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PORT ALLEGANY SCHOOL DISTRICT

400 PROFESSIONAL EMPLOYEES

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SECTION: PROFESSIONAL EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: June 16, 1998

REVISED:

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| <p>1.Purpose SC 1106</p> <p>2.Authority SC 652</p> <p>SC 652</p> <p>3.Delegation of Responsibility</p> <p>School Code 652, 1106</p> | <p style="text-align: center;">401. CREATING A POSITION</p> <p>Teaching positions and positions for other professional employees will be established by the Board in order to provide programs of education and other supporting services, consistent with the needs and resources of the community.</p> <p>The need for creating teaching positions and positions for other professional employes shall be determined by the Board in accordance with these guidelines. Recommendations for continuing, new, or additional professional positions will include a job description clearly descriptive of the duties for which the positions were created; a title that conforms with the appropriate certificate if such certification is required; and the number of professional employes required to teach each subject.</p> <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to the number of students enrolled; the special needs of students; and the operational needs of the district.</p> <p>The Board expects that the Superintendent shall normally be responsible for recommending new or additional professional positions. The Board reserves for itself the final determination as to the number and kind of professional positions deemed necessary for the effective operation of the schools.</p> <p>The Board may, through its chief administrator, seek the advice of its administrative staff in creating a new position or increasing the number of employes in existing positions.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF PROFESSIONAL EMPLOYEES

ADOPTED: June 16, 1998

REVISED:

| 404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES | |
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| 1.Purpose | The Board places substantial responsibility for effective operation of the district with professional employes who are employed by the district. |
| 2.Authority SC 1106, 1142, 1146 | <p>The Board shall approve the employment and fix the compensation for each professional employe employed by the district. It shall also fix the term of employment or other conditions that may reflect the difference between full-time and part-time employment.</p> <p>Such approval shall normally be given to those candidates for employment recommended by the Superintendent.</p> |
| SC 1111 | No teacher shall be employed who is related to any member of the Board, as defined in statute, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant. |
| SC 111 | <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>Any employe's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.</p> |
| SC 1201 | No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification. |
| 3.Delegation or Responsibility Pol. 104 (Title VI) P.L. 88-352 | <p>Candidates will be recruited and recommended in accordance with Board policy, and state and federal law.</p> <p>Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so that they may apply for such positions.</p> <p>The Superintendent may apply such screening procedures as may be necessary to</p> |

404. EMPLOYMENT OF PROFESSIONAL - Pg. 2

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| <p>School Code 111, 1106, 1111, 1142, 1146, 1201</p> <p>Federal Regulations P.L. 88-352 (Title VI) P.L. 92-318 (Title IX)</p> <p>Board Policy No. 104</p> | <p>determine the candidate's ability to perform the tasks for which the candidate is being considered. S/He shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL EMPLOYEES

ADOPTED: June 16, 1998

REVISED:

| 405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES | |
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| 1.Purpose | Qualified and competent substitute teachers and other professional employes shall be employed in accordance with these guidelines. |
| 2.Authority SC 1101, 1106 | The Board shall approve annually the names of potential substitute teachers and other substitute professional employes and the positions in which they may substitute except that additional names may be added to the list of substitute teachers by the Board during the school year. |
| SC 111 | No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process. |
| SC 1148 | <p>Substitutes hired on a per diem basis shall be entitled only to the wages approved by the Board on a per diem basis.</p> <p>In the event that a teacher continues to substitute in the same assignment for more than ten (10) consecutive days, s/he shall, effective the eleventh day, receive an increased daily rate. This individual daily substitute rate shall be computed by establishing the teacher's appropriate step on the district's salary schedule. This individual daily rate only applies while the teacher continues in the same substitute teacher assignment. When the assignment terminates and the teacher substitutes in another substitute assignment, the lower daily substitute rate shall again apply.</p> <p>Short-term substitutes are not entitled to fringe benefits received by regular teachers.</p> <p>Extended-term substitutes will receive the salary, fringe benefits and rights as provided in the current collective bargaining agreement.</p> |
| 3.Delegation of Responsibility | The Superintendent shall recruit and screen candidates for substitute employment, and shall develop procedures for the assignment of substitutes, report such assignments to the Board periodically, and develop methods of evaluating substitute teachers. |

405. EMPLOYMENT OF SUBSTITUTE - Pg. 2

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| School Code 111, 1101, 1106, 1148 | |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF SUMMER
SCHOOL STAFF

ADOPTED: June 16, 1998

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| <p>1.Purpose</p> <p>2.Authority SC 406, 1146, 1901</p> <p>School Code 111, 406, 1109, 1146, 1901</p> | <p style="text-align: center;">406. EMPLOYMENT OF SUMMER SCHOOL STAFF</p> <p>The Board directs that summer school program employes will be qualified and competent to fulfill assignments in accordance with these guidelines.</p> <p>The Board shall approve the employment, fix the compensation and establish the period of employment for each person employed in the summer school program of this district, when said program is authorized by the Board.</p> |
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Port Allegany School District

SECTION: PROFESSIONAL EMPLOYEES

TITLE: STUDENT TEACHERS/
INTERNS

ADOPTED: June 16, 1998

REVISED: August 27, 2007

| 407. STUDENT TEACHERS/INTERNS | |
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| <p>1. Purpose</p> | <p>The Board encourages cooperation with colleges and universities within the state in the training of student teachers and interns.</p> |
| <p>2. Authority SC 510</p> <p>SC 111 Title 22 Sec. 8.1 et seq Sec. 6301 et seq</p> | <p>The Board establishes that district schools shall accept student teachers and interns from accredited institutions of higher learning with which the district has a cooperative agreement approved by the Board.</p> <p>Student teachers and interns shall not be accepted into district schools until they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of those screening processes.</p> |
| <p>3. Delegation of Responsibility</p> | <p>The Superintendent or designee shall be responsible to assign student teachers and interns to the schools.</p> <p>Recommendations for selection of cooperating teachers shall be made by the building principal with the agreement of the college or university.</p> <p>The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.</p> |
| <p>4. Guidelines SC 1418 Title 28 Sec. 23.43 Policy 414</p> <p>Policy 907</p> | <p>Student teachers and interns shall comply with the health examination requirements of the State and Board policy applicable to professional personnel.</p> <p>While serving in district schools, student teachers/interns shall be responsible for their conduct to the supervising teacher and building principal.</p> <p>Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal.</p> |

References:

School Code – 24 P.S. Sec. 111, 510, 1418

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.

