professional employee actions governed by tenure.

District nontenured staff shall include any position in which provision for tenure is not made by law.

References:

School Code: 24 P.S. Sections 1101, 1121

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 CONDUCT/DISCIPLINARY PROCEDURES

CODE 317

SECTION 1. AUTHORITY

All administrative, professional and classified employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of District schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board of School Directors directs that all District employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and classified employees may be entitled to a Local Agency Law hearing, at the employee's request.

All District employees shall comply with Board policies, administrative regulations, rules and procedures; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.

When engaged in assigned duties, District employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.
3. Causing intentional damage to District property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of District facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.

6. Use of profane or abusive language.
7. Breach of confidential information.
8. Failure to comply with directives of District officials, or law enforcement officers.
9. Carrying or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, administrative regulations, rules or procedures.
11. Violation of federal, state, or applicable municipal laws or regulations.
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the District, or any activity sponsored or approved by the Board.

SECTION 2. DELEGATION OF RESPONSIBILITY

The Superintendent and/or designees shall develop and disseminate administrative regulations, rules and procedures for employees. Penalties for violations can include, but not be limited to, verbal warning, written warning, reprimand, suspension, demotion, dismissal, and or pursuit of civil and criminal sanctions.

Any actions taken regarding District employees will follow Board Policy and state and federal laws and regulations.

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References:

School Code – 24 P.S. Sections 510, 514, 1121, 1122, 1126, 1127, 1128, 1129, 1130, 1151

Local Agency Law – 2 PA C.S.A. Section 551 et seq.

Board Policy – 000

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 FREEDOM OF SPEECH IN NON SCHOOL SETTINGS

CODE 320

SECTION 1. AUTHORITY

The Board of School Directors acknowledges the right of administrative, professional and classified employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school District and its programs, however, the employee's freedom of expression must be balanced against the interests of this District.

The Board of School Directors adopts this policy to clarify situations in which an employee's expression could conflict with the District's interests.

In situations in which a District employee is not engaged in the performance of assigned duties, s/he shall:

1. Refrain from comments that would interfere with the maintenance of student discipline.
2. Refrain from making public statements about the District known to be false or made without regard for truth or accuracy.
3. Refrain from making threats against co-workers, supervisors or District officials.

Administrators should:

1. Recognize that their comments will generally be viewed as representative of the District.
2. Not direct their comments toward any individual(s) with whom s/he would normally be in contact with in the performance of duties, in order to avoid the disruption of cooperative staff relationships.

Violations of this policy may result in disciplinary action.

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References:

School Code – 24 P.S. Section 510

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 POLITICAL ACTIVITIES

CODE 321

SECTION 1. AUTHORITY

The Board of School Directors recognizes and encourages the right of administrative, professional and classified employees, as citizens, to engage in political activity. However, District time, resources, property or equipment, paid for by taxpayers, may not be used for political purposes by District employees when performing assigned duties.

Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Board of Education and unless permission has been granted under the Use of Facilities Policy of the Board. The collection and/or solicitation of campaign funds or campaign workers by employees is prohibited on school property during assigned working hours.

Political circulars or petitions may not be posted or distributed in school. However, the Association may distribute political literature for county, state and national elections through the school mail, but shall not distribute political literature for local board election through the school mail.

The use of students during class and/or study time for writing, addressing or distributing partisan political materials is prohibited. No student shall be required to write, address or distribute partisan political materials.

The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies.
2. Conduct of student elections and connected campaigning.
3. Conduct of employee representative elections.

Violations of this policy shall, at the discretion of the Board, constitute cause for disciplinary action.

321

**Board Policy 321 incorporates, thereby replaces/eliminates old Board Policy
300.20 Political Activities**

References:

School Code – 24 P.S. Section 510

**Policy Adopted: February 13, 2002
Revised: May 22, 2002
Revised:**

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 GIFTS

CODE 322

SECTION 1. AUTHORITY

The Board of School Directors considers the acceptance of gifts by administrative, professional and classified employees an undesirable practice.

It is the policy of the Board of School Directors that staff members may only accept gifts of a consumable nature or nominal value from students or parents/guardians.

SECTION 2. DELEGATION OF RESPONSIBILITY

The Superintendent or designee may approve acts of generosity to individual District employees in unusual situations but shall report such instances to the Board of School Directors on a timely basis.

References:

School Code – 24 P.S. Section 510

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 TOBACCO USE

CODE 323

SECTION 1. PURPOSE

The Board of School Directors recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can be of serious consequence for the user and the nonuser, as well as the safety of the schools.

