

Book	Policy Manual
Section	300 Employees
Title	Suspensions/Furloughs
Number	311
Status	From PSBA
Legal	1. 24 P.S. 406 2. 24 P.S. 1106 3. 24 P.S. 524 4. 24 P.S. 1124 5. 24 P.S. 1125.1 6. 24 P.S. 1123 7. Pol. 313 8. 2 Pa. C.S.A. 551 et seq

### **Authority**

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

The Board has the authority and responsibility to determine how suspensions of **district employees** shall be made when necessary, in accordance with law, **individual contracts and** collective bargaining agreements.[3][4][5]

### **Delegation of Responsibility**

The efficiency and effectiveness of district organization and staffing shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interests of the district.

The Superintendent or designee shall **ensure that reduction of staff is implemented** in accordance with applicable laws.

Data necessary for computation of each **certificated administrative and** professional employee's rating and seniority status shall be recorded and maintained.[6][7]

**Data necessary for computation of each noncertificated administrative and classified employee's seniority status shall be recorded and maintained.**

**Certificated administrative and** professional employees shall be suspended for causes consistent with law in inverse order of seniority in the district. Reinstatements from a list of suspended professional employees shall be made on the basis of their seniority within the district.[4][5]

**The district shall realign its professional staff to ensure that more senior employees are provided with the opportunity to fill positions for which they are certified and which are being filled by less senior employees. Such realignment, however, will not be construed to require curriculum changes or department revisions.**[5]

Professional employees shall be suspended **and reinstated in accordance with** the procedures established in ~~administrative regulations and~~ <sup>(Delete)</sup> applicable provisions of the collective bargaining agreement.

**Classified employees shall be suspended and reinstated in accordance with the procedure established in the** collective bargaining agreement.

**Certificated administrative and** tenured professional employees have the right to a Local Agency Law hearing, and the decision to suspend shall be considered an adjudication for the **purpose** of that hearing.[5][8]

At the request of the temporary professional employee, **access shall be provided** to a Local Agency Law hearing.[8]

To be considered available for reinstatement, suspended **certificated administrative and** professional employees must annually report in writing to the Board **their** current address and intent to accept the same or a similar position when offered.[5]

**Noncertificated administrative and** classified employees may request a Local Agency Law hearing prior to suspension.



Book	Policy Manual
Section	300 Employees
Title	Performance Assessment of Superintendent/Assistant Superintendent
Number	312
Status	From PSBA
Legal	1, 24 P.S., 1073, 1 24 P.S., 1080 Pol. 302

### **Purpose**

The Board recognizes that the objective and straightforward **assessment** of the Superintendent's and **Assistant Superintendent's** performance reflects effective and **responsible** leadership.

### **Authority**

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

The employment contract shall include objective performance standards mutually agreed to in writing by the Board and the Superintendent and by the Board and the Assistant Superintendent. The objective performance standards may be based upon any or all of the following:[1]

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

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

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

**NOTE:** The provisions of this policy regarding mutually agreed upon performance standards and website postings apply only to contracts of Superintendents or Assistant Superintendents entered into or renewed on or after November 1, 2012.

Last Modified by Elizabeth Flood on July 9, 2015

1. Should we delete reference to the Asst. Superintendent?
2. This sounds like the board would evaluate the Asst. Superintendent. Do we want that or is that the Superintendent's job?
3. Do we need Ira's approval?
4. Are the mutually agreed upon performance standards posted on the district website as stated in this policy?



Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Number	313
Status	From PSBA
Legal	1. 24 P.S. 510
	2. 24 P.S. 1108
	3. 24 P.S. 1123
	4. 22 PA.Code 19.1
	24 P.S. 1122
	22 PA.Code 19.1 et seq
	5. Pol. 324

### **Purpose**

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

### **Authority**

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

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

### **Delegation of Responsibility**

The Superintendent or designee shall develop **plans** for the evaluation of **district employees to be submitted for Board approval.**

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

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

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

### **Guidelines**

Professional **and** classified employees shall **belong to position classifications** based upon similarities of duties, responsibilities and qualifications; the evaluation process shall be similar for all classes of employees.

Administrative employees **shall be evaluated** at least annually.

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

Professional employees **are required to be evaluated at least once each year.**[3]

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

The Superintendent shall certify the evaluations of all temporary professional employees, **in accordance with law.**[2]

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

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

**No professional employee or temporary professional employee shall be rated "needs improvement" or "failing" solely based upon**

**student test scores.**

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

Each evaluation shall be followed by a conference between the evaluator and the employee. Both parties to the conference shall sign the rating form or alternative rating tool.

Following the conference, the employee may submit a written disclaimer of the evaluation.

**A signed copy of the rating form or alternative rating tool, and applicable disclaimer, shall be provided to the employee.**

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

**Materials maintained in personnel records shall be confidential, in accordance with applicable Board policy.[5]**

\* **NOTE: If a collective bargaining agreement in effect prior to July 1, 2012, provides for a rating system for professional and temporary professional employees that is different than the state-approved rating system, the rating system provided in the collective bargaining agreement remains effective until the collective bargaining agreement expires. No collective bargaining agreement entered into after July 1, 2012, shall contain a rating system for professional and temporary professional employees that is inconsistent with state law and regulations.**

Last Modified by Elizabeth Flood on July 9, 2015

Do we need the last paragraph which starts with "NOTE"?

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

### **Purpose**

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

### **Definition**

A **physical examination** shall mean a general examination by a licensed physician, **certified registered nurse practitioner or a licensed physician assistant** and recorded on the **approved** district form.

