

Northern York County School District

Substitute Handbook

2023-24



MISSION

*Intellectually Prepared,
Civically Engaged,
Personally Responsible*

NORTHERN YORK COUNTY SCHOOL DISTRICT

650 S. Baltimore Street Dillsburg, PA 17109

www.northernpolarbears.com

Central Office Administration

Mr. Steve Kirkpatrick, Superintendent

Dr. Matthew Meakin, Assistant Superintendent

Mr. Jason Young, Chief Financial and Operations Officer

Mr., Dave Borrell, Director of Student Services

Mrs. Suzanne Sentman, Director of Human Resources

Mr. Matt LaBuda, Assistant to Superintendent for Admin. Services

Mr. David Zumbrum, Director of Safety and Security

Mr. Patrick Schild, Technology Director

Mr. Scott Shedlock, Director of Food Services

Mr. Matt Johnson, Director of Buildings and Grounds

General Substitute Questions

Maureen Ross, Administrative Asst. to the Superintendent, 432-8691 ext. 1104

Payroll Questions

Deanna Shedlock, Payroll Coordinator, 432-8691 ext. 1113

SCHOOL BUILDINGS AND CONTACT INFORMATION

DILLSBURG ELEMENTARY SCHOOL	
Address	202 S. Chestnut Street, Dillsburg PA 17019
Phone	717-432-8691, extension 1400
Principal	Mrs. Lyndsey Quintana
Secretary	Mrs. Christina Welker

NORTHERN ELEMENTARY SCHOOL	
Address	657 South Baltimore Street, Dillsburg PA 17019
Phone	717-432-8691, extension 1500
Principal	Miss Joyce Cal
Secretary	Mrs. Cindy Gayman

SOUTH MOUNTAIN ELEMENTARY SCHOOL	
Address	711 South Mountain Road, Dillsburg PA 17019
Phone	717-432-8691, extension 1700
Principal	Mrs. Kristi Janosco
Secretary	Mrs. Amber Shearer

WELLSVILLE ELEMENTARY SCHOOL	
Address	1060 Zeigler Road, Wellsville PA 17365
Phone	717-432-8691, extension 1600
Principal	Mrs. Melinda Vazquez
Secretary	Mrs. Jennifer Bechtel

NORTHERN MIDDLE SCHOOL	
Address	655 South Baltimore Street, Dillsburg PA 17019
Phone	717-432-8691, extension 1300
Principals	Mr. Troy Sauer (Principal); Mr. Nolan McArdle (Asst. Principal)
Secretary	Mrs. Amy Derr; Mrs. Beth Myers

NORTHERN HIGH SCHOOL	
Address	653 South Baltimore Street, Dillsburg PA 17019
Phone	717-432-8691, extension 2000
Principals	Mr. Steve Lehman (Principal) Mr. Ryan Edwards (Asst. Principal); Mr. Mike Walker (Asst. Principal)
Secretary	Mrs. Michelle Eshenour; Mrs. Ann Marie Phipps

Introduction:

Welcome to Northern York County School District (NYCSD). Substitutes are an important part of the instructional program at NYCSD. It is our desire to work cooperatively with you to assure that the goals and objectives of the District are met. After you have provided all required paperwork to the District, your name will be placed on the Board Agenda for approval at the next School Board meeting. Once you have been approved by the School Board as a Professional Substitute, you will receive a letter to let you know that you may begin accepting substitute assignments.

SUBSTITUTE TEACHER FULL DAY ARRIVAL AND DISMISSAL TIMES

Building	Arrival Time	Dismissal Time
Northern High School	7:25	2:40
Northern Middle School	7:25	2:40
Dillsburg Elementary School	8:30	3:45
Northern Elementary School	8:30	3:45
South Mountain Elementary School	8:30	3:45
Wellsville Elementary School	8:30	3:45

PSERS Retirement Withholding for Substitute Staff:

PSERS is the Public School Employees' Retirement System. Contributions to PSERS are required once an employee becomes "qualified" to participate. If you are already a qualified PSERS participant, NYCSD will withhold the required contributions from your pay at the relative rate based on your assigned class. If you are not yet qualified, NYCSD will report your service to PSERS beginning with your first pay. PSERS will notify us if/when you become qualified, at which point we will begin withholding contributions from your pay at the relative rate based on your assigned class. Substitutes are considered part time for PSERS purposes (with the exception of long term professional substitutes). In order to become "qualified", part-time hourly employees must work a minimum of 500 hours in the school year. Part-time per diem employees must work a minimum of 80 days in the school year. A part-time employee may be eligible to waive participation in PSERS if certain criteria are met. If you wish to request a waiver, please contact Deanna Shedlock at 432-8691 ext. 1113 for assistance. Detailed information regarding PSERS can be found on their website at: www.psers.state.pa.us or by contacting them directly at 1-888-773-7748.