SECTION 2. DEFINITION

For purposes of this policy, **tobacco use** shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.

SECTION 3. AUTHORITY

The Board of School Directors prohibits tobacco use by administrative, professional and classified employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school District.

The Board of School Directors prohibits tobacco use by District employees at school-sponsored activities that are held off school property.

The District shall annually notify employees about the Board's tobacco use policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods.

SECTION 4. DELEGATION OF RESPONSIBILITY

The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of tobacco by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.

323

Board Policy 323 incorporates, thereby replaces/eliminates old Board Policy 300.18 Employee Smoking Policy

References:

School Code – 24 P.S. Section 1303-A

School Tobacco Control – 35 P.S. Section 1223.5

Pro-Children Act of 2001 – 20 U.S.C. Section 7181 et seq.

Policy Adopted: February 20, 1989

Revised: March 14, 2001

Revised: October 13, 2005

Revised:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 PERSONNEL FILES

CODE 324

SECTION 1. AUTHORITY

Orderly operation of the school District requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or classified employee of the District.

The Board of School Directors requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies; administrative regulations, rules and procedures; and evidence of completed evaluations.

SECTION 2. DELEGATION OF RESPONSIBILITY

The Board of School Directors delegates the establishment and maintenance of official personnel records to the Superintendent or designee.

SECTION 3. GUIDELINES

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.

Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board of School Directors may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

Personnel records shall be available to the Board of School Directors but only as required in the performance of its designated functions as a School Board and as approved by a majority vote of the Board. No individual board members will have access to an employee's personnel file or any individual items that would be contained in the file.

Members of the Board of School Directors will not have access to the District-maintained official pre-employment file or to any individual items that would normally be contained in this file. This would include, but not be limited to interview notes and transcripts and recommendations received during the pre-employment evaluation process. Members of the Board of School Directors may, upon request, view application materials sent by an applicant to the District provided the said applicant is a finalist for a vacant position.

Members of the Board of School Directors shall, when appropriate, engage in confidential discussion relative to personnel issues and/or discussion of administrative assessment of prospective employees.

Personnel files shall be reviewed periodically, and material no longer required shall be destroyed.

Employee Access

Administrative, professional and classified employees shall have access to their own file.

Employees who wish to review their own records shall request access in writing, review the record in the presence of the administrator or designee responsible to maintain said records, and make no alterations or additions to the record, nor remove any material.

Appeals

Employees wishing to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify: name and date; material to be appealed; and reason for appeal.

Title I Schools

In accordance with law, the District shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The District shall annually notify parents/guardians at the beginning the school year about their right to request such information.

The District shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.

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In accordance with law, the District shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The District shall annually notify parents/guardians at the beginning of the school year about their right to request such information.

Board Policy 324 incorporates, thereby replaces/eliminates old Board Policy 300.24 Employee/Prospective Employee Records Privacy Policy

References:

School Code – 24 P.S. Sections 111. 510

State Board of Education Regulations – 22 PA Code Section 8.1 et seq., 403.4, 403.5

Child Protective Services Law – 23 PA C.S.A. Section 6301 et seq.

Inspection of Personnel Files – 43 P.S. Section 1321 et seq.

No Child Left Behind Act – 20 U.S.C. Sections 6311, 7801

Genetic Information Nondiscrimination Act of 2008 – 42 U.S.C. Section 2000ff et seq.

Americans With Disabilities Act – 42 U.S.C. Section 12101 et seq.

Immigration Reform and Control, Title I, Code of Federal Regulations – 8 CFT Section 274a.2

Board Policy 000, 304

Policy Adopted: May 18, 2005
Revised:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 COMPLAINT PROCESS

CODE 326

SECTION 1. AUTHORITY

It is the Board of School Director's intent to establish reasonable and effective means of resolving conflicts among employees to reduce potential areas of complaints, and to establish and maintain clear two-way channels of communication between supervisory personnel and District employees for situations not covered by the terms of a collective bargaining agreement or employee board policy.

The Board of School directors adopts this policy to facilitate proper and equitable solutions to complaints by administrative, professional and classified employees at the lowest appropriate level, and to establish an orderly procedure for pursuing solutions.

There shall be no reprisals of any kind taken against any employees or their representatives because of support of or participation in a complaint.

SECTION 2. DEFINITION

Complaint – any unresolved problem or interpretation of federal or state laws and regulations; Board policies, rules, procedures; and written administrative regulations.