State Department of Health Regulations – 28 PA Code Sec. 23.43

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Board Policy – 414, 907

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: June 16, 1998

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| 408. EMPLOYMENT CONTRACT | |
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| 1.Purpose SC 1121 | Professional employes and temporary professional employes must have an employment contract that is in conformance with the School Code. This policy establishes considerations for these categories. |
| 2.Authority | The Board has the authority under law to prescribe employment conditions for the personnel of the school district. Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employe. |
| 3.Guidelines | It shall be the policy of this school district that all professional and temporary professional employes shall execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties shall give notice sixty (60) days prior to its expiration that it will not be renewed, except that nontenured persons upon reaching the status of tenured persons shall be required to execute a new contract. |
| SC 1121 | <p>The contract shall specify those matters contained in statute for professional and temporary professional employes. For part-time employes of a professional category the contract or Board resolution shall be in accordance with this policy.</p> <p>The contract or resolution shall include:</p> <ol style="list-style-type: none">1. the beginning compensation2. term of employment and work period for which compensation will be paid3. a statement of seniority rights, if any. <p>The Board shall be promptly notified of any controversy that arises regarding any error in the salary paid to any employe or any misunderstanding arising from the application of a given contract.</p> |

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| School Code 1121, 1178 | |
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SECTION: PROFESSIONAL EMPLOYEES
 TITLE: ASSIGNMENT AND TRANSFER
 ADOPTED: June 16, 1998
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| | <p style="text-align: center;">409. ASSIGNMENT AND TRANSFER</p> <p>1.Purpose The assignment and transfer of professional and temporary professional employes within the district shall be in accordance with the instructional needs of the district and these guidelines.</p> <p>2.Authority The Board shall approve the initial assignment of professional personnel at the time of employment.</p> <p><u>Transfers</u></p> <p>Requests by a professional or temporary professional employe for a transfer to a different class, building or position shall be made in writing to the Superintendent. The application shall set forth the reasons for transfer, the school, the grade or position sought, and the applicant's academic qualifications. Approval of such request shall be at the discretion of the Superintendent who will respond to all requests of this nature within ten (10) days.</p> <p>Whenever the Board or its designee determine that it is necessary to transfer a professional employe, the employe shall be apprised of the reason for the transfer. Such appraisal shall, whenever possible, be made in a conference between the teacher and the principal or between the teacher and the Superintendent prior to the end of the school year preceding the effective date of the transfer. If conditions develop during the summer months which require that a teacher be transferred, the teacher will be apprised of the transfer and the reasons for the transfers by letter at the earliest possible time. Such a letter shall be considered an invitation for a conference. The results of any conference concerning a transfer required by the employer shall be summarized in writing and be presented to the teacher.</p> <p><u>Vacancies</u></p> <p>Whenever a vacancy arises, the Superintendent shall notify the teachers. New or vacant positions and accompanying job descriptions and qualifications shall be posted within each building of the District at least seven (7) calendar days prior to the deadline for applications. Similarly, the Superintendent will notify teachers of</p> |
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409. ASSIGNMENT AND TRANSFER - Pg. 2

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| <p>School Code 511, 522, 1168, 1177</p> | <p>new or vacant supplemental salary positions.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: June 16, 1998

REVISED:

| 410. ABOLISHING A POSITION | |
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| 1.Purpose SC 1106 | It is the responsibility of the Board to provide the professional staff necessary for the implementation of the educational programs of the district and for the proper operation of the schools and to do so efficiently and economically. |
| SC 1124 | The Board recognizes its responsibility to maintain professional staff positions consistent with the needs of the district. |
| 2.Authority SC 1124(2) | In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to the effect upon the educational program and shall ascertain that elimination of a program is approved by the Department of Education. |
| 3.Guidelines | The abolishment of positions affecting professional employees can be brought about because of decline in student enrollment, changes in the methods of organization for instruction, and/or the consolidation of schools or programs. |
| 4.Delegation of Responsibility | <p>The Superintendent shall recommend to the Board annually the number of professional positions needed for the district to function efficiently. The Superintendent should also be responsible for recommending the abolishment of unnecessary positions.</p> <p>Reduction in staff as a result of the abolishment of positions shall be in accordance with law and the procedures set forth in Board Policy 411.</p> |

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
PROFESSIONAL EMPLOYEES

ADOPTED: June 16, 1998

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| | 412. EVALUATION OF PROFESSIONAL EMPLOYEES |
| 1.Purpose | There shall be a plan for regular evaluation of all professional employes of the district. |
| 2.Authority SC 1123 | The evaluation plan for professional employes shall be in accordance with the State plan for such purposes or in accordance with Board approval and these guidelines. |
| 3.Guidelines | <p>The Board directs that the district shall utilize the State approved evaluation form (DEBE 5501).</p> <p>The objectives of the district evaluation plan for professional employes are to identify, improve, and reinforce the skills, attitudes and abilities which enable an employe to be effective in achieving district goals and to identify and suggest ways to improve on weaknesses which prevent an employe from achieving personal goals of the district.</p> <p>The evaluation plan shall:</p> <ol style="list-style-type: none">1. be uniform throughout the district.2. provide a procedure for assessing duties and responsibilities of professional employes other than primary functions as enumerated in the job description for the employe.3. provide a procedure for identifying and commending effective performance and counseling and assisting professional employes on a professional basis.4. provide for evaluation of all professional employes at least annually. |
| 4.Delegation sibility of Respon | <p>The Superintendent shall implement the following procedures for the conduct of employe evaluations:</p> <ol style="list-style-type: none">1. evaluations may be conducted by persons designated by the Superintendent |

412. EVALUATION OF PROFESSIONAL - Pg. 2

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| <p>School Code SC 1123</p> | <ol style="list-style-type: none">2. specification of the form upon which such evaluations will be recorded3. a method of resolving disagreements between the evaluator and person being evaluated regarding objectives, constraints, resources, methods and frequency of evaluation according to Policy 426.4. specification of how setting performance objectives will be accomplished by the evaluator and persons being evaluated5. establishment of the procedures to be used in evaluation6. provisions for improving unsatisfactory performance. |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL EMPLOYEES

ADOPTED: June 16, 1998

REVISED:

| 413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES | |
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| 1.Purpose SC 1108, 1123 | There shall be a plan for the evaluation of temporary professional employees that recognizes their special needs and the special requirements of law for such employees. |
| 2.Authority | The Board directs that the evaluation plan for temporary professional employees shall utilize the State approved evaluation form (DEBE 5501) and shall be consistent with the evaluation plan for professional employees (Policy 412) wherever possible. |
| 3.Guidelines SC 1108 | <p>The Superintendent shall develop procedures for the evaluation of temporary professional staff members which shall include the following:</p> <ol style="list-style-type: none"> 1. notification to the employe as to the progress at least twice each year during the first two years of employment 2. the observation of each such employe in the performance of assigned duties by an appropriate supervisor at least two(2) times annually 3. a written anecdotal evaluation record of both the employe's performance during observation and the employe's total performance as an employe of the district 4. a timely conference between the employe and the evaluating supervisor during which the employe's weaknesses and strengths are discussed 5. notice by the Superintendent to the Board as to the award of tenure for each temporary professional employe. |
| 4.Delegation of Responsibility | Administrators responsible for supervising tempo rary professional employes shall make every effort to assist such staff members in the improvement of deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations of employes. |

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| School Code 1108, 1123 | |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: AIDS

