

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: December 12, 2005

REVISED:

401. CREATING A POSITION	
1. Purpose	Teaching positions and positions for other professional employees shall be established by the Board in order to provide educational programs and supporting services consistent with the needs of the schools and the resources of the community.
2. Authority SC 1106, 1107 Title 22 Sec. 4.4	The need for creating teaching positions and other professional positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of professional positions deemed necessary for effective operation of the schools.
3. Guidelines	<p>Recommendations for a new or additional professional position shall include:</p> <ol style="list-style-type: none">1. Job description clearly describing the duties for which the position was created.2. A title that conforms with the appropriate certificate if certification is required.3. Supporting data and other rationale relevant to the recommendation. <p>In the exercise of its authority to create new positions, the Board shall give primary consideration to:</p> <ol style="list-style-type: none">1. Number of students enrolled.2. Special needs of students.3. Operational needs of the District.4. Financial resources of the District.
4. Delegation of Responsibility	The Superintendent shall be responsible for recommending new or additional professional positions.

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<p>42 U.S.C. Sec. 12101 et seq</p> <p>School Code 1106, 1107</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>PA Code Title 22 Sec. 4.4</p>	<p>The Board may, through the Superintendent, consider the advice of administrative staff in creating a new position or increasing the number of employees in existing positions.</p> <p>The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the District. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES

ADOPTED: December 12, 2005

REVISED: November 19, 2007

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES	
<p>1. Purpose Title 22 Sec. 4.4</p>	<p>The Board places substantial responsibility for the educational program and effective operation of the schools with the professional staff employed by the District.</p>
<p>2. Authority SC 508, 1106, 1142, 1146</p> <p>SC 1111</p>	<p>The Board, by a majority vote of all members, shall approve the employment; set the compensation; and establish the term of employment for each professional staff member employed by the District.</p> <p>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, who shall not vote.</p>
<p>3. Guidelines</p> <p>SC 1204.1</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>The District shall use the Standard Application For Teaching Positions but may establish and implement other application requirements.</p> <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 employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>Utilization of professional employees prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.</p>

<p>SC 1201 Title 22 Sec. 49.1 et seq</p>	<p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p> <p><u>Title I Requirements</u></p>
<p>Title 22 Sec. 403.2, 403.4 20 U.S.C. Sec. 6319, 7801</p>	<p>All elementary, middle and secondary teachers employed by the District who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.</p>
<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6319, 7801</p>	<p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified, in accordance with federal law and state regulations. The written certification shall be maintained in the District office and the school office and shall be available to the public, upon request.</p>
<p>4. Delegation of Responsibility Pol. 104</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening and recommendation of candidates for employment as professionals, in accordance with Board policy and state and federal law and regulations.</p>
<p>42 U.S.C. Sec. 12112</p>	<p>The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the tasks of the job for which a candidate is being considered.</p>
	<p>The Superintendent or designee shall seek recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
<p>SC 1201 Title 22 Sec. 49.1 et seq</p>	<p>Each professional staff member employed by the District shall be responsible for maintaining a valid teaching certificate.</p>

References:

School Code – 24 P.S. Sec. 108, 111, 508, 1106, 1107, 1109, 1109.1, 1109.2, 1111, 1142-1152, 1201, 1204.1

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq., 49.1 et seq., 403.2, 403.4

Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125

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

No Child Left Behind Act – 20 U.S.C. Sec. 6319, 7801

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Board Policy – 000, 104, 428

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL
EMPLOYEES

ADOPTED: December 12, 2005

REVISED: November 19, 2007

<p>1. Purpose Title 22 Sec. 4.4</p> <p>2. Authority SC 510, 1101, 1106, 1148 Pol. 104</p> <p>3. Guidelines</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>4. Delegation of Responsibility 405 AR</p>	<p style="text-align: center;">405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and other professional staff shall be employed in order to provide continuity in the educational program of the schools.</p> <p>The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute.</p> <p>Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.</p> <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><u>Compensation</u></p> <p>Substitutes shall be paid on a per diem basis at a rate set periodically by the Board.</p> <p>The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment.</p> <p>The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p>
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References:

School Code – 24 P.S. Sec. 111, 510, 1101, 1106, 1148

State Board of Education Regulations – 22 PA Code Sec. 4.4, 8.1 et seq.

