

**UPPER ST. CLAIR BOARD OF SCHOOL DIRECTORS
SCHOOL BOARD MEETING**

MONDAY FEBRUARY 24, 2020 - 7:00 PM

**DISTRICT ADMINISTRATION BUILDING
SCHOOL BOARD MEETING ROOM (THIRD FLOOR)**



Customizing Learning,
Nurturing Potential...
Delivering Excellence

**6:15 PM - EXECUTIVE SESSION - SAFETY & SECURITY, LEGAL MATTERS, STUDENT MATTERS
& PERSONNEL**

Notice having been advertised and posted and members duly notified, a Committee of the Whole meeting of the Board of School Directors was held on January 13, 2020 in the District Administration Building Board Room

School Board Members in attendance:

Mrs. Barbara L. Bolas, President
Mr. Patrick A. Hewitt, Vice-President (By phone)
Mrs. Amy L. Billerbeck,
Mrs. Jennifer L. Bowen
Mr. Phillip J. Elias
Dr. Daphna Gans
Mrs. Angela B. Petersen

School personnel in attendance:

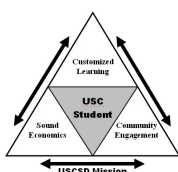
Dr. John T. Rozzo, Superintendent of Schools
Dr. Sharon Suritsky, Assistant/Deputy Superintendent
Mr. Raymond Berrott, Director of Technology
Dr. Judith Bulazo, Director of Curriculum & Professional Development
Mr. Ray Carson, Director of Human Resources
Mrs. Amy Pfender, Director of Student Support Services
Mr. Brad Wilson, Supervisor of Customized & On-Line Learning
Mrs. Cassandra Doggrell, Director of Student Support Services
Mrs. Jocelyn Kramer, Solicitor
Mrs. Sarah MacDonald, Stenographer

CALL TO ORDER/PLEDGE OF ALLEGIANCE (Bolas)

Mrs. Bolas called the meeting to order at approximately 7:00pm.

READING OF THE MISSION

Ms. Schnore read the following School District Mission Statement:



Developing lifelong learners and responsible citizens for a global society is the mission of the Upper St. Clair School District, served by a responsive and innovative staff who in partnership with the community provides learning experiences that nurture the uniqueness of each child and promotes happiness and success.

SHARED BELIEF STATEMENT #19 FROM STRATEGIC PLAN

Mr. Elias read the following shared Belief Statement #19 from the Strategic Plan

We believe that:

Service to others encourages students to develop an understanding of and appreciation for other people and encourages them to become contributing members of society.

RESIDENTS' COMMENTS (REGARDING AGENDA ITEMS ONLY)

Note: As per Guidelines for Residents' Comments, please state your name and address and limit your comments to three minutes.

There were no residents' comments at this time.

APPROVAL OF AGENDA (Bolas)

MOTION: By Mr. Mafrice, I move that the Board approve the agenda as presented. Seconded by Dr. Gans and carried by unanimous voice vote.

REPORT FROM STUDENT BOARD REPRESENTATIVES (Gabriella Spina and Karsen Damon)

Gabriella spina and Karsen Damon reported on student activities. Karsen apologized that she has not be in attendance for the past two Board Meetings. She advised that she will have to leave immediately following her report, as it is Musical season and she will be going to practice.

Gabriella reported that February 27th is Youthon, which will benefit Children's Hospital. She also reported that Speech and Debate qualified for the state tournament and advised that USC won the whole tournament for the 10th year in a row; the National Speech and Debate qualifier will be held in June. Gabriella also noted that this past Saturday, February 22nd was Winter Blast – she thanked everyone that organized the great event and commented that her sister had a wonderful time at Winter Blast. She also advised that, in conjunction with No Place for Hate, the High School participated in Black History Month.

Karsen reported that the Student Council will be traveling to Scranton to discuss the District hosting the National Student Council Conference. She noted that Shop@USC will be providing giveaways for the trip. She also noted that recent Assembly speaker, Kate Fitzsimons from Australia, was wonderful. She reported that Kate Fitzsimons spoke about an individual's choice to react to situations and how individuals can better themselves, noting the Assembly was very valuable.

STAR-SPANGLED BANNER (Isabela Couoh)

High School Senior, Isabela Couoh sang the Star-Spangled Banner. She noted that she will be attending Syracuse University and will be studying Environmental and Interior Design. She also commented that she has been part of the No Place for Hate Committee, and has been very active in the arts during her tenure at the High School.

PRESENTATION REGARDING "NO PLACE FOR HATE" UPDATES (Rozzo / Madia, Assistant Director of Student Support Services)

Mrs. Madia opened the presentation by discussing the District's partnership with the Anti-Defamation League. She thanked staff and students for attending the Board Meeting and sharing their school's progress and the pledges that the schools have taken to stop hate.

Dr. Miller, Principal of Streams, reported on the progress at Streams. She introduced her team she brought with her to present, including: parent, Mrs. Kerstin Goodworth and students, Abigail Petras and Anika Sripathy. The students discussed several initiatives that Streams has undertaken, including: creating a banner with their motto, “Stand Up, Stand Strong, Stand Together”; students taking their pledge against hate by tracing their shoes onto paper, and decorating the shoes with graphics that visualize “Standing Strong against Hate”; students voting for their top two favorite affirming quotes; and students exploring the symbolism of peace and how peace is represented around the world.

Mr. O’Rourke, Principal at Boyce, and Mrs. Christine Mussomeli, Assistant Principal at Boyce, reported on the progress at Boyce. Mr. O’Rourke introduced his team he brought with him to present, including: 5th grade ELA teacher, Ms. Amy Homer, and students, Evi Ali and Ryan Katukota. Mr. O’Rourke opened the presentation by discussing good leadership skills, as well as the school theme “We Rise by Lifting Others”. The students then discussed the many projects the school has undertaken for No Place for Hate, including: Amazing Kids 1: Understanding Autism; The Butterfly Project, which is a call to action through education, the arts and memorial making; and a Multicultural Event, which will be held on Thursday, March 26th.

Mr. Zelenski, Assistant Principal at the High School reported on the progress at the High School. Mr. Zelenski introduced his team he brought with him, including 9th grade English teacher, Ms. Tina Guarnaccio, Curriculum Leader and Counselor, Ms. Jennifer Kirk and students, Jacob Bernstein and Eva Rankin. Mr. Zelenski began the presentation by thanking all involved in the No Place for Hate Committee. He commented that there was overwhelming response to become involved with the committee and noted that the committee meets every week and has been holding an event each month. The students discussed the many events at the high school, including: a Kick-Off Speaker Event and News Analyses, School-Wide Needs Assessment, New-Years Resolution Event and a Black History Month Celebration Event. They also discussed plans for the future, which include: a school-wide event each month and signing the pledge before the end of the year.

The Board thanked the students and staff for all of their hard work with the No Place for Hate Initiative, all were very impressed with the efforts.

APPROVAL OF MINUTES (Bolas)

MOTION: By Mrs. Billerbeck, I move that the Board approve the minutes of the January 27, 2020 Board Meeting. Seconded by Mr. Mafrice and carried by unanimous voice vote.

SUPERINTENDENT’S REPORT (Rozzo)

a. AWARD ANNOUNCEMENT, MRS. AMY PFENDER

• “Emerging Woman in Education” Award

Dr. Rozzo reported on Mrs. Amy Pfender’s recent award. Mrs. Pfender received the “Emerging woman in Education” award. Dr. Rozzo stated that the District is very proud of Mrs. Pfender and her well-deserved accomplishment. He reported that she will be recognized at the Winsand Luncheon on April 2nd and that the luncheon is open for anyone to attend.

b. STRATEGIC PLAN UPDATE

Dr. Rozzo thanked Mr. Carson and Mr. Wilson for their hard work on the Strategic plan. He advised that the Strategic Plan initiative kicked off in January, and Mr. Carson and Mr. Wilson have spent time in each of the buildings discussing the new Strategic Plan and the District’s Mission, Vision and Values. He also reported that many community members, staff and students have expressed interest in helping to form the Mission, Vision and Values. He noted that School Districts no longer have to complete Strategic Plans, so he is very happy that we have so much interest in creating a Strategic Plan for

the Upper St. Clair District, as it helps everyone stay future focused.

c. APPROVAL OF BUDGET TRANSFER - (Rozzo)

MOTION: By Mrs. Peterson, I move to authorize the School District to perform a budget transfer from the Budgetary Reserve Account to the Capital Replacement Equipment Account in the amount of \$65,000. Seconded by Mrs. Bowen and carried by unanimous voice vote.

d. APPROVAL OF COMMENDATIONS AND RECOGNITIONS

Dr. Suritsky read the Commendations and Recognitions.

MOTION: By Mrs. Bowen, I move that the Board approve the Commendations and Recognitions, AS ATTACHED. Seconded by Mr. Mafrice and carried by unanimous voice vote.

11. ADMINISTRATOR'S REPORT (Rozzo)

a. APPROVAL OF TITLE II SERVICES CONTRACT WITH STEP BY STEP LEARNING, LLC (Bulazo, Director of Curriculum and Instruction)

MOTION: By Dr. Gans, I move that the Board approve the Title II Services Contract with Step by Step Learning, LLC, contingent upon documentation acceptable to the Superintendent and Solicitor. Seconded by Mrs. Bowen and carried by unanimous voice vote.

b. APPROVAL TO REJECT THE PROPOSALS RECEIVED ON FEBRUARY 2, 2020 FOR THIRD PARTY BUS SERVICES AND AUTHORIZE THE SCHOOL DISTRICT TO SOLICIT NEW PROPOSALS FOR THIRD PARTY BUS SERVICES - (Carson, Senior Director of Operations & Administrative Services) -

MOTION: By Ms. Schnore, I move that the Board authorize the District to Reject the Proposals Received on February 2, 2020 for Third Party Bus Services and Authorize the School District to Solicit New Proposals for Third Party Bus Services, contingent upon documentation acceptable to the Superintendent and Solicitor. Seconded by Mr. Mafrice and carried by unanimous voice vote.

c. APPROVAL OF FIREWALL TECHNOLOGY CONTRACT (Berrott, Director of Technology)

MOTION: By Mr. Elias, I move that the Board authorize the School District to contract with Cerdant, Inc. for the purchase and installation of SonicWall Firewall Equipment in the amount up to \$220,000, pursuant to the terms and conditions of the Federal E-rate program and the January 15, 2020 Request for Proposal, for the equipment to be purchased and installed on or after April 1, 2020, contingent upon documentation acceptable to the Superintendent and Solicitor. Seconded by Mrs. Billerbeck and carried by unanimous voice vote.

APPROVAL OF CONSENT AGENDA

MOTION: By Mr. Maffrice, The Committee recommends and I move that the Board approve the following Consent Agenda items, subject to final approval by the Superintendent and the Solicitor, AS ATTACHED TO THE PERMANENT RECORD OF THE MINUTES OF THIS MEETING. Seconded by Mrs. Peterson and carried by unanimous voice vote.

a. APPROVAL OF PERSONNEL LISTINGS

Approve the Personnel Listings, pending receipt of all paperwork and required clearances, AS ATTACHED.

b. SECOND READING AND ADOPTION OF POLICY #251 - HOMELESS STUDENTS

Approve the Adoption of Policy #251 - Homeless Students, AS ATTACHED.

c. SECOND READING AND ADOPTION OF POLICY #220 -STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

Approve the Adoption of Policy #220 - Student Expression/Distribution and Posting of Materials, AS ATTACHED.

d. SECOND READING AND ADOPTION OF POLICIES (#301 - #351) - EMPLOYEE POLICIES AND DELETION OF CERTAIN POLICIES

SECOND READING AND ADOPTION OF THE FOLLOWING POLICIES:
(denotes a new policy)*

- *301 - Creating a New Position
- *302 - Employment of Superintendent/Assistant Superintendent
- 304 - Employment of District Staff
- 305 - Employment of Substitutes
- *306 - Employment of Summer School Staff
- 307 - Student Teachers / Interns
- *308 - Employment Contract / Board Resolution
- 309 - Assignment and Transfer
- *311 - Reduction of Staff
- 312 - Performance Assessment of Superintendent / Assistant Superintendent
- *313 - Evaluation of Employees
- 314 - Physical Examination
- *314.1 - HIV Infection
- *317 - Conduct / Disciplinary Procedures
- *317.1 - Educator Misconduct
- *318 - Penalties for Tardiness
- *319 - Outside Activities
- *320 - Freedom of Speech in Nonschool Settings
- 321 - Political Activities
- *322 - Gifts
- *323 - Tobacco / Nicotine
- 324 - Personnel Files
- 325 - Dress and Grooming
- *326 - Complaint Process
- 328 - Compensation Plans / Salary Schedules
- 330 - Overtime

- *331 - Job Related Expenses
- *332 - Working Periods
- 333 - Professional Development
- 334 - Sick Leave
- 335 - Family and Medical Leave
- 336 - Personal Necessity Leave
- *337 - Vacation
- 338 - Sabbatical Leave
- *338.1 - Compensated Professional Leave
- *339 - Uncompensated Leave
- *340 - Responsibility for Student Welfare
- *341 - Benefits for Part-Time Employees
- *342 - Jury Duty
- *343 - Paid Holidays
- *347 - Workers Compensation Transitional Return-to-Work Program
- 351 - Drug Abuse and Substance Abuse
- Cross Reference - 300 Policies

POLICIES TO PERMANENTLY RETIRE:

- 2000.1 - Evaluation of the Superintendent
- 3012 - Drug Free Workplace
- 3025 - Political Activities
- 5101 - Leaves of Absence
- 5102 - Sabbatical Leave
- 5103 - Retirement
- 5104 - Assignment and Transfer of Personnel
- 5106 - Negotiations with Employee Organizations
- 5109 - Overtime and Compensatory Time
- 5112 - Administrative Staff Dress and Grooming
- 5113 - Personnel Files
- 5116 - Employment of Administrators
- 5118 - Medical Examinations
- 5119 - Family and Medical Leaves
- 5201 - Conferences and Meetings
- 5202 - Employment of Professional Staff
- 5202.1 - Professional Employee Experience Credit for Salary Reimbursement
- 5203 - Interns
- 5204 - Student Teachers
- 5205 - Professional Substitute Employment and Compensation
- 5205.1 - Teacher Induction Program
- 5301 - Application, Employment and Assignment - Classified Employees
- Employment of Classified Staff
- 7007 - Letters of Condolence

Approve the adoption of policies #301-#351 and permanently retire policies #2000.1 - #7007 as listed above and, AS ATTACHED.

e. APPROVAL OF INTERNET FILTERING TECHNOLOGY CONTRACT

Approve the contract with Securly for Internet filtering for a three-year term with automatic yearly renewals after the initial term, contingent upon acceptable documentation to the Superintendent and Solicitor.

f. APPROVAL OF STUDENT SUPPORT SERVICES, COMMUNITY SCHOOL WEST

Approve the tuition contract for the 2019-2020 school year with Allegheny Intermediate Unit (Community Schools West).

g. APPROVAL OF RESOLUTIONS REGARDING STAFFING EFFECTIVE 3-1-20

Approve the following resolution regarding staffing:

Decrease: 1.00 District Maintenance Technician (7.5 hours/day)

Increase: 1.00 District Maintenance Head Technician (7.5 hours/day)
1.00 Maintenance Manager
2.00 Custodial Managers
.4 Theater Manager
Ad-hoc Theater Technicians

**h. APPROVAL OF TREASURER'S REPORT - 2.10.20
INCLUDING SUPPLEMENTAL REPORT - 2.24.20**

Approve the Treasurer's report including approval total of Bill List and Check File Listing as Following:

Fund 10 (General Fund) - \$1,739,427.71
Fund 31 (Capital Reserve Fund) - \$0
Fund 36 (Construction Fund) - \$605,952.95
Fund 50 (School Lunch Fund) - \$96,164.87

**i. APPROVAL OF PARKWAY WEST CAREER AND TECHNOLOGY CENTER
GENERAL OPERATING AND JOINTURE BUDGETS FOR 2020-2021**

Approve the Parkway West Career and Technology Center General Operating and Jointure Budgets for the 2020-21 school year.

j. APPROVAL OF LETTERS OF AGREEMENT WITH THE BOY SCOUTS OF AMERICA

- 5A Hold Harmless Contract and Letter of Agreement
- 5B Hold Harmless Contract and Letter of Agreement
- 6A Hold Harmless Contract and Letter of Agreement
- 6B Hold Harmless Contract and Letter of Agreement
- Ropes Course COPE Consent

Approve the Letters of Agreement with the Council of the Boy Scouts of America establishing use of the Course at Camp Guyasuta by Fort Couch Middle School.

k. APPROVAL TO DECLARE ITEMS AS SURPLUS

Declare a list of equipment surplus and Authorize the administration to sell, exchange, dispose, or donate the items in accordance with the provisions to Policy #3006 - Sale or Disposal of Surplus Property, Equipment, Supplies and Textbooks.

APPROVAL OF CHANGE ORDERS FOR CAPITAL PROJECTS

MOTION: By Mrs. Billerbeck, I move that the Board approve the following change orders for Capital Improvement Projects. Seconded by Mrs. Peterson and carried by unanimous voice vote.

Change Order No	Vendor	Amount
GC-015	Walter Mucci Construction, Inc.	(\$61,383.92)
GC-016	Walter Mucci Construction, Inc.	(\$10,365.00)
EC-007	A-1 Electric, Inc.	\$22,167.00

COMMITTEE REPORTS

a. ADOPTION OF CHARTER SCHOOL FUNDING REFORM RESOLUTION - (Gans)

MOTION: By Dr. Gans, I move that the Board Adopt the Charter School Funding Reform Resolution. Seconded by Mrs. Bowen and carried by unanimous voice vote.

Mrs. Billerbeck reported on the Youth Steering Committee Winter Blast. Winter Blast was held for Middle School students on Saturday, February 22nd. She noted that 296 students attended, as well as many volunteers, board members and staff members. She commented that the event was very successful and she was very thankful so many people came together for the students. She also gave a special thank-you to Ms. Stacey Liguori for handling the clearance process. Mrs. Billerbeck also noted that Ms. Schnore was collecting food donations at Winter Blast for SHIM.

Ms. Schnore advised that 380 pounds of food were collected, for SHIM, from Winter Blast. She also noted that there is one week left for the District-wide SHIM food drive. After the District-wide food drive is over, she will report back with the total food donations for SHIM.

Dr. Gans reported on the Screenagers Movie, which had two showings on February 18th. She noted that discussion followed the movie, and there was a lot of great discussion from parents. She advised that surveys were given at the movie, and after she compiles all of the data, she will give a more official report.

Mrs. Bolas reported that sectional meetings will be held through PSBA on mandate reform, property tax reform and charter school initiative. She also reported that the Board adopted the PSBA Principles of Governance and Leadership and that PSBA has been notified of the adoption of the Principles. She advised that Board self-evaluations and Board goals will be coming up soon and will lead into the superintendent self-evaluation. She noted that she soon will be sending out a timeline with specific dates.

RESIDENTS' COMMENTS - REGARDING ANY ITEM

Note: As per Guidelines for Residents' Comments, please state your name and address and limit your comments to three minutes.

MATTERS OF INFORMATION - SUPERINTENDENT & ADMINISTRATION

a. HIGH SCHOOL SPRING MUSICAL, "SHREK THE MUSICAL"

- *Friday, March 6 - 7:30PM*
- *Saturday, March 7 - 7:30PM*
- *Sunday, March 8 - 2:00PM*
- *Thursday, March 12 - 6:30PM*
- *Friday, March 13 - 7:30PM*
- *Saturday, March 14 - 7:30PM*

Dr. Rozzo gave a reminder about the musical, “Shrek the Musical”. He noted that a lot of time and effort has been put in by everyone involved with the Musical

b. BUDGET PREVIEW

- *March 23, 2020 - Summary Budget Presentation (high level)*
- *April 27, 2020 - Detailed Budget Presentation (detailed)*
- *May 4, 2020 - Budget Update (recommendation)*
- *May 18, 2020 - Adopt 2020-21 Proposed Final Budget (adopt proposed, updates)-can be changes made after this vote and final vote.*
- *June 1, 2020 - Budget Update*
- *June 17, 2020 - Adopt 2020-21 Final Budget (final vote)*

Dr. Rozzo shared the budget preview, and noted that budget season is now underway. He advised that level meetings and budget analysis are currently occurring at the District.

EXECUTIVE SESSION WAS HELD PRIOR TO THE MEETING FOR SAFETY & SECURITY, LEGAL MATTERS, STUDENT MATTERS AND PERSONNEL.

Mrs. Bolas announced Executive Session was held prior to the Board Meeting.

ADJOURNMENT

It was moved, seconded and carried by unanimous voice vote that the meeting adjourn at approximately 8:30pm.

Barbara L. Bolas, President
BOARD OF SCHOOL DIRECTORS

Scott P. Burchill, Board Secretary
BOARD OF SCHOOL DIRECTORS

Submitted by: Sarah MacDonald
SCHOOL BOARD STENOGRAPHER

COMMENDATIONS & RECOGNITIONS

February 2020

HIGH SCHOOL

A team of Upper St. Clair High School students – Botsburgh #11792 – has qualified to compete at the Pennsylvania FIRST Tech Challenge Championship on Feb. 29 and March 1, 2020, at Red Lion Area Senior High School, located near York, Pa. Team members include:

Nathan Scher, Junior
Varun Damarla, Sophomore
Sambhav Saggi, Sophomore
Sujoy Shah, Sophomore
Nitish Sharma, Sophomore
Sahil Bhalodia, Freshman

The students are coached by Hunaid Nulwala, Ph.D., Ketan Shah and Alan Scher as well as Upper St. Clair senior Moez Nulwala, who serves as a mentor. The FIRST Tech Challenge is an international robotics competition for students in grades seven through 12. Botsburgh qualified for the state competition by placing third in the Inspire Award category at the West Central Pennsylvania Qualifier on December 7, 2019, in Johnstown. The team was recognized for hosting several community events at the Upper St. Clair Township Library aimed at introducing Science Technology Engineering Arts and Math (STEAM) to young children.

Two Upper St. Clair High School students recently earned first place finishes at the Pennsylvania Junior Academy of Science Region 7 competition on February 1, 2020, at Duquesne University – advancing to the state-level competition. Freshman Keshav Narasimhan completed independent research and a presentation titled, “A Mathematical Model to Predict Crohn's Flare-Up.” Junior Sophia Shi, who participated in a research internship with the UPMC Aging Institute last summer, focused her research/presentation on, “Regulation of Deubiquitinase Activity in Mitophagy.” Students earning a first-place award are invited to present their experiment at the state competition May 17-19, 2020, at the Pennsylvania State University in State College.

Two Upper St. Clair students were award winners in the Parkway West Career & Technology Center SkillUSA District Competition. The place winners are:

Lucas Gillespie – 1st Place for Building Construction
Gabrielle Caudill – 2nd Place for Cosmetology

As a First Place Winner, Lucas will advance to state competition April 15th-17th in Hershey, PA.

BOYCE

A team of Boyce Middle School students recently placed first at the annual Science Bowl at the Carnegie Museum of Natural History. The team members included sixth grader Ayan Singh Amin and fifth graders Erika Metzger, Mackenzie Pope and Jonah Zahalsky.

FORT COUCH / EISENHOWER

Two Upper St. Clair students recently took home first-place trophies in their respective sections at the 22nd Tri-State Junior Chess Open. Fort Couch Middle School eighth grader Jack Lowden topped the Advanced Beginner section while Eisenhower Elementary second grader Brayden Wong captured the Intermediate section.

Personnel Listing
Board Meeting
02-24-2020

Election

Staff Name	Location	New Assignment	New Assignment Status	Effective Date
Englert, Erin	Substitute	Certified Teacher	Substitute	02-19-2020
Hayes, Quinn	Substitute	Substitute Bus Driver	Substitute	01-30-2020
Jackson, Terry	High School	Track & Field Assistant Coach	ECA - Volunteer	03-02-2020
Karidis, Joy	Fort Couch	Assistant Softball Coach	ECA	03-09-2020
Lee, Henry	Fort Couch	Assistant Softball Coach	ECA	03-09-2020
Manning, Kim	High School	Girls Volleyball Head Coach	ECA	08-17-2020
Santucci, Christopher	Bus Garage	Substitute Bus Driver	Substitute	02-18-2020
Stevenson, Deborah	High School	Nutrition Center General Worker	PT	02-05-2020
Tomczyk, Amy	Substitute	Teacher Aide	Substitute	02-18-2020

Change of Status

Staff Name	Location	Current Assignment	Current Assignment Status	New Assignment	New Assignment Status	Effective Date
Comfort, Karlie	High School	Assistant Varsity Softball Coach	ECA	N/A	N/A	03-02-2020
Harding, Alan	Bus Garage	Bus Driver	PT	Substitute Bus Driver	Substitute	01-31-2020
Hartnett, Tim	High School	1.0 Teacher (Chemistry)	FT	Personal Leave of Absence	Leave	03-17-2020
Hughes, Melissa	High School	Math Teacher	FT	Personal Leave of Absence	Leave	02-17-2020
Kozak, Donald	High School	Maintenance Technician	FT	Personal Leave of Absence	Leave	2-20-2020
Laffey, Bri	High School	Head Girls Lacrosse Coach	ECA	N/A	N/A	03-02-2020
Manning, Kim	Bus Garage	Bus Driver	PT	Personal Leave of Absence	Leave	01-28-2020
Valentine, Erika	High School	Clairvoyant Co-Sponsor	ECA	N/A	N/A	02-25-2020

Reappointment

Staff Name	Location	Current Assignment	Current Assignment Status
Blazek, Debbi	High School	Spring Musical - Musical Assistant (Make-Up Director)	ECA
Corona, Cara	Fort Couch	Spring Musical Costume Assistant/Manager	ECA
Gibson, Connie	Fort Couch	Spring Musical - Musical Producer	ECA
Karidis, Steve	Fort Couch	Head Softball Coach	ECA
Lattanzi, Brian	High School	Varsity Baseball Assistant Coach	ECA - Volunteer
Rubino, Marilyn	Fort Couch	Spring Musical - Costume Designer	ECA
Wallace, Amy	Fort Couch	Spring Musical - Choreographer	ECA
Werner, Mary Elizabeth	Fort Couch	Spring Musical - Scenic Painter	ECA

Retirement

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Stretavski, Kevin	High School	District Driver/Delivery	FT	02-13-2020

Termination

Staff Name	Location	Current Assignment	Current Assignment Status	Effective Date
Albert, Susan	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Baumgartner, Margaret	Substitute	Substitute Nutrition Center General Worker and Substitute Custodian	Substitute	02-06-2020
Bowen, Cathy	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Chambers, Eleanor	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Curtis, Kelsey	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Dady, Amy	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Holist, Suzan	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Hull, Ashley	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Leonard, Debbie	Substitute	Substitute Nurse	Substitute	02-19-2020
Lettieri, Jenna	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Lubin, Linda	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Postlewaite, Derek	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Shade, Allison	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
St. Clair, Alexandra	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Wasielewski, Debra	Substitute	Substitute Nutrition Center General Worker	Substitute	02-03-2020
Zavadil, Angela	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Zora, Catherine	Substitute	Substitute Certified Teacher	Substitute	02-03-2020
Zwirn, Allie	Substitute	Substitute Certified Teacher	Substitute	02-03-2020

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

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

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

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

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

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

Definitions

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

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

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

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

Posting means publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by Policy 220 and these procedures. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by Policy 220 and these procedures.