ADOPTED: June 16, 1998

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| | <p style="text-align: center;">414.1. AIDS</p> <p>1.Purpose This policy is designed to safeguard the health and well-being of staff members, and concurrently, to protect the rights of individuals who may be exposed to AIDS.</p> <p>2.Authority The Board is committed to provide a healthful environment for its students and staff.</p> <p>3.Definition AIDS is an acronym for acquired immune deficiency syndrome. As used in this policy, AIDS includes all infections caused by the human immunodeficiency virus (HIV), also called lymphadenopathy-associated virus (LAV) and includes acquired immune deficiency syndrome (AIDS), AIDS related complex (ARC), and asymptomatic infections of these viruses.</p> <p>To resolve questions relative to employees infected with AIDS, the following procedure shall be used:</p> <p>A. For an employee who has tested HIV positive, a recommendation for either a leave of absence or continued employment by the district shall be requested from the patient and his/her physician by the Superintendent.</p> <p>B. If there is reasonable cause to suspect that an employee is infected, a team composed of a school-appointed physician; a physician who specializes in medical laboratory techniques; the employee's physician ; the school nurse; the employe; the Superintendent, and the appropriate building principal, along with the school district's legal representative, shall review each case and may request the individual submit appropriate medical diagnostic evidence of HIV status.</p> <p>C. Risks and benefits to the infected employe and others in the school will be weighed in a manner consistent with the guidelines and recommendations of the United States Health Services Center for Disease Control in Atlanta, Georgia, and the Pennsylvania Departments of Health and Education. The team shall consider the following factors in reviewing the recommendation requested in "A" and "B" above:</p> |
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| <p>35 P.S. 7601 et seq</p> | <ol style="list-style-type: none">1. The physical condition of the employe as it relates to job performance,2. The type of interaction with others in the school setting, and3. The risks to both the infected employe and others in the school setting. <p>D. Evaluation to assess the needs of the infected individual shall be performed on an ongoing basis.</p> <p>E. The right to privacy, including confidentiality of records, shall be monitored to the extent possible under the circumstances. The Superintendent and school health professionals shall determine, on a need-to-know basis, with the prior consent of the individual, which school personnel shall be informed about the infected individual. All information and records shall be kept confidential by the school personnel involved. Information about the infected individual shall not be disclosed to the general public.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: June 16, 1998

REVISED:

| 414. PHYSICAL EXAMINATION | |
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| 1.Purpose SC 1418 | In order to certify the fitness of employes to discharge efficiently the duties which they will be performing and to protect the health of students from the transmission of communicable diseases, physical examinations of all professional employes will be required prior to employment. |
| 2.Definition | For purposes of this policy, a "physical examination" shall mean a general examination conducted by a licensed physician. |
| 3.Guidelines SC 1418 | All candidates for employment, prior to being placed on the rolls of the district, shall undergo a medical examination, as required by law. |
| SC 1418 Title 28 Sec. 23.43 | The Board requires that all employes undergo a tuberculosis examination upon initial employment in accordance with the regulations of the Advisory Health Board. |
| Title 28 Sec. 23.44 | The Board will accept an affidavit in lieu of an examination where circumstances warrant such action. |
| Pol. 415 | The results of all required medical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employe. Such medical records shall be kept in a file separate from the employe's personnel file. In the event of an unsatisfactory report, the Superintendent shall follow Board policy relating to "Disqualification by Reason of Health." (Policy 415) |

SECTION: PROFESSIONAL EMPLOYEES

TITLE: DISQUALIFICATION BY REASON OF HEALTH

ADOPTED: June 16, 1998

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| | <p style="text-align: center;">415. DISQUALIFICATION BY REASON OF HEALTH</p> <p>1.Purpose Consistent with law with respect to equal opportunity and nondiscrimination, it is the policy of the Board to ensure that the professional employes of the district shall be physically and mentally fit to perform their assigned duties.</p> <p>2.Authority A professional employe may be placed on sick leave or retired for physical or mental disability to perform assigned duties.</p> <p>3.Guidelines In the case of a teacher or other professional employe who, in the opinion of the Superintendent, is unfit to perform assigned duties by reason of physical or mental condition, the following procedure shall be followed:</p> <p>a. The Superintendent shall present to the Board reasons for questioning the condition of the employe.</p> <p>Pol. 409 The employe may be transferred to an available position for which s/he is qualified and fit upon recommendation of the Superintendent and accordance with Board policy regarding transfers. (Policy 409)</p> <p>b. Should the Board determine that the reasons given constitute sufficient cause to order the employe to be examined, said employe shall be given written notice of the need for such examination and an opportunity to appear before the Board, or a committee of the Board, or a hearing officer designated by the Board, within ten (10) days to explain why such an order will not be followed.</p> <p>c. Should a hearing ensue, the hearing shall be conducted in accordance with Sections 1127 and 1128 of the School Code if dismissal is indicated or the following rules if a dismissal is not indicated:</p> <p>1. The hearing will be privately held.</p> <p>2. Staff members may present witnesses on their behalf.</p> |
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| SC 1418 | <p>3. Witnesses will be called individually and excused after making their statement.</p> <p>4. Witnesses need not present testimony under oath and will not be subject to cross-examination, but may be questioned by the person conducting the hearing.</p> <p>5. Staff members may be represented by counsel or an individual of the employe's own choice.</p> <p>d. Should the Board, following a hearing, order an examination, said examination may be conducted by a physician(s) selected by the employe from a list provided by the Board.</p> <p>e. The examination shall be conducted within ten (10) days following the hearing.</p> <p>f. If as a result of such examination, the employe is found to be unfit to perform assigned duties, the employe shall be placed on mandatory sick leave for such period as may be indicated and with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Board is furnished.</p> <p>g. Should an employe refuse to submit to examination following the exhaustion of proper appeals, the Board shall consider such refusal as cause for dismissal.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: NONTENURED STAFF MEMBERS

ADOPTED: June 16, 1998

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| <p>1.Purpose</p> <p>2.Authority SC 1101</p> <p>SC 111</p> <p>School Code 111, 1101, 1107</p> | <p style="text-align: center;">416. NONTENURED STAFF MEMBERS</p> <p>It is the policy of the Board that certain staff members be employed with the recognition that the function to be performed does not fall under the control of the tenure law.</p> <p>The Board may elect to have certain functions performed by professional employes despite the fact that such functions are not controlled by certification and tenure law. When this occurs, such actions shall be deemed to be discretionary actions by the Board without intent to have such functions considered as professional employe actions governed by tenure. Such functions may include extracurricular and other extra pay duty, homebound instructors not regularly employed, noncertificated aides, and any position in which provision for tenure is not made by law.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: DISCIPLINARY PROCEDURES

ADOPTED: June 16, 1998

REVISED:

| 417. DISCIPLINARY PROCEDURES | |
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| 1.Purpose | <p>Effective operation of the district's programs requires the cooperation of all district employes in working together under a system of policies and rules applied fairly and uniformly to all employes. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.</p> |
| 2.Authority SC 510 | <p>There shall be established procedures whereby professional employes shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.</p> |
| 3.Delegation of Responsibility SC 1122 | <p>The Superintendent shall promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension, and dismissal.</p> |
| SC 1127 | <p>In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.</p> |
| SC 1122, 1127 | <p>When charges are filed against a professional employe pursuant to the School Code, the Board after hearing the case in accordance with the procedures established in the School Code, may vote to discharge any such employe or authorize a lesser punishment short of discharge such as a suspension without pay or lesser degrees of punishment.</p> <p>The vote to discharge shall be by a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken.</p> |

SECTION: PROFESSIONAL EMPLOYEES
TITLE: PENALTIES FOR TARDINESS
ADOPTED: June 16, 1998
REVISED:

| 418. PENALTIES FOR TARDINESS | |
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| 1. Purpose | School programs cannot commence and pupils cannot be taught at prescribed times without the punctual and reliable attendance of the teaching staff. Therefore, a prerequisite for efficient performance of a teacher's professional duties is the punctual commencement and proper completion of regularly assigned duties and such extracurricular duties as may be assigned. |
| 2. Authority | Timely attendance by district employes is a matter of primary concern to the Board. These guidelines express that concern through direction to the Superintendent and district staff as to how tardiness and attendance are to be treated. |
| 3. Delegation of Responsibility | It shall be the responsibility of the Superintendent to assess penalties when a professional employe fails to meet attendance requirements. |

