

CONNELLSVILLE AREA SCHOOL DISTRICT

EMPLOYEE HANDBOOK

2025-2026



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I. INTRODUCTION

2025-2026 School Calendar

July						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

5/5	August						8/8
Su	M	Tu	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

21/26	September						21/29
Su	M	Tu	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

23/49	October						23/52
Su	M	Tu	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

15/64	November						17.5/69.5
Su	M	Tu	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

16/80	December						16/85.5
Su	M	Tu	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

19/99	January						19/104.5
Su	M	Tu	W	Th	F	S	
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4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

19/118	February						19/123.5
Su	M	Tu	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

22/140	March						22/145.5
Su	M	Tu	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

18/158	April						19/164.5
Su	M	Tu	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

19/177	May						20/184.5
Su	M	Tu	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

0/177	June						1/185.5
Su	M	Tu	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

-  1st, 2nd, 3rd Year Teachers
-  End of Grading Period
-  Payday
-  First Day of School
-  Report Cards
-  Act 80 Day
-  Last Day of School, End of 4th Nine Weeks, Final Report Card
-  In-service and/or Clerical Day
-  No School
-  Two-Hour Early Dismissal For Students
-  No School – Make-up if needed

Board Approved 1/22/25

Connellsville Area School District 2025-2026 Calendar

August 18	1 st , 2 nd , 3 rd Year Teachers
August 19, 20	Teacher In-Service Days
August 21	Teacher Clerical Day
August 25	First Student Day
September 1	Labor Day – No School
November 4	Act 80 Day (General Election Day) (Conferences – No School)
November 10	Elementary School Conferences (4-6:00)
November 11	Veterans Day – No School
November 12	Middle School Conferences (4-6:00)
November 13	Senior High Conferences (4-6:00)
November 26	Teacher In-Service/Clerical Day
November 27, 28	Thanksgiving Break – No School
December 1	Thanksgiving Break – No School
December 23	Two-Hour Early Dismissal for Students
December 24-31	Christmas Vacation – No School
January 1	New Year's Day – No School
January 2	Christmas Vacation – No School
January 19	Martin Luther King Day – No School (Make-up if needed)
February 16	President's Day – No School (Make-up if needed)
April 2	Easter Break – No School (Make-up if needed)
April 3	Good Friday – No School
April 6	Easter Break – No School (Make-up if needed)
April 7	Act 80 Day
May 19	Act 80 Day (Primary Election Day)
May 25	Memorial Day – No School
May 29	Last Student Day
May 29	Graduation
June 1	Teacher Clerical Day
TBD	Kennywood Picnic

PURPOSE AND USE OF THE HANDBOOK

We are pleased to provide you with this handbook and hope that it will become a used and useful reference. It is intended to provide clear guidelines for day-to-day issues that arise in a school setting. This handbook is not intended to alter or supersede current agreements with bargaining units or Pennsylvania School Code. The Superintendent or his/her designee(s), under the direction of the Connellsville Area School Board, reserve the right to modify any practice or guideline at any time due to academic, financial or other necessity, except those which are specifically included in a collective bargaining agreement (CBA). This handbook does not replace, but rather supports the Administrative Regulations, Board Policies, Collective Bargaining Agreements, Memorandums of Understanding, or any other specific department or building directives within the Connellsville Area School District.

We ask you to take some time to review the contents of this document carefully and to talk with your principal or supervisor about any areas in which you have concerns or questions.

Thank you for your commitment to the children and families of our school community and we look forward to working with you throughout the coming year.

MISSION STATEMENT

Through the cooperative efforts of educators, parents, community and students, the Connellsville Area School District will provide a safe, diverse, and challenging educational environment dedicated to helping all students become respectful, responsible, and knowledgeable life-long learners prepared to meet the challenges of an ever-changing global society.

DISTRICT BELIEF STATEMENT

- **Educational Program:** In the Connellsville Area School District, we believe the educational program should continue to be structured so varied and equal opportunities are provided to all students for the more demanding expectations of society.
- **School Climate:** In the Connellsville Area School District, we believe the school setting should function as an activity in which adults and students create the wonder of learning with students as the primary focus.
- **Professional Staff:** In the Connellsville Area School District, we believe the changes, which are planned in our schools, will require new forms of continuous professional development programs to address technical skills, attitudes and responsibilities of the entire professional staff.

- **Community:** In the Connellsville Area School District, we believe community support for educational improvements will expand as the school district takes the initiative to establish cooperative relationships with both parents and the business sector.
- **Educational Standards:** In the Connellsville Area School District, we believe the trend towards educational standards and student performance which are valued by the community will promote the development of goal-oriented behavior by students.
- **Support Service:** In the Connellsville Area School District, we believe the changes being planned for education will require more effective collaboration among support services which are now available in the school district and community.
- **Educational Facilities:** In the Connellsville Area School District, we believe the facilities which are now available should be reviewed and continually maintained to assure their adequacy for the proposed changes in the educational programs for students and community.

BOARD POLICY/PROCEDURES/ADMINISTRATIVE REGULATIONS

The Board of School Directors of the Connellsville Area School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board, and for the safe and orderly operation of the school district.

Policies and local board procedures adopted by the Board are intended to establish the general and overall rules within the day-to-day operations of the school district. As applicable, all employees/members of the Connellsville Area School District shall be expected to comply with all Board policies and procedures, subject to the limitations established in the policies. Failure to abide by Board policies may lead to disciplinary action including suspension or termination of employment. Board policies and procedures may be found on the district website at [CASD Board Policies](#).

CONNELLSVILLE AREA SCHOOL BOARD OF EDUCATION

President

Mr. David Panzella
264 Bellview Road
Connellsville, PA 15425

Vice-President

Mrs. Marcie Sangston
2052 University Drive
Connellsville, PA 15425

Members:

Mr. Paul Harshman
310 DeMuth Road
Connellsville, PA 15425

Mr. Michael Coughenour
205 Dry Hill Road
Connellsville, PA 15425

Mr. Daniel Martucci
710 Davidson Avenue
Connellsville, PA 15425

Mr. Jon Detwiler
507 E. Patterson Avenue
Connellsville, PA 15425

Mr. Dave Martray
1507 Chestnut Street
Connellsville, PA 15425

Mrs. Cecilia Driscoll
924 Morrell Avenue
Connellsville, PA 15425

Mr. Robert Renzi
314 Falls Avenue
Connellsville, PA 15425

Board Secretary

Mrs. Diana DeWitt
Administration Building
732 Rockridge Road
Connellsville, PA 15425

Solicitor

Watson, Mundorff & Sepic, LLP
Timothy Witt
720 Vanderbilt Road
Connellsville, PA 15425

DISTRICT ADMINISTRATION

724 628-3300

Superintendent of Schools

Mr. Richard Evans

Assistant to the Superintendent for Curriculum and
Instruction K-12 and Federal Programs

Dr. Traci Kuhns

Activities and Services

Business Manager

Mrs. Cherie L. Routzahn

Assistant Business Manager

Mrs. Jennifer Helms

Director of Athletics & Transportation

Mr. Richard Evans

Director of Buildings & Grounds

Mr. Scott Kirsch

Buildings & Grounds General Supervisor

Mr. David Bigam

Director of Food Services

Mr. Matthew Triffanoff

Director of Human Resources/Solicitor

Mr. Timothy Witt

Director of Security/Attendance Coordinator/Facilities Mgr

Mr. Michael Parlak

Director of Student Services/Workforce Development

Dr. Lori Rosensteel

Director of Technology

Mr. Kevin Ghost

Director of Grades 5-12 FOLA (Falcon Online Academy)

Dr. Tammy Stern

Director of K-4 FOLA (Falcon Online Academy)

Mrs. Stephanie Romanishan

Coordinator of Special Education

Mrs. Julie Bohna

Coordinator of Online Learning

Mrs. Beth Shreve

Network Systems Coordinator

Mr. Eric Trump

Secretary to Board of School Directors

Mrs. Diana DeWitt

BUILDING ADMINISTRATION

SECONDARY LEVEL

Connellsville Area Senior High School
724 628-1350
Principal
Assistant Principal
Assistant Principal