SECTION 3. GUIDELINES

Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint process is invoked.

A complainant may be represented or accompanied by anyone s/he chooses at any higher level of the complaint process.

The time limits provided in this policy may be extended by mutual agreement of the parties. Any decision not appealed within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.

All documents, communications, and records relevant to a complaint shall be filed in a separate file and not kept in the personnel file of any of the participants.

Level One – Immediate Supervisor

Within ten (10) work days after the occurrence giving rise to the complaint, and following an informal discussion as outlined, the complainant must present the written complaint to the supervising administrator. This statement shall include:

1. Clear, concise statement of the complaint.
2. Board policy, administrative regulation or procedure, or law of which there is an alleged violation.
3. Circumstances on which the complaint is based.
4. Person(s) involved.
5. Decision rendered at the private conference.
6. Remedy sought.

Copies of this statement may be sent to any individuals who were present at the meeting.

Within seven (7) work days the supervising administrator shall communicate a written decision to the complainant. If the administrator does not respond within the time limit, the complainant may appeal to the next level.

Either party to the complaint shall have the right to request a personal conference in order to resolve the complaint. Either party may request the presence of one (1) conferee.

Level Two – Superintendent/Designee

Within seven (7) work days after receiving the decision of the administrator at Level One, the complainant may appeal the decision to the superintendent or designee. The written appeal shall be accompanied by a copy of the decision at Level One.

Within seven (7) work days after delivery of the appeal, the Superintendent or designee shall investigate the complaint, giving all persons who participate in Level One a reasonable opportunity to be heard.

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Within seven (7) work days after delivery of the appeal, the Superintendent or designee shall submit a written decision, together with the supporting reasons, to the complainant and the administrators involved.

Level Three – The Board of School Directors

Within ten (10) work days after receiving the decision of the Superintendent or designee, the complainant may appeal the decision in writing to the Board of School Directors.

The Board of School Directors shall schedule the matter for a hearing to be held at the next regularly scheduled Board meeting. The complainant and/or his/her conferee shall be present at the hearing.

Within ten (10) work days the Board of School Directors will submit its written decision, together with supporting reasons, to the complainant. A copy shall be furnished to the administrators involved.

The decision of the Board of School Directors is final.

References:

School Code – 24 P.S. Section 510

Board Policy – 000

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 REIMBURSEMENT FOR JOB-RELATED EXPENSES, TRAVEL, MEALS AND LODGING

CODE 331

SECTION 1. AUTHORITY

The Board of School Directors recognizes that actual and necessary expenses, including travel expenses, are incurred by administrative, professional and classified employees in the course of performing services for the District. In addition, the Board of School Directors encourages employees to attend meetings, conferences or workshops within and outside the District that support District goals.

Employees incurring said expenses in the course of their work will be reimbursed.

SECTION 2. DELEGATION OF RESPONSIBILITY

The Superintendent/Business Manager will report reimbursed expenses of employees to the Board of School Directors.

SECTION 3. GUIDELINES

Routine Travel

1. Employees will be reimbursed for travel expenses when one's personal vehicle is used for travel between buildings, if travel is authorized by their immediate supervisor.
2. A Greensburg Salem School District Request for Mileage Reimbursement Form needs to be turned in to the Coordinator of Elementary Education and/or Coordinator of Secondary Education within ten (10) working days from the last working day of the month in order to receive reimbursement.
3. Use of a personal vehicle requires that liability insurance be provided by the employee.

4. Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Board of School Directors.

Non-Routine Travel

Conferences/Meetings/Workshops outside the District

1. A Greensburg Salem School District Personnel Conference/Meetings/Workshop Request Form must be submitted for approval at least **fifteen (15) school days** prior to the travel dates and **ten (10) school days** prior to the Board of School Directors meeting immediately preceding the proposed trip.
2. The form should be submitted to the Building Principal who will submit it to the Coordinator of Elementary Education and/or the Coordinator of Secondary Education.
3. The Superintendent and Business Manager will meet to address the availability of funds.
4. The employee will be notified of the disposition.
5. After the event has taken place, the employee should submit an Expense Summary for Conferences/Meetings/Workshops with all receipts/bills attached.
6. Employees are expected to travel by the most economical means feasible.
7. Mileage will be reimbursed at the IRS rate.
8. Meals will be reimbursed when travel requires the employee to stay overnight, as part of the conference registration or is part of a business meeting fee.
9. Dinner will be reimbursed if a meeting attended ends at a time that prohibits the employee returning to Greensburg prior to 6:00 P.M.
10. A tip not to exceed twenty (20%) percent may be justified and included in the meal charge.