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

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.

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

6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written district procedures on time, place and manner for posting and distribution of otherwise protected expression.

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

Distribution of Nonschool Materials

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

1. All nonschool materials, together with a copy of the plan of distribution, must be submitted to the building principal, who will forward such information to the Superintendent or designee for approval, no later than twenty-four (24) hours prior to the planned distribution. The plan of distribution will set forth in detail the desired time, place and manner of distribution, as well as those who will be distributing the materials.
2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to distribute such material on school property must provide in writing his/her name, address, telephone number and organization, if any. This information will be filed in the building principal's office.
3. The Superintendent or designee will review the material, determine if it constitutes unprotected expression, and inform the building principal or designee of his/her decision. The building principal or designee will notify the student(s) planning to distribute nonschool material of the decision to grant or deny permission to distribute the material as planned. If the decision is to not permit the distribution, the building principal or designee will specify the reasons for the decision and will specify the changes in the content of the material or in the plan of distribution which must be made, if any, in order to secure such permission. If the student(s) desiring to distribute such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned distribution, the building principal or designee may then grant permission to distribute.

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

4. Any materials that have not been approved for distribution will not be distributed on school property, at school-sponsored functions or on school-provided vehicles.

Time -

If permission is granted, students may only distribute approved nonschool materials at the times designated by the school principal. The principal shall designate a time such as before school, during lunch, after school or during school sponsored activities and the time restrictions shall apply for all students.

Place -

If permission is granted, students may only distribute approved nonschool materials in the places designated by the school principal and nonschool materials may not be distributed during any regularly scheduled class unless specifically authorized by the Superintendent or designee. The principal shall designate places within the school that will not disrupt movement within the building and will notify students of the designated places annually.

Manner -

All nonschool materials must bear the district disclaimer unless the requirement is waived by the Superintendent or designee.

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

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

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

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

Posting of Nonschool Materials

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

1. All requests to post nonschool materials must be submitted to the building principal, who will forward such information to the Superintendent or designee for approval, no later than twenty-four (24) hours prior to the planned posting.
2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to post such material must provide in writing his/her name, address, telephone number and organization, if any. This information will be filed in the building principal's office.
3. The Superintendent or designee will review the material, determine if it constitutes unprotected expression, and inform the building principal or designee of his/her decision. The building principal or designee will notify the student(s) planning to post nonschool material of the decision to grant or deny permission to post the material as planned. If the decision is to not permit the posting, the building principal or designee will specify the reasons for the decision and will specify the changes in the content of the material, if any, in order to secure such permission. If the student(s) desiring to post such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned posting, the building principal or designee may then grant permission to post.
4. Any materials that have not been approved for posting will not be posted on school property.
5. All approved materials will be posted in an area designated by the building principal for students to post nonschool materials.
6. All material approved to be posted will contain the date it was first posted.
7. All materials approved to be posted must be removed after 10 school days to assure full access to the bulletin boards.
8. No student will remove or otherwise interfere with the posting of approved nonschool material by student(s).

STUDENT EXPRESSION/DISTRIBUTION AND
POSTING OF MATERIALS - Pg. 6

9. Approved postings may be required to display the appropriate district disclaimer, as directed by the building principal or designee.

Disciplinary Consequences

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

Student Handbook

This procedure will be included or referenced in student handbooks.

February 24, 2019

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Distribution and Posting of Materials
Code	220
Status	Active
Legal	1. 22 PA Code 12.9 2. 24 P.S. 511 3. 22 PA Code 12.2 4. 24 P.S. 510 5. Pol. 219 6. Pol. 218
Adopted	February 24, 2020

Purpose

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

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

Definitions

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

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

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

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

Authority

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

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

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

Unprotected Student Expression

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

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

7. Violates written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.

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

Discipline for Engaging in Unprotected Expression

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

Distribution of Nonschool Materials

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

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

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

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

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

Posting of Nonschool Materials

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

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

Review of Student Expression

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

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

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

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

Delegation of Responsibility

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

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

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



220 - Attachment.pdf (87 KB)

Book	Policy Manual
Section	200 Pupils
Title	Homeless Students
Code	251
Status	Active
Legal	1. 24 P.S. 1306 2. 22 PA Code 11.18 3. 42 U.S.C. 11431 et seq 4. 42 U.S.C. 11431 5. 42 U.S.C. 11432 6. 42 U.S.C. 11434a 7. Pol. 103.1 8. Pol. 113 9. Pol. 200 10. Pol. 201 11. Pol. 203 12. Pol. 204 13. Pol. 209 14. Pol. 216 15. Pol. 113.4 16. Pol. 206 17. Pol. 146 18. Pol. 810 19. Pol. 808 20. Pol. 115 21. Pol. 918 22. Pol. 138 23. Pol. 114 22 PA Code 403.1 20 U.S.C. 1232g 20 U.S.C. 6301 et seq 34 CFR Part 99 67 Fed. Reg. 10698 PA Education for Homeless Children and Youth State Plan
Adopted	February 24, 2020

Authority

The Board recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students. [\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers to the identification, enrollment, attendance, transportation, school stability and success in school of homeless children and youths. [\[3\]](#)

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status. [\[4\]](#)[\[5\]](#)

Definitions

Enroll or **Enrollment** means attending classes and participating fully in school activities. [\[6\]](#)

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes: [\[6\]](#)

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools. [\[5\]](#)

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason. [\[6\]](#)

Delegation of Responsibility

The Board designates the Superintendent or designee to serve as the district's liaison for homeless children and youths.[5]

The district's liaison shall ensure outreach and coordination with:[5]

1. Local social service agencies and other entities that provide services to homeless children and youths and families.
2. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
3. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[7][8]
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[5]

The district's liaison shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[5]

Guidelines

Enrollment/Placement

Best Interest Determination -

In determining the best interest of a child or youth, the district shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.[5]
2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[5]
3. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[5]

Placement -

In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.[5]

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[5]

The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[5]

The district shall provide the parent/guardian or unaccompanied youth with a written explanation of any district decision related to school selection or placement, including the right to appeal.[5]

Enrollment -

The selected school shall immediately enroll the student and begin instruction, even if:

1. The student is unable to produce records normally required for enrollment.[3][9][10][11][12][13][14][15]
2. The application or enrollment deadline has passed during any period of homelessness.[5][9]

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academics or other records.[5][9][10][11][12][13][14][15]

The district may require a parent/guardian to submit contact information.[5]

Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[5][16]

Dispute Resolution -

If a dispute arises over eligibility, enrollment or school selection:[5]

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Education Records

Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[14][15]

Comparable Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:[1][5][17]

1. Transportation services.[18]
2. School nutrition programs.[19]
3. Career and technical education.[20]

4. Preschool programs.
5. Educational programs for which the homeless student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[21]
 - b. Programs for English Language Learners.[22]
 - c. Programs for students with disabilities.[8]
 - d. Programs for gifted and talented students.[23]

Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[1][5][18]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[5]

Training

The district's liaison shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[5]

The district's liaison shall arrange professional development programs for school staff, including office staff.[5]

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[5]

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Book	Policy Manual
Section	300 Employees
Title	Creating a Position
Code	301
Status	Active
Legal	1. 24 P.S. 1001 2. 24 P.S. 1106 3. 24 P.S. 1107 4. 22 PA Code 4.4 5. Pol. 328 6. Pol. 104 24 P.S. 1075
Adopted	February 24, 2020

Authority

Positions for administrative, professional and classified employees shall be established by the Board in order to provide the effective leadership and management necessary to operate district schools and to provide quality educational programs and services, consistent with the needs of the schools and the resources of the community.

The need for creating positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the district and operation of the schools.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#).

The initial salary or salary range for a new position shall be determined by the Board when creating the position, based upon the recommendation of the Superintendent and supporting documentation. [\[5\]](#)

In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:

1. Effective management of district programs.
2. Number of students enrolled.
3. Special needs of students.
4. Operational needs of the district.
5. Financial resources of the school community.

The Superintendent shall be responsible for recommending a new or additional administrative, professional or classified position.

Delegation of Responsibility

Recommendations for a new or additional position shall include:

1. Job description clearly stating the duties for which the position was created.
2. Title that conforms with the appropriate certificate if certification is required.
3. Supporting data and other rationale relevant to the recommendation.

The Board may, through the Superintendent, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.[6]

Book	Policy Manual
Section	300 Employees
Title	Employment of Superintendent/Assistant Superintendent
Code	302
Status	Active

Legal

1. 24 P.S. 1001
2. 24 P.S. 508
3. 24 P.S. 1071
4. 24 P.S. 1073
5. 24 P.S. 1076
6. 24 P.S. 1077
7. 24 P.S. 1079
8. Pol. 104
9. 22 PA Code 49.41
10. 22 PA Code 49.42
11. 24 P.S. 1002
12. 24 P.S. 1003
13. 24 P.S. 1078
14. 24 P.S. 111.1
15. 23 Pa. C.S.A. 6344
16. 24 P.S. 111
17. 24 P.S. 1004
18. Pol. 314
19. 24 P.S. 1073.1
20. 24 P.S. 1081
21. 24 P.S. 1082
22. Pol. 003
23. Pol. 312
24. 24 P.S. 1075
25. 24 P.S. 1007
26. 24 P.S. 1008
27. 2 Pa. C.S.A. 551 et seq
28. 24 P.S. 1080
- 18 Pa. C.S.A. 9125
- 22 PA Code 49.171
- 22 PA Code 49.172
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- 24 P.S. 108
- 24 P.S. 1418
- 28 PA Code 23.43
- 28 PA Code 23.44
- 28 PA Code 23.45
- 42 U.S.C. 12101 et seq

Adopted

February 24, 2020

Purpose

The Board places the primary responsibility and authority for the administration of the district in the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective leadership and management of the district.[1]

Authority

During the last year of the Superintendent's term or any other time the position of Superintendent becomes vacant, the Board shall meet to appoint, by a majority vote of all members of the Board, a properly qualified district Superintendent. The appointed Superintendent shall enter into a written contract with the Board for a term of three (3) to five (5) years.[2][3][4]

An Assistant Superintendent shall be appointed by a majority vote of all members of the Board upon nomination of the Superintendent. An Assistant Superintendent may serve through the term of the Superintendent or enter into a contract for a term of three (3) to five (5) years.[2][3][5][6]

At a public Board meeting occurring at least ninety (90) days prior to the expiration date of the Superintendent's or an Assistant Superintendent's term of office, the Board meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to notify the Superintendent or Assistant Superintendent that the Board intends to retain him/her or that other candidates will be considered for the office. If the Board fails to take such action, the term of office which the Superintendent or Assistant Superintendent is serving shall be extended one (1) time for a one-year period. Prior to the end of the one-year extension, the Board shall take action necessary to retain the Superintendent or Assistant Superintendent. If no action is taken prior to the conclusion of the one-year extension, the term of office for the current Superintendent or Assistant Superintendent shall terminate.[4][6]

Anytime the Board votes to retain a Superintendent or Assistant Superintendent, the Superintendent may be retained for a term of three (3) to five (5) years, and the Assistant Superintendent may be retained for a term of three (3) to five (5) years or for a term extending through the term of the Superintendent.[4][6]

Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve not longer than one (1) year from the time of appointment.[7]

In the event the Board appoints an acting Superintendent or Assistant Superintendent, the Board shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with Board policy.

Guidelines**Recruitment and Assessment of Candidates**

The Board shall actively seek candidates who meet the qualifications and requirements for the position of Superintendent and/or Assistant Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants.

When undertaking a search to fill the position of Superintendent or Assistant Superintendent, recruitment procedures shall be prepared and may include the following:

1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.[8]

2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
3. Preparation of informative materials describing the school district, the Superintendent/Assistant Superintendent position, and the district's educational goals.
4. Opportunity for selected applicants to visit the district schools, meet with internal staff and external stakeholders at the Board's invitation.

Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal law.[\[8\]](#)

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school district.

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[14\]](#)

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[\[15\]](#)[\[16\]](#)

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[16\]](#)

Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by law.[\[17\]](#)

After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require.[\[18\]](#)

Employment Contracts

An individual shall not be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract expressly stating the terms and conditions of employment. The written contract shall:[\[4\]](#)

1. Contain the mutual and complete agreement between the Superintendent or Assistant Superintendent and the Board with respect to the terms and conditions of employment.
2. Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)
3. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent or Assistant Superintendent.[\[6\]](#)[\[24\]](#)
4. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is

allowed to extend automatically as required by law.[\[4\]](#)

5. Specify the termination, buyout and severance provisions, including all post-employment compensation and the period of time in which the compensation shall be provided. Termination, buyout and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely.
6. Contain provisions relating to outside work that may be performed, if any.[\[25\]](#)[\[26\]](#)
7. State that any modification to the contract must be in writing.
8. State that the contract shall be governed by the laws of the Commonwealth.
9. Limit compensation for unused sick leave in employment contracts for Superintendents and/or Assistant Superintendents who have no prior experience as a district Superintendent or Assistant Superintendent to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time of the contract.
10. Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents and/or Assistant Superintendents who have no prior experience as a district Superintendent or Assistant Superintendent.
11. Specify post-retirement benefits and the period of time in which the benefits shall be provided.