PAYROLL INFORMATION

Pay Rate for Professional Subs:

- \$150/day (Teacher)
- \$300/day (Principal)

Pay Rates for Nurse Subs:

- RN - \$250/day

Pay Rates for Support Staff Subs:

- Custodial/Maintenance - \$14.00/hour
- Aides - \$14.00/hour
- Food Service - \$13.00/hour
- Secretarial - \$15.00/hour
- Security - \$14.00/hour
- Athletic Trainer - \$25/hour

Paychecks and Hours:

All substitutes are required to complete direct deposit paperwork. Your first paycheck will be issued as a hard copy, and all subsequent paychecks will be direct deposited to your banking institution. Questions regarding paychecks should be directed to Deanna Shedlock in payroll at 432-8691 ext. 1113. Paychecks are issued on a bi-weekly basis, September through June. A list of this year's pay dates is included at the back of this handbook. All substitutes may work a maximum of four days per week unless an **exception has been arranged** for a specific assignment with your principal or secretary.

SUBSTITUTE TEACHER RESPONSIBILITIES

The role of the substitute teacher is truly professional. Professional substitutes are expected to be capable of managing a classroom and delivering quality instruction. A substitute teacher should become informed about building routines and general policies of the school. As a substitute, you must be prepared to take over the duties assigned to the teacher. If your assignment is an extended one, duties may include writing lesson plans, attending faculty meetings, communicating with parents, holding parent conferences, and performing all other duties as required or assigned. Professionalism with students and staff is expected at all times, including all verbal and written communications.

Confidentiality:

During your assignments, you may encounter confidential medical, behavioral, or financial information regarding students and staff. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. As a substitute, please remember to keep all school experiences strictly confidential.

Please refer to NYCSD Policy #216 for information governing confidentiality.

Frontline Absence Management System:

NYCSD utilizes the Frontline automated system for managing teacher substitute assignments (with the exception of nurse subs who are scheduled individually by the nursing staff). Frontline allows you to find and accept assignments online in addition to receiving automated calls for assignments. If you prefer not to receive automated calls or wish to only receive calls at certain times, you may specify your Frontline settings once you have logged in. Following board approval, you will receive a welcome letter via the email address you provided to the District containing your Frontline ID and PIN and instructions on how to access the Frontline site. The ID # is your phone # provided in your new hire paperwork and the PIN is a random 4-digit number generated by the system. You may change your PIN after logging in for the first time to something you can easily remember. You may also adjust your Frontline settings to manage which schools you wish to see jobs for as well and your call time preferences.

Check In Procedures:

Upon arriving at the assigned school, you will report to the Main Office:

1. Check in with the office staff for information and assistance relative to the building and class you will be teaching.
2. Wear the Substitute ID Badge to identify yourself.
3. Become oriented to the building and identify the locations of major areas.
4. Confirm instructions for checking out at the end of the day.
5. Check the teacher's mailbox before school and at the end of the day for messages or appointments. Messages should be referred to the office, unless they are routine in nature.
6. Locate substitute lesson plans and related materials. Organize materials so that they are easily accessible. If you cannot locate lesson plans or the daily program, contact the building secretary or principal immediately.

7. Locate seating chart(s). Since you will likely not be able to learn all the student names in time to use them in the classroom, consider having students print their names on heavy paper that can be folded to stand up on each desk.
8. Substitutes are provided a 30-minute lunch period. You have the option to purchase a lunch in any of our school cafeterias or travel off-site for your lunch break.

Elementary School Assignments:

1. Check recess duty schedule (if applicable) to see if and when you are to be on the playground for supervision of students. In the colder months, it is wise to come prepared for outdoor recess.
2. Check lunch duty schedule (if applicable) to see if and when you are to be in the cafeteria for supervision of students. Unless otherwise indicated, please escort your students to the cafeteria at lunchtime and remain with your class until they are through the lunch line.
3. Check to see what special teachers may be in your room or when students leave the room. Students may be scheduled for a special class (art, music, physical education, library, instrumental lessons, special reading classes) or lunch, recess, etc. Please accompany your class as they move through the halls to their destination. The students should move in a straight line quietly. Please escort elementary students to and from recess and to the busses at the end of the day.

Opening Activities:

1. Be in the classroom before students arrive.
2. Write your name on the board so that students can address you by name.
3. Your day should begin with the singing of the National Anthem and the Pledge to the Flag. These will be led through the morning announcements.
4. Take attendance and lunch count. The paper attendance roster and lunch count should be sent to the office along with any other correspondence (instructions to the nurse, change in a bus, etc.). Any questions concerning the lunch count, absentees, parent correspondence etc. should be directed to the building secretary or principal. Substitutes will not be expected to use Sapphire for reporting attendance and lunch count.