SECTION: PROFESSIONAL EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: June 16, 1998

REVISED:

| 419. OUTSIDE ACTIVITIES | |
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| 1.Purpose | <p>The Board recognizes that members of the staff must enjoy private lives and may associate with others outside of school 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 nonschool activities threaten a staff member's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activities upon a professional employe's responsibilities to the students and to the district's programs.</p> |
| 2.Delegation of Responsibility | <p>The Board directs the Superintendent to promulgate guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.</p> |
| 3.Guidelines | <p>The following guidelines are provided for the information and direction of staff members:</p> <ol style="list-style-type: none"> 1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employes in the performance of district activities in fulfillment of the terms of their employment, reside with and may be claimed by the district. 2. Do not use school property or school time to solicit or accept customers for private enterprises. The Board does not endorse, support nor assume liability for any staff member from this school district who conducts nonschool outside activities in which students and employes of this district may participate. 3. Do not campaign on school property in behalf of any candidate for local, State or national office. 4. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties. |

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SECTION: PROFESSIONAL EMPLOYEES

TITLE: FREEDOM OF SPEECH IN
NONINSTRUCTIONAL SETTINGS

ADOPTED: June 16, 1998

REVISED:

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| <p>NONINSTRUCTION A</p> | <p>420. FREEDOM OF SPEECH IN L SETTINGS</p> |
| <p>1.Purpose</p> | <p>The Board acknowledges the right of its professional employes as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employe's freedom of expression must be balanced against the interests of this district.</p> |
| <p>2.Guidelines</p> | <p>The following guidelines are adopted by the Board to help clarify and therefore avoid situations in which the employe's expression could conflict with the district's interests. In situations in which the teacher is not engaged in the performance of professional duties, s/he should:</p> <ol style="list-style-type: none"> 1. State clearly that his/her expression represents personal views and not necessarily those of the school district 2. Not direct his/her expression toward any individual(s) with whom s/he would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships 3. Refrain from expressions that would interfere with the maintenance of discipline by school officials 4. Refrain from making public expressions which s/he knows to be false or made without regard for truth or accuracy 5. Not make threats against co-workers, supervisors or district officials. <p>Violations of these guidelines may result in disciplinary action, including dismissal.</p> |

SECTION: PROFESSIONAL EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: June 16, 1998

REVISED:

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| | <p style="text-align: center;">421. POLITICAL ACTIVITIES</p> <p>1.Purpose The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. School property and school time, paid for by all the people, may not be used for political purposes.</p> <p>2.Guidelines The Board adopts the following guidelines for those staff members who intend to engage in political activities:</p> <ol style="list-style-type: none">1. No professional employees shall engage in political activities upon property under the jurisdiction of the Board.2. Political circulars or petitions may not be posted or distributed in school except by U.S. Mail.3. The collection of campaign funds and/or the solicitation for campaign workers is prohibited on school property.4. No materials that would promote the candidacy of any candidate or political party may be displayed in a facility of this district used as a polling place on any officially declared election day. <p>Teachers may, with the approval of the building principal, invite candidates for political office to appear before their classes when such activities make a contribution toward the fulfillment of the objectives of approved lesson plans.</p> <p>No form of political campaigning by any candidate for any office shall be permitted in the schools by the candidate, his/her agents or supporters, unless specific permission is granted by the Board or the Superintendent.</p> <p>District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board and/or a currently valid negotiated agreement of the Board.</p> |
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421. POLITICAL ACTIVITIES - Pg. 2

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| | <p>The following situations are exempt from the provisions of this policy:</p> <p>the discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as: history, current events, and political science</p> <p>the conduct of student elections and campaigning connected therewith</p> <p>the conduct of employe representative elections.</p> <p>Violation of any of the foregoing rules shall, at the discretion of the Board, constitute cause for reprimand, penalty or dismissal.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: GIFTS

ADOPTED: June 16, 1998

REVISED:

| 422. GIFTS | |
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| 1.Purpose | The Board considers the acceptance of gifts by professional staff members an undesirable practice. |
| 2.Guidelines | It is the policy of the Board that staff members may accept gifts of a consumable nature or a nominal value only from students or parents. |
| 3.Delegation of Responsibility | The Superintendent may approve acts of generosity to individual staff members in unusual situations and shall report such instances to the Board on a timely basis. |

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SMOKING

ADOPTED: June 16, 1998

REVISED:

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| <p>1.Purpose</p> <p>2.Authority</p> <p>School Code 510</p> <p>Other Cites Act 168 of 1988</p> <p>Goals 2000</p> | <p style="text-align: center;">423. SMOKING</p> <p>The Port Allegany School District health education program is predicated upon developing a sound education and productive living standards. The curriculum will include instruction in the composition, effects, and use of drugs, including alcohol and tobacco.</p> <p>To carry out this policy, to promote further health and safety of all students and staff, and to promote the cleanliness of all facilities, the Board bans the use of all tobacco products in all school buildings and grounds in the district and on all school vehicles by all persons at all times.</p> <p>This ban extends to all employes, students, and patrons attending any activities, events, programs, and meetings conducted in the buildings or on the grounds. The ban extends to school owned or contracted vehicles. The Board issues this ban in a sincere appeal to all employes, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: June 16, 1998

REVISED:

| 424. PERSONNEL FILES | |
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| 1. Purpose | <p>It is necessary for the orderly operation of the school district to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employe of the district.</p> |
| 2. Authority | <p>The Board requires that sufficient records be maintained to ensure an employe's qualifications for the job held, compliance with federal and State statutes, local benefit programs, and conformance with district rules and evidence of completed evaluations.</p> |
| 3. Delegation of Responsibility | <p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent. A central file shall be maintained; supplemental records may be maintained for ease in data gathering only by individual supervisors, principals, or department heads.</p> <p>Only that information which pertains to the professional role of the employe and is submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.</p> <p>A separate supplemental salaried position personnel file shall be maintained for those employes who provide or have provided service in any of the listed supplemental salaried positions.</p> <p>A copy of each such entry shall be made available to the employe except for matters pertaining to pending litigation or criminal investigation.</p> <p>Personnel records shall not be available to the Board except as may be required in the performance of its functions as a Board.</p> <p>The personnel files may be reviewed periodically by the Superintendent and material no longer required shall be destroyed.</p> <p>Professional employes shall have access to their own file. An employe would be</p> |

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| | <p>notified of items removed from his/her personnel file.</p> <p>Personnel wishing to review their own records shall: request access in writing; review the record in the presence of the administrator designated to maintain said records, or his/her designee; make no alterations or additions to the record, nor remove any material therefrom; and sign a log attached to the file indicating the date and person reviewing.</p> <p>Personnel who wish to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify therein: name and date; material to be appealed; and reason for appeal.</p> <p>The responsible administrator shall: refer the appeal to the administrator responsible for the supervision of the employe; and hear the appeal and make a determination for review by the Superintendent.</p> <p>Upon initial employment, the file shall contain: a completed employment application form; a copy of teaching certificate; transcripts; recommendations; Act 34 Clearance(Criminal History Record Information) or out-of-state FBI record; Employment Eligibility Verification (Form I-9); retirement registration; annuity forms; insurance beneficiary forms; Loyalty Oath; and other needed information.</p> <p>During the period of employment, the following data shall be maintained in personnel files in addition to the data required upon initial employment: rate of compensation; completed copy of employment contract; attainment of advanced degrees and effect, if any, on compensation; attendance record; completed evaluations; disciplinary incidents; and special awards or distinctions.</p> <p>The designee of the administration shall maintain the security and confidentiality of all personnel records.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: June 16, 1998