11. Meals and tips should not exceed what a person would ordinarily spend if they were traveling at their own expense. The District shall reimburse for breakfast, lunch and dinner expenses only and will not reimburse for any personal purchases or snacks while on official travel.
12. Receipts must be provided for all transportation (turnpike fees, parking), lodging and meals. Expense Summary for Conferences/Meetings/Workshops Form must be redeemed within one (1) month of the conference/meeting/workshop. Anything longer than one (1) month may not be reimbursed.
13. All receipts must be itemized with restaurant/hotel name, location, date and the amount of expense and signed/initialed by the appropriated budget head. When paying with a credit card the submittal of a credit card summary is not permissible. A detailed credit card receipt must be submitted or reimbursement will not be allowed.
14. Personal telephone calls will not be reimbursed.
15. Rental car expenses may be reimbursed if prior approval of the Superintendent was received and proper receipts are submitted.
16. Dues for organizational memberships are not reimbursable under travel expenses.
17. Under no circumstances are expenses for alcoholic beverages reimbursable.

Travel Advance

1. A travel advance may be requested when an employee cannot be expected to advance the total fund required for travel.
2. An advance on travel expenses may be requested for meals, lodging, and transportation expenses (either mileage for use of privately owned vehicles or fares for common carriers).
3. A travel advance can be obtained by completing a Greensburg Salem School District Request for Advanced Payment Form listing the estimated mileage, meals, hotel expense (including the name,

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location and dates of the meeting) to the Business Office no fewer than ten (10) school days prior to the date of the departure for the trip.

4. Travel advances are allowed if request and approved. The amount of the travel advance will be limited to 90% of the estimated out-of-pocket expenses and must be over \$50.00.
5. Final accounting of the travel advance should be completed on an Expense Summary for conferences/Meetings/Workshops Form and returned to the Business Office within ten (10) working days of the date of the travel. Receipts must be provided for all transportation, lodging and meals listed on the Request for Advance Payment Form. Failure to provide a receipt will result in a loss of reimbursement.

Attendance

Attendance at District approved events outside the District shall be without loss of regular pay, otherwise stipulated prior to attendance.

Board Policy 331 incorporates, thereby replaces/eliminates old Board Policy 300.25 Reimbursement for Job-Related Expenses for Travel, Meals and Lodging Policy

**Policy Adopted: August 8, 2008
Revised:**

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 RESPONSIBILITY FOR STUDENT AND STAFF WELFARE

CODE 340

SECTION 1. AUTHORITY

The Board of School Directors adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and classified employees.

District employees are responsible for the safety of students in their charge within school buildings and on District property.

Each employee shall maintain a standard of care and concern for supervision, control and protection of students, commensurate with assigned duties and responsibilities.

Each teacher must be in the classroom or assigned station, or ensure another staff member is present, when students are in the room or at the assigned station.

An employee should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.

Each employee has the responsibility to report immediately to the principal an accident, safety hazard, unsafe condition, or dangerous situation.

Employees may not send students on any personal errands.

Employees may not transport students in a personal vehicle, except when specifically permitted.

Employees shall not require a student to perform work or services that may be detrimental to the student's health.

SECTION 2. DELEGATION OF RESPONSIBILITY

Building principals shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

Building principals shall annually develop and implement a plan of supervision for the following:

1. Student arrivals and departures, including buses.
2. Halls, restrooms and playgrounds.
3. Cafeteria.
4. Before and after school.
5. Field trips.
6. School activities.

Behaviors that deter from the goal of educating every student will be addressed. Inappropriate behaviors including but not limited to, verbal threats, swearing, continuous disruptions, and lack of respect for the educational authority will not be tolerated. Incidents involving intimidation, harassment, or personal degradation or disgrace are also prohibited. Any student exhibiting such behavior will be subject to disciplinary action including suspensions and expulsion. Continuous incidents or improper behavior should be immediately reported to the principal. All such reports and the identity of the individual(s) involved will be held in the strictest confidence by the school District.

Reference:

School Code – 24 P.S. Section 510

Policy Adopted:

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 UNLAWFUL HARASSMENT

CODE 348

SECTION 1. PURPOSE

The District is committed to maintaining a work environment for its administrative, professional and support employees that is safe, positive, and free from harassment. Therefore, the District shall prohibit harassment in any form at school or any school-sponsored activity.