Check Out:

After dismissal of your students for the day, each substitute teacher is expected to fulfill the following requirements:

1. Unless otherwise indicated, remain in your classroom or at your assigned duty until the regular dismissal time.
2. Correct all papers assigned, unless otherwise specified by the regular classroom teacher.
3. Prepare a brief summary of the day's activities and work accomplished, noting any discrepancies, discipline or student issues, or departures from the lesson plan(s). Leave the summary on the teacher's desk.
4. Check with the building secretary when leaving the building for the day for any building specific check out procedures.
5. Return sub packets/folders and ID badge to the building secretary

Dress Code:

Substitute teachers should set an example in dress and appearance for students to follow which presents an image of dignity and respect. These factors act in a positive manner toward the maintenance of classroom discipline. The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. When assigned to district duty, all substitute staff shall:

1. Be physically clean, neat, and well groomed.
2. Dress in a manner reflecting the professional assignment and age of students. For example, for a Phys. Ed. assignment you may wear sweats and sneakers. When working with younger elementary students, clothing should enable you to sit comfortably on the carpet. Overly revealing clothing such as plunging necklines, short skirts, or tight fabrics are never appropriate, regardless of the assignment or age of students.

Please refer to NYCSD Policy #325 for information governing dress and grooming (Appendix A).

Classroom Management:

Classroom management can be a challenge for any teacher, including a substitute. The following suggestions will help you to establish mutual respect and provide a safe and effective learning environment:

1. Learn and use student names.
2. Adhere to classroom rules, routines, and processes established by the regular classroom teacher.
3. Know your schedule for the day and anticipate transitions.

4. Maintain a positive attitude. Students respond to your demeanor. Emphasize what is expected, reward positive behavior, and avoid a laundry list of negative rules.
5. Respect individual students' learning differences. Some students may require additional help or time. Provide students with encouragement and understanding.
6. The use of sarcasm, insults, ridicule, profanity, and yelling are wholly inappropriate and grounds for removal from NYCSD's substitute list.
7. Contact the building principal in the event of a discipline problem that you cannot address in the classroom.

Please refer to NYCSD Policy #340 for information governing employees' responsibility for student welfare (Appendix A).

Health and Accident Procedures:

1. Each NYCSD school is staffed with a nurse.
2. Refer all cases of student or staff illness or accident to the school nurse. In case of accidents on the playground, the teacher or aide on duty shall not leave the playground unsupervised to accompany an injured student to the Nurse's Office. A two-way radio is provided for use on the playground. In the case of an emergency, the radio should be used to notify the nurse.
3. The school nurse supervises administration of all medication to students. Medication may not be administered by the classroom teacher. If any student brings medication to school, he/she must be sent to the school nurse.
4. Teachers are urged to keep a list of students with special medical histories in their desks. You should check early in your assignment to see if any such students are in your classroom.

Instructions for Preventing the Spread of Infectious Disease:

The school nurse assigned to your building is available to respond to questions you have concerning the procedures below. By following routines for treating and cleaning up when blood or bodily fluids are involved, the potential for the spread of infection will be greatly reduced. In case of direct exposure via handling bodily fluids, the employee is required to notify the school nurse and complete an Accident/Injury Report form and Worker's Compensation form. Northern York County School District will offer/require medical consultation to determine the exposure potential and explain diagnostic and treatment options.

To prevent the spread of infectious disease all Northern York County School District personnel will follow the procedures listed below when handling body fluids (i.e. blood, urine, vomit, etc.):

1. Universal Precautions will be followed. The term "universal precautions" refers to a concept of blood borne disease control which requires that all human blood and other potentially infectious fluids be treated as if known to be infectious for blood borne pathogens regardless of the perceived "low risk" of a patient or patient population. District custodial staff are properly trained in these clean up procedures, however the following information is provided for your review.
2. Those treating or assisting injured persons or cleaning up soiled surfaces should avoid exposure to open skin injury or mucous membranes to the blood or bodily fluids by always wearing protective, disposable gloves. Surfaces soiled with blood or bodily fluids should be promptly cleaned by custodial staff with a disinfectant as supplied by the school district.
3. Disposable towels or tissues should be used in treatment and cleanup.
4. Blood or body fluid-soaked items and clothing should be placed into plastic bags which must be sealed or tied to prevent leakage or contamination.
5. Upon completion of treatment or clean up, soiled gloves should be removed and disposed of in a sealed plastic bag, taking care to avoid skin contact with the exterior surface of the gloves. Hand sanitizer may be used until proper hand washing is available.
6. Hand washing with soap and running water should take place as soon as possible after exposure to blood and upon removing soiled/contaminated gloves.

Please refer to NYCSD Policy #203 for information governing communicable diseases (Appendix A).

Emergency Protocols:

The first 15 minutes of an emergency are often the most critical.

1. **Use common sense.** Assess situations based on the information available at that moment in time.
2. **Be calm and do not panic.** Reduce the problem (emergency) by acting in a calm and controlled manner. Provide leadership and direction for students to follow.
3. **Follow established procedures.** Be able to follow the proper procedures for the respective emergency. Many procedures are the same, regardless of emergency.
4. **Act immediately.** Prompt attention is necessary to stabilize an emergency situation.

5. **Seek help.** As immediate need and help dictates, act as best you can, then seek help. Notify administration and authorities.
6. **Document.** Make a record of all events, including date, time, persons involved, and any other specific details.