Mr. Nicholas Bosnic
Mr. Andrew Hedrick
Dr. Tammy Stern

Connellsville Area Career & Technical Center
724 626-0236
Vocational Director

Dr. Jeffrey McWilliams

Connellsville Area Middle School
724 628-8910
Principal
Assistant Principal

Mr. Robert Butts
Mr. William Petko

ELEMENTARY LEVEL

Bullskin Township Elementary
724 628-6540
Principal

Mrs. Jamie Bielecki-Quinn

Dunbar Township Elementary
724 628-6330
Principal

Mrs. Jennifer Laskey

Springfield Clifford N. Pritts Elementary
724 455-3191
Principal

Mrs. Stephanie Romanishan

West Crawford Elementary
724 628-4497
Principal

Mrs. Dana Stepanic

CENTRAL OFFICE

724-628-3300

ADMINISTRATIVE OFFICE PERSONNEL

Administrative Assistant to Superintendent/Board	Mrs. Diana DeWitt
Payroll/Data Specialist	Mrs. Susan Pireaux
Purchasing/Accounts Payable	Mr. Robert Malia
Access Coordinator	Mrs. Denise Petrowski
Curriculum/Instruction/Federal	Mrs. Joyce Koballa
Food Service/Buildings and Grounds	Mrs. Andrea Doppelheuer
Human Resources/Benefits Coordinator	Mrs. Kelli Porterfield
Registration/Student Records	Mrs. Ashlie McLaughlin
Special Education	Mrs. Tammie Wascak
Technology Services	Mrs. Lori Lambie
Transportation/Athletics (CAHS)	Mrs. Katherine Martucci

II. COMPLIANCE STATEMENTS, POLICIES & REQUIRED NOTIFICATIONS

TITLE IX SECTION 504 STATEMENT

The Connellsville Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age or handicap/disability in its activities, educational programs or employment practices as required by Title VI, Title IX, and Section 504. Publication of this statement is in accordance with state and federal laws including Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information regarding civil rights or grievance procedures or inquiries regarding compliance with Title IX or Section 504 of the Rehabilitation Act of 1973 may be directed to the Director of Special Education/Student Services (Students) at 724-628-3300 or the Director of Human Resources (Staff) at 724-628-3300 at Connellsville Area School District, 732 Rockridge Road, Connellsville, PA 15425.

CONFIDENTIALITY

All employees of the Connellsville Area School District must protect the confidentiality of personally identifiable information of students and other staff members. It is important for you to know that information regarding students, their medical history, their grades, their discipline records, their interactions with peers and teachers may be part of a student record and are thus protected by a Federal Law known as the Family Educational Rights and Privacy Act (FERPA). Disclosure of this information without prior informed, written consent of the parent or eligible child is a violation of FERPA and any employee found to violate this law will be subject to disciplinary action. Information regarding staff members' medical history, discipline matters and interactions with others is protected information that should not be shared with others. The exception to this pertains to "mandated reporting" under Act 126.

Employees are encouraged to review [Board Policy 216](#) - Student Records, for further information.

PENNSYLVANIA WORKER AND COMMUNITY RIGHT TO KNOW ACT

The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the state. Employee rights listed below are further defined in the Worker and Community Right to Know Act (P.L. 734, No. 159) and regulations. For additional information, contact the Department of Labor and Industry, Bureau of Pennsafe, 651 Boas Street, Room 155E, Harrisburg, PA 17121; (717) 783-2071; Fax (717) 783-5099.

Employer Workplace Notice: Public sector employers (including state and local government agencies and public schools and public universities) and private sector employers not covered by the OSHA Hazard Communication Standard must post this notice informing employees of their rights under the law. This notice must be posted prominently in the workplace at a location where employee notices are normally posted. For additional information, contact Scott Kirsch in the Buildings & Grounds office.

EMPLOYEE CONDUCT AND ETHICS

It is the duty and the responsibility of every employee to be aware of and abide by existing rules and regulations. These include but are not limited to the Pennsylvania Code of Professional Conduct [PA Code of Conduct](#) & [Chapter 235.Code of Professional Practice and Conduct for Educators](#) and Connellsville Area School District Board policies and procedures.

It is also the responsibility of the employee to perform his/her job duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise expected. Employees are encouraged to take advantage of all learning opportunities available to them and request additional instruction when needed.

CONNELLSVILLE AREA SCHOOL DISTRICT POLICIES AND PROCEDURES

The following Connellsville Area School District policies and procedures must be reviewed on an annual basis by all employees. Board policies and Board approved procedures are available on the district website. In addition to those policies listed, professionals shall be knowledgeable regarding all policies in the student “Code of Conduct”. Employees may access and review Board approved policies and procedures on the District website at [CASD Board Policies](#).

TOBACCO USE/NON-SMOKING

The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user, nonuser and the safety of the school. For purposes of the policy, tobacco use shall mean all use of tobacco, vapes, including cigars, cigarettes, pipes and smokeless tobacco.

The Board prohibits use by employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

The Board prohibits tobacco use by an employee at school-sponsored activities that are held off school property. See [Board Policy 323](#) (or corresponding policy as per employment category) for more information.

DRESS AND GROOMING

Employees set the example in dress and grooming for students and the community at large to follow. Employees should present an image of dignity and encourage respect for authority. Employees may reference [Board Policy 325](#) (or corresponding policy as per employment category) for additional information regarding dress and grooming.

Administrators and supervisors are held accountable for maintaining this code. If, in the judgment of an administrator or supervisor, an employee is not appropriately dressed for the workplace, the administrator or supervisor has a responsibility to direct the employee to leave the district premises until he/she is properly dressed.

DISCRIMINATION/TITLE IX SEXUAL HARASSMENT

We strive to provide a safe, positive working climate for employees. Therefore, it shall be the policy of the District to maintain a working environment in which discrimination or sexual harassment, in any form, is not tolerated. Employees may refer to current [Board Policy 104](#) on Discrimination/Title IX Sexual Harassment Affecting Staff for further clarification.

The Board prohibits all forms of discrimination/sexual harassment of employees by District students and staff members, contracted individuals and vendors, volunteers and third parties of the schools. The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

Discrimination/Harassment

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance including when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Title IX Sexual Harassment

Title IX Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
 - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
 - i. Length of relationship.
 - ii. Type of relationship.
 - iii. Frequency of interaction between the persons involved in the relationship.
 - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
 - i. Fear for their safety or the safety of others.
 - ii. Suffer substantial emotional distress.

Complaints of harassment shall be investigated promptly and corrective action taken when allegations are substantiated. See [Board Policy 104](#) for more information.

BULLYING/CYBERBULLYING AND HARASSMENT

All employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Bullying, cyberbullying, and general harassment creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for employees to work, and may lead to serious violence. Consequently, employees are prohibited from engaging in any electronic, written, verbal, or physical act or series of acts at another employee, student, or parent/guardian which occurs within or outside the school setting that is severe, persistent, or pervasive and (1) has the effect of substantially interfering with an employee's work performance, student's education, or relationship with a parent/guardian; (2) creates a threatening environment in the eyes of a reasonable person; or (3) substantially disrupts the orderly operation of the school, office, or District in general.

Additional information on the District's position on bullying/cyberbullying and harassment and the specific consequences that may be afforded employees who engage in such behavior can be found in [Board Policy 348.1](#) (or corresponding policy as per employment category).

WORKPLACE VIOLENCE

The Connellsville Area School District is strongly committed to providing a safe workplace. The purpose of this information is to minimize the risk of personal injury to employees and their personal property and the organization.