Removal/Severance

A Superintendent or Assistant Superintendent may be removed from office and have their contracts terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent or Assistant Superintendent.[\[27\]](#)[\[28\]](#)

Any negotiated severance of employment prior to the end of the term of the Superintendent's or Assistant Superintendent's specified contract term shall be limited to either: [\[4\]](#)

1. The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term;
or
2. The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.

Book	Policy Manual
Section	300 Employees
Title	Employment of District Staff
Code	304
Status	Active
Legal	1. 22 PA Code 4.4 2. 24 P.S. 1089 3. 24 P.S. 1106 4. 24 P.S. 1107 5. 24 P.S. 1142-1152 6. 24 P.S. 406 7. 24 P.S. 508 8. Pol. 328 9. 24 P.S. 1111 10. 24 P.S. 1204.1 11. 24 P.S. 111.1 12. 23 Pa. C.S.A. 6344 13. 24 P.S. 111 14. 22 PA Code 49.1 et seq 15. 24 P.S. 1109 16. 24 P.S. 1201 17. 24 P.S. 2070.2 18. Pol. 104 19. 42 U.S.C. 12112 20. 20 U.S.C. 7801 21. 22 PA Code 403.2 22. 22 PA Code 403.4 23. 22 PA Code 403.5 24. 22 PA Code 14.105 25. Pol. 113 24 P.S. 108 24 P.S. 1109.2 22 PA Code 8.1 et seq 18 Pa. C.S.A. 9125 23 Pa. C.S.A. 6301 et seq 42 U.S.C. 12101 et seq
Adopted	February 24, 2020

Authority

The Board places substantial responsibility for the effective management and operation of district schools and the quality of the educational program with its administrative, professional and classified employees.

The Board shall, by a majority vote of all members, approve the employment; set the compensation; and if applicable, establish the term of employment for each administrative, professional and classified employee employed by the district.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Approval shall normally be given to the candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

No teacher shall be employed who is related to any member of the Board, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.[\[9\]](#)

The Board authorizes the use of professional and classified employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.

The district shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.[\[10\]](#)

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[11\]](#)

A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[\[12\]](#)[\[13\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[13\]](#)

A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for employment of staff, in accordance with Board policy and state and federal laws and regulations.[\[18\]](#)

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such positions.

The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.[\[19\]](#)

The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

Each certificated administrative and professional employee employed by the district shall be responsible for maintaining a valid certificate when such certificate is required by law.[\[14\]](#)[\[15\]](#)[\[16\]](#)

Title I Requirements

All elementary, middle and secondary teachers employed by the district who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.[\[20\]](#)[\[21\]](#)[\[22\]](#)

The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required qualification, in accordance with federal law and state regulations. The written certifications shall be maintained in the district office and the school office and shall be available to the public, upon request.[\[20\]](#)[\[22\]](#)[\[23\]](#)

All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following: [\[21\]](#)[\[23\]](#)

1. At least two (2) years of study at an institution of higher learning.
2. Associate's or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.

Special Education Paraprofessionals

All instructional paraprofessionals hired by the district, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students, shall have a secondary school diploma and one (1) of the following: [\[24\]](#)[\[25\]](#)

1. At least two (2) years of postsecondary study.
2. Associate's or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. [\[24\]](#)

Personal Care Assistants

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment. [\[24\]](#)

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.

Educational Interpreters

An educational interpreter is an individual who provides students who are hearing impaired with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations.[\[24\]](#)

Replaced the following Policies:

Policy 5116 - Employment of Administrators originally adopted 11-29-04 and revised 4-26-11

Policy 5202 - Employment of Professional Staff originally adopted 7-24-67 and revised on 11-11-74, 9-9-85, 12-8-86, 5-3-04 and 4-26-11

Policy 5301 - Application, Employment and Assignment - Classified Staff originally adopted 11-27-67 and revised on 11-11-74, 1-13-86, 6-28-04 and 4-26-11

Book	Policy Manual
Section	300 Employees
Title	Employment of Substitutes
Code	305
Status	Active
Legal	1. 24 P.S. 406 2. 24 P.S. 1101 3. 24 P.S. 1106 4. 24 P.S. 1148 5. 24 P.S. 111.1 6. 23 Pa. C.S.A. 6344 7. 24 P.S. 111 8. 22 PA Code 49.1 et seq 9. 24 P.S. 1109 10. 24 P.S. 1201 11. 24 P.S. 2070.2 24 P.S. 108 22 PA Code 8.1 et seq 23 Pa. C.S.A. 6301 et seq Pol. 104
Adopted	February 24, 2020

Authority

Qualified and competent substitutes for professional and classified employees shall be employed by the district in order to provide continuity in the educational programs, operations and services of the schools.

The Board shall approve annually the names of potential substitute employees and the positions in which they may substitute.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Additional names may be added to the list of substitutes by the Board during the school year.

Approval shall normally be given to the candidates for employment recommended by the Superintendent.

Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program and services of the district and the candidate has satisfied legal pre-employment requirements. Retroactive approval shall be recommended to the Board at the next regular Board meeting.

A candidate's misstatement of fact during the application process or material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of substitute employment to a candidate. The employment history review shall remain valid as long as the substitute continues to be employed by the district or remains on the approved substitute list. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[5\]](#)

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[\[6\]](#)[\[7\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[7\]](#)

A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Compensation

Substitutes shall be paid on a per diem basis at a rate set periodically by the Board for the various classes of employees.[\[4\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations regarding employment of substitutes.

The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

The Superintendent or designee may recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.

The Superintendent or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, employee status, work schedule, and other matters that enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.

Replaced Policy 5205 - Professional Substitute Employment and Compensation originally adopted 2-29-68 and revised 11-11-74, 6-8-81, 6-8-87, 5-3-04 and 4-26-11

Book	Policy Manual
Section	300 Employees
Title	Employment of Summer School Staff
Code	306
Status	Active
Legal	1. 24 P.S. 406 2. 24 P.S. 508 3. 24 P.S. 1109 4. 24 P.S. 1146 5. 24 P.S. 1901 6. Pol. 124 7. 24 P.S. 111.1 8. 23 Pa. C.S.A. 6344 9. 24 P.S. 111 10. 22 PA Code 49.1 et seq 11. 24 P.S. 1201 12. 24 P.S. 2070.2 22 PA Code 8.1 et seq 23 Pa. C.S.A. 6301 et seq 24 P.S. 108 Pol. 104
Adopted	February 24, 2020

Authority

The Board directs that qualified and competent professional and support employees be employed to provide the district's summer school program.

When a summer school program is authorized by the Board, the Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each individual employed in the district summer school program, subject to any applicable collective bargaining agreement provisions governing summer school programs. [\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]](#)

Approval shall normally be given to the candidates recommended by the responsible administrator and approved by the Superintendent.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[7\]](#)

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[\[8\]](#)[\[9\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[9\]](#)

A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[\[3\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations or procedures to recruit, screen and recommend candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position, as determined by the administration, shall be recommended.

Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.

Recommendations from former employers and others may be sought to assess the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

Book	Policy Manual
Section	300 Employees
Title	Student Teachers/Interns
Code	307
Status	Active
Legal	1. 24 P.S. 510 2. 24 P.S. 111 3. 23 Pa. C.S.A. 6344 4. 24 P.S. 1418 5. 28 PA Code 23.43 6. 28 PA Code 23.44 7. 28 PA Code 23.45 8. Pol. 314 9. 23 Pa. C.S.A. 6344.3 10. Pol. 907 22 PA Code 8.1 et seq 23 Pa. C.S.A. 6301 et seq
Adopted	February 24, 2020

Authority

The Board encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns.

The Board establishes that district schools shall accept student teachers and interns from accredited institutions with which the district has a cooperative agreement approved by the Board.[\[1\]](#)

The Board directs that student teachers and interns shall not be accepted into district schools unless they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of those screening processes.[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall be responsible to assign student teachers and interns to the schools.

Recommendations for selection of cooperating teachers shall be made by the building principal, with the agreement of the college or university supervisor.

The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.

Student teachers and interns shall comply with the health examination requirements of the state and Board policy applicable to district staff. [4][5][6][7][8]

While serving in district schools, student teachers and interns shall be responsible for their conduct to the supervising teacher/administrator and building principal.

Arrest or Conviction Reporting Requirements

Prior to being accepted into district schools, student teachers and interns shall report, on the designated form, arrests and convictions as specified on the form. Student teachers and interns shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. [2]

While serving in district schools, student teachers and interns shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law. [2]

While serving in district schools, a student teacher or intern shall be required to report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law. [9]

A student teacher or intern shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the student teacher or intern was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Superintendent or designee. [2]

Failure to accurately report such arrests and convictions may subject the student teacher or intern to disciplinary action up to and including dismissal from the program and criminal prosecution. [2][9]

Guidelines

Observers

Student teachers, interns and faculty of other educational institutions may be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal or designee. [10]

Replaced the following policies:

5203 - Interns originally adopted 1-3-68 and revised 11-11-74, 5-3-04, and 4-26-11

5204 - Student Teachers originally adopted 3-14-66 and revised 5-3-04 and 4-26-11

Book	Policy Manual
Section	300 Employees
Title	Employment Contract/Board Resolution
Code	308
Status	Active
Legal	1. 24 P.S. 406 2. 24 P.S. 510 3. 24 P.S. 1089 4. 24 P.S. 1109.2 5. 24 P.S. 1121 6. 24 P.S. 1101 7. 24 P.S. 1108 8. Pol. 313 24 P.S. 1073
Adopted	February 24, 2020

Authority

The Board has the authority under law to prescribe employment conditions for district personnel.[\[1\]](#)
[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:

1. Professional employees (tenured), as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law.[\[5\]](#)[\[6\]](#)
2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees.[\[7\]](#)[\[8\]](#)
3. Noncertificated administrative and classified employees shall be employed through a contract or Board resolution.[\[2\]](#)[\[3\]](#)

The Board and Superintendent shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.

Employees are responsible for giving notice of salary errors within a reasonable amount of time and for providing reimbursement for overpayment.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	Active
Legal	1. 24 P.S. 508 2. 24 P.S. 510 3. 23 Pa. C.S.A. 6344.3 4. 23 Pa. C.S.A. 6344.4 5. 24 P.S. 111 6. Pol. 317 7. 20 U.S.C. 6312 22 PA Code 8.1 et seq 23 Pa. C.S.A. 6301 et seq
Adopted	February 24, 2020

Authority

The assignment and transfer of administrative, professional and classified employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district subject to any applicable provisions of a collective bargaining agreement or individual contract regarding assignment or transfer.

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

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

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law, unless the district already has current criminal background checks and child abuse certification on file. If also required by law, such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

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

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

Vacancies shall be publicized to all appropriate employees.

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

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

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

Replaced Policy 5104 - Assignment and Transfer of Personnel originally adopted 7-24-67 and revised 11-11-74, 9-27-04 and 4-26-11

Book	Policy Manual
Section	300 Employees
Title	Reduction of Staff
Code	311
Status	Active
Legal	1. 22 PA Code 4.4 2. 24 P.S. 1106 3. 24 P.S. 406 4. 24 P.S. 1124 5. 24 P.S. 1125.1 6. 24 P.S. 524 7. 24 P.S. 1123 8. Pol. 313 9. 2 Pa. C.S.A. 551 et seq
Adopted	February 24, 2020

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

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

Authority

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

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

The Board shall not prevent any professional employee from engaging in another occupation during the period of suspension. (Applies to suspension/furlough for reductions in staff, but not disciplinary or temporary administrative suspension.) [\[5\]](#)

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

Delegation of Responsibility

The Superintendent shall be responsible for the continuous review of the efficiency and effectiveness of district organization and staffing, and shall present recommendations for reduction in staff for

Board consideration when such actions are deemed to be in the best interests of the district.

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

Guidelines

Employees Other Than Professional Employees and Temporary Professional Employees

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

Temporary Professional Employees

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

Professional Employees

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

1. Substantial decrease in student enrollment in the district.
2. Curtailment or alteration of the educational program on recommendation of the superintendent and on concurrence by the board of school directors, as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Department of Education. The Superintendent must first notify the Department of Education of any such curtailment or alteration.
3. Consolidation of schools, whether within the district, through a merger of districts, or as a result of Joint Board agreements, when such consolidation makes it unnecessary to retain the full staff of professional employees.
4. When new school districts are established as the result of reorganization of school districts and such reorganization makes it unnecessary to retain the full staff of professional employees.
5. Economic reasons that require a reduction in professional employees; however, the district is prohibited from using an employee's compensation in the suspension determination. A Superintendent knowingly in violation of this prohibition shall have a letter from the Secretary of Education placed in his/her permanent employee record.

Economic Suspension Requirements -

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

1. The Board approves the proposed suspensions by a majority vote of all school directors at a public meeting.
2. No later than sixty (60) days prior to the adoption of the final budget, the Board adopts a resolution of intent to suspend professional employees in the following fiscal year, setting forth:
 - a. The economic conditions necessitating the proposed suspensions and how the economic conditions will be alleviated by the proposed suspensions, including:

- i. The total cost savings expected from the proposed suspensions.
 - ii. A description of other cost-saving actions taken by the Board, if any.
 - iii. The projected district expenditures for the following fiscal year with and without the proposed suspensions.
 - iv. The projected total district revenues for the following fiscal year.
- b. The number and percentage of employees to be suspended who are:
- i. Professional employees assigned to provide instruction directly to students.
 - ii. Administrative staff.
 - iii. Professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.
- c. The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school year, and the actions if any, that will be taken to minimize the impact on student achievement.