REVISED:

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| <p>1.Purpose</p> <p>2.Authority SC 510</p> | <p style="text-align: center;">425. DRESS AND GROOMING</p> <p>Teachers set an example in dress and grooming for their students to follow. A teacher should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of classroom discipline.</p> <p>The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. All staff members shall, when assigned to district duty, be physically clean, neat, and well groomed; dress in a manner reflecting professional assignment; and dress in a manner that does not cause damage to district property.</p> <p>If a teacher feels that an exception to this policy because of special circumstances would enable him/her to carry out assigned duties more effectively, a request should be made to the building principal.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: COMPLAINT POLICY

ADOPTED: June 16, 1998

REVISED:

| 426. COMPLAINT POLICY | |
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| 1.Purpose | <p>It is the policy of the Board to establish reasonable and effective means of resolving difficulties which may arise among employees, to reduce potential areas of complaints and to establish and maintain recognized two-way channels of communication between supervisory personnel and professional employees not otherwise covered by the terms of a collective bargaining agreement.</p> |
| 2.Authority | <p>The Board intends in this complaint policy to expedite the process for all concerned parties. The policy, therefore, has as its goal the following:</p> <ol style="list-style-type: none"> 1. The policy is intended to be used after an attempt has been made to resolve a difficulty on an informal basis between the parties concerned. 2. The policy is to secure proper and equitable solutions to complaints at the lowest possible level, and to facilitate an orderly procedure within which solutions may be pursued. 3. There shall be no reprisals of any kind against any employees or their representatives because of participation in a complaint or support thereof. |
| 3.Definition | <p>For purposes of this policy the terms used herein shall have the following definitions:</p> <p><u>Complaint</u>A complaint is any unresolved problem or interpretation of the policies, rules or regulations of the Board or written administrative procedures.</p> <p><u>A day</u>A day is any day for which an employe is contracted to work.</p> |
| 4.Procedures | <p>Complaints should be discussed in private, informal conferences between the parties involved.</p> <p>At least one such private meeting should take place between the parties before the complaint procedure is invoked.</p> |

A complainant may be represented or accompanied at any higher level of authority by anyone of his/her choosing.

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

Level One Immediate Supervisor

A. Within seven days after the occurrence of the act or omission giving rise to the complaint, the complainant must present his/her complaint in writing to the immediate supervisor or administrator.

This statement shall be a clear concise expression of the complaint, and the policy or regulation for which there is an alleged violation, the circumstances on which the complaint is based, the person(s) involved, the decision rendered at the private conference, and the remedy sought.

B. Within five days the supervisor and/or administrator shall communicate his/her decision to the employe in writing. If the supervisor and/or administrator does not respond within the time limit, the complainant may appeal to the next level.

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

Level Two Next Higher Level of Authority

A. If the employe is not satisfied with the decision at Level One, s/he may appeal the decision in writing to the appropriate assistant superintendent, or the building principal within five days after receiving it.

B. This written statement shall include a copy of the original complaint, the decision rendered, the name of the appellant's conferee, if any, and a clear, concise statement of the reasons for the appeal on the decision.

C. The responding administrator shall communicate the decision to the complainant within seven days.

D. Either party in the appeal may request a personal conference within the above time limits. If the decision has not been rendered within the time limits, the complainant may appeal to the next level.

Level Three Next Higher Level of Authority (Superintendent)

A. Within seven days after receiving the decision of the administrator at Level Two, the complainant may appeal the decision of Level Two to the Superintendent. The appeal shall be in writing and shall be accompanied by a copy of the decisions at Level One and Level Two.

B. Within five days after the delivery of the appeal, the Superintendent shall investigate the complaint, giving all persons who participated in Levels One and Two, a reasonable opportunity to be heard.

C. Within seven days after the delivery of the appeal, the Superintendent shall submit his/her decision in writing together with the supporting reasons to the complainant and the administrators involved.

Level Four, The Board

A. Within seven days after receiving the decision of the Superintendent, the complainant may appeal the decision in writing to the Board.

B. The Board shall schedule the matter for a hearing at an executive session to be held within ten days following receipt of the appeal.

The complainant and/or his/her conferee shall be present at the hearing.

C. Within ten days the Board will submit its decision in writing together with supporting reasons to the complainant. A copy shall be furnished to the administrators involved and the Superintendent.

The decision of the Board is final.

Miscellaneous Provisions

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

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SALARY DETERMINATION

ADOPTED: June 16, 1998

REVISED:

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| <p>1.Purpose</p> <p>2.Authority SC 1142, 1144</p> <p>3.Delegation of Responsibility</p> | <p style="text-align: center;">428. SALARY DETERMINATION</p> <p>There shall be a salary guide for professional employes of the district that shall be applied according to this policy.</p> <p>The salary guide of the district shall provide for the determination of beginning salaries for new and inexperienced employes of the district, determination of beginning salaries for experienced employes who are new to the district, and determination of salary adjustments, if any, that may be occasioned by the earning of advanced degrees while employed by the district or that may be required under law.</p> <p>The Superintendent is authorized to credit for determination of salary past service of an applicant for employment in this district on the following basis:</p> <p><u>Salary Credit for Work Experience</u></p> <p>Salary credit may be given temporary professional and professional employes for work experience under the following provision:</p> <ol style="list-style-type: none"> 1. After the employe acquires the initial Pennsylvania Department of Education Instruction Certificate I in the employe's educational assignment, work experience will be granted on a ratio of two (2) years. 2. Related work experience to one (1) teaching experience. Work experience must be related to employe's educational assignment. <p>This determination of whether salary credit shall be given for work experience is subject to the approval of the Board.</p> <p><u>Salary Credit for Experience in Business and Industry</u></p> <p>Salary credit may be given professional employes at the time of their employment and after two (2) years of satisfactory teaching for work experience in business and industry if that experience is closely related to the work which they will do for the school district. Salary credit will be at the rate of \$200 per work year for a maximum</p> |
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428. SALARY DETERMINATION - Pg. 2

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| <p>School Code 1142, 1144, 1149</p> | <p>of five (5) years. Onehalf of the salary credit for work in business or industry shall be included in the beginning salary and the other one-half shall be added to the salary at the beginning of the school term following the completion of the second year of satisfactory teaching.</p> <p>The determination of whether salary credit shall be given for work in business or industry is subject to the approval of the Board.</p> <p><u>Extra Pay for Extra Work</u></p> <p>All salary payments to regular school employes for extra service rendered to the district shall be made through regular district payroll and shall be subject to deduction for social security, retirement, local, state, and federal taxes.</p> <p>Application for extra pay for extra work shall be made on Form A-21 and approved by the appropriate administrative personnel. Requests for extra pay or reimbursement shall be made at the conclusion of services or on the last work day of each month. With the approval of the Superintendent, monthly reimbursement requests may be combined if the total monthly amount is less than ten dollars (\$10).</p> |
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PORT ALLEGANY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
TITLE: SUBSTITUTE COMPENSATION
ADOPTED: June 16, 1998
REVISED: October 12, 2009

| 429. SUBSTITUTE COMPENSATION | |
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| 1. Purpose | In order to obtain and retain well qualified substitutes for service in this district, this policy shall be applied. |
| 2. Authority | Substitute teachers shall be paid on a per diem basis at a rate of \$95.00. |
| SC 1148 | After ten (10) consecutive days, substitute compensation is per contract. Day-to-day substitute administrators shall be paid on a per diem basis at a rate of \$150.00. References: School Code – 24 P.S. Sec. 1148 |