The District utilizes the following **Lockdown Procedures** in the event of an emergency (In all lockdowns communications and instructions are provided):

EXTERNAL LOCKDOWN

Used when a threat is outside the building, and external doors may not be opened (**except for law enforcement personnel**). Students and staff may move about inside the building, but no outside activity should occur.

Examples of an External Lockdown: Police Alerts in the area, Incident outside the building.

INTERNAL LOCKDOWN

Used when a threat is inside the building. All classroom doors should be locked, and lights turned off. Students should move to a location in the classroom that shields them from the door, and there should be no movement within the building.

Example of an Internal Lockdown: Armed intruder inside the building.

ADMINISTRATIVE LOCKDOWN

Used when there is no threat, but it is necessary to keep students inside classrooms and hallways clear.

Example of an Administrative Lockdown: K-9 Searches, Medical Issues, Maintenance Issues.

Act 126 Child Abuse Training:

Pennsylvania's Department of Education requires that all district personnel (including substitutes) complete child abuse training per Act 126 once every five years. You may complete this training for Northern York County School District via the Vector/Safe Schools website. Your login access to the Vector/Safe Schools website will be activated after you complete your first substitute assignment. An email reminder will be sent to you providing you with the instructions listed below. You'll have 30 days from the date of your first assignment to complete your Act 126 training.

Instructions to complete your mandated Act 126 training via Safe Schools:

- 1) Logon to the Safe Schools website at: www.mlcsd.pa.safeschools.com
- 2) Enter your User name: first initial last name (i.e. jsmith for John Smith)
- 3) Confirm your personal information

- 4) Select training module to review (There are 2 video modules included in the Act 126 training and a policy review, for a total of 3 hours.)
- 5) Watch both training modules and review the District's Child Abuse Policy. After viewing the training modules, you'll be given the option to print your Certificates. You may print the Certificates to keep for your own records.

If you have already completed Act 126 training through another school district, you may forward official proof of completion to the Human Resources Department. If you have questions or experience problems accessing the Safe Schools website, please contact Suzanne Sentman at ssentman@northernnyork.org or (717) 432-8691 ext. 1128. **Failure to complete this legally mandated training may result in removal from Northern York County School District's substitute list.**

Please refer to NYCSD Policy #806 for information governing child/student abuse (Appendix A).

PA Code of Professional Practice and Conduct for Educators:

All professional substitutes are required to review and adhere to the PA Code of Professional Practice and Conduct for Educators. The Code applies to all professionals, including substitute teachers. Any violation of this Code will result in immediate removal from the District's substitute list and, depending on the violation, could result in criminal prosecution. If you believe another staff member has violated the Code, it is your moral obligation to report it.

Pennsylvania's Code of Professional Practice and Conduct for Educators can be found in Appendix B.

Use of Technology and Acceptable Use Policy:

The Board has established Board Policy 815, Acceptable Use of the Internet, to address appropriate technology use (see Appendix A). The following guidelines are in place for use of the District's information resources and network access which the District provides. Every user, student, staff member, and faculty alike, of the District's information resources or the network access which the District provides, is charged with the responsibility for adhering to these guidelines. Network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Use of the network to intentionally obtain or modify files, passwords, and data

- belonging to other users. Do not attempt to bypass network security or passwords.
2. Downloading, loading or use of unauthorized games, programs, files, or other electronic media. This includes but is not limited to shareware, freeware, trial version programs, games, and files. This also includes spyware, keylogging or tracking software, or programs of a similar nature.
 3. Use of the network to facilitate illegal activity.
 4. Use of the network for commercial or for-profit purposes.
 5. Use of the network for product advertisement or political lobbying.
 6. Use of the network for hate mail, discriminatory remarks, offensive or inflammatory communication, terroristic threats or harassing communications.
 7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials including but not limited to software, music, photos, videos, and images.
 8. Use of the network to access obscene or pornographic material.
 9. Use of inappropriate language or profanity on the network.
 10. Use of the network to transmit material likely to be offensive or objectionable.
 11. Impersonation of another user, anonymity, and pseudonyms.
 12. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
 13. Use of the network to disrupt the work of other users.
 14. Destruction, modification, or abuse of network hardware and software.
 15. Quoting personal communications in a public forum without the original author's prior consent.
 16. Revealing personal addresses or phone numbers of students or staff.
 17. Students must obtain permission before using their personal e-mail accounts on the school district's network.
 18. Instant Messaging (IM) is not allowed on the District's network
 19. Use of personal e-mail accounts on the school district's network without permission from NYCSD staff or administration.
 20. Accessing Proxy servers.
 21. Installing or plugging computer hardware, peripheral devices, network hardware and system hardware without approval of the Technology Director.
 22. Visibly processing cell phones or other electronic devices during the school day.
 23. Laptops with wireless network cards are prohibited unless the card is disabled.
 24. Cyber bullying another individual.
 25. Participating in discussion groups or news groups that cover inappropriate and/or questionable topics or materials.
 26. Accessing or transmitting gambling or games of chance.