Professional Employees Assigned to Provide Instruction Directly to Students -

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

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

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

Order of Suspensions

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

Performance Evaluation Rating -

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

1. Consecutive unsatisfactory ratings.
2. One (1) unsatisfactory rating and one (1) satisfactory rating.

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

Seniority -

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

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

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

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

Reinstatement

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

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

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

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

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

Local Agency Law Hearings

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

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

Book	Policy Manual
Section	300 Employees
Title	Performance Assessment of Superintendent/Assistant Superintendent
Code	312
Status	Active
Legal	1. 24 P.S. 1073.1 24 P.S. 1080 Pol. 302
Adopted	February 24, 2020

Authority

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

The employment contract shall include objective performance standards mutually agreed to in writing by the Board and the Superintendent and by the Board and the Assistant Superintendent. The objective performance standards may be based upon the following:[\[1\]](#)

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

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

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

Replaced Policy 2000.1 - Evaluation of the Superintendent adopted 8-26-91

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Code	313
Status	Active
Legal	1. 24 P.S. 510 2. 24 P.S. 1108 3. 24 P.S. 1123 4. 22 PA Code 19.1 24 P.S. 1122 22 PA Code 19.1 et seq
Adopted	February 24, 2020

Purpose

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

Authority

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

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

Delegation of Responsibility

The Superintendent or designee shall develop plans for the evaluation of the district employees and report employee evaluation plans to the Board.

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

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

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

Guidelines

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

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

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

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

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

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

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

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

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

Book	Policy Manual
Section	300 Employees
Title	Physical Examination
Code	314
Status	Active
Legal	1. 24 P.S. 1418 2. 28 PA Code 23.43 3. 42 U.S.C. 12112 4. 28 PA Code 23.44 5. 24 P.S. 1419 6. 28 PA Code 23.45 7. 42 U.S.C. 2000ff et seq 24 P.S. 1416 42 U.S.C. 12101 et seq
Adopted	February 24, 2020

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.

Definition

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

Authority

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo medical examinations, as required by law and as the Board may require. [\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board requires that all employees undergo a tuberculosis examination provided by the district upon initial employment, in accordance with regulations of the Pennsylvania Department of Health. [\[1\]](#)[\[4\]](#)

The Board may require an employee to undergo a physical examination at the Board's request. [\[1\]](#)

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. [\[5\]](#)[\[6\]](#)

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. [\[3\]](#)
[\[Z\]](#)

Replaced Policy 5118 - Medical Examination adopted 4-25-05 and revised 4-26-11

Book	Policy Manual
Section	300 Employees
Title	HIV Infection
Code	314.1
Status	Active
Legal	1. 35 P.S. 7603 2. 24 P.S. 510 3. Pol. 334 4. Pol. 335 5. Pol. 339 6. Pol. 104 7. 35 P.S. 7607 35 P.S. 7601 et seq
Adopted	February 24, 2020

Purpose

The Board 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.

Definitions

AIDS - Acquired Immune Deficiency Syndrome.[\[1\]](#)

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

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

Authority

The Board directs that the established Board policies and procedures and administrative regulations relative to illnesses among district employees shall also apply to infected employees.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

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

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing 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.[\[6\]](#)

Building principals shall notify district employees, students and parents/guardians about current Board policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.

Infected 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, and alternatives available to them through state and federal laws, Board policies, collective bargaining agreements, individual contracts and the retirement system.[3][4][5][6]

Guidelines

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.[\[7\]](#)

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 school nurse of all incidents of exposure to bodily fluids.

Staff Development

The district may provide opportunities for employees to participate in inservice education on HIV Infection.

Designated district employees may receive additional, specialized training appropriate to their positions and responsibilities.

Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317
Status	Active
Legal	1. 22 PA Code 235.10 2. Pol. 824 3. 24 P.S. 510 4. 24 P.S. 514 5. 24 P.S. 1121 6. 24 P.S. 1122 7. 24 P.S. 1126 8. 24 P.S. 1127 9. 24 P.S. 1128 10. 24 P.S. 1129 11. 24 P.S. 1130 12. 2 Pa. C.S.A. 551 et seq 13. Pol. 351 14. 24 P.S. 1151 15. 24 P.S. 111 16. 24 P.S. 2070.9a 17. 23 Pa. C.S.A. 6344.3 24 P.S. 2070.1a et seq 22 PA Code 235.1 et seq 23 Pa. C.S.A. 6301 et seq
Adopted	February 24, 2020

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 requires employees to maintain professional, moral and ethical relationships with students at all times. [\[1\]](#)[\[2\]](#)

The Board 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. [\[3\]](#)[\[4\]](#)

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. [\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]\[11\]\[12\]](#)

Delegation of Responsibility

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors. [\[3\]](#)

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. [\[2\]](#)
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. [\[13\]](#)
6. Use of profane or abusive language.
7. Breach of confidential information.
8. Failure to comply with directives of district officials, security officers, or law enforcement officers. [\[6\]](#)
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, administrative regulations, rules or procedures. [\[6\]](#)
11. Violation of federal, state, or applicable municipal laws or regulations. [\[6\]](#)
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.
13. Failure to be truthful in any investigation or disciplinary proceeding.

Employee conduct outside of school and/or assigned job functions may form the basis for discipline if permitted by law.

The Superintendent or designee shall implement this policy consistent with laws and any applicable collective bargaining agreement or individual agreement.

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law. [\[15\]](#)
[\[16\]](#)

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. [\[17\]](#)

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[\[15\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[17\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[15\]](#)[\[17\]](#)

Book	Policy Manual
Section	300 Employees
Title	Educator Misconduct
Code	317.1
Status	Active
Legal	1. 22 PA Code 235.1 et seq 2. 24 P.S. 2070.1a 3. 24 P.S. 2070.1b 4. 23 Pa. C.S.A. 6303 5. 24 P.S. 2070.9a 6. Pol. 806 7. 24 P.S. 111 8. Pol. 317 9. 24 P.S. 2070.9c 10. 24 P.S. 2070.11 11. 24 P.S. 2070.17b 12. 24 P.S. 2070.17a 23 Pa. C.S.A. 6301 et seq 24 P.S. 2070.1a et seq
Adopted	February 24, 2020

Purpose

The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.

Authority

The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[\[1\]](#)[\[2\]](#)

Definitions

Educator - shall mean a person who holds a certificate.[\[3\]](#)

Certificate - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[\[3\]](#)

Sexual Abuse or Exploitation - shall mean any of the following:[\[4\]](#)

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.
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.

Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[\[3\]](#)

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with a child or student.

Delegation of Responsibility

Duty to Report

The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:[\[5\]](#)

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
4. Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice.
5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services).[\[6\]](#)

7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.[\[5\]](#)

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.[\[5\]](#)

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.[\[5\]](#)[\[7\]](#)[\[8\]](#)

Failure to comply with the reporting requirements may result in professional disciplinary action.[\[9\]](#)

Guidelines

Investigation

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.[\[10\]](#)

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.[\[10\]](#)

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[\[10\]](#)

Confidentiality Agreements

The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[\[10\]](#)

Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline shall remain confidential unless or until public discipline is imposed.[\[11\]](#)

Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[\[12\]](#)

Book	Policy Manual
Section	300 Employees
Title	Penalties for Tardiness
Code	318
Status	Active
Legal	1. 24 P.S. 510 2. Pol. 332
Adopted	February 24, 2020

Authority

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

Delegation of Responsibility

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

Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319
Status	Active
Legal	1. 24 P.S. 510
Adopted	February 24, 2020

Authority

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

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

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

Delegation of Responsibility

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

Book	Policy Manual
Section	300 Employees
Title	Freedom of Speech in Nonschool Settings
Code	320
Status	Active
Legal	1. 24 P.S. 510
Adopted	February 24, 2020

Authority

The Board 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 adopts this policy to clarify situations in which an employee's expression could conflict with the district's interests.[\[1\]](#)

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.
4. Refrain from attributing their speech to the district or presenting themselves as a representative of the district when speaking as an individual.
5. Refrain from speech that could cause a substantial disruption to the orderly operation of the school or speech that constitutes immorality under the School Code.

A school employee's speech in a nonschool setting may be reviewed and may form the basis for employee discipline, subject to constitutional limitations.

Book	Policy Manual
Section	300 Employees
Title	Political Activities
Code	321
Status	Active
Legal	1. 24 P.S. 510
Adopted	February 24, 2020

Authority

The Board 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.[\[1\]](#)

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.

Replaced Policy 3025 - Political Activities adopted 8-21-06

Book	Policy Manual
Section	300 Employees
Title	Gifts
Code	322
Status	Active
Legal	1. 24 P.S. 510
Adopted	February 24, 2020

Authority

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

It is the policy of the Board that staff members not accept gifts of significant value, as determined by the immediate supervisor. [\[1\]](#)

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 on a timely basis.

Book	Policy Manual
Section	300 Employees
Title	Tobacco and Vaping Products
Code	323
Status	Active
Legal	1. 18 Pa. C.S.A. 6305 2. 18 Pa. C.S.A. 6306.1 3. Pol. 317 4. Pol. 351 5. 20 U.S.C. 7973 6. Pol. 818 7. 24 P.S. 1303-A 8. Pol. 805.1 9. 22 PA Code 10.2 10. 22 PA Code 10.22 11. 24 P.S. 1302.1-A 20 U.S.C. 7971 et seq
Adopted	February 24, 2020

Purpose

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to regulate use of tobacco and vaping products, including Juuls and other electronic cigarettes, by district employees and contracted personnel.

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following: [\[1\]](#) [\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:

- a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:[\[1\]](#)[\[2\]](#)

- 1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
- 2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the district to maintain a drug-free workplace, at which marijuana of any kind is prohibited.*[\[3\]](#)[\[4\]](#)

Authority

The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by district employees and contracted personnel at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; or on property owned, leased or controlled by the school district.[\[2\]](#)[\[5\]](#)[\[6\]](#)

The Board also prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by district employees at any time while responsible for the supervision of students during school-sponsored activities that are held off school property.[\[2\]](#)

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by district employees and contracted personnel of legal age.

The Board deems it to be a violation of this policy for any district employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee shall notify employees and contracted personnel about the Board's tobacco and vaping products policy by publishing information in handbooks, newsletters, posters, and other efficient methods such as posted notices, signs and on the district website.[\[2\]](#)

Reporting

Office for Safe Schools Report –

The Superintendent shall annually, by July 31, report incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, on school property to the Office for Safe Schools on the required form.[\[7\]](#)[\[8\]](#)

Law Enforcement Incident Report –

The Superintendent or designee may report incidents involving the sale of tobacco and vaping products, including Juuls or other e-cigarettes, to minors by employees 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 school police, School Resource Officer (SRO) or 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Replaced Policy 3011 - Originally adopted April 10, 1989 and revised July 20, 1998

Book	Policy Manual
Section	300 Employees
Title	Personnel Files
Code	324
Status	Active
Legal	1. 24 P.S. 510 2. 42 U.S.C. 2000ff et seq 3. 42 U.S.C. 12112 4. Pol. 800 5. 43 P.S. 1321 6. 43 P.S. 1322 7. 20 U.S.C. 6311 8. 20 U.S.C. 7801 9. 22 PA Code 403.4 10. Pol. 304 11. 22 PA Code 403.5 24 P.S. 111 22 PA Code 8.1 et seq 23 Pa. C.S.A. 6301 et seq 43 P.S. 1321 et seq 42 U.S.C. 12101 et seq 8 CFR 274a.2
Adopted	February 24, 2020

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 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.[\[1\]](#)

Delegation of Responsibility

The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative regulations or maintain internal operating procedures defining the material to be incorporated into personnel files.

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. [2][3]

Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel or the Board 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 investigation.

Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board, as determined by the Solicitor or as directed by a majority vote of the Board subject to applicable confidentiality laws and regulations.

Personnel files shall be reviewed at intervals established by the district, and material no longer required shall be destroyed. [4]

Administrative, professional and classified employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee. [5][6]

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 of the school year about their right to request such information. [7][8][9][10]

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. [7][8][9]

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. [7][10][11]

Replaced Policy 5113 - Personnel Files originally adopted 2-28-05 and revised 4-26-11

Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming
Code	325
Status	Active
Legal	1. 24 P.S. 510
Adopted	February 24, 2020

Authority

Administrative, professional and classified employees 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 Responsibility

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 Superintendent.

Replaced Policy 5112 - Administrative Staff Dress and Grooming originally adopted 11-29-04 and revised 4-26-11

Book	Policy Manual
Section	300 Employees
Title	Complaint Process
Code	326
Status	Active
Legal	24 P.S. 510
Adopted	February 24, 2020

Authority

It is the Board'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.

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

Delegation of Responsibility

The Board directs the Superintendent to establish a process that will facilitate proper and equitable solutions to complaints by district employees at the lowest appropriate level.

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.

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.

Book	Policy Manual
Section	300 Employees
Title	Compensation Plans/Salary Schedules
Code	328
Status	Active
Legal	1. 24 P.S. 1164 2. 24 P.S. 1075 3. 24 P.S. 1077 4. 24 P.S. 1089 5. 24 P.S. 1141-1152 6. 24 P.S. 1162 7. 24 P.S. 406 8. 24 P.S. 1149
Adopted	February 24, 2020

Authority

The Board shall approve compensation plans, individual contracts and salary schedules for administrative, professional and classified employees.