You are discouraged from engaging in any physical confrontation with a violent or potentially violent individual. You are expected and encouraged to exercise reasonable judgment in identifying potentially dangerous situations. Mental health professional experts indicate that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs:

- Over resentment
- Anger and hostility
- Extreme agitation
- Making ominous threats
- Sudden and significant decline in work performance
- Irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior
- Reacting to questions with an antagonistic or overly negative attitude
- Discussing weapons and their use
- Overreacting or reacting harshly to change in organization policies and procedures
- Personality conflicts with coworkers
- Obsession or preoccupation with a co-worker or administrator
- Attempts to sabotage the work or equipment of a co-worker
- Blaming others for mistakes and circumstances
- Demonstrating a propensity to behave and react irrationally

Violent behavior of any kind or threats of violence, either direct or implied are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

An employee, who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.
2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible.

An employee who has received a restraining order, temporary or permanent, against an individual, which may impact the employee at work (e.g. verbal or physical contact or proximity has been prohibited or restricted), shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

IDENTIFICATION/SECURITY BADGES

Identification badge usage:

- All staff are required to wear and make visible District-provided identification badges while on school property for reasons related to employment.
- I.D.badges will be worn by all staff in order to assist in providing a safe school environment and the determination of accurate building occupancy during an emergency or crisis.
- I.D.badges are utilized to access buildings and log in/out of the timekeeper/payroll system.
 - Upon entrance to or departure of any District facility at any time, all employees are required to access/swipe the ID badge station. This includes arriving at work, exiting a building for lunch(those employees permitted to depart for lunch), re-entering a building after lunch, and departing at the end of the work day.
 - Staff engaged in outside learning activities or job activities are not required to access/swipe the ID badge station. (i.e. an employee cutting grass or a teacher supervising recess)

Identification badge replacement:

- All employees are responsible to maintain the Photo ID Badge while it is in their possession.
- If the Photo ID Badge is stolen, vandalized, misplaced, destroyed, etc. (other than normal wear and tear) the employee is responsible and will reimburse (pay) the District \$10.00 to cover the replacement cost of the Photo ID Badge. Please contact Human Resources.
- All employees will return the Photo ID Badge to Connellsville Area School District upon termination of employment.

DRUG AND SUBSTANCE ABUSE BY EMPLOYEES

In accordance with the Drug Free Workplace Act of 1988, employees of the Connellsville Area School District are expressly prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance at a drug free workplace as defined by Board Policy.

Violation of this prohibition shall result in immediate suspension of the employee, followed by such personnel action as shall be deemed appropriate, up to and including termination of the employee.

Notwithstanding the foregoing, any employee of the Connellsville Area School District, who is convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver, regardless of whether such conduct takes place at a drug free workplace as defined herein, shall, in accordance with Section 527 of the Public School Code of 1949, be terminated from his/her employment with the Connellsville Area School District.

For purposes of this policy, “drugs” and “controlled substances” shall mean, all dangerous controlled substances prohibited by law, all “look alike” drugs, all alcoholic beverages and drug paraphernalia; and any prescription or patent drug, except those for which permission to use in school has been granted.

As a condition of employment, you are required to abide by the terms of Board Policy and you must notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than 72 hours after such conviction. [PDE-6004 Arrest and Conviction Form](#)

Drug counseling, drug rehabilitation services and employee assistance programs can be made available to employees in need. See [Board Policy 351](#) (or corresponding policy as per employment category).

MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

In accordance with [Board Policy 824](#)-Maintaining Professional Adult/Student Boundaries, all adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. Policy No. 824 addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct. Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior. Employees will be subject to disciplinary actions for violation of this policy.

REPORTING CHILD ABUSE OR NEGLECT

All employees of the Connellsville Area School District who have reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall immediately contact the appropriate county agency and inform the agency of the facts and circumstances which led to the filing of the report. The District Administrator, or designee, shall also be contacted. No district employee shall be disciplined for making a child abuse or neglect report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect and provides for the protection of the identity of any individual who makes such a report. Failure to report suspected cases of child abuse or neglect is punishable by a fine and/or jail sentence. See [Board Policy 806](#)

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act requires school districts, through their homeless student liaisons, to provide public notice of the education rights of the homeless students enrolled in their districts. [42 U.S.C. § 11432\(e\)\(3\)\(C\)\(i\)](#). Such notice is to be disseminated in places where homeless students receive services under this Act, including schools, family shelters, and soup kitchens. [42 U.S.C. § 11432 \(g\)\(6\)\(A\)\(vi\)](#). The notice must be in a “manner and form” understandable to homeless students and their parents/guardians, “including, if necessary and to the extent feasible,” in their native language. [42 U.S.C. § 11432\(e\)\(3\)\(C\)\(iii\)](#).

The U.S. Department of Education has issued [guidelines](#) for states, which address ways a state may (1) assist LEAs to implement McKinney-Vento, as amended by ESSA, and (2) review and revise policies and procedures, along with LEAs, that may present barriers to the identification, enrollment, attendance, and success of homeless children and youths in school.

In March 2017, the U.S. Department of Education updated the [Education for Homeless Children and Youths Program Non-Regulatory Guidance](#). This document highlights the key changes brought about by ESSA. For notice requirements under “tips for establishing an effective dispute resolution process”, see page 33.

Additional resources available from the U.S. Department of Education include: [Dear Colleague Letter: educational rights of homeless children and youths](#) and guidance on [Supporting the Success of Homeless Children and Youths](#). Also, the National Center for Homeless Education (funded by the U.S. Department of Education) has created free [Educational Rights posters](#) (in black/white or color; English/Spanish; parents/students).

EMPLOYEE CLEARANCES

All employees will be required to update their clearances on a five (5) year cycle. Employees must submit original clearances to the Human Resources Office. Clearance dates are available on the Employee Portal under *Employee Demographics*. Employees are encouraged to track expiration dates to avoid noncompliance.

Who needs clearances?

Pursuant to the provisions of Act 153 of 2014, those categories of school employees which are required to obtain background checks pursuant to Section 111 of the Public School Code will continue to be required to obtain background checks prior to employment in accordance with that section and on a periodic basis required by Act 153.

The Act defines a school employee as an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children. The definition of school is as follows: "School." A facility providing elementary, secondary or postsecondary educational services.

Which clearances are needed?

Employees having contact with children must obtain the following three clearances:

- **Report of criminal history from the Pennsylvania State Police (PSP);**
- **Child Abuse History Clearance from the Department of Human Services (Child Abuse); and**
- **Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI). 3 12/19/2014**

When are clearances needed?

Clearances must be submitted **prior** to the commencement of employment or service.

What is the renewal requirement for clearances?

ACT 4: IMPACT ON BACKGROUND CHECK RENEWAL PERIOD & PROCESS

On Feb. 16, 2016, Governor Tom Wolf signed into law Act 4, which included important amendments to Section 111 of the School Code concerning background checks.

Prior to Act 4 of 2016, background checks more than 12 months old could not be used for prospective school staff and service providers; however, Act 153 of 2015 amending the Child Protective Services Law (CPSL) required Section 111 checks be renewed every 60 months. The passing of Act 4 aligns the School Code with the new CPSL requirement and permits any of the three required background checks to be used by potential applicants for up to 5 years (i.e., 60 months). **However, CASD Board Policy requires all new hires to submit clearance documents, no older than 1 year of the date of hire.**

How do I obtain my clearances?

The Child Abuse, PSP and FBI clearances can all be applied and paid for electronically. The FBI clearance also requires a fingerprint submission. Please visit the Human Resources page of our website for various links and resources regarding the required clearances and how to obtain them.

[Human Resources: Forms](#)

ACT 168: EMPLOYMENT HISTORY REVIEW

As of December 22, 2014, a school entity or an independent contractor may not hire any applicant for a position in which the employee will have direct contact with children until the school entity has complied with the employment history review process delineated in Act 168 of 2014 (24 P.S. § 1-111.1). Guidance on the procedures and forms for the employment history review may be found on the Human Resources page of our website. [Human Resources: Forms](#)

ACT 24: REPORTING ARRESTS & CONVICTIONS

Act 24 was originally signed into law June 30, 2011 by Governor Corbett and was amended on June 30, 2012 as Act 82 of 2012. The law includes an important mechanism to help ensure that current and prospective school employees, independent contractors and student teachers are required to provide assurances that they have not been previously arrested or convicted of a Section 111(e) offense.