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: June 16, 1998

REVISED:

| 431. JOB RELATED EXPENSES | |
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| 1.Purpose | Payment of the actual and necessary expenses, including travel expenses which any employe of the district incurs in the course of performing services for the district, will be made in accordance with this policy. |
| 2.Authority | <p>The Board recognizes the necessity for certain employes to travel within the district or intermediate unit in the performance of their duties. The Board also realizes that travel outside the district to attend conferences and meetings may be necessary and desirable. Through passage of annual budgets, the Board gives prior authorization for employes to incur those budgeted travel expenses approved by the Superintendent. Approved expenditures will include necessary mileage driven in the performance of duties within the district or intermediate unit and travel expenses incurred in attending meetings, conferences, workshops, and conventions which give promise of improved skill and competence of the participants.</p> <p>Necessary travel will be that which an employe must do from employe's first work station on any particular day as a result of employe's assignment or job responsibility.</p> |

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: June 16, 1998

REVISED:

| 432. WORKING PERIODS | |
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| 1.Purpose | Work schedules of the professional and teaching staff shall be clearly specified in accordance with this policy to ensure the smooth and regular operation of the school district. |
| 2.Authority SC 510 | The Board has the authority and responsibility to determine the hours during which educational programs and services shall be available to students and the community. |
| 3.Guidelines | <p>The Superintendent shall implement the following work schedules for professional employees shall be adhered to:</p> <p>Teachers are required to be present at their respective rooms or assigned stations before the time prescribed for commencing school.</p> <p>Teachers shall remain at the school after the close of the school day long enough to ensure a professional and adequate performance in the discharge of duties.</p> <p>Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>Employees may leave the school building during their lunch period upon notification to the building principal or designee.</p> <p>During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the building principal which duties shall wherever possible be equitably distributed.</p> <p>All teaching staff members are expected to attend each faculty meeting unless specifically excused by the administrator who is the staff member's immediate supervisor.</p> |

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| School Code 510, 1147, 1504 | |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: PROFESSIONAL GROWTH
GUIDELINES

ADOPTED: June 16, 1998

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| <p>1.Purpose</p> <p>2.Guidelines</p> <p>SC 1205.1</p> | <p style="text-align: center;">433. PROFESSIONAL GROWTH GUIDELINES</p> <p>Continued professional study (and inservice training) are prerequisites for continued and professional growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all professional personnel.</p> <p>All professional employes are encouraged through graduate study, special study, or inservice training, to further advancement in accordance with these guidelines.</p> <p><u>Graduate Study</u></p> <p>The Board shall provide tuition reimbursement in accordance with the following:</p> <ol style="list-style-type: none"> 1. Employes are enrolled in an approved Master's program in the field of education or are looking toward an Instructional II Certificate required by the PA Department of Education. 2. Employes possessing a Master's Degree will be entitled to payment for one (1) three-credit course in each semester of each school year or a total of six (6) credits in a fiscal year, providing the courses are in a field related to education. <p>Reimbursement shall be made according to the amount established by the collective bargaining agreement in effect at the time.</p> <p>The employe must submit the <u>Employe Request for Tuition Payment</u> form, provide receipt of registration, and receive a minimum final grade of B. If any of these conditions are not satisfied, the District will deduct the total tuition sum in three(3) equal payroll payments or from the final payroll of the employe.</p> <p><u>Professional Development Plan</u></p> <p>The district's compliance with continuing professional development plans, as required by law and Department of Education guidelines, shall be according to the following: a committee consisting of teachers and administrators will be chosen by</p> |
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| SC 1109 | <p>their respective groups.</p> <p>The Board will approve the recommended plan based on: the appropriateness of the plan to effectively meet the educational needs of the district and district strategic plans; the utilization of established learning research; the financial resources appropriated for staff development; and the correlation and coordination with existing and continuing district-wide staff development programs.</p> <p>The plan must be submitted to the Board for approval at least sixty (60) days prior to the submission date established by the Department of Education.</p> <p>This requirement is necessary to assure adequate time for the Board's review and final approval.</p> <p>If the committee fails to submit a plan, the Board reserves the right to submit its own plan to protect subsidy reimbursement and provide continuity in staff development activities.</p> <p>A cover letter will be attached to the staff development plan upon submission which will include this policy statement and the method used to select the teachers and administrators serving on the committee.</p> <p>The Superintendent will develop procedures and guidelines for the operation of the committee, implementation of the plan and appropriate recordkeeping.</p> <p><u>Teacher Exchange Program</u></p> <p>The Board recognizes that teachers and other professional staff may want to be involved in exchange programs and that exchanges can benefit both the staff member and the District.</p> <p>The Board shall consider applications of professional staff for exchanges with countries, states and other political and educational entities according to the following conditions.</p> <ol style="list-style-type: none">1. The exchange must involve people with similar work responsibilities, qualifications, and/or certification. If the exchange is between a certified or licensed employe of the District and a person from another state or country, the Pennsylvania Department of Education must agree to provide proper certification for the incoming staff member prior to the time the person begins in the teaching position, and the individual must be acceptable by the administration.2. The time of the exchange is a maximum of one year(uninterrupted).3. Each <u>sending</u> entity will continue to pay the salary of its employe. The District will include District employe under its Workers' Compensation plan and pay the |
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| <p>School Code 1205.1</p> | <p>premium. To assure adequate medical coverage for both teachers, the Superintendent will complete an agreement with the foreign school entity for the exchange teacher, while continuing the contractual coverages for the District employe.</p> <p>4. Travel and other costs related to the exchange shall be considered personal and assumed by the employe.</p> <p>5. Request for changes of the period of the exchange will not be granted unless both parties make similar requests and the entity involved in the exchange with the District approves the request of its employe.</p> <p>A teacher who desires to participate in a teacher exchange program shall notify the Superintendent as soon as information is available. This notification should occur before an application is made so that the Superintendent can notify the Board of the employe's desire and advise the teacher on appropriate approval steps to be followed.</p> |
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| <p>School Code 1154</p> | <p><u>B. Proof Of Disability</u></p> <p>Any employe absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>Such statements, in and of themselves conclusively, may not be presumed to establish the employe's disability.</p> <p><u>C. Duration Of Leave</u></p> <p>Upon the expiration of all then currently earned and accumulated sick leave, the Board may grant an unpaid leave.</p> <p><u>D. Records</u></p> <p>The personnel records of the district for professional employes shall show the attendance of each employe, and such days as that employe may be absent shall be recorded with the reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each employe, which shall be made available to the employe in accordance with law.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: FAMILY AND MEDICAL LEAVES