Violation of the acceptable use guidelines may result in permanent removal from the District's substitute list. In addition, pursuant to Commonwealth of Pennsylvania law, any unauthorized access, or attempted unauthorized access, may be subject to criminal prosecution.

** Long term substitutes in assignments requiring PSSA/Keystone testing by PDE will be required to complete PVAAS Roster Verification as part of their substitute duties if their assignment extends 70 consecutive days in the same assignment. In these situations, the Administrative Assistant to the Assistant Superintendent will contact you with additional information.*

Act 24 Arrest/Conviction Report and Certification Form:

Under Act 24 of 2011, all substitutes are required to complete PDE Form 6004 for the written reporting of any arrest or conviction enumerated under 24 P.S. §1-111 as a "Reportable Offense". This form must be completed and signed prior to Board approval. In addition, this form shall be utilized to provide written notice within seventy-two (72) hours after an arrest or conviction for any offense enumerated under 24 P.S. §1-111.

Substitute Renewal Procedures:

Once you are Board approved as a substitute, the District will offer you the opportunity to renew your substitute status annually. You will be mailed a renewal letter each May which will provide you the opportunity to notify the District of your interest in remaining on the substitute list for the following school year. You may request removal from the substitute list at any time by contacting Maureen Ross at (717) 432-8691 ext. 1104 or mross@northernYork.org. If you are removed from the substitute list and wish to be re-activated at a later date, you will be required to complete all new hire paperwork including updated clearances and TB test.

Appendix A

Board Policies



Book	Policy Manual
Section	200 Pupils
Title	Student Records
Code	216
Status	Active

Legal

1. 24 P.S. 1305-A
3. 22 PA Code 4.52
4. 22 PA Code 12.31
5. 22 PA Code 12.32
6. 22 PA Code 15.9
7. 20 U.S.C. 1232g
9. 34 CFR 99.3
10. 34 CFR 99.5
11. 34 CFR 99.4
12. 24 P.S. 1532
13. Pol. 213
14. Pol. 215
15. 34 CFR 99.7
16. 34 CFR 99.10
17. 34 CFR 99.11
18. 34 CFR 99.12
19. 34 CFR 99.20
20. 34 CFR 99.21
21. 34 CFR 99.22
22. 34 CFR 99.37
23. 34 CFR 99.30-99.39
24. 34 CFR 99.31
25. 34 CFR 99.32
26. Pol. 113.4
27. Pol. 250
28. 35 P.S. 450.403-A
29. 35 P.S. 450.404-A
30. 24 P.S. 1306-A
31. 24 P.S. 1402
32. 24 P.S. 1409
33. 24 P.S. 1533
34. 34 CFR Part 300
35. 34 CFR Part 99
- 35 P.S. 450.401-A et seq
- 22 PA Code 16.65
- Pol. 113
- Pol. 113.1
- Pol. 216.1

Adopted

April 18, 2013

Authority.

The Board recognizes its responsibility for the collection, retention, disclosure and protection of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records and prohibits the unauthorized access, reproduction, and/or disclosure of student education records and personally identifiable information from such records.[11[31[4[5[61[71[301(311[321[12][33][341(35]

The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student education records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the district and revised as required by changes in federal or state law and regulations.

Copies of the student records plan shall be submitted to the Department of Education, upon request.

Definitions

Attendance - includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and the period during which a person is working under a work-study program.[.2]

Directory information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.[ZI[.2]

Directory information does not include a student's Social Security Number; or student identification (ID) number, except that directory information may include a student ID number, user ID, or other unique personal identifier displayed on a student ID card/badge or used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Disclosure - permitting access to or the release, transfer or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party, except the party that provided or created the record.[2]

Education records - records that are directly related to a student, maintained by the school district or by a party acting for the school district.[ZI[.2]

The term does not include:

1. Records kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another individual except a temporary substitute for the maker of the record.
2. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
3. Grades on peer-graded papers before they are collected and recorded by a teacher.

4. Other records specifically excluded from the definition of education records under the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

Eligible student - a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education. All rights accorded to and consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student. In cases where an eligible student is dependent upon the parent as defined in the Internal Revenue Code, the district shall make the education records accessible to the parent of said student. [.21][10]

Parent - includes a natural parent, a guardian or an individual acting as a parent of a student in the absence of a parent/guardian. The district shall give full rights to either parent unless the district has been provided with evidence that there is a state law, court order, or a legally binding document governing such matters as divorce, separation, or custody that specifically revokes these rights. [21][11]

Personally identifiable information - includes, but is not limited to: [.2]

1. The name of a student, the student's parents or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's Social Security Number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Student - includes any individual who is or has been in attendance at the district and regarding whom the district maintains education records. [.2]

Delegation of Responsibility.

The Superintendent or designee shall be responsible for developing, implementing, and monitoring the student records plan.