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

Board Policy – 104

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF SUMMER SCHOOL STAFF

ADOPTED: December 12, 2005

REVISED: November 19, 2007

GOVERNOR MIFFLIN SCHOOL DISTRICT

406. EMPLOYMENT OF SUMMER SCHOOL STAFF	
1. Purpose	The Board directs that summer school employees shall be qualified and competent to fulfill such assignments.
2. Authority SC 508, 1109, 1146, 1901 Pol. 124	The Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each person employed in the District summer school program, when the program is authorized by the Board.
3. Guidelines SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq	<p>Such approval shall normally be given to those candidates recommended by the responsible administrator and approved by the Superintendent.</p> <p>Primary consideration shall be given to candidates for summer school employment who are District staff members.</p> <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 employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall develop procedures for the recruitment, screening and recommendation of candidates for summer school employment.</p> <p>Only those candidates who are best qualified to perform the duties of the position shall be recommended.</p> <p>Vacancies for summer school employment shall be made known to District personnel so that they may apply for such positions.</p>

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

References:

School Code – 24 P.S. Sec. 111, 508, 1109, 1146, 1901

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

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

Board Policy – 104, 124

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: STUDENT TEACHERS/
INTERNS

ADOPTED: December 12, 2005

REVISED: November 19, 2007

407. STUDENT TEACHERS/INTERNS	
<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</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>The Board establishes that District schools shall accept student teachers and interns from accredited institutions with which the District has a cooperative agreement approved by the Board.</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 supervisor.</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</p> <p>SC 1418 Title 28 Sec. 23.43 Pol. 414</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 shall be responsible for their conduct to the supervising teacher and building principal.</p>

<p>Pol. 907 407 AR</p>	<p><u>Observers</u></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> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510, 1418</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 414, 907</p> <p>Administrative Regulation – 407AR</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: December 12, 2005

REVISED:

408. EMPLOYMENT CONTRACT	
1. Purpose	Professional employees and temporary professional employees must have an employment contract that is in conformance with the School Code.
2. Authority SC 1106 SC 1121	<p>The Board has the authority under law to prescribe employment conditions for the personnel of the District.</p> <p>It shall be the policy of this District that all professional and temporary professional employees execute a contract upon employment, which shall automatically renew itself each year unless one of the parties gives written notice sixty (60) days prior to its expiration that it will not be renewed.</p>
Pol. 413	Nontenured employees, upon reaching the status of tenure, shall be required to execute a new contract.
3. Guidelines SC 1121, 1146	<p>The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time professional employees, the contract or Board resolution shall be in accordance with established policy and procedures.</p> <p>The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract.</p> <p>Misrepresentation of facts material to employment and determination of salary level shall be considered cause for dismissal of the employee.</p> <p>The Board shall be notified promptly of any misunderstanding arising from application of a given contract or any error in salary paid to the employee.</p>

<p>School Code 1106, 1121, 1146</p> <p>Board Policy 413</p>	<p><u>Fringe Benefits For Professional Staff On Leave Or Resigned</u></p> <p>Fringe benefits for teachers not returning to work for a new school year will terminate as follows:</p> <ol style="list-style-type: none">1. Employees leaving between the first and fifteenth of the month will be removed as of the first day of that month.2. Employees leaving between the fifteenth and end of the month will be removed as of the first day of the next month. <p>Life insurance plans for teachers on leave can be continued during the time of the leave by the individual personally assuming the monthly premium payments. The District's business office must be notified of the person's intent to maintain benefits prior to the beginning of the leave, otherwise benefits will be terminated at the first of the month following the starting date of the leave.</p> <p>Medical and dental insurance plans for teachers on leave can be continued under the provisions of the COBRA Law of 1986.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ASSIGNMENT AND TRANSFER

ADOPTED: December 12, 2005

REVISED:

409. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer within the District of professional employees shall be in accordance with the instructional and operational needs of the District.
2. Authority	The Board shall approve the initial assignment of professional personnel at the time of employment and when such assignments involve a transfer from one building to another or involve a move to a position requiring a certificate other than that required for the employee's present position.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Superintendent shall, in considering any assignment or transfer, base a decision on:</p> <ol style="list-style-type: none"> 1. Impact of proposed assignment on the educational program. 2. Employee's background, experience and preparation for the position. 3. Employee's success in former positions. 4. Employee's length of service in the District and in the position presently held. 5. Recommendations of the employee's administrative supervisors. 6. Administrative and operational efficiency advanced by the proposed assignment.
4. Guidelines 23 Pa. C.S.A. 6301 et seq	<p>Current District employees whose transfer from one position to another position within the District results in a change in job classification must submit to the District a valid Act 151 clearance statement.</p> <p>Vacancies shall be publicized to all appropriate employees in the District.</p>

<p>PA Statute 23 Pa. C.S.A. 6301 et seq</p>	<p>Before new employees are sought, requests for transfer to vacant positions will be considered.</p> <p>Professional employees shall be informed of their assignments at the earliest possible date preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of a professional staff member during the school year for good cause.</p> <p>Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: December 12, 2005

REVISED:

410. ABOLISHING A POSITION	
1. Purpose	The Board is responsible for providing the professional staff necessary for implementation of the educational programs and proper operation of the schools, and to do so efficiently and economically.
2. Authority SC 524, 1106 Title 22 Sec. 4.4 SC 1124	<p>The Board recognizes its responsibility to maintain professional staff positions consistent with the instructional and operational needs of the District.</p> <p>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 PA Department of Education.</p>
3. Guidelines SC 1124 SC 1124 Pol. 411	<p>Abolishment of positions affecting professional employees may be brought about because of:</p> <ol style="list-style-type: none">1. Substantial decline in student enrollment.2. Curtailment or alteration of a program due to a substantiated decline in class or course enrollments.3. Changes in the District's organization for instruction or educational activities.4. Consolidation of schools. <p>Reduction in staff as a result of the abolishment of positions shall be in accordance with law and Board policy.</p>
4. Delegation of Responsibility	The Superintendent shall recommend annually to the Board the number of professional positions needed for the District to function efficiently, including recommending the abolishment of unnecessary positions.

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SUSPENSIONS AND FURLOUGHS

ADOPTED: December 12, 2005

REVISED:

GOVERNOR MIFFLIN SCHOOL DISTRICT

411. SUSPENSIONS AND FURLOUGHS	
1. Purpose	Maintenance of professional staff appropriate to effectively continue the District's educational program is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff shall be accomplished.
2. Authority SC 524, 1124, 1125.1	Consistent with law and the collective bargaining agreement, the Board has the authority and responsibility to determine when suspensions and furloughs shall be made.
3. Delegation of Responsibility SC 1125.1	<p>The Superintendent or designee shall develop administrative procedures for reduction of staff in accordance with this policy and applicable law.</p> <p>The efficiency and effectiveness of District organization and staffing patterns 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.</p>
4. Guidelines SC 1123 Pol. 412, 413	Data necessary for the computation of each professional staff member's rating shall comply with state requirements, and his/her seniority status shall be recorded and maintained.
SC 1124, 1125.1	Professional employees shall be suspended for causes consistent with law in inverse order of seniority within the District.
SC 1125.1	Professional employees shall be suspended by the procedure established in the collective bargaining agreement.
2 Pa. C.S.A. Sec. 551 et seq	Tenured professional employees have the right to a Local Agency Law hearing, and the decision to suspend shall be considered an adjudication for the purposes of that hearing.
2 Pa. C.S.A. Sec. 551 et seq	Temporary professional employees are entitled to a Local Agency Law hearing at the request of the employee prior to suspension or furlough.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
PROFESSIONAL EMPLOYEES