ADOPTED: June 16, 1998

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| <p>1.Purpose P.L. 103-3 of 1993</p> <p>2.Responsibility</p> <p>3.Guidelines</p> | <p style="text-align: center;">435. FAMILY AND MEDICAL LEAVES</p> <p>The purpose of this policy is to address certain leave of absence issues and to ensure the school district's compliance with the Family Medical Leave Act.</p> <p>The Superintendent shall develop administrative guidelines regulating leaves and ensuring the District's compliance with the Family and Medical Leave Act (hereinafter referred to as "FMLA"). Although the details of the guidelines are to be left to the discretion of the Superintendent, the guidelines must adhere to the following basic principles:</p> <ol style="list-style-type: none"> 1. Required notices shall be posted. 2. Guides advising employes of their rights and responsibilities shall be developed and posted. The guides shall be given to employes upon request; whenever an employe requests an FMLA leave; and whenever the District designates a leave as an FMLA leave. 3. All requests for leave, (both FMLA leave and non-FMLA leave) shall be made in writing on forms developed by the Superintendent. The forms shall request sufficient information from which it may be determined whether the leave qualifies as an FMLA leave. 4. If the employe requesting an FMLA leave qualifies for and is entitled to any paid leave under a collective bargaining agreement, District policy or statutory mandate, the employe may utilize said leave during the FMLA leave at his/her discretion. 5. Medical certification forms as allowed by the FMLA shall be required whenever authorized by the FMLA. 6. Employes shall be required to provide a fitnessforduty certificate upon returning from an FMLA leave when the leave was taken because of the employe's own serious health condition, except where such a requirement would be in violation of a collective bargaining agreement or where the employe has taken a paid leave |
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concurrent with the FMLA leave and school district policy and practice heretofore has not required a fitness-for-duty certificate to be provided.

7. Seniority shall accrue during FMLA leaves for all purposes and credit shall be given during FMLA leaves for accruals for other leaves.

8. For purposes of determining whether an eligible employee under the FMLA has exhausted the twelve (12) weeks of leave "in any twelve-month period," the District shall utilize a rolling twelve-month period measured backwards from the date leave is used so as to avoid "stacking" of back-to-back leave entitlements.

9. Employees are not required to utilize FMLA leave whenever they qualify for other available full-day leave to which they may be entitled.

10. An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member (spouse, child, parent) with a serious health condition or if the employee has a serious health condition, if:

a. the employee fails to establish, through medical certification, that there is a medical need for such a leave (as distinguished from voluntary treatments and procedures); or

b. the employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

11. Eligibility for an FMLA leave shall be based entirely on the eligibility criteria established by the Family and Medical Leave Act. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the Act.

12. This policy was adopted, in part, because of the enactment of the Family and Medical Leave Act. Should that Act be repealed or declared invalid, in whole or in part, this policy shall become wholly void and a new policy will be adopted if and as necessary to comply with law.

13. It is not intended that this policy create any practices and the District expressly adopts this policy on an experimental basis. The Board directs the administration to evaluate the effects of this policy after it has been in operation for two (2) full years and to advise the Board on the effects of this policy in general. As part of the report, the Board shall be advised about the effects with respect to:

a. not requiring employees to use accumulated leaves during FMLA leave;

b. allowing employees to use full-day accumulated leaves prior to designating leaves as FMLA leaves; and

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| | c. not establishing permissible limitations as authorized by the Family and Medical Leave Act for periods near the conclusion of academic terms. |
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SECTION: PROFESSIONAL EMPLOYEES
 TITLE: PERSONAL NECESSITY LEAVE
 ADOPTED: June 16, 1998
 REVISED:

| 436. PERSONAL NECESSITY LEAVE | |
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| 1.Purpose | This policy shall provide for a professional employe's absence for personal necessity when not otherwise covered by sick leave or disability policies. |
| 2.Authority | The Board has the authority to specify reasonable conditions under which personal leave may be granted, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave. |
| 3.Guidelines | <p><u>Personal Leave</u> The Board shall provide, as a fringe benefit, personal leave for all professional and temporary professional employes without loss of pay. Personal leave entitlement shall be two (2) days per year and will be allowed to accumulate without limit. Personal leave shall be granted upon request submitted to the Superintendent on Form A-36, subject to the following limitations and conditions:</p> <ol style="list-style-type: none"> 1. Personal leave shall not be granted if such leave would allow an employe to begin his/her year late or to terminate it early, except that personal leave will be allowed to attend college. 2. Personal leaves which may be granted at any given time shall not exceed three (3) elementary employes and four (4) secondary employes. 3. Personal leave entitlement may be used in minimum increments of one-half day. <p><u>Emergency Leave</u> The Board shall provide, as a fringe benefit, emergency leave in accordance with the following provisions:</p> |
| SC 1154(b) | <ol style="list-style-type: none"> 1. The Superintendent is authorized by the Board to permit school employes to be absent from school without loss of salary because of emergencies including illness in the immediate family of the employe. 2. Employes are not permitted to be absent from their work without loss of salary to attend members of their family during illnesses which are not emergencies. |

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| <p>School Code 1154</p> | <p>3. Requests for emergency leave are to be made on Form A-36, and shall contain sufficient information about the basis for the request to allow the Superintendent to make a decision concerning the classification of the absence.</p> <p>The Board shall provide sick leave, death leave, sabbatical leave, professional leave, military leave, and childbearing/childrearing leave, in accordance with the provisions of the law. The Board shall also provide retirement, social security, and Workers' Compensation payments according to provisions of the law.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: June 16, 1998

REVISED:

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| <p>1.Purpose</p> <p>2.Authority</p> <p>3.Eligibility</p> <p>4.Violation</p> <p>School Code</p> | <p style="text-align: center;">438. SABBATICAL LEAVE</p> <p>This policy specifies the manner in which sabbatical leaves for professional employees will be provided.</p> <p>The Board reserves the right to specify the conditions under which sabbatical leave may be taken consistent with law.</p> <p>A professional employe who has completed ten (10) years of satisfactory service in the public school system of the Commonwealth shall be eligible for a sabbatical leave of absence for restoration of health, for study, for travel, or, at the discretion of the Board, for other purposes. At least five(5) years with the Port Allegany School District prior to the leave is also required. For professional employes whose contracts are for the school term, a leave of absence may be for one-half school term or two halfschool terms during a period of twentyfour months. For professional employes whose contracts exceed the length of a school term, a leave of absence may be for one-half the contract period or for the total contract period during a period of twenty-four months. Following the initial sabbatical leave, whether onehalf school term or two half school terms, a professional employe may apply for one (1) leave following each additional seven (7) years of satisfactory service with the Port Allegany School District subject to all the provisions of this Policy.</p> <p>In the event any of the conditions or provisions set forth in this policy and/or the reference sections of the Pennsylvania School Code are violated by the employe, payment to the applicant will cease. The Pennsylvania School Code will govern the employe's responsibility for all repayments due the local educational agency, state education agency, and the Public School Employees Retirement System. Payment of the amount shall be due within sixty (60) days from the employe's receipt of the bill.</p> |
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| 522.1, 1166 et seq | |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: June 16, 1998

REVISED:

| 439. UNCOMPENSATED LEAVE | |
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| 1.Purpose SC 1154 (e) | <p>The Board recognizes that in certain instances an employe may wish extended leave for personal reasons, and the district could benefit from the return of said employe. This policy establishes guidelines for the award of uncompensated leaves of absence.</p> |
| 2.Authority | <p>The Board reserves the right to specify the conditions under which uncompensated leave may be taken.</p> |
| 3.Guidelines | <p>Request for uncompensated leave shall be made to the Superintendent in advance of the desired start date.</p> <p>All applications are subject to final approval by the Board.</p> <p><u>Military Leave</u></p> |
| SC 11761178 | <p>A leave for military service will be granted in accordance with the Pennsylvania School Code.</p> <p>Fringe benefits shall not be provided unless the employe makes provision for payment of benefits.</p> |