Accordingly, under Act 24 of 2011 and Act 82 of 2012, all current and prospective school employees, independent contractors and student teachers are required to complete and return to a designated school administrator a form developed by PDE to report prior arrests or convictions for any offense listed in Section 111(e). On February 16, 2016, Governor Wolf signed into law Act 4, which includes amendments to Section 111 of the school code. Act 4 also includes changes on the [PDE-6004 Arrest and Conviction Form](#).

All school employees are required to report to the chief school administrator or the Director of Human Resources within 72 hours of any arrest or conviction of an offense listed in Section 111(e) that occurs after September 28, 2011. The PDE-6004 form shall be used to report these arrests or convictions to the Director of Human Resources and Labor Relations; therefore, the PDE-6004 form will always be available to you on the Human Resources page, under forms “ARREST/CONVICTION REPORT AND CERTIFICATION FORM” on the CASD website. The law provides that willful failure to timely report any such arrest or conviction can result in termination of your employment.

The law also requires that if the chief school administrator or the Director of Human Resources has a reasonable belief that an employee was arrested or convicted under a Section 111(e) offense and the employee has not notified the chief school administrator or the Director of Human Resources of such arrest or conviction, the chief school administrator or the Director of Human Resources will require the school employee to submit to a current Section 111 background check. Under these circumstances, the background check shall be at the expense of the employing entity.

Finally, under Section 2070.9(a) of the Professional Educator Discipline Act, the chief school administrator or Director of Human Resources is required to report to the Professional Standards and Practices Commission (PSPC) all instances of employees reporting an arrest or conviction noted on [PDE-6004 Arrest and Conviction Form](#).

PARENT NOTIFICATION OF STUDENT PROGRESS

It is in the interest of effective education and good community relations for teachers and parents to cooperate in helping students to succeed in school. Toward this end, communication with parents should be ongoing, providing regular feedback. Teachers are required to communicate with parents of students who are doing unsatisfactory work or who are in danger of failing in sufficient time before the end of the marking period for corrective action to be taken. This applies regardless of the student’s age or grade in the school system. It is essential and necessary that you communicate with parents and document your contacts. Parents need to know the progress of their children, especially if it is unsatisfactory or improvement is needed. See [Board Policy 212](#) for more information.

In addition, the student information system and teacher website information must be made available to parents to better involve them in their child’s education. Teachers should utilize available electronic means of communication with parents.

ACCEPTABLE USE OF SCHOOL COMMUNICATIONS

It is important to clarify the acceptable use of school communication systems, such as voicemail, email, telephone, mailboxes, etc. Employees may refer to [Board Policy 815](#) for more information.

Below are several principles to use as a guide.

- Incidental personal use of school communication systems shall be permitted for employees so long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system users. Personal use must comply with this policy and all other applicable policies, procedures and rules, and must not damage the school's hardware, software, computer or electronic communications systems. Under no circumstances should the employee believe his/her use is private. The district reserves the right to monitor access and use of its network and electronic communications systems.
- You cannot control what you receive, but you must control what you send. If you receive something inappropriate, delete it or dispose of it and inform the sender that you do not wish to receive such communications.
- Regardless of the communication medium, send messages to others on a "need to know" basis as opposed to sending messages meant for a few to all box holders.
- Using school communications to make a profit or to conduct a business is unacceptable.
- Use of school communications to share beliefs of a personal, religious or political nature is inappropriate.
- Use of school communications to build staff morale, advertise school-approved staff functions, etc. is acceptable. However, be cautious about the type of humorous or entertaining message you access or share. Obviously, anything with sexual, racist, sexist, homophobic, etc. overtones are unacceptable.

INTERNET

The Board supports the use of the Internet and other computer networks in the District's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The School District is not responsible for any unauthorized charges or fees resulting from access to the internet. The District reserves the right to log network use and to monitor file server space utilization by District users, while respecting the privacy rights of both District users and outside users. Use of the network is a privilege, not a right. Inappropriate, unauthorized and/or illegal use may result in cancellation of those privileges and appropriate disciplinary action.

[Board Policy 815](#) specifically states that employees are prohibited from using the internet and district email in the following ways:

- Facilitating Illegal activity
- Commercial or for-profit purposes
- Non-work or non-school related work
- Product advertisement or political lobbying
- Bullying / Cyberbullying
- Hate mail, discriminatory remarks and offensive or inflammatory communications.
- Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials
- Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs.
- Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board Policy
- Inappropriate language or profanity
- Transmission of material likely to be offensive or objectionable to recipients
- Intentional obtaining or modifying files, passwords and data belonging to other users
- Impersonation of another user, anonymity and pseudonyms
- Fraudulent copying, communications or modification of materials in violation of copyright laws
- Loading or using of unauthorized games, programs, files or other electronic media
- Disruption of the work of other users
- Destruction, modification, abuse or unauthorized access to network hardware, software and files
- Accessing the Internet, district computers or other network resources without authorization.
- Disabling or bypassing the Internet blocking/filtering software without authorization.
- Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

VISITORS

It is your responsibility to know who is in and around your building. Please pay attention to people who may be visiting the building. Unknown visitors should not be permitted to walk around unaccompanied. Alert the office if you feel uncomfortable with anyone you see in or around the school.

Parents and community members are always welcome at school. They are asked to sign in at the security desk upon arrival and they should be wearing a visitor's name badge produced via the applicable ID scanning technology. We ask and expect that parents or community members who wish to visit classrooms will make prior arrangements through the principal. See [Board Policy 907](#) for more information.

Sales representatives are not allowed to approach teachers during the school day unless they have been cleared through the office. The representative must have an appointment with the teacher to talk with them during a free period.

SOLICITATION AND DISTRIBUTION

Solicitation by an employee of another employee is prohibited while either employee is on work time. Worktime is the time an employee is engaged or should be engaged in performing his/her work tasks for the Connellsville Area School District. Solicitation of any kind by non-employees on organization premises is prohibited at all times. Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the organization is also prohibited without prior approval. Distribution of literature by non-employees on school district premises is prohibited without prior authorization.

UNIVERSAL PRECAUTIONS

Universal precautions are intended to prevent transmission of infection, as well as decrease the risk of exposure for school personnel and students by avoiding contact with blood and potentially infectious materials. It is not currently possible to identify all infected individuals thus precautions must be used with everyone. These precautions do not apply to other body fluids and wastes such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. These fluids and wastes can be sources of other types of infections. Universal precautions suggest, however, that they should be handled as if they are infectious. Essential techniques of infection control include hand washing, the use of barriers, i.e., gloves, proper disposal of waste products and sharp instruments, and decontamination of spills.

As an employee of the Connellsville Area School District you may be exposed to blood and body fluids. Every day, children end up with scraped knees, bloody noses, and upset stomachs. You need to be aware of the possible danger of the transmission of blood borne pathogens, or diseases carried by the blood. In addition, you must also respond to such incidents in a caring manner. The best approach is to be well-informed and well-prepared. It is important to understand the dangers of infections and the safe procedures to minimize risk. (Refer to [Board Policy 314.1](#)(or corresponding policy as per employment category)- HIV and Universal Precautions and/or Safe Schools Training for Bloodborne Pathogens. [SafeSchools Login](#)

MULTI-HAZARD EMERGENCY OPERATIONS PLAN

All employees are required to review the District's "Multi-Hazard Emergency Operations Plan", to be familiar with its contents and to have it readily available at all times. Building principals are responsible for conducting a review of the crisis plan with their staff if questions arise.

If additional clarification is needed, contact the following individual:

- Mr. Michael Parlak - District Resource Officer

In the event that any school building is evacuated, in whole or in part, by reasons of any report or threat of damage (e.g. bomb, fire or any other lethal instrument of mass destruction) the District shall neither require nor request a bargaining unit member to participate in any search for such lethal or destructive instrument or to remain in the building while such a search is underway. See [Board Policy 805](#) for more information.