SECTION 2. AUTHORITY

The Board of School Directors prohibits all forms of unlawful harassment of employees and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.

The Board of School Directors directs that complaints of harassment, written or verbal, shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

SECTION 3. DEFINITIONS

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.

3. Otherwise adversely affects an individual's employment opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Acceptance of such conduct is made explicitly or implicitly a term or condition of an individual's continued employment.
2. Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggesting comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile or offensive working environment.

SECTION 4. DELEGATION OF RESPONSIBILITY

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent/Human Resources Director as the Compliance Officer.

The Compliance Officer shall:

1. Receive reports or complaints of harassment.
2. Oversee the investigation of any alleged harassment.
3. Assess the training needs of the school division in connection with this policy.

4. Arrange necessary training to achieve compliance with this policy.

The Superintendent/Human Resources Director shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Superintendent/Human Resources Director.

Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.

SECTION 5. GUIDELINES

Notice of Policy

This policy shall be:

1. Displayed in prominent areas of each school building in a location accessible to students, parents/guardians, school personnel, independent contractors, vendors, and the public.
2. Included in the student and employee handbooks.
3. Sent to parents/guardians of all students within thirty (30) calendar days of the start of school.

Training

Training regarding all aspects of unlawful harassment should be included in employee and student orientations, as well as employee in-service training.

Retaliation

Retaliation against employees who report good faith charges of harassment or participate in any related proceedings is prohibited. The District shall take appropriate action against individuals who retaliate against any employee who reports alleged unlawful harassment or participates in related proceedings.

False Charges

Employees who knowingly make false charges of harassment shall be subject to disciplinary action, as well as any civil or criminal legal proceedings.

Right To Alternate Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to unlawful harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

Complaint Procedure – Informal Procedure

If the complainant and the person accused of harassment agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the formal procedures set forth in this policy. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether unlawful harassment occurred.

Complaint Procedure – Formal Procedure

Step 1 – File Report

Any employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy should report the incident to the compliance officer designated in this policy or to any school personnel. The alleged harassment should be reported immediately. Further, any employee or third party who has knowledge of conduct which may constitute unlawful harassment should report such conduct to the compliance officer designated in this policy or to any school personnel. Any school personnel who has notice that an employee or third party may have been a victim of unlawful harassment shall immediately report the alleged harassment to the compliance officer designated in this policy.

The reporting party should use the Report of Harassment form to make complaints of harassment; however, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or the compliance officer designated in this policy. The principal shall immediately forward any report of alleged unlawful harassment to the Superintendent. Any complaint that involves the Superintendent shall be reported to the Board of School Directors.

The complaint and identify of the complainant and alleged harasser will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law.

Step – Investigation

Upon receipt of a report of alleged unlawful harassment, the Superintendent/Human Resources Director shall immediately authorize or undertake an investigation. The investigation shall be completed as soon as practicable, which generally should be no later than fourteen (14) calendar days after receipt of the report by the Superintendent. Upon receiving the complaint, the Superintendent shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Superintendent shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the Superintendent determines that more than fourteen (14) days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The District shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the District shall consider, at a minimum:

1. The surrounding circumstances.
2. The nature of the behavior.
3. Past incidents or past or continuing patterns of behavior.
4. The relationship between the parties.
5. How often the conduct occurred.

6. The identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim).
7. The location of the alleged harassment.
8. The context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Superintendent shall issue a written report within twenty-five (25) working days of the receipt of the complaint. If the complaint involves the Superintendent, then the report shall be authored by the Board of School Directors. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

Step 3 – Action By Superintendent

The final decision must be presented to the complainant and alleged perpetrator in writing. If the Superintendent or designee determines that unlawful harassment occurred, the District shall take prompt, corrective action to address and remedy the violation, as well as prevent any recurrence. Such action may include discipline, up to and including discharge.

Whether or not the Superintendent or designee determines that unlawful harassment occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receive counseling.

Step 4 – Appeal

If the Superintendent determines that no unlawful harassment occurred, the complainant may appeal this finding to the Board within fifteen (15) calendar days of receiving the decision. Notice of appeal must be filed with the Superintendent, who shall forward the record to the Board. The Board shall make a decision within thirty (30) calendar days of receiving the record. The Board may ask for oral or

written argument from the aggrieved party and the Superintendent and any other individual the Board of School Directors deems relevant.