The administrative compensation plan shall be determined through a good faith, meet and discuss procedure with designated administrators upon written request of a majority of district administrators.[\[1\]](#)

Salary schedules approved by the Board shall be in accordance with those specified in applicable collective bargaining agreements and/or Board resolutions.

Salary schedules shall be used to set compensation for new and inexperienced employees and for experienced employees new to the district, and salary adjustments that result from earning advanced degrees while employed by the district or required by law.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Delegation of Responsibility

Implementation of the administrative compensation plan, individual contracts, collective bargaining agreements and Board resolutions regarding employee salaries shall be the responsibility of the Superintendent.

The Superintendent is authorized to credit past experience of a candidate when determining salary.[\[8\]](#)

Replaced Policy 5202.1 - Professional Employee Experience Credit for Salary Placement originally adopted 3-8-71 and revised 3-26-01 and 4-26-11

Book	Policy Manual
Section	300 Employees
Title	Overtime
Code	330
Status	Active
Legal	1. 29 U.S.C. 207 2. 43 P.S. 333.104 34 PA Code 231.41 34 PA Code 231.42 34 PA Code 231.43 43 P.S. 333.101 et seq 29 U.S.C. 201 et seq 29 CFR Part 778
Adopted	February 24, 2020

Authority

In order to ensure consistent treatment of all affected employees and compliance with applicable federal law regarding payment of overtime, the Board adopts this policy.

In accordance with federal and state law and this policy, applicable collective bargaining agreement or individual contract, overtime shall be paid for work in excess of the established workday or workweek for each classification of classified employees (nonexempt).[\[1\]](#)[\[2\]](#)

No overtime shall be scheduled or worked without prior approval of the immediate supervisor.

Overtime will be paid at the rate of time and one-half the regular rate of pay when approved in advance for time worked in excess of forty (40) hours per week (including the difference between the normal workweek and forty (40) hours) for eligible employees.[\[1\]](#)[\[2\]](#)

The district may use compensatory time off at the premium rate of one and one-half hours for each hour of accrued overtime work, or a combination of cash payment and compensatory time. Compensatory time shall be scheduled within a reasonable time after a request by the employee.[\[1\]](#)

For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law.

Any conflict between this policy and applicable collective bargaining agreement or individual contract shall be reported promptly to the Board.

Replaced Policy 5109 - Overtime and Compensatory Time originally adopted 6-28-04 and revised 4-25-05 and 4-26-11

Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
Code	331
Status	Active
Legal	1. 24 P.S. 517
Adopted	February 24, 2020

Authority

The Board shall reimburse administrative, professional and classified employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the district, in accordance with Board policy.[\[1\]](#)

Delegation of Responsibility

The validity of payments for job related expenses for all district employees shall be determined by the Superintendent or designee.

The Superintendent or designee shall develop administrative regulations for reimbursement of travel expenses.

Guidelines

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the immediate supervisor.

Use of a personal vehicle for approved purposes is reimbursable at the prevailing IRS rate per mile.

Use of a personal vehicle requires that liability insurance be provided by the employee.

Actual and necessary expenses incurred when attending functions outside the district shall be reimbursed to an employee if approval has been obtained in advance from the Board and/or Superintendent.[\[1\]](#)

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

Book	Policy Manual
Section	300 Employees
Title	Working Periods
Code	332
Status	Active
Legal	1. 24 P.S. 510 2. 24 P.S. 1504 3. Pol. 804
Adopted	February 24, 2020

Authority

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

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

Delegation of Responsibility

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

Professional and temporary professional personnel shall have a duty-free lunch period of not less than thirty (30) minutes or any additional amount required by an applicable collective bargaining agreement. [\[2\]](#)

During the times students are in attendance, professional and temporary professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal subject to any applicable provisions of a collective bargaining agreement.

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

Book	Policy Manual
Section	300 Employees
Title	Professional Development
Code	333
Status	Active
Legal	1. 24 P.S. 517 2. 24 P.S. 1205.1 3. 24 P.S. 1205.2 4. 22 PA Code 49.16 5. 22 PA Code 4.13 6. Pol. 100 7. 24 P.S. 1205.5 8. 24 P.S. 1217 9. 22 PA Code 49.17 10. 24 P.S. 102 11. 24 P.S. 1205.7 12. Pol. 146.1 13. Pol. 146 14. Pol. 209 15. Pol. 236 16. 20 U.S.C. 7801 24 P.S. 1144 24 P.S. 1151 24 P.S. 1205.6 24 P.S. 1311-B Pol. 806
Adopted	February 24, 2020

Authority

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

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

Guidelines

Graduate/Special Courses

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

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

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

Induction Plan

The district shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the district. The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[\[4\]](#)[\[5\]](#)[\[6\]](#)

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time. School system leaders are individually responsible for complying with this requirement. [\[7\]](#)[\[8\]](#)

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[\[7\]](#)

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.[\[2\]](#)[\[9\]](#)

The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the district and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences, including training on subjects required by law, regulations and Board policy; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[9\]](#)

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

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

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

Trauma-Informed Approach Education -

The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.[\[2\]](#)[\[10\]](#)[\[11\]](#)

The district shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to: [\[10\]](#)[\[11\]](#)

1. Recognition of the signs of trauma in students.
2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.
3. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma.
4. The district's policies regarding trauma-informed approaches.[\[12\]](#)
5. The district's policies regarding connecting students with appropriate services.[\[13\]](#)[\[14\]](#)[\[15\]](#)

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches.[\[11\]](#)[\[16\]](#)

Replaced the following policies:

5201 - Conferences and Meetings originally adopted 7-24-67 and revised 11-11-74, 9-9-85 and 4-26-11

5205.1 - Teacher Induction Program originally adopted 6-8-87 and revised 4-26-11

Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334
Status	Active
Legal	1. 24 P.S. 1154 2. 24 P.S. 510 3. Pol. 317
Adopted	February 24, 2020

Authority

Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused sick leave shall be cumulative.[\[1\]](#)

Board policy for noncertificated administrative and classified employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused sick leave shall be cumulative.

The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability, unless prohibited by law or collective bargaining agreement.[\[1\]](#)[\[2\]](#)

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[\[3\]](#)

The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.[\[1\]](#)
[\[2\]](#)

Delegation of Responsibility

The Superintendent shall report to the Board the names of employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

Notwithstanding claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

Proof of Disability

An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.[\[1\]](#)[\[2\]](#)

A physician's statement may not be presumed to conclusively establish the employee's disability.

Records

The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.[\[1\]](#)[\[2\]](#)

A record shall be made of the unused sick leave days accumulated by each district employee, which shall be reported to the employee.[\[1\]](#)[\[2\]](#)

Replaced Policy 5213 - Sick Leave - Professional Personnel originally adopted 10-11-67 and revised 9-9-85 and 11-13-00

Book	Policy Manual
Section	300 Employees
Title	Family and Medical Leaves
Code	335
Status	Active
Legal	1. 29 U.S.C. 2601 et seq 2. 29 CFR Part 825 3. 29 U.S.C. 2619 4. 29 U.S.C. 2611 5. 29 U.S.C. 2612 6. 29 CFR 825.200 Pol. 813
Adopted	February 24, 2020

Authority

The Board shall provide eligible administrative, professional and classified employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA. [\[1\]](#)[\[2\]](#)

Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.

Delegation of Responsibility

The Superintendent shall develop and maintain administrative regulations to implement FMLA leave for eligible employees.

The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint. [\[3\]](#)

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Superintendent or designee.

Guidelines

Employees' eligibility for FMLA leave shall be based on the criteria established by law and leave for serious health conditions may include certification of the serious health condition as permitted by law, regulation and guidance. [\[4\]](#)[\[5\]](#)

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment. [\[5\]](#)

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember.[\[5\]](#)

The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.[\[6\]](#)

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee shall utilize such paid leave concurrent with the FMLA leave.[\[5\]](#)

Replaced Policy 5119 - Family and Medical Leaves adopted 4-26-11

Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Code	336
Status	Active
Legal	1. 24 P.S. 510 2. 24 P.S. 1154 24 P.S. 1176-1181 38 U.S.C. 4301 et seq 51 Pa. C.S.A. 4102 51 Pa. C.S.A. 7309
Adopted	February 24, 2020

Authority

This policy shall provide for absences for defined personal necessity leave by administrative, professional and classified employees.

The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for such leave.[\[1\]](#)[\[2\]](#)

Guidelines

Personal Leave

Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Bereavement Leave

Unless otherwise designated by an applicable provision of an administrative compensation plan, individual contract, or collective bargaining agreement, bereavement leave shall be provided as follows:

When a professional or temporary professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of five (5) school days. The Board may extend the period of absence, at its discretion. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.[\[2\]](#)

When a professional or temporary professional employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Board may extend the period of absence, at its discretion. Near relative shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.[\[2\]](#)

Bereavement leave with pay shall be granted to district employees other than a professional employee or temporary professional employee in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Replaced the following policies:

Policy 5101 - Leaves of Absence originally adopted 10-11-67 and revised 9-9-85, 11-13-00 and 4-26-11

Policy 7007 - Letters of Condolence originally adopted 12-13-76 and revised 1-24-05

Book	Policy Manual
Section	300 Employees
Title	Vacation
Code	337
Status	Active
Legal	1. 24 P.S. 510
Adopted	February 24, 2020

Authority

Administrative and classified staff employed who work twelve (12) months or other schedules considered full-time shall be provided paid vacation.

The Board shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the district's management and operational needs. [\[1\]](#)

Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.

All vacation schedules are subject to final approval by the Superintendent.

Book	Policy Manual
Section	300 Employees
Title	Sabbatical Leave
Code	338
Status	Active
Legal	1. 24 P.S. 1166 2. 24 P.S. 1167 3. 24 P.S. 1171 4. 24 P.S. 1168 5. 24 P.S. 1170 6. 24 P.S. 1169
Adopted	February 24, 2020

Authority

This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.

The Board shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Board.[\[1\]](#)

The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.

Guidelines

Eligibility

To qualify for sabbatical leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.[\[1\]](#)

A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.[\[1\]](#)

The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.[\[2\]](#)

Application

Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee as soon as possible.

The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.

Documentation

Applicants for sabbatical leave shall submit with the application form a supporting medical statement and recommendation from his/her physician.

At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.[\[3\]](#)

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.[\[3\]](#)

Commitment of Employee

Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school term, unless prevented by illness or physical disability.[\[4\]](#)

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.

Commitment of Employer

At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.[\[4\]](#)

Time on sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.[\[5\]](#)

Compensation

During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.[\[6\]](#)

A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.[\[1\]](#)

Replaced Policy 5102 - Sabbatical Leave originally adopted 11-12-79 and revised 12-15-83, 11-13-00 and 4-26-11

Book	Policy Manual
Section	300 Employees
Title	Compensated Professional Leaves
Code	338.1
Status	Active
Legal	1. 24 P.S. 1166.1 2. 24 P.S. 522.2 3. 24 P.S. 1166 4. 24 P.S. 1167 5. 24 P.S. 1171 6. 24 P.S. 1168 7. 24 P.S. 522.1 8. 24 P.S. 1170 9. 24 P.S. 1169
Adopted	February 24, 2020

Purpose

This policy shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for certificated administrative and professional employees.

Definitions

Professional Development Leave - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law.[\[1\]](#)

Classroom Occupational Exchange Leave - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.[\[2\]](#)

Authority

The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave for eligible employees. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.[\[1\]](#)

The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.[\[2\]](#)

Guidelines

PROFESSIONAL DEVELOPMENT LEAVE

Eligibility

To qualify for professional development leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this school district.[\[3\]](#)

A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.[\[3\]](#)

The total number of administrative employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees.[\[4\]](#)

Application

Professional development leaves shall be directly related to the professional responsibilities as determined by the Board and for the purpose of participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in an area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school district, or as the Board may require. Professional development leaves shall be subject to conditions established by the Superintendent, consistent with this policy and law. [\[1\]](#)

Requests for professional development leave shall be submitted on the district form and forwarded with a detailed plan to the Superintendent. Only requests meeting the district's policy and conditions will be forwarded to the Board for consideration.

Documentation

Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request.[\[1\]](#)

The Board may at any time require additional information from the employee in order to assist the Board in determining whether the leave is being used for the purpose for which it was granted.[\[5\]](#)

The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:[\[1\]](#)

1. Nine (9) graduate credits.
2. Twelve (12) undergraduate credits.
3. One hundred eighty (180) hours of professional development activities.

The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:[\[1\]](#)

1. Eighteen (18) graduate credits.
2. Twenty-four (24) undergraduate credits.
3. Three hundred sixty (360) hours of professional development activities.

Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing grades. Upon return from professional development leave, the employee shall submit

to the Superintendent within the first month an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the district.[\[1\]](#)[\[5\]](#)

Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.[\[1\]](#)[\[5\]](#)

Commitment of Employee

Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.[\[1\]](#)[\[6\]](#)

Employees shall submit required reports on time or forfeit all compensation and benefits.

Commitment of Employer

At the expiration of the professional development leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.[\[6\]](#)

Time on professional development leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.[\[7\]](#)[\[8\]](#)

Compensation

During the period of professional development leave, an eligible employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.[\[9\]](#)

A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.[\[3\]](#)

CLASSROOM OCCUPATIONAL EXCHANGE LEAVE

Application

Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded with appropriate documentation to the Superintendent.

Documentation

Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.

Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.[\[1\]](#)[\[2\]](#)[\[5\]](#)

Commitment of Employee

Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.[\[6\]](#)

Commitment of Employer

At the expiration of the classroom occupational exchange leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.[\[6\]](#)

Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.[\[2\]](#)

Compensation

The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school district for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.[\[2\]](#)

Book	Policy Manual
Section	300 Employees
Title	Uncompensated Leave
Code	339
Status	Active
Legal	1. 24 P.S. 1154 2. 24 P.S. 1182
Adopted	February 24, 2020

Authority

The Board recognizes that in certain situations an administrative, professional or classified employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. All applications for uncompensated leave require approval by the Board, upon recommendation of the Superintendent.[\[1\]](#)

Uncompensated leave may be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Guidelines

Application

Requests for uncompensated leave shall be made on the district form to the Superintendent.

Special consideration will be given to emergencies.

Period of Leave

An uncompensated leave may be granted for a period of one (1) semester or one (1) school year.

Extensions shall be considered upon proper application.

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions prior to the scheduled return date.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided unless the employee provides 100% of payment for benefits.

Book	Policy Manual
Section	300 Employees
Title	Responsibility for Student Welfare
Code	340
Status	Active
Legal	1. 24 P.S. 510
Adopted	February 24, 2020

Authority

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

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 shall provide proper instruction in the safety matters presented in assigned curriculum guides.

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 by the Superintendent or designee. The Superintendent may develop guidelines or administrative regulations regarding transportation of students in personal vehicles.

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

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	300 Employees
Title	Benefits for Part-Time Employees
Code	341
Status	Active
Legal	1. 24 Pa. C.S.A. 8301 24 Pa. C.S.A. 8301 et seq
Adopted	February 24, 2020

Authority

Benefits for regularly employed part-time administrative, professional and classified employees shall be determined in accordance with the terms of an administrative compensation plan, individual contract, applicable collective bargaining agreement, or Board resolution.

Whenever regularly employed, part-time employees are entitled to fringe benefits normally provided for full-time employees of the same classification, such benefits will be established at the time of employment, and the manner of proration determined at that time.

Part-time employees shall be included in the School Employees' Retirement System upon reaching either 500 hours or eighty (80) days of employment, in accordance with law.[\[1\]](#)

Book	Policy Manual
Section	300 Employees
Title	Jury Duty
Code	342
Status	Active
Legal	1. 42 Pa. C.S.A. 4563
Adopted	February 24, 2020

Authority

Regularly employed administrative, professional and classified employees shall be protected against loss of employment for time served on jury duty. [\[1\]](#)

Guidelines

When an employee is notified of jury duty, s/he shall inform the immediate supervisor.

Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.

Book	Policy Manual
Section	300 Employees
Title	Paid Holidays
Code	343
Status	Active
Legal	1. 24 P.S. 1502 2. 24 P.S. 1503 3. Pol. 803
Adopted	February 24, 2020

Authority

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

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

Book	Policy Manual
Section	300 Employees
Title	Workers' Compensation Transitional Return-to-Work Program
Code	347
Status	Active
Legal	77 P.S. 1 et seq 29 U.S.C. 2601 et seq 42 U.S.C. 12101 et seq 29 CFR Part 825 45 CFR Part 160 45 CFR Part 164
Adopted	February 24, 2020

Purpose

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

Authority

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

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

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

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

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

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

Delegation of Responsibility

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

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

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

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

Guidelines

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

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

Book	Policy Manual
Section	300 Employees
Title	Drug and Substance Abuse
Code	351
Status	Active
Legal	1. 35 P.S. 780-101 et seq 2. 41 U.S.C. 8101 3. 24 P.S. 111 4. 41 U.S.C. 8103 5. 24 P.S. 527 6. 41 U.S.C. 8104 7. 22 PA Code 10.2 8. 22 PA Code 10.21 9. 24 P.S. 1302.1-A 10. 24 P.S. 1303-A 11. 35 P.S. 780-102 12. Pol. 805.1 41 U.S.C. 8101 et seq Pol. 317
Adopted	February 24, 2020

Purpose

The Board recognizes that the misuse of drugs by administrative, professional and classified employees 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.

Definitions

Drugs - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.[\[1\]](#)

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.[\[2\]](#)

Criminal Drug Statute - a federal or state criminal statute involving the manufacture, distribution, dispensation, use or possession of a controlled substance.[\[2\]](#)

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.[\[2\]](#)

Authority

The Board requires that each administrative, professional and classified 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.[\[3\]](#)[\[4\]](#)

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.[\[1\]](#)[\[5\]](#)

An employee convicted of any drug possession or use charge may be subject to discipline, up to and including termination consistent with law and Board policy.

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.[\[4\]](#)[\[6\]](#)

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.[\[4\]](#)

The district shall take appropriate personnel action within thirty (30) days of receiving notice against any convicted employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, subject to any time extensions required to comply with state or federal law. [\[4\]](#)[\[6\]](#)

In establishing a drug-free awareness program, the Superintendent or designee shall inform employees about:[\[4\]](#)

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.[\[4\]](#)

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.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

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.[\[10\]](#)[12]

Replaced Policy 3012 - Drug Free Workplace adopted 8-14-89

2000.1 Evaluation of the Superintendent

The Board of School Directors will conduct an annual evaluation of the Superintendent. The evaluation process should clarify the Superintendent's role and give the Board and the Superintendent an opportunity to jointly identify immediate priorities among the Superintendent's many responsibilities. Evaluations should also help the Board to monitor progress toward established goals and to set reasonable criteria for salary increases and/or contract extension. The Board's evaluations should include communications in areas of strength and recommendations for improving effectiveness.

ADOPTED: August 26, 1991

3012 Drug Free Workplace

The Board believes in providing and maintaining a drug-free working environment for its employees. In this regard, the Board will comply with the provisions of the Federal Drug Free Workplace Act of 1988.

Illicit drug use at the workplace is strictly prohibited. Employees who are convicted of criminal drug violations in the workplace (defined as meaning the manufacturing, distribution, dispensing, use or possession of any controlled substance), must notify their employer within five days, and the employer must notify the appropriate federal/state contracting agency within ten days.

Consistent with PA Act 191, any employee who is convicted of delivery of a controlled substance or possession of a controlled substance in the workplace, or with the intent to deliver within the workplace, is to be terminated from his/her employment. Under provisions of this Act, the Board must enforce this termination within 60 days of the conviction.

The Upper St. Clair School District Employee Assistance Program will provide drug-free awareness program and inform employees of the availability of drug counseling and rehabilitation.

The Board authorizes the Superintendent to establish appropriate procedures to implement this Policy.

ADOPTED: August 14, 1989

3025 Political Activities

The Board recognizes and encourages the right of its employees and students, as citizens, to engage in political activity. Political activity, for purposes of this policy, is defined as “campaigns and activities related to state, local and federal elections.” The Board adopts the following guidelines for those staff members who intend to engage in political activity:

School property and school time, paid for by all the people, may not be used by staff for political activity during work and/or school hours.

No employees shall engage in political activities upon District property unless permission has been granted for that purpose through the Use of Facilities Policy of the Board.

Political advertisements, circulars, petitions or other campaign materials may not be posted or distributed in District facilities or on District property by employees. Exception: Such postings and distributions may occur on election days at polling places in District facilities or on District property.

Collection of and/or solicitation for campaign funds by staff or recruitment of campaign workers by staff is prohibited on District property during work hours or during school events held in school facilities or on District property.

The use or recruitment of students by staff for writing, addressing, or distributing partisan political materials by employees or students during school hours is prohibited.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, including but not limited to campaigning for office, except as such time may qualify under the leave policies of the Board or applicable collective bargaining agreements.

This policy does not restrict discussion and the study of politics and political issues when appropriate to the curriculum and classroom studies.

Violations of this policy constitute cause for disciplinary action.

ADOPTED: August 21, 2006

5101 Leaves of Absence

Personal/emergency days, bereavement leave, military leave, extended illness or disability leave, personal leave, maternity/paternity/adoption leave, family medical leave, and other appropriate forms of leave, if any, will be granted in accordance with provisions of any applicable collective bargaining agreement, and in accordance with federal and state laws and regulations.

Absent legal or contractual restriction, the Board has the authority to specify conditions under which leave may be granted, the type of situations in which such leave will be permitted and the total number of days which may be used for such leave.

ADOPTED: October 11, 1967
REVISED: September 9, 1985
REVISED: November 13, 2000
REVISED: April 26, 2011

5102 Sabbatical Leave

Sabbatical leaves for all professional employees shall be subject to the requirements of the Pennsylvania School Code and any applicable collective bargaining agreement.

ADOPTED: November 12, 1979
REVISED: December 15, 1983
REVISED: November 13, 2000
REVISED: April 26, 2011

5103 Retirement

Retirement for all employees shall be subject to the requirements of the Pennsylvania Public School Employees' Retirement Code, applicable collective bargaining agreements and applicable state and federal laws and regulations.

Except as otherwise provided in an applicable collective bargaining agreement, School District employees planning to retire shall provide thirty (30) school days written notice to the Director of Human Resources or, in his/her absence, the Superintendent or his/her designee. The written notice of retirement shall be regarded as a resignation and as irrevocable.

The School District Payroll Office shall process the employee's application for retirement to the Pennsylvania Employees Retirement Board.

ADOPTED: July 24, 1967
REVISED: November 11, 1974
REVISED: November 13, 1978
REVISED: November 13, 2000
REVISED: April 26, 2011

5104 Assignment and Transfer of Personnel

The assignment and transfer of School District personnel shall be in accordance with the instructional and operational needs of the District and, if applicable, the provisions of collective bargaining agreements. The Superintendent of Schools shall approve assignments, including a change of status within a job classification.

Only the Board shall approve hiring or dismissal of employees. The Superintendent of Schools is responsible for making such recommendations to the Board for hiring or dismissal.

ADOPTED: July 24, 1967
REVISED: November 11, 1974
REVISED: September 27, 2004
REVISED: April 26, 2011

5106 Negotiations with Employee Organizations

The Board of Education shall bargain collectively with legally authorized employee organizations adhering to the following guidelines:

1. The Superintendent shall be responsible for the collective bargaining process. He or she shall serve as the resource person to the Board's negotiating team and act in a liaison capacity, with the Board of School Directors.
2. The Director of Human Resources shall be the chairperson of the Board's negotiating team.
3. No member of the Board of School Directors shall participate as a member of the negotiating team.

ADOPTED: November 11, 1974

REVISED: September 9, 1985

REVISED: April 26, 2011

5109 Overtime and Compensatory Time

The purpose of this policy is to provide direction for the consideration and compensation of overtime and the application of compensatory time. This policy should be interpreted consistent with any collective bargaining agreements and applicable law.

Non-exempt employee overtime shall be kept to a minimum and shall be used only for emergencies or for the performance of essential services where there are no other alternatives to the use of overtime. Whenever feasible and appropriate, supervisors shall either adjust work schedules or use temporary and/or part-time staff in order to minimize the need for overtime. No overtime shall be scheduled or worked without prior approval of the designated supervisor. Employees are responsible for documenting time worked, including overtime, on District time sheets. Falsification of overtime is grounds for termination of employment.

The District will only apply those payroll deductions allowed by law or required by a collective bargaining agreement. An employee wishing to report an improper deduction may do so by identifying and describing the error and forwarding a letter, with a copy of the pay stub, to the Director of Business and Finance.

Overtime for Non-Exempt Employees

A non-exempt position is one which is covered by the overtime provisions of applicable law. The following represents work-related activities that are not considered compensable hours worked for overtime/compensatory time purposes:

- A) An employee will not be compensated for time spent "on call" provided that he/she is not required to remain on school district property and may use the "on call" time for his/her own purposes.
- B) Non-working meal periods
- C) Travel time to and from work. However, time required to travel from the normal workplace to a required destination and return, is considered hours worked, with the exclusion of time spent eating.

- D) Travel time away from home outside regular working hours, including weekends, as a passenger on an airplane, train, boat, bus or auto is not considered working time. However, if the employee is driving and not a passenger, the time is considered time worked.

An employee required to supervise students on an overnight field trip will be compensated for the authorized hours of the field trip used in supervising the field trip minus sleeping and other personal time.

Attendance at employer sponsored lectures, meetings, and training sessions when the following criteria are met:

1. Attendance is outside of the employee's regular work hours.
2. Attendance is voluntary.
3. The course, lecture or meeting is not directly related to the employee's specific job.
4. The employee does not perform any productive work during the session.

Represented Non-Exempt Employees:

Represented non-exempt employees shall receive straight time and overtime compensation in accordance with the provisions of applicable law and the applicable collective bargaining agreement.

Non-Represented Salaried Non-Exempt Employees:

The established weekly compensation for a non-represented salaried non-exempt employee is the straight time pay for up to 40 hours worked. Overtime shall be paid at the rate of one and one-half hours for each hour of accrued overtime worked in excess of 40 hours. The employee may agree to the receipt of compensatory time off in lieu of overtime payment. This agreement must be obtained in writing. Once the employee has agreed to the receipt of compensatory time off, the District may continue to provide compensatory time off in lieu of overtime payment until the employee has accrued 240 hours in

compensatory time. This shall apply even when the employee is required to work mandatory overtime.

Approved compensatory time worked shall be awarded at a rate of one and one-half hours for each hour of overtime worked. In one fiscal year, a 12-month employee may accrue up to 160 overtime hours which equates to 240 compensatory time hours. For employees who work less than 12 months the 160/240 hours shall be prorated. Employees must document actual compensatory time worked and provide a copy of the documentation to the immediate supervisor. Compensatory time must be used within the year it is earned. Upon separation from employment, any unused compensatory time will be paid at a rate of compensation not less than:

- a) the average regular rate received by such employee during the last 3 years of the employee's employment, or
- b) the final regular rate received by such employee, whichever is higher.