VIDEO CAMERAS IN USE

Video cameras are used at all times for security purposes in all buildings. Employees are expected to be aware that video recordings may be used as evidence for any discipline or legal action.

CELL PHONE USE WHILE USING DISTRICT VEHICLES

Pennsylvania State Law, SB314, bans text messaging while behind the wheel of a motor vehicle. Any employee operating a school district vehicle or private vehicle on school district related business, should limit use of a cell phone to hands free communication. Text messaging while operating a school district vehicle or on school district related business, is prohibited.

USE OF WIRELESS DEVICES & CELL PHONES BY EMPLOYEES

Cellular phones may be used to make brief calls which are necessary for carrying out professional, personal or family obligations and responsibilities. The District expects all employees and student teachers to use such devices in a responsible manner that does not interfere with the employee's job duties. It is understood that these calls should be limited and should only be made during periods of non-assignment. The periods of non-assignments are as follows:

- **Support staff - during lunch or scheduled breaks;**
- **Professional staff - during preparation periods, lunch or before and after student arrival time.**

If there is a family emergency and a call is received by the main office, the office staff will make every reasonable effort to locate the staff member, even during a teaching period. At no time should calls be made in front of students nor should they interrupt assigned duties.

Receiving calls/text messages on cell phones is strictly prohibited during instructional time, unless prior approval is given by your building supervisor. Professional staff are not permitted to text in front of students.

STUDENT TEACHER PROCEDURES

All requests from an educational institution for the placement of student teachers are to be directed to the Assistant to the Superintendent for Curriculum, who will coordinate such assignments. Under no circumstances should a staff member make arrangements for a student teacher placement directly with the student. All requests must go through the Central Administration Office.

1. All cooperating assignments are to be made with the concurrence of the Building Principal, who is directly involved.
2. Student teachers should be assigned to staff members who are willing to aid and assist the student in his/her growth and development as a professional and who have been approved as a cooperating teacher by the Building Principal.
3. Non-tenured teachers are not to be considered for student teacher placements.
4. Any remunerations or tuition credit given to the cooperating teacher will be handled directly between the educational institution and the cooperating teacher. The District will not serve as an intermediary in this matter.
5. No cooperating teacher should be given a student teacher assignment to exceed one semester in length in any school year.
6. Any contemplated termination of the student teacher experience before the designated end of the assignment must be discussed with the Building Principal.
7. Any student teacher assigned to our schools who is performing unsatisfactorily and shows that probable growth is not forthcoming will be removed.
8. It is the obligation of the student teacher and the cooperating educational institution to abide by all policies and practices of the Connellsville Area School District and the school to which the student teacher is assigned.
9. The Superintendent or designee must approve any exceptions to the above practices.
10. Teachers have the right to refuse any request for a student teacher placement made by administration.

See [Board Policy 407](#) for more information.

ASBESTOS MANAGEMENT PLAN ANNUAL NOTIFICATION REQUIREMENT

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and develop a plan of management for all asbestos-containing building materials. In keeping with this legislation, all buildings owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the District prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

SAFETY COMMITTEE

The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors. A safety committee has been implemented to help attain these goals. Some of the “tools” used by the committee shall include, but not limited to:

- Evaluate the current district safety program.
- Establish procedures for conducting and documenting periodic inspections to locate and identify safety and health hazards.
- Make recommendations to correct hazards.
- Review, in a timely manner, incident and accident report and investigation forms.
- Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

The complete cooperation of all personnel concerning this crucial program is expected. See [Board Policy 705](#) for additional information.

III. OPERATIONAL POLICIES/PROCEDURES

CHANGE OF ADDRESS FORM

It is your responsibility to keep the school district informed of your current address and telephone number. If you move or change your telephone number, you must complete a change of address form, as well as payroll and benefits paperwork. These forms can be obtained from the district website. Submit completed forms to Kelli Porterfield in the Human Resources Office.

NAME CHANGES/FAMILY STATUS

It is your responsibility to keep the school district informed of any name changes or changes in family status. A change in family status may include, but is not limited to, marriage, divorce, birth or adoption of a child or death of a family member. In the event of a divorce, you will be required to furnish the original divorce decree to Kelli Porterfield in the Human Resources Office within 30 days.

Often, changes have implications concerning payroll and health insurance; therefore it is very important for any changes to be communicated within 30 days. You can contact Kelli Porterfield in the Human Resources Office to obtain the necessary paperwork.

GARNISHMENTS

The Connellsville Area School District must comply with all notifications of garnishment received. Information about garnishment will be held in strict confidence.

BARGAINING UNITS

Most employees of the school district are covered by a collective bargaining contract, resolution or agreement. The following units are in place:

Connellsville Area Education Association – CAEA is the sole and exclusive representative of the teachers, guidance counselors, librarians and school nurses.

Connellsville Area Educational Support Personnel Association – CAESPA is the sole and exclusive representative of the white collar support staff including monitors, aides, clerks, truant officers, secretaries and health room assistants.

Connellsville Area Custodial/Maintenance Education Support Professionals Association/PSEA - CACMESPA is the sole and exclusive representative of the custodial and maintenance staff.

Chauffers, Teamsters and Helpers, Local Union 491 - Teamsters is the sole and exclusive representative of all non-managerial cafeteria staff.

Connellsville Area Administrative Compensation Plan – This document contains salary and benefits for school administrators and non-instructional supervisors.

UNEMPLOYMENT COMPENSATION/REASONABLE ASSURANCE

Unemployment Compensation (UC) protects workers against job loss by providing temporary income support to people who become unemployed through no fault of their own. UC Benefits are paid for a limited time to those individuals who are able and available for suitable work and are actively seeking new employment.

School District employees are not considered by the PA Department of Labor and Industry to be “Unemployed” during any public school “academic break” (holidays, summer break, etc.). All employees, regardless of their employment status, have reasonable assurance that they will continue the same employment after any academic break, unless informed in writing otherwise.

The Connellsville Area School District often receives requests for wage information and employment status of employees filing UC benefits for these academic breaks from the various Unemployment Compensation Service Centers (UCSC). As public school employees with reasonable assurance that you will continue your same employment after any academic break, you will be deemed ineligible for UC benefits by UCSC.

OUTSIDE ACTIVITIES

The Board recognizes that members of the staff shall enjoy private lives and may associate with others outside of school employment for political, economic, religious, cultural or personal reasons. The Board and its supervisory staff, however, have a responsibility to evaluate staff members in terms of their faithfulness to and effectiveness in discharging school duties and responsibilities. Therefore, when non-school activities threaten a staff member’s effectiveness within the school system, the Board reserves the right to evaluate the impact of such activities and how they affect the individual’s responsibilities to the students and to the district’s programs.

The Board directs the Superintendent to promulgate guidelines so that employees may avoid situations in which their personal interests, activities and associations may conflict with the interests of the district.

The following guidelines are provided for information and direction to employees:

- Do not use school property or school time to solicit or accept customers for private enterprises.
- Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed or tested by district employees in the performance of district activities in fulfillment of the terms of their employment, reside with and may be claimed by the district.
- The Board does not endorse, support nor assume liability for any staff member from this school district who conducts non-school outside activities in which students and employees of this district may participate.
- Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.
- Do not engage in political activities and/or union/association activities during assigned hours of employment without prior approval of the Superintendent or designee.

See [Board Policy 319](#)(or corresponding policy as per employment category) for more information.

FUNDRAISING

The Board prohibits the collection of money in school or on school property or at any school sponsored event by a student for personal benefit.

Delegation of Responsibility

Collection of money by approved school organizations may be permitted by the Superintendent.[\[1\]](#)

Collections by students on behalf of school organizations outside the schools may be permitted only by the Board.

The Superintendent or designee shall establish rules and regulations to implement this policy which:

1. Limit the number of fundraisers in a year for any group.
2. Specify times and places in which funds may be collected.
3. Describe permitted methods of solicitation that do not place undue pressure on students or patrons.
4. Limit the kind and amount of advertising for solicitation.