All district personnel having access to student education records shall receive training in the requirements of Board policy, student records plan, and applicable federal and state laws and regulations as directed by the Superintendent.

Each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention. [12][13][14]

Guidelines

The district's plan for the collection, retention, disclosure and protection of student records shall provide for the following:

1. Safeguards to protect the student records when collecting, retaining and disclosing personally identifiable information.
2. Ensuring that parents and eligible students, including those who are disabled or have a primary language other than English, are effectively notified of their rights and the procedures to implement those rights, annually and upon enrollment. [15]

3. Procedures for the inspection, review, and copying of a student's education records by parents and eligible students. The district may charge a fee for copies of records that are made for parents so long as the fee does not effectively prevent parents from exercising their right to inspect and review those records. The district shall not charge a fee to search for or to retrieve information in response to a parental request.[161][17][18]
4. Procedures for requesting the amendment of a student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.[19]
5. Procedures for requesting and conducting hearings to challenge the content of the student's education records.[20][21]
6. Enumerating and defining the types, locations and persons responsible for education records maintained by the district.
7. Determining the types of personally identifiable information designated as directory information. [2].[22]
8. Establishing guidelines for the disclosure and redisclosure of student education records and personally identifiable information from student records.[23]
9. Reasonable methods to ensure that school district officials obtain access to only those education records in which they have a legitimate educational interest. Such methods shall include criteria for determining who constitutes a school district official and what constitutes a legitimate educational interest.[151][24]
10. Maintaining required records of requests for access and each disclosure of personally identifiable information from each student's education records.[25)
11. Ensuring appropriate review, retention, disposal and protection of student records.[26)
12. Transferring education records and appropriate disciplinary records to other school districts. [1]

Student Recruitment

Procedures for disclosure of student records and personally identifiable information shall apply equally to military recruiters and postsecondary institutions and shall comply with law and Board policy.[27)

Missing Child Registration

A missing child notation shall be placed on school records of a student under the age of eighteen (18) reported as missing to school officials by a law enforcement agency. Such notation shall be removed when the school district is notified by the appropriate law enforcement agency that a missing child has been recovered. [28)

In the event the district receives a request for information from the school records of a missing child, the district shall:[29)

1. Attempt to obtain information on the identity of the requester.

2. Contact the appropriate law enforcement agency to coordinate a response.

No information in the records shall be released to the requester without first contacting the appropriate law enforcement agency.



Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming
Code	325
Status	Active
Legal	1. 24 P.S. 510
Adopted	March 20, 2014

Authority.

Administrative, professional and classified employees (i.e. support staff) set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the district's programs and operations.

The Board has the authority to specify reasonable dress and grooming requirements, within law, for all district employees to prevent an adverse impact on the educational programs and district operations.[1]

When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities.

Employees shall be groomed so that their hair style does not cause a safety or health hazard.

Delegation of ResP-onsibilitY.

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.



Book	Policy Manual
Section	300 Employees
Title	Responsibility for Student Welfare
Code	340
Status	Active
Legal	1. 24 P.S. 510 2. Pol. 705 3. Pol. 805
Adopted	April 24, 2014
Last Revised	November 24, 2020

Authority

The Board adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and classified employees (i.e. support staff)..[1]

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.

Teachers and designated staff shall provide proper instruction in and enforcement of safety rules and procedures included in the Board-approved health and safety plan and assigned curriculum. [2][3]

Each employee has the responsibility to report immediately to the principal an accident, safety hazard, unsafe condition, or dangerous situation.[2]

Employees may not send students on any personal errands.

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

Employees may not transport students in a personal vehicle, except when specifically authorized by the building principal or designee.

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.



Book	Policy Manual
Section	200 Pupils
Title	Immunizations and Communicable Diseases
Code	203
Status	Active

Legal

1. 24 P.S. 1303a
2. 28 PA Code 23.81 et seq
3. 28 PA Code 23.82
4. 22 PA Code 11.20
5. 28 PA Code 23.85
6. 28 PA Code 23.83
7. 28 PA Code 23.84
8. Pol. 200
9. Pol. 251
10. Pol. 255
11. 28 PA Code 27.77
12. Pol. 201
13. 28 PA Code 23.86
14. 28 PA Code 27.71
15. 28 PA Code 27.72
16. Pol. 204
17. Pol. 209
18. 28 PA Code 27.1
19. 28 PA Code 27.2
20. 28 PA Code 27.23
21. 22 PA Code 4.29
22. 22 PA Code 4.4
23. Pol. 105.1
24. 24 P.S. 1402
25. 24 P.S. 1409
26. 20 U.S.C. 1232g
27. 34 CFR Part 99
28. Pol. 113.4
29. Pol. 216
30. Pol. 805
- Pol. 105.2

Adopted

May 16, 2013

Last Revised

November 24, 2020

Authority

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that guidance and orders from state and local health officials, established Board policy and administrative guidelines, and Board-approved health and safety plans be followed by students, parents/guardians, and district staff..[11[2]

Definitions

Certificate of Immunization - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.[J]

Medical Certificate - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[J]

Guidelines

Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.[11][21][1]

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[.5.]