### **Authority**

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo medical examinations, as required by law and as the **Board may require**, the expense for which shall be paid by the applicant.[1][2][3]

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

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

**An employee who presents a signed statement that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the employee presents a substantial menace to the health of others.**[5][6]

### **Delegation of Responsibility**

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

Medical records of an employee shall be kept in a file separate from the employee's personnel file.[7][3]





Book	Policy Manual
Section	300 Employees
Title	HIV Infection
Number	314.1
Status	From PSBA
Legal	1, 35 P.S. 7603 2, 24 P.S. 510 3. Pol. 334 4. Pol. 335 5. Pol. 339 6. Pol. 348 7. Pol. 104 8. 35 P.S. 7607 35 P.S. 7601 et seq

**Purpose**

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

**Definitions**

**AIDS** - Acquired Immune Deficiency Syndrome.[1]

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

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

**Authority**

(delete)

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

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

**Delegation of Responsibility**

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

All district employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual, employee or group.[6]

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

Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, **Board policies, collective bargaining agreements, individual contracts** and the retirement system.[7][3][4][5]

**Guidelines**

**Confidentiality**

District employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.[8]

**Infection Control**

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

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

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

**Staff Development**

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

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

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

**Authority**

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

*(delete)*

**The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[1]**

The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, ~~administrative regulations~~, rules and procedures.[2][3]

*(delete)*

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and classified employees may be entitled to a Local Agency Law hearing, at the employee's request.[4][5][6][7][8][9][10][11]

Classified employees negligent in conducting assigned duties shall be suspended, subject to a conference with the Superintendent. In the case of union employees, suspension shall be in accordance with the applicable collective bargaining agreement.

**Delegation of Responsibility**

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[2]

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

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[12]
6. Use of profane or abusive language.
7. Breach of confidential information.

8. Failure to comply with directives of district officials, security officers, or law enforcement officers.[5]
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, <sup>(delete)</sup> ~~administrative regulations~~, rules or procedures.[5]
11. Violation of federal, state, or applicable municipal laws or regulations.[5]
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, **operations**, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

The Superintendent or designee shall **develop** and **disseminate** disciplinary rules for violations of **Board policies, administrative regulations, rules and procedures** that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil and criminal sanctions.[5][13]

#### **Arrest or Conviction Reporting Requirements**

**Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[14][15]**

**Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[16]**

**An employee shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the employee to disciplinary action up to and including termination and criminal prosecution.[14]**

Book	Policy Manual
Section	300 Employees
Title	Educator Misconduct
Number	317.1 - <u>NEW</u>
Status	From PSBA
Legal	1. 22 Pa. Code 235.1 et seq 2. 24 P.S. 2070.1a 3. 24 P.S. 2070.1b 4. 23 Pa. C.S.A. 6303 5. 24 P.S. 2070.9a 6. Pol. 806 7. 24 P.S. 111 8. Pol. 317 9. 24 P.S. 2070.9c 10. 24 P.S. 2070.11 11. 24 P.S. 2070.17b 12. 24 P.S. 2070.17a 23 Pa. C.S.A. 6301 et seq 24 P.S. 2070.1a et seq

### **Purpose**

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

### **Authority**

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

### **Definitions**

**Educator - shall mean a person who holds a certificate.[3]**

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

**Sexual Abuse or Exploitation - shall mean any of the following:[4]**

1. **The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:**
  - a. **Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.**
  - b. **Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.**
  - c. **Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.**
  - d. **Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.**
2. **Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.**

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

1. **Sexual or romantic invitation.**
2. **Dating or soliciting dates.**

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

#### **Delegation of Responsibility**

#### **Duty to Report**

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

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

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

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

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

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

#### **Guidelines**

#### **Investigation**

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

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

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

#### **Confidentiality Agreements**

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

#### **Confidentiality**

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

#### **Immunity**

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a

**former or current employee to a prospective employer of that employee.[12]**

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Book	Policy Manual
Section	300 Employees
Title	Weapons
Number	317.2
Status	From PSBA
Legal	1. 24 P.S. 510
	2. Pol. 317
	3. <del>24 P.S. 1302.1-A</del>
	4. Pol. 805
	5. Pol. 805.1
	6. <del>22 PA Code 10.2</del>
	7. <del>22 PA Code 10.21</del>
	8. <del>24 P.S. 1303-A</del>
	9. <del>22 PA Code 10.25</del>

### **Purpose**

**The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.**

### **Authority**

**The Board prohibits administrative, professional and classified employees from possessing or using any weapon at any time in school district buildings, on school property, on any school bus or vehicle, or at any school function.[2]**

### **Definition**

**Weapon** – the term shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

### **Delegation of Responsibility**

**The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district’s emergency preparedness plan.[3][4][5]**

**The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and collaborative responsibility for the health, safety and welfare of the school community.**

### **Guidelines**

**The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[3][6][7][8][5]**

**The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[6][9][5]**

**In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[8][5]**

**An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or ~~administrative regulations~~ <sup>(delete)</sup> to be followed.**

**Violations shall result in disciplinary action, in accordance with Board policy.[2]**



Book	Policy Manual
Section	300 Employees
Title	Penalties for Tardiness
Number	318
Status	From PSBA
Legal	1. 24 P.S. 510 2. Pol. 332 3. Pol. 317

### **Authority**

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

The Board reserves the right to assess an employee's salary for failure to perform assigned duties or provide services.

### **Delegation of Responsibility**

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

Violations **shall result in disciplinary action, in accordance with Board policy.****[3]**

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Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Number	319
Status	From PSBA
Legal	1, 24 P, S, 510

### **Authority**

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

Therefore, when nonschool activities directly impact upon an **employee's** effectiveness within the school **district**, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and **assignments.**<sup>[1]</sup>

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

### **Delegation of Responsibility**

(delete)

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

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