The building principal shall distribute this policy and relevant procedures to each student organization granted permission to solicit funds.

Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent/designee. See [Board Policy 229](#), [Board Policy 121](#) and board approved procedures for more information.

FIELD TRIPS & EXTRACURRICULAR / QUALIFYING EVENTS

The Board recognizes the value of student field trips and extracurricular/qualifying events in enhancing and enriching the school experience for the children of this school district. The Board will make school facilities, supplies and equipment available and provide appropriate staff to the extent the Board deems appropriate. For field trips and extracurricular/qualifying events, which take place outside school facilities, approval is required by the Superintendent or his/her designee and reported to the Board for their information and review at the first available Board meeting. Board approval shall be required for field trips that involve distances over 100 miles and/or overnight upon the recommendation of the Superintendent. See [Board Policy 121](#), [122](#) [123](#) and board approved procedures for more information.

As voluntary participants in school field trips and extracurricular/qualifying events, students shall be held responsible for compliance with rules set forth in advance for their conduct. Infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program. Participation in school events is not a right and may be denied to any student who has demonstrated a disregard for the rules of the school.

Field Trip and Extracurricular/Qualifying Event forms are available in the main office of each building or on the district website. Forms must be completed and submitted to the building principal for approval. Once approved by the principal, forms must be forwarded to the Administrative Office for approval. Parental Release forms must also be completed for each student participating in a field trip or extracurricular/qualifying event outside of their assigned school. Overnight field trips require prior approval of the Connellsville Area School District School Board.

Only employees appointed by the building principal as a chaperone may attend as chaperones. Appointed chaperones will be entered into the call-off system as a Field Trip absence. All other employees participating will be considered volunteers and shall request a personal or vacation day. All volunteers must be board approved prior to the field trip or extracurricular/qualifying event and must obtain all required clearances.

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER AND/OR EARLY DISMISSAL

It shall be our policy not to close school unless it is absolutely necessary. However, we must recognize that there may be situations which will necessitate the closing of our schools. Therefore, the following procedures have been established for such a possibility.

The Superintendent shall assume the responsibility for making the decision not to have school.

System of Notifying Staff Personnel:

- Television Stations
- The Connellsville Area School District parent/staff phone notification service will notify employees and students of a delay or cancellation of school

IV. ABSENCES/BENEFITS

ATTENDANCE

You were hired to perform an important function at the Connellsville Area School District. As with any group effort, operating effectively takes cooperation and commitment from all. Your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your peers and administrators.

NON-CONTRACTUAL UNPAID DAYS

The following link provides information regarding the use of non-contractual unpaid days:

[Memo - Non-Contractual Unpaid Days](#)

ABSENCES - REPORTING

The District believes that the regular presence of assigned personnel is vital to the success of the district's educational program. All employees are expected to report to work during their contracted employment hours. CASD uses an automated service, Frontline/Aesop, to report absences. This service will record your absence and locate a substitute, if needed. We do recognize that there are instances when absences and/or tardiness are unavoidable. On such an occasion, you are expected to make notification as early as possible.

Employees will use the system to call off for day to day absences. Extended and/or long term leaves will require additional documentation through the Human Resources department. Central Office staff will then put the extended leaves into the system. IEP development, in-district activity, out-of-district activity, unpaid leave, vacation, visitation and bereavement day(s) require administrative approval. This shall occur electronically by building administration, once available in the system. Bereavement day(s) require the relationship and date of passing in the box "Notes to Administrator". You will receive notification by email of the approval or denial of these requests. The employee shall obtain approval and/or complete the appropriate forms for conference, field trips, military leave, child rearing leave, IEP, professional development, workers compensation, athletics, sabbatical and Family Medical Leave absences.

There are two ways to report absences:

1. Log on to www.aesoponline.com
 - Log in using your ID and Password
2. Call Aesop at (800) 942-3767
 - Using the keypad on the telephone, type in Username and Pin

If you are unable to log into the Frontline/Aesop system or call due to an emergency, contact your building Principal or Supervisor. All absences, regardless of your position, must be reported as described.

BEREAVEMENT LEAVE

Employees shall log the bereavement absence(s) into the Frontline/Aesop system at www.aesoponline.com or by calling (800) 942-3767. In addition, the employee shall note the relationship to the decedent along with the date of passing. See applicable collective bargaining agreement or employee policy/plan regarding bereavement leave.

SABBATICAL LEAVE

Administrative and professional employees eligible for sabbatical leave shall complete the Sabbatical Leave Request form available on the Human Resources page of the district website. [Human Resources: Forms](#)

[Board Policy 338](#) (or corresponding policy as per employment category) provides the guidelines associated with the leave. The request form must be signed by the employee. It is then forwarded to the Human Resources office to process. The request shall require board approval and will be added to personnel items on the board agenda to be addressed at the next school board meeting. A letter will be mailed to the employee and a copy forwarded to payroll. Payroll will then make necessary adjustments to the employee's salary at the appropriate time.

WORK-RELATED INJURIES AND WORKERS COMPENSATION

If you suffer a work-related injury, your health and well-being are our first concern. All work-related injuries must be timely reported to the District. If the injury is of a serious nature and requires the assistance of an ambulance or rescue personnel, they should be contacted immediately and reported to your supervisor as soon as possible thereafter. If the injury is of a less serious nature, the following procedures must be followed:

If you suffer a work-related injury, the first thing you **MUST** do is report the injury to your supervisor as soon as possible.

- A designated person in your building, such as a supervisor, nurse or secretary will provide you with the appropriate forms to be completed. This includes an Incident Report and an Employee Acknowledgement of the Designated Physician's Panel.
- You will need to complete and sign the Incident Report at the earliest possible time, usually within 24 hours of the work-related injury unless there is good cause for any delay.
- For any workers compensation claims, you will need to sign the Employee Acknowledgement form, indicating you received the list of approved providers, at the earliest possible time, preferably within 24 hours of the work-related injury.

- **Completed forms and all supporting documentation must be submitted to Kelli Porterfield in the Human Resources office at the earliest possible time, preferably within 24 hours of the work-related injury. Employees may be required to provide a detailed, written explanation of any delayed submission, and any delayed submission may be subject to further scrutiny by the Connellsville Area School District or our insurer.**

If you suffer a qualifying work-related injury, the Connellsville Area School District or our insurer will pay reasonable surgical and medical services and supplies per the Pennsylvania Workers Compensation laws. In order to ensure that your medical treatment will be paid for by the Connellsville Area School District or our insurer, **you MUST select from one of the health-care providers that the district has identified.** [Forms: Human Resources Worker's Comp Injury Report Packet](#)

JURY DUTY

Employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with [Board Policy 342](#) (or corresponding policy as per employment category). It is the responsibility of the employee to notify their principal/supervisor of this obligation by using the Frontline/Aesop Absence System. Upon completion of jury duty, the employee shall send a copy of the "Verification of Service as a Juror" to the Payroll Office. Payroll will verify the dates of participation. The time spent on jury duty will not be charged against personal leave and will count as time on the job. Upon receipt of payment for the employee's service as a juror, the employee will send a check or money order for the number of days served multiplied by the daily amount to the Payroll Office. Check or money order is made payable to CASD. *Do NOT forward the check received for service. It will be returned to you.*

FAMILY MEDICAL LEAVE ACT (FMLA)

Under the provisions of the Family & Medical Leave Act and in accordance with [Board Policy 335](#) (or corresponding policy as per employment category) you may be entitled to a leave of absence for specific reasons. You may contact Timothy Witt in the Human Resources Office at tjwitt@casdfalcons.org for FMLA information and applications, or download the Employee Rights and Request form available on the Human Resources page of the district website. [Human Resources: Forms](#) A summary of the provisions is provided below.