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.[11][11[,2][Z]

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, provisionally admitted by the Superintendent after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health.[11][11[.5.1][.21][Z]

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.[.5.] [8] [9]

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.[.5_] [10]

Monitoring of immunization requirements shall be the responsibility of the Superintendent and the Health Services Coordinator.[1]

Students attending child care group settings located in a school, a pre-kindergarten program or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.[.21][11]

The Superintendent or designee in conjunction with the Health Services Coordinator, shall:

1. Annually review state standards for immunization and direct the responsible district personnel accordingly.
2. Review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.

3. Ensure that parents/guardians are informed prior to a student's admission to school of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed. [1]. [J(Q_J.[2][8][12]

4. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.

The Superintendent or designee shall report immunization data electronically on the required form to the PA Department of Health by December 31 of each year. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the PA Department of Health by December 15.[13]

Communicable Diseases

The Board directs that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions. [14J.[15][16][17]

Parents/Guardians shall be notified of this policy at the beginning of the school year, and that during the school year it may be necessary for a student to be excluded from school due to communicable disease. Parents/Guardians of a student needing to be excluded shall be notified and required to come to school or have a designated emergency contact come to school to transport the student home or to an appropriate place of care. Students may return to school when the criteria for readmission following a communicable disease, as set forth in law, regulations or guidance from state or local health officials, have been met.[14][15][16]

The Board directs school staff to request emergency contact information from parents/guardians of students at the beginning of each school year and request that it be updated as necessary during the school year.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the PA Department of Health.[18][19][20]

The Superintendent or designee shall direct that health guidelines, Board-approved health and safety plans, and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.[21]

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life-threatening diseases, in accordance with Board policy.[21][22][23]

Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.[17][24]

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian. The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.[25][26][27][28][29][30]



Book	Policy Manual
Section	800 Operations
Title	Child Abuse
Code	806
Status	Active
Legal	<ol style="list-style-type: none">1. 24 P.S. 1205.62. 23 Pa. C.S.A. 6301 et seq3. Pol. 3334. Pol. 8185. 23 Pa. C.S.A. 63036. 24 P.S. 1117. 23 Pa. C.S.A. 63448. 18 Pa. C.S.A. 7508.29. 42 Pa. C.S.A. 9799.1210. 42 Pa. C.S.A. 9799.2411. 23 Pa. C.S.A. 631112. Pol. 30213. Pol. 30414. Pol. 30515. Pol. 30616. 23 Pa. C.S.A. 6344.317. 23 Pa. C.S.A. 6344.418. Pol. 30919. Pol. 91620. Pol. 317.121. 24 P.S. 2070.la22. Pol. 82423. 23 Pa. C.S.A. 631824. 23 Pa. C.S.A. 631925. 18 Pa. C.S.A. 4906.126. 18 Pa. C.S.A. 495827. 23 Pa. C.S.A. 632028. 23 Pa. C.S.A. 630529. 23 Pa. C.S.A. 6313

- 30. 23 Pa. C.S.A. 6314
- 31. 24 P.S. 1302.1-A
- 32. 24 P.S. 1303-A
- 33. 22 PA Code 10.2
- 34. 22 PA Code 10.21
- 35. 22 PA Code 10.22
- 36. Pol. 805.1
- 37. 23 Pa. C.S.A. 6346
- 38. 23 Pa. C.S.A. 6368
- 24 P.S. 1301-A et seq
- 39. 42 Pa. C.S.A. 9799.55
- 40. 42 Pa. C.S.A. 9799.58
- 41. 22 U.S.C. 7102
- 42. 23 Pa. C.S.A. 6332
- 43. 20 U.S.C. 7926
- 44. 24 P.S. 111.1
- 22 PA Code 10.1 et seq
- 24 P.S. 1527
- 24 P.S. 2070.1a et seq
- 18 Pa. C.S.A. 4304
- Pol. 317

Adopted January 15, 2015

Last Revised October 25, 2018

Authority

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.[11][2][3][4]

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older..[.5.]

Bodily injury - impairment of physical condition or substantial pain.[.2]

Certifications - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.[.6][ZJ]

Child - an individual under eighteen (18) years of age.[.5.]

Child abuse - intentionally, knowingly or recklessly doing any of the following:[.5.]

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
 - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - c. Forcefully shaking a child under one (1) year of age.
 - d. Forcefully slapping or otherwise striking a child under one (1) year of age.
 - e. Interfering with the breathing of a child.
 - f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.[.8.]
 - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender or has been determined to be a sexually violent predator or sexually violent delinquent. [.21][101(391[40]
9. Causing the death of the child through any act or failure to act.
10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined in the law.[41]

The term **child abuse** does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term **child abuse** is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:

1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
3. Is necessary for self-defense or defense of another;
4. Is necessary to prevent the child from self-inflicted physical harm; or
5. Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

Direct contact with children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[1]

Independent contractor - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[5.1(11)]

Perpetrator - a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child..[21[41]

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[.5.]