ADOPTED: December 12, 2005

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1123</p> <p>3. Guidelines</p>	<p style="text-align: center;">412. EVALUATION OF PROFESSIONAL EMPLOYEES</p> <p>Evaluation is a continuing process in which the professional employee and supervisor cooperatively identify strengths and weaknesses in the individual's effectiveness as a professional educator.</p> <p>The objectives of evaluation are to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of District goals and objectives in order to benefit the District's students.</p> <p>There shall be a plan for regular, periodic evaluation of all professional employees.</p> <p>The evaluation plan for professional employees shall be in accordance with the state plan for such purposes or in accordance with a plan approved by the Board.</p> <p>The Board directs that the District shall utilize the state approved evaluation forms.</p> <p>The objectives of the District evaluation plan for professional employees are:</p> <ol style="list-style-type: none"> 1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving District goals. 2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving District goals. <p>The evaluation plan shall:</p> <ol style="list-style-type: none"> 1. Be in accordance with terms of the collective bargaining agreement. 2. Be uniform throughout the District. 3. Include timely conferences with the employee and evaluator to review and sign each evaluation.
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<p>4. Delegation of Responsibility SC 1123</p>	<ol style="list-style-type: none"> 4. Group professional employees into position classes based upon duties, responsibilities, and qualifications (i.e., teachers, educational specialists, etc.); the evaluation process shall be similar for all classes of employees. 5. Provide a procedure for assessing duties and responsibilities other than primary functions. 6. Provide a procedure for identifying and commending effective performance, and counseling and assisting employees on a professional basis. 7. Provide for evaluation of all professional employees annually. <p>The Superintendent or designee shall prepare procedures for the conduct of employee evaluations which include:</p> <ol style="list-style-type: none"> 1. Evaluations may be conducted by persons designated by the Superintendent. 2. Establishment of procedures to be used in evaluation. 3. Specification of the form used for evaluations. 4. Method of making and retaining records which ensures that: <ol style="list-style-type: none"> a. Entries are based on observable and verifiable facts. b. All materials will be held confidential. c. Employee has an opportunity to review evaluations and append a written statement. 5. Provisions for improving unsatisfactory performance by offering resource aid, recommending how improvement can be effected and scheduling follow-up conferences to assess change. <p>Procedures prepared by the Superintendent or designee shall have the following characteristics:</p> <ol style="list-style-type: none"> 1. Be clear and unambiguous in intent and language. 2. Establish reasonable standards. 3. Apply in a consistent and uniform manner to all employees in the same class.
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<p>School Code 1123</p>	<p>4. Be available to employees for review before they are applied.</p> <p>5. Be reviewed and updated.</p> <p>Teacher performance evaluation procedures shall be included in the <i>Governor Mifflin School District Teacher Supervision and Evaluation Program</i>.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL
EMPLOYEES

ADOPTED: December 12, 2005

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1108, 1123 Pol. 412</p> <p>3. Guidelines SC 1108</p> <p>4. Delegation of Responsibility</p> <p>SC 1108</p>	<p style="text-align: center;">413. EVALUATION OF TEMPORARY PROFESSIONAL EMPLOYEES</p> <p>There shall be a plan for the evaluation of temporary professional employees that recognizes their conditions of employment and the requirements of the law.</p> <p>The Board directs that the evaluation plan for temporary professional employees shall be consistent with the evaluation plan for professional employees, where possible.</p> <p>Each temporary professional employee shall be observed and notified of individual progress and status at least twice each year during the first three (3) years of employment.</p> <p>A written, anecdotal evaluation record of the employee's performance during observations and the employee's total performance as a district employee shall be maintained.</p> <p>A timely conference shall be held between the employee and the evaluating supervisor, during which the employee's weaknesses and strengths are discussed as part of the evaluation.</p> <p>The Superintendent or designee shall develop procedures for the evaluation of temporary professional staff members.</p> <p>Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in improving deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations of employees who are marginally competent.</p> <p>The Superintendent shall certify the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment, as required by the law.</p>
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: December 12, 2005

REVISED:

GOVERNOR MIFFLIN SCHOOL DISTRICT

414. PHYSICAL EXAMINATION	
1. Purpose	In order to certify the fitness