- Only eligible employees are entitled to FMLA. An eligible employee is an employee who has satisfied the following conditions:
 - Must be employed by the district for at least twelve (12) months prior to the commencement of the leave.
 - Must have worked for the district for at least 1250 hours over the previous 12 month period.
 - Paid leave and unpaid leave, including any FMLA leave, are not included in the hours worked calculation

Reasons for obtaining FMLA include the following:

- Serious health condition of the employee, making him/her unable to perform their job duties.
- Birth of a child, or placement of a child with the employee for adoption or foster care.
- Serious health condition of the employee's spouse, child or parent.

Eligible employees are entitled to up to twelve (12) weeks of FMLA leave or sixty (60) intermittent FMLA leave days per year. For calculation purposes, the Connellsville Area School District defines a year as a fiscal year beginning on July 1 and ending on June 30.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The District provides an employee assistance program (EAP) for all staff members enrolled in the Highmark Health insurance plan through Lytle EAP Partners. This is at **no** cost to the employee. The District's Employee Assistance Program (EAP) is available to employees and their dependents in balancing life, work, and wellness needs. The EAP provides employees and family members with free and confidential help in dealing with any kind of problem that affects your personal well-being and your ability to perform your job. If you have any questions or need assistance go to www.lytleap.com or call 1-800-327-7272.

LEAVING THE CONNELLSVILLE AREA SCHOOL DISTRICT

- Resignation
 - Professional employees are required by law to give sixty (60) days written notice of intent to resign. The Connellsville Area School Board may allow for earlier release if appropriate arrangements can be made.
- Retirement
 - Refer to applicable Collective Bargaining Unit Agreement or Employment Policy for specifications.
- Termination
 - Any professional whose employment is involuntarily terminated is guaranteed due process. Non-tenured teachers are provided the opportunity for a hearing under the local agency laws or appeal through the courts. The School Code requires tenured teachers to be given proper notification and the opportunity for a hearing with the right to appeal to the State Secretary of Education.

All employees retiring/resigning from the Connellsville Area School District should schedule an exit meeting with the Director of Human Resources. Important information regarding the exit process will be reviewed to ensure a smooth transition.

THE PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM (PSERS)

PSERS is a governmental, cost-sharing, multiple-employer defined benefit pension plan to which qualifying employees contribute. Additional information on PSERS can be found on their website

CREDIT UNION

Employees of the Connellsville Area School District qualify for membership in the Fayette County School Employees Credit Union. Some of the benefits of the credit union include savings accounts, vacation club accounts, Christmas club accounts, automobile loans and signature loans. The credit union also offers payroll deduction for automatic deposit to your FCSECU account. Additional information is available on their website [FCSE Credit Union](#) or by calling (724) 438-9019.

TAX-SHELTERED ANNUITY (TSA)

A tax-sheltered annuity (TSA) is otherwise known as a 403(b) plan, named after a section of the Internal Revenue Code. It is an employer-sponsored savings program. Participation is limited by law to employees of public educational organizations and certain non-profit companies.

Contributions to a TSA are made for the participating employee by the school district. A TSA allows you to contribute funds through payroll deduction on a pre-tax basis to one of the approved 403(b) vendors. This means contributions are not taxed.

A copy of the 403(b) plan document is available on our Human Resources page of the CASD Falcon website.

OPEN ENROLLMENT FOR BENEFITS

The Open Enrollment period, during the month of April or May, is your once a year opportunity to review the various benefits the District offers and to change your benefit selections for the upcoming year. You can add or remove benefits, dependents, amounts of insurance, and more.

Any changes requested to your health plans after the open enrollment period will require a Qualified Life Event (QLE) such as changes in marital status, birth, spouse's work status for coverage, etc. Copies of the benefit plan documents are available on the Human Resources page of the CASD Falcon website. [Health, Dental & Vision Insurance Info](#)

HIPAA NOTICE OF SPECIAL ENROLLMENT RIGHTS

Pursuant to the Health Insurance Portability and Accountability Act ("HIPAA"), group health plans such as ACSHIC are required to provide active employees, their dependents and COBRA qualified beneficiaries with special enrollment opportunities for certain situations. See more information at [HIPAA Fact Sheet](#)

MEDICAL BENEFITS OPT OUT

Eligible employees shall have the option to select payments in lieu of health insurance coverage. The employee opt-out must occur during the open enrollment period or with a QLE. Eligible staff shall receive \$500 monthly in lieu of health insurance coverage. Employees should contact Kelli Porterfield at kporterfield@casdfalcons.org for request information.

MEDICARE PART D PRESCRIPTION DRUG ANNUAL NOTICE

Important Notice from Connellsville Area School District about Your Prescription Drug Coverage and Medicare

Please read this notice, [Medicare Credible Coverage](#), carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with Connellsville Area School District and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

Remember: Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).

OTHER BENEFIT ANNUAL NOTICES

Medical Summary of Benefits and Coverage Notices

A link to Allegheny County School Health Insurance Consortium website to access Blue Flex PPO & EPO booklets and grids.

<https://acshic.com/your-benefits/plans-grids-summaries/>

Medicare Part D Prescription Drug Notice

Notifies a Medicare-eligible plan participant whether a health plan's prescription drug feature is creditable or non creditable. Notice - attached.

General Notice of COBRA Rights

Health plan sponsors subject to COBRA's Continuation Coverage provisions must include information on the right to continue coverage.

[COBRA Continuation Coverage | U.S. Department of Labor](#)

Notice of Privacy Practices (for Covered Entities under the Health Insurance Portability and Accountability Act of 1996 (HIPAA))

The HIPAA Privacy Rule gives individuals a fundamental new right to be informed of the privacy practices of their health plans and of most of their health care providers, as well as to be informed of their privacy rights with respect to their personal health information.

Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs.

<https://www.dhs.pa.gov/CHIP/Pages/CHIP.aspx>

Michelle's Law Notice

Notice regarding a requirement for student status certification

https://docs.google.com/document/d/1avOHB38iQGroKZcABa7q50ks_6o0Exrq/edit?usp=sharing&oid=106925130447002380596&rtpof=true&sd=true

Health Insurance Exchange Notice

Notice regarding the health insurance exchange

https://docs.google.com/document/d/1lwQSWtP9vAvbUiLnzpr_0f5CNwGaeWu/edit?usp=sharing&oid=106925130447002380596&rtpof=true&sd=true

Various Notices: *Special Enrollment Rights; Wellness Program Disclosure; Newborns' and Mothers' Health Protection Act Notice; Women's Health and Cancer Rights Act (WHCRA) Enrollment and Annual Notices; Mental Health and Substance Use Disorder Parity; Grandfather Status Disclosure; Notice of Patient Protections.*

Link to Department of Labor model notices to provide details of each notice.

<https://www.dol.gov/general/topic/health-plans>

PAYROLL DEDUCTIONS

Payroll deductions which you currently have will continue for the next school year at the rates which may prevail at that time or revised in accordance with adjusted salary agreements. If you wish to make a change in any deduction category, please log in to the CSIU Employee Portal or contact Susan Pireaux in the Payroll Office at spireaux@casdfalcons.org.

Please note that when making a change in your Federal Withholding Tax, only the W-4 needs to be submitted. This may be obtained by calling the Payroll Office or through the CSIU Employee Portal. If a greater amount is desired than is called for by the W-4 Form, this amount must be in whole dollar figures.

It is the employee's responsibility to review and notify the Payroll Office of any discrepancies that may occur during a given pay.

Should you have any questions regarding your pay, please contact Susan Pireaux in the Payroll Office at spireaux@casdfalcons.org. Once a problem is discovered, every effort will be made to correct the discrepancy as soon as possible to avoid further complications.

V. BUDGET AND FINANCE

BUDGET

The Board considers the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the educational plan for the district. The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of the district. The budget must be prepared in accordance with the PDE Act I Timeline and PDE policies and procedures.

All faculty, staff and administrators, in cooperation with the members of the school board and the community, play important roles in the planning and budget design process. We believe that involving faculty, staff, administrators and the school board in the preparation and implementation of the budget is vital as it acknowledges the critical nature of the connection between the district's resources and the children it serves.