Program, activity or service - any of the following in which children participate and which is sponsored by a school or a public or private organization:[.5.]

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. A community or social outreach program.
5. An enrichment or educational program.
6. A troop, club or similar organization.

Recent act or failure to act - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency. [.5.]

Routine interaction - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.[.2]

School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.[.5.]

Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:[.5.]

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning: [.5.]

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

Sexual abuse or exploitation - any of the following: [.2]

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.

2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Student - an individual enrolled in a district school under eighteen (18) years of age.[.2]

Volunteer - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.[11]

Delegation of Responsibility

In accordance with Board policy, the Superintendent or designee shall:

1. Require each candidate for employment to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[Q_J[Z][12][13][14][15]
2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's certifications are current.[16].[17][18]

School employees and independent contractors shall obtain and submit new certifications every sixty (60) months.[17]

Certification requirements for volunteers are addressed separately in Board Policy 916.(19)

The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.

The Superintendent or designee shall annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations.

The Superintendent or designee shall ensure that the poster, developed by the PA Department of Education, displaying the statewide toll-free telephone numbers for reporting suspected child abuse,

neglect and school safety issues be posted in a high-traffic, public area of each school. The designated area shall be readily accessible and widely used by students. [42]

Guidelines

Aiding and Abetting Sexual Abuse

School employees, acting in an official capacity for this district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student. [12][13][14][15][18][20][221(43). [44]

This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information. This prohibition shall not apply if: [43]

1. The relevant information has been properly reported to law enforcement officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.
2. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.
3. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.

Training

The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics: [1] [3][4][20]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements. [20][21]
3. District policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students. [22]

Employees are required to complete a minimum of three (3) hours of training every five (5) years. [1]

The district shall provide each volunteer with training on child abuse recognition and reporting.

Dutv. to Re12ort

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances: [11]

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.

4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse..[11]

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.[11]

Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions..[23]

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution..[24]

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.[25]

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution..[26]

The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse..[27]

ReRorting Procedures

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.comRass.state.Ra.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.[11][28][29]

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the building principal or administrator and if the initial report was made electronically, also provide the building principal or administrator with a copy of the report confirmation. The building principal or administrator shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.[11][28][29]

When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the building principal or administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building principal or administrator shall in turn provide a copy of the report confirmation to the Superintendent or designee.[11][28][29]

When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter

as possible. The building principal or administrator shall be notified whenever such photographs are taken.[30]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.[31][32][33][34][35]
[36]

Investigation

The building principal or administrator shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.[11][37]

Upon notification that an investigation involves suspected child abuse by a school employee, the building principal or administrator shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.[38]

Appendix B

PA Code of Professional Practice and Conduct for Educators

PENNSYLVANIA'S CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS

Section 1. Mission

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

Section 2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No.

141) (24 P. S. § § 12-1251-12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a)(10).

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

Section 3. Purpose

(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To

those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

Section 4. Practices

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.

(b) Professional educators are expected to abide by the following:

(1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § § 1-101-27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.

(2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill.

Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

(3) Professional educators shall maintain high levels of competence throughout their careers.

(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

(6) Professional educators shall impart to their students principles of good citizenship and societal responsibility.

(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and

written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Section 5. Conduct

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of § 235.6-235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

Section 6. Legal obligations

(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § 12-1251-12-

1268), known as the Teacher Certification Law.

- (b) The professional educator may not engage in conduct prohibited by:
- (1) The Public School Code of 1949 (24 P. S. § § 1-101-27-2702) and other laws relating to the schools or the education of children.
- (2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401--413), known as the Public Official and Employee Ethics Law.
- (c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Section 7. Certification

The professional educator may not:

(1) Accept employment, when not properly certificated, in a position for which certification is required.

(2) Assist entry into or continuance in the education profession of an unqualified person.

(3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Section 8. Civil Rights

The professional educator may not:

(1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic

status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

(2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

Section 9. Improper personal or financial gain

The professional educator may not:

(1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.

(2) Exploit a professional relationship for personal gain or advantage.

Section 10. Relationships with students

The professional educator may not:

(1) Knowingly and intentionally distort or misrepresent evaluations of students.

(2) Knowingly and intentionally misrepresent subject matter or curriculum.

(3) Sexually harass or engage in sexual relationships with students.

(4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Section 11. Professional relationships

The professional educator may not:

(1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.

(2) Knowingly and intentionally distort evaluations of colleagues.

(3) Sexually harass a fellow employee.

(4) Use coercive means or promise special treatment to influence professional decisions of colleagues.

(5) Threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.

The Code of Professional Practice and Conduct for Educators can be found at 22 Pa. Code §§235.1 - 235.11.

All questions should be directed to the Professional Standards and Practices Commission at (717) 787-6576.