Compensatory Time Guidelines for NON-REPRESENTED Exempt Employees

An exempt position is one which is not covered by the overtime provisions of applicable law and therefore is ineligible for overtime compensation. Examples of exempt positions can be supervisor, accountant, computer systems analyst, human resource specialist and executive assistant. For exempt employees, the designated salary is considered to be the compensation for all hours worked, excluding permissible deductions. Each employee is expected to work the hours necessary to accomplish his or her assigned tasks in the most efficient and effective manner.

Permissible Deductions:

The District may reduce an exempt employee's salary for allowable deductions under applicable law. An exempt employees' salary may be reduced in full day increments for absence in excess of leave policies for personal reasons, sickness or disability. Deductions are also permissible for disciplinary suspensions or if the employee is absent due to an industrial accident and is compensated for loss of salary under workers compensation law or the District's disability plan.

Compensatory Time:

An exempt employee's salary represents all compensation for hours worked. However, compensatory time may be authorized for specific and unusual circumstances involving effort that is significantly beyond the normal work schedule, such as work on a normal off day or for unusually extended and frequent evening hours. The employee must request compensatory time in writing and the request must be approved in advance by the supervisor. Actual compensatory time worked must be documented and a copy provided to the immediate supervisor. Compensatory time shall be accrued on the basis of one hour of compensatory time for every one-hour worked and shall not exceed a total accumulation of 40 hours in a fiscal year. Compensatory time off must be scheduled in advance and taken within the fiscal year. Compensatory time does not carry over to the subsequent year. Employees are not entitled to be paid for unused compensatory time.

ADOPTED: June 28, 2004
REVISED: April 25, 2005
REVISED: April 26, 2011

5112 Administrative Staff Dress and Grooming

Administrators set an example in dress and grooming for staff and students to follow. An administrator should present an image of dignity and encourage respect for authority.

The Board has the authority to specify reasonable dress and grooming guidelines for administrative staff.

Administrative employees are expected to:

1. Be physically clean, neat and well groomed.
2. Dress in a professional manner appropriate to assignment.
3. Comply with the provisions of the Pennsylvania School Code regarding wearing religious dress, emblem or insignia.

If an administrator 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 Superintendent.

ADOPTED: November 29, 2004

REVISED: April 26, 2011

5113 Personnel Files

Orderly operation of the School District requires retention of all records relative to an individual's duties and responsibilities as a District employee.

The Board 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 District policies and rules, and evidence of completed evaluations.

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

ADOPTED: February 28, 2005

REVISED: April 26, 2011

5116 Employment of Administrators

The Board places substantial responsibility and authority for the effective management of the schools with District administrators.

The Board shall, by a majority vote of all members, approve the employment of each administrator employed by the Upper St. Clair School District.

The Superintendent of Schools is responsible for making such recommendations to the Board. When the Board rejects any candidate, the Superintendent shall make an alternate recommendation.

The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment. The recruitment and recommendation of applicants shall be in accordance with Board policy and state and federal laws.

The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks for which the candidate is being considered.

No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.

The Superintendent or designee shall seek such recommendations from former employers and others in assessing the candidate's qualifications.

A material misstatement of fact shall constitute grounds for dismissal.

The District shall submit a New Hire Report for each employee required to be reported by law.

The Upper St. Clair School District does not discriminate on the basis of race, color, national origin, age, sex, disability or any other legally protected classification.

ADOPTED: November 29, 2004
REVISED: April 26, 2011

5118 Medical Examination

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo a medical examination, as required by law, as a condition of employment. This medical examination shall include a tuberculosis examination in accordance with regulations of the Pennsylvania Department of Health.

The Board may require an employee to undergo a medical examination at the administration's request, where consistent with applicable law and any collective bargaining agreement.

The results of all required medical examinations and other medical records shall be kept in a file separate from the employee's personnel file. Medical examination information shall be handled in accordance with the provisions of applicable federal and state requirements.

ADOPTED: April 25, 2005

REVISED: April 26, 2011

5119 Family and Medical Leaves

The School District shall provide eligible employees with unpaid leaves of absence in accordance with the Family and Medical Leave Act, hereinafter referred to as FMLA.

Employee requests for FMLA leave shall be processed in accordance with law, District policy and administrative regulations.

The District shall post, in conspicuous places, a notice regarding the provisions of the FMLA and the procedure for filing a complaint. The current notice is included at the end of this policy.

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing to the Director of Human Resources or, in his/her absence, the Superintendent or his/her designee.

Employees' eligibility for FMLA leave shall be based on the criteria established by law.

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces.

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember.

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, or personal leave, the employee may elect or the District may require that he/she utilize such paid leave concurrent with FMLA leave.

ADOPTED: April 26, 2011

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from

performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

5201 Conferences and Meetings

All School District staff members are encouraged to enhance their professional competencies by participating in appropriate workshops, seminars and university-level courses. Staff members shall be permitted to participate in meetings, workshops, seminars or courses during regular working hours if approved by the Superintendent.

ADOPTED: July 24, 1967
REVISED: November 11, 1974
REVISED: September 9, 1985
REVISED: April 26, 2011

5202 Employment of Professional Staff

High priority will be given to professional recruitment to ensure a strong foundation for quality education. The Superintendent of Schools, or his/her designee, is responsible for establishing procedures for the identification of candidates to recommend to the Board. The Administration will take into consideration the following before recommending professional candidates for employment:

1. Scholarship minimum QPA of 3.0 in area(s) of certification
2. Personal qualifications
3. Professional certifications
4. Professional ability
5. References
6. Results of professional assessments such as PRAXIS examinations and demonstration lessons
7. Handwritten statement of approximately 100 words and other required writing samples
8. Required state and federal clearances
9. Medical examination and TB test results
10. Position requirements
11. Interview results
12. Other qualifications may be determined by the Superintendent of Schools

The Board, by majority vote of all members, shall approve the employment, compensation, and term of employment for each professional staff member employed by the District. The Superintendent of Schools is responsible for making such employment recommendations to the Board. When any recommended candidate is rejected by the Board, the Superintendent shall make a substitute recommendation.

Utilization of professional employees prior to employment approval of the Board is authorized only when necessary to maintain continuity of the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.

Any candidate's material misstatement of fact shall constitute grounds for dismissal by the Board.

Each professional staff member employed by the District shall be responsible for maintaining a valid professional certificate.

All teachers working in a program supported with Title I funds who were hired after January 8, 2002, and all teachers teaching in core academic subjects, shall be "highly qualified" as defined by federal law and regulations. The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are "highly qualified," in accordance with federal and state law and regulations. The written certification shall be maintained in the District office and the school office and shall be available to the public, upon request.

The District shall provide to each parent, as required by the No Child Left Behind Act, timely notice if the parent's child has been assigned to or has been taught for four or more consecutive weeks by a teacher of a core academic subject who is not highly qualified. The form attached may be used for that purpose.

The District shall submit a New Hire Report for each employee required to be reported by law.

ADOPTED: July 24, 1967
REVISED: November 11, 1974
REVISED: September 9, 1985
REVISED: December 8, 1986
REVISED: May 3, 2004
REVISED: April 26, 2011

Upper St. Clair School District

NOTICE TO PARENTS

TITLE I TEACHER COMPLIANCE

I hereby attest that *[insert school name]*

1. is

or

2. is not yet

in compliance with requirements of Section 1119 of the No Child Left Behind Act of 2001 regarding highly qualified teachers teaching in a Title I program.

Signature of Principal:

Name:

Date:

5202.1 Professional Employee Experience Credit for Salary Placement

The Director of Human Resources or, in his/her absence, the Superintendent or his/her designee, shall be responsible for determining credit for previous work experience after a complete examination of the Professional Employee's past professional employment history. The experience credit granted at the time of employment will not be adjusted in the future.

Professional Employees will be given full credit for each year of previous Upper St. Clair School District experience as a temporary professional employee, and/or professional employee and/or long-term substitute.

Professional Employees may be given credit for non-Upper St. Clair School District teaching experience as a temporary professional employee, professional employee and/or long-term substitute. The following credit for previous non-Upper St. Clair School District experience may be given but shall not be considered dispositive:

<u>Time Of Professional Service</u>	<u>Credit</u>
1 – 3 Years Ago	Full Credit
4 – 6 Years Ago	3/4 Credit
7 – 10 Years Ago	1/2 Credit
11 + Years Ago	0 Credit

One half year credit may be granted for one full semester of experience when the experience is contiguous to a prior or subsequent full semester or full year assignment.

This policy will be interpreted and applied in accordance with applicable law.

ADOPTED: March 8, 1971
 REVISED: March 26, 2001
 REVISED: April 26, 2011

The Board authorizes District participation in accredited graduate internship programs. The Board shall approve the name and assignment of qualified interns. The Superintendent of Schools is responsible for making such recommendations to the Board.

The Superintendent or designee is responsible for the assignment of interns to the schools. Positions and work responsibility for interns shall be carefully selected. The participation of any intern shall complement the needs of the District.

The Administration shall assume responsibility for local supervision of all interns and shall reserve the right to discontinue the participation of any intern for any reason.

While serving in District schools, interns shall be responsible for their conduct to the internship program, mentoring teacher and the building principal or designated supervisor.

ADOPTED: January 3, 1968
REVISED: November 11, 1974
REVISED: May 3, 2004
REVISED: April 26, 2011

5204 Student Teachers

Realizing the importance of student teaching experience for prospective teachers, the Board accepts assignments of qualified student teachers from accredited institutions to District schools in appropriate circumstances.

While the placement of student teachers within the District is recognized, this practice is permitted with the understanding that the high standard of education presently found in the schools will be maintained.

ADOPTED: March 14, 1966
REVISED: May 3, 2004
REVISED: April 26, 2011

5205 Professional Substitute Employment and Compensation

The educational process requires a continuous instructional pattern; therefore, professional substitutes shall be carefully selected. Prospective substitute professionals should meet the requirements and qualifications of a professional employee.

Upon the recommendation of the Superintendent, the Board shall approve the names of substitute professional employees. Utilization of substitutes prior to approval by the Board is authorized only when their use is required to maintain the continuity of the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.

The length of the substitute's work day shall be the same as that of the regular professional. Substitute professionals will be paid the established daily pay rate. If it is determined by the Administration that a regular professional will be absent for an indefinite period of time, following the 10th consecutive day of absence, the daily substitute pay rate may be increased by the Administration to the per diem rate of a regular beginning professional.

Involvement in this program shall be subject to compliance with applicable law and any applicable collective bargaining agreement.

ADOPTED: February 29, 1968
REVISED: November 11, 1974
REVISED: June 8, 1981
REVISED: June 8, 1987
REVISED: May 3, 2004
REVISED: April 26, 2011

5205.1 Teacher Induction Program

In accordance with all applicable state laws and regulations, the Board has established an Induction Program for professional employees.

The Induction Program shall apply to those stipulated by law and regulation and will be developed, implemented, monitored, and updated by the Administration.

ADOPTED: June 8, 1987
REVISED: April 26, 2011

5301 Application, Employment and Assignment - Classified Employees

The Board recognizes that qualified and competent classified employees contribute to the effective operation of the programs of the District. The Board shall approve the employment, compensation, and term of employment for each classified staff member employed by the District. The Superintendent of Schools is responsible for making such recommendations to the Board. When any recommended candidate is rejected by the Board, the Superintendent shall make a substitute recommendation.

The Superintendent or designee shall develop procedures for the recruitment and screening of candidates for classified employment in accordance with Board policy and state and federal laws and regulations. The Administration shall seek recommendations from former employers and others to assess the candidate's qualifications.

The Administration shall take the following into consideration before making a recommendation to the Board:

- Position requirements
- Personal qualifications
- Training and Experience
- References
- Results of position appropriate tests
- Skills required to complete the essential functions of the job
- Required state and federal clearances
- Medical examination and TB test results
- Other qualifications determined by the Superintendent

Utilization of classified employees prior to employment approval by the Board is authorized only when necessary to maintain continuity of services in the District. Retroactive employment shall be recommended to the Board at the next regular meeting.

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.

An employee's material misstatement of fact shall constitute grounds for dismissal by the Board.

Title I Paraprofessionals

All paraprofessionals providing instructional support in a program supported by Title I funds, who were hired after January 8, 2002, shall have a secondary school diploma or a recognized equivalent and one (1) of the following:

1. Completed at least two (2) years of study at an institution of higher learning.
2. Obtained an Associate's or higher degree.
3. Met a rigorous standard of quality through a formal assessment.

Title I paraprofessionals who solely coordinate parent involvement activities or act as translators are exempt from the above qualifications.

The Principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations.

ADOPTED: November 27, 1967
REVISED: November 11, 1974
REVISED: January 13, 1986
REVISED: June 28, 2004

REVISED: April 26, 2011
Upper St. Clair School District

NOTICE TO PARENTS

TITLE I PARAPROFESSIONAL COMPLIANCE

I hereby attest that [insert school name]

1. is

or

2. is not yet

in compliance with requirements of Section 1119 of the No Child Left Behind Act of 2001 regarding highly qualified paraprofessionals providing instructional support in a Title I program.

Signature of Principal:

Name:

Date:

7007 Letters of Condolence

In the event of the death of an employee or student of the Upper St. Clair School District, the School Board Secretary will send to the family of the deceased a letter of condolence on behalf of the Board of School Directors. To honor the memory of the deceased, the Administration may identify a book (representing a particular interest of the deceased) that will be placed in the proper school library.

ADOPTED: December 13, 1976

REVISED: January 24, 2005