The building Principal is responsible for that portion of the budget specific to his/her site. All expenditures must be approved by the building administrator prior to the dollars being committed to a purchase. Staff may not purchase or obtain materials or services without proper authorization.

PURCHASING PROCEDURE

Any staff member may initiate a requisition request prior to or during the school year. When materials and/or supplies are needed, the staff member shall complete the district requisition request form. The form is available on the District's website or in the main office of each building. All sections of the form must be fully completed in order for it to be processed. Incomplete forms shall be returned to the staff member to correct.

The requisition request is forwarded to the building principal or staff supervisor for general fund orders or the Business Manager for grant orders to gain approval. Documentation of quotes and bids must accompany the requisition request. If approved, the principal, supervisor or Business Manager shall sign the form and forward it to the following staff member to type the purchase order:

Position	Office Location	Budget
Building Secretary	School Building	School Buildings, Subject
Department Secretary	School Building/Administrative Offices	Security, Maintenance, Transportation, Curriculum, Federal Programs, Athletics, Special Education, Technology
Building or Department Secretary	School Building/Administrative Offices	Grants
Secretary to the Superintendent/Board Secretary	Administrative Office	Superintendent, School Board
Purchasing/Accounts Payable Specialist	Administrative Office	Business Office, Nurse, Human Resources
Food Service Secretary	Administrative Office	Food Service

Orders not approved by the principal, staff supervisor or Business Manager shall be returned to the staff member.

A purchase order is typed into the accounting software by the appropriate support staff person specified in the chart above. The secretary/confidential employee/principal/department head shall be responsible for coding the order with the proper budget code. The Business Manager shall approve or deny all purchase orders. The Purchasing/Accounts Payable Specialist shall print all approved purchase orders, process them and distribute the receiving and building copies to the appropriate staff member. Orders may be sent to the vendor through email, fax or U.S. mail. If a requisition does not receive approval, it will be sent back to the requestor in the software, listing the reason it was denied. Appeals may be made directly to the Business Manager.

PURCHASING ACKNOWLEDGEMENT

I acknowledge that I have read the above Purchasing Procedure for the Connellsville Area School District. My signature for this handbook certifies that I shall follow all the steps in the purchasing process and shall gain prior approval for purchases. I understand that I shall take on all financial responsibility for any purchases made without an approved purchase order.

COMPETITIVE BIDDING USING STATE AND LOCAL FUNDS

It is the policy of the Board to obtain competitive bids for products and services where such bids are required by law or where such bids may be believed to bring about a cost savings to the school district.

The Connellsville Area School District School Board recognizes its obligation to deal fairly in its bidding and purchasing practices. The Board and its employees will not knowingly extend favoritism to any vendor or contractor.

Each order shall be placed on the basis of quality, price and delivery. Past service of a favorable or unfavorable nature shall be a factor when other considerations are equal. Competitive bidding shall be practiced whenever feasible and to the advantage of the District.

Whenever practical, feasible, and to the advantage of the District, appropriate advertising will be placed. At all times, employees involved in purchasing should be looking for the highest quality goods or services at the lowest possible price.

This policy shall also apply to purchases for extra-curricular school activities and for purchases by organized student groups.

If a purchase is less than \$12,600, the purchaser may solicit oral or written quotations, but may dispense with the bidding process if it is not to the advantage of the District.

If a purchase is between \$12,600 and \$23,200, the purchaser will solicit at least three (3) verbal or written quotations if the product or services permit effective competitive pricing and if feasible and to the advantage of the District. Please note that the quotes may be given by telephone, and a refusal to quote may count as one of the three required quotes.

If a purchase is over \$23,200, the purchaser will solicit a RFB (Request for Bid) or RFP (Request for Proposal) and will be awarded to the lowest responsible bidder or proposal. RFB and RFP's are to be a closed bid process with sealed bids or proposals and a date and time will be set in the solicitation.

- Verbal Quotation
 - A verbal quotation occurs when a vendor informs the District of the conditions and prices under which they will furnish goods or services to the District. When obtaining a verbal quote, please note the vendor's name, telephone number, contact person, the date the quote was obtained, and the amount quoted on the Purchase Order Requisition form. All documentation is to be kept with the Purchase Order for future reference.
- Written Quotation

- A written quotation occurs when the District sets forth specifications requiring vendors to submit a written quote by a specified date describing the conditions and price under which the vendor will furnish goods or services. All written quotation documents shall be kept with the Purchase Order for future reference.

- It is illegal to split orders in order to avoid a bid.
- Professional services are not subject to bid. (e.g. accounting, legal, banking, etc.)
- Bidding records must be kept for 3 years from the date of the quote.

Goods and services purchased utilizing federal grant funds shall follow the Uniform Grant Guidance procedures in [Board Policy 626](#)- Federal Compliance, Attachment 5.

TRAVEL EXPENSES

The District will reimburse pre-approved travel expenses for bona fide school business under an accountable plan as defined by the IRS. An accountable plan requires that deductible expenses are incurred while performing services as an employee and employees must account for and document these expenses within a reasonable period. A reasonable period, as defined by the IRS, is 60 days from when the expense is incurred. **Any expenses not accounted for within 60 days may not be considered for reimbursement.** Additional information may be found in the Job Related Expenses section of this handbook.

JOB RELATED EXPENSES

Payment of actual and necessary expenses, including traveling expenses, of any employee of the District that are incurred in the course of performing services for the District, shall be reimbursed in accordance with [Board Policy 331](#) (or corresponding policy as per employment category) and the Travel procedure.

Reimbursement for job related expenses shall be permissible with prior approval by the Superintendent or Designee.

Mileage reimbursement forms must be completed on a monthly basis and submitted to the Business Office for processing of payment. Employees must use the district form or the request will not be processed. The form is available on the district website.

All approval signatures, itemized receipts and summary forms must be included. Expenses submitted without the proper receipts shall not be reimbursed. Payment shall be issued after approval by the board at the next regularly scheduled board meeting.

GRANT APPLICATION PROPOSALS

Connellsville Area School District recognizes the opportunity and resources that local, state, and federal grants provide. At the same time, CASD recognizes the significant professional time involved to submit grants. All Connellsville Area School District employees are encouraged to submit grants ensuring the procedures listed below:

Building-level Grants: Prior to submitting a grant, the employee is to contact their building-level principal or supervisor with an overview of the grant and how funds are expected to be spent. The purpose of this review is to ensure that the building is able to fiscally maintain the program following a grant award and to ensure the grant aligns with building-level instructional goals. If the grant requires funding beyond the grant award, or if the grant requires district financial support, the building-level principal or supervisor will garner approval from the Assistant to the Superintendent for Curriculum, Instruction and Federal Programs prior to submitting the grant. Following local approval, the employee may submit the grant to the local, state or federal agency. Upon receipt of an official award status, the grant must be approved by the Board of School Directors before any funding can be spent. When an employee is sent an official award, s/he is to forward the award notice to the building-level principal or supervisor to place it on the next available School Board Meeting agenda. Following School Board approval, the employee will be contacted by the Board Secretary and an account will be established by the business office for all grant purchases. Procurement procedures for grant expenses must follow [Board Policy 150.3](#)

District-level Grants: Prior to submitting a grant, the employee is to contact the Assistant to the Superintendent for Curriculum, Instruction and Federal Programs with an overview of the grant and how funds are expected to be spent. The purpose of this review is to ensure that the district is able to fiscally maintain the program following a grant award and to ensure the grant aligns with Connellsville Area School District's Comprehensive Plan. Following local approval, the employee may submit the grant to the local, state or federal agency. Upon receipt of an official award status, the grant must be approved by the Board of School Directors before any funding can be spent. When an employee is sent an official award, s/he is to forward the award notice to the Assistant to the Superintendent for Curriculum, Instruction and Federal Programs to place it on the next available School Board Meeting agenda. Following School Board approval, the employee will be contacted by the Board Secretary and an account will be established by the business office for all grant purchases. Procurement procedures for grant expenses must follow [Board Policy 150.3](#).