SECTION: PROFESSIONAL EMPLOYEES

TITLE: RESPONSIBILITY OF STAFF
FOR STUDENT WELFARE

ADOPTED: June 16, 1998

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| | <p style="text-align: center;">440. RESPONSIBILITY OF STAFF FOR STUDENT WELFARE</p> <p>1.Purpose The purpose of this policy is to establish guidelines whereby adequate consideration of student welfare is achieved.</p> <p>2.Guideline The Superintendent shall prepare and promulgate guidelines to ensure the maintenance of the following standards:</p> <ol style="list-style-type: none">1. Each teacher must maintain a standard of care and concern for supervision, control and protection of students commensurate with assigned duties and responsibilities.2. A teacher should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties.3. A teacher must provide proper instruction in the safety matters presented in assigned curriculum guides.4. Each employe has the responsibility to immediately report to the principal an accident or a safety hazard s/he detects.5. A teacher may not send students on any personal errands.6. A pupil shall not be required to perform work or services that may be detrimental to his/her health. <p>Teachers and other professional employes are responsible for the safety of pupils in their charge within the building and on school property. Each teacher must be in the classroom or at any other assigned station at all times or must make sure that another teacher is temporarily in charge. The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for their acts with relation to students:</p> |
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| | <ol style="list-style-type: none">1. Never leave class unattended while pupils are in room.2. Accompany class wherever it is assigned and remain with it until supervision is assumed by another responsible person.3. Do not permit pupils to use equipment in the classroom which has not been approved for school use. (Some teachers or pupils bring personal equipment which may be dangerous.)4. Do not permit use of machinery except for the instructional purpose for which it was provided.5. Do not permit students to work in a shop, kitchen, or laboratory at other than the regularly scheduled period, and then, only under qualified supervision and in accordance with the prescribed safety procedures.6. Report promptly unsafe equipment or conditions to immediate supervisor.7. Do not permit pupils not enrolled in shop classes or laboratory classes to use power tools or other dangerous equipment.8. Never permit equipment to be operated in an unsafe manner.9. Do not allow pupils whose recognized physical or mental condition makes them especially prone to accident to use dangerous equipment.10. Organize classroom materials and equipment so as to minimize danger of injury to pupils and to self.11. Ensure that proper safety gear is used wherever safety equipment is specified.12. In general, exercise good judgment when assigning tasks to children to prevent bodily harm and damage to property. |
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SECTION: PROFESSIONAL EMPLOYEES
TITLE: LEGAL COMMITMENT LEAVE
ADOPTED: June 16, 1998
REVISED:

| 442. LEGAL COMMITMENT LEAVE | |
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| 1.Purpose | Professional employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines. |
| 2.Authority | <p>To recognize the importance of the American judicial system and to support that system, the Port Allegany School District will permit its employees to be absent without loss of pay for the purpose of serving on jury duty when requested by the proper court officials to so serve.</p> <p>Employees serving on jury duty during contract days of the regular school year are to be paid by the school district the difference between their regular daily wage and the amount of juror's compensation paid for jury duty.</p> <p>Absences from work for legal proceedings other than jury duty shall be subject to the provisions and limitations of personal leave benefits accorded employees by labor agreements and Board policy.</p> <p>Employees required to participate in legal proceedings which are direct outgrowths of job performance or job responsibilities shall be considered as not being absent.</p> |

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SEXUAL HARASSMENT

ADOPTED: June 16, 1998

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| <p>1.Purpose U.S. Civil Rights Act of 1964, Title VII; EEOC Regulations Published at 29 CFR Sec. 1604</p> <p>2.Authority</p> <p>3.Definition</p> <p>Pol. 417</p> | <p style="text-align: center;">448. SEXUAL HARASSMENT</p> <p>It is the policy of the Port Allegany School District that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.</p> <p>Sexual harassment lowers morale and is damaging to the work environment; it also is illegal. Therefore, the district will treat sexual harassment like any other form of employee misconduct, and it will not be tolerated.</p> <p>It is illegal and against the policies of this district for any employee, male or female, to sexually harass another employee by:</p> <ol style="list-style-type: none"> 1. making acceptance of unwelcomed sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment; 2. making submission to or rejections of such conduct the basis for employment decisions affecting the employee; or 3. creating an intimidating, hostile or offensive working environment by such conduct. <p>The district will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of</p> |
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| <p>4. Delegation of Responsibility</p> | <p>employment or career development. This discipline can include termination.</p> <p>The district recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in each case.</p> <p>The district will act positively to investigate alleged sexual harassment claims and to effectively remedy them when an allegation is determined to be valid.</p> <p>Given the nature of the type of discrimination, the district also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.</p> <p>The Superintendent shall develop procedures outlining the chain of command through which incidents of sexual harassment shall be reported.</p> |
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: DRUG AND SUBSTANCE ABUSE

ADOPTED: June 16, 1998

REVISED:

| 451. DRUG AND SUBSTANCE ABUSE | |
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| <p>1.Purpose</p> | <p>The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As such, the Board is very much concerned about the problem that may be caused by drug use by professional employes, especially as the use relates to the safety, efficiency and productivity of professional employes.</p> <p>The primary purpose and justification for any action on the part of the school staff would be the protection of the health, safety and welfare of students, staff and school property.</p> |
| <p>2.Definitions P.S. 35 Sec. 780101 et seq</p> <p>P.L. 100690 SC 527</p> | <p>For the purposes of this policy, drugs shall be defined as those outlined in the Controlled Sub stance, Drug, Device and Cosmetic Act.</p> <p>"Conviction" shall be defined as finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute. Any profes sional employe convicted of delivery of controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.</p> <p>"Criminal drug statute" shall be defined as a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p>"Drug-free workplace" shall be defined as the site for the performance of work done in connection with a specific grant at which professional employes are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p> |
| <p>3.Delegation of Responsibility P.L. 101226</p> | <p>A statement notifying professional employes that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the professional employe's workplace shall be provided by the Superintendent and</p> |

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| <p>Sec. 5115 (a)(4)</p> | <p>shall specify the actions that will be taken against the professional employe for violation of this policy up to and including termination and referral for prosecution.</p> <p>The Board requires that each professional engaged in the performance of the grant be given a copy of the statement and notification to the employe that, as a condition of employment under the grant, the employe will abide by the terms of the statement and notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.</p> <p>The appropriate agencies or government units shall be notified within ten (10) days after receiving notice from an employe or otherwise receiving actual notice of such conviction.</p> <p>The district shall be responsible for taking one of the following actions within thirty (30) days of receiving notice, with respect to any convicted professional employe.</p> <p>The district shall take appropriate personnel action against such an employe, up to and including termination and referral for prosecution and/or require the employe to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.</p> <p>In establishing a drug-free awareness program, the Superintendent shall inform professional employes about:</p> <ul style="list-style-type: none">- the dangers of drug abuse in the work place;- the district's policy of maintaining a drugfree workplace;- the availability of drug counseling, drug rehabilitation, and employe assistance programs available; and- the penalties that may be imposed upon employes for drug abuse violations occurring in the workplace. <p>The district shall make a good faith effort to continue to maintain a drug-free workplace through the implementation of this policy.</p> |
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