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If the Superintendent determines that unlawful harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Board Policy 348 incorporates, thereby replaces/eliminates old Board Policy 300.14 Sexual Harassment Policy

References:

Pennsylvania Human Relations Act – 43 P.S. Section 951 et seq.

Federal Anti-discrimination and Civil Rights Laws –

20 U.S. C. Section 1681 et seq. (Title IX)

42 U.S.C. Section 2000e et seq. (Title VII)

Harassment Regulations and Guidelines

Code of Federal Regulations – 29 CFT Sections 1601.11(1), 1601.8(a)

Federal Register – 66 Federal Regulation 5512

Board Policy – 000, 104, 317

Policy Adopted: October 13, 1993
Revised:

348 ATTACHMENT

GREENSBURG SALEM SCHOOL DISTRICT

REPORT FORM FOR
COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____

Home Address: _____

Home/Cell Phone: _____ email: _____

School Building: _____

Date of Alleged Incident(s): _____

Type of harassment: Please circle one

Race

Religion

Sexual

Gender

Age

Disability

Other (describe): _____

Name of person you believe violated the District's unlawful harassment policy:

If the alleged discrimination was directed against another person, identify the other person: _____

Describe the incident as clearly as possible (use additional sheets if necessary).
What force (verbal threats, requests, demands) were used, if any? When and
where did incident(s) occur? List any witnesses present.

This complaint is based on my honest belief that _____,
has harassed me or another person. I certify that the information I have provided
in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

DRAFT

March 11, 2015

GREENSBURG SALEM SCHOOL DISTRICT

EMPLOYEES

300 DRUG/ALCOHOL AND SUBSTANCE ABUSE

CODE 351

SECTION 1. PURPOSE

The Board of School Directors recognizes that the misuse of drugs, including alcohol, is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by drug use by District employees, especially as the use relates to an employee's safety, efficiency and productivity.

The primary purpose and justification for any District action will be for the protection of the health, safety and welfare of students, staff and school property.

SECTION 2. DEFINITION

Drugs shall mean all controlled substances prohibited by law, all alcoholic beverages and drug paraphernalia, but specifically not nonprescription drugs and/or over-the-counter medications and any physician prescribed medications for the employee.

Look-alike is defined as any substance that has the appearance of an illegal controlled substance.

Conviction – a finding of guilt, including a plea of nolo contendere, an imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute – a federal or state criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance or alcohol.

Drug-free workplace – the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.

SECTION 3. AUTHORITY

The Board of School Directors requires that each professional employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the District of any criminal drug statute conviction for a violation occurring in the workplace immediately, but no later than seventy-two (72) hours, after such conviction.

Any employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the District.

SECTION 4. DELEGATION OF RESPONSIBILITY

A statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Superintendent or designee and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.

Within ten (10) days after receiving notice of the conviction of a District employee, the District shall notify any federal agency or department that is the grantor of funds to the district.

The District shall be responsible for taking action within thirty (30) days of receiving notice against any convicted employee.

When an employee of the District is suspected of violating the policy, any of the following personnel actions, if appropriate, may be taken:

1. Investigation by the appropriate supervisor, building principal or Superintendent of the circumstances surrounding the alleged violation.
2. Referral for prosecution to the appropriate law enforcement agency if the investigation determines that a violation has occurred.
3. Suspension, for an appropriate period of time, as determined by the Superintendent from the duties for which the professional employee is engaged to be followed by any other personnel action as shall be deemed appropriated by the Superintendent.
4. Referral to the appropriate assistance and rehabilitation program or programs and agencies.

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5. Termination from employment if a conviction has been entered against the professional employee.

In establishing a drug-free awareness program, the Superintendent or designee shall inform employees about:

1. Dangers of drug abuse in the workplace.
2. Board's policy of maintaining a drug-free workplace.
3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.
4. Penalties that may be imposed for drug abuse violations occurring in the workplace.

The District shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

The distribution, sale and/or use of alcohol by any District employee within a school District facility is prohibited and may be cause of disciplinary action up to and including termination.

SECTION 5. GUIDELINES

The Superintendent or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

In accordance with state law, the superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Office for Safe Schools on the required form.

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Board Policy 351 incorporates, thereby replaces/eliminates old Board Policy 300.15 Drug and Alcohol Free Workplace Policy

References:

School Code – 24 P.S. Sections 111, 527, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sections 10.2, 10.21

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Section 780-101 et seq.

Drug-Free Workplace Act – 41 U.S.C. Section 8101 et seq.

Policy Adopted: October 13, 1993

Revised: April 10, 2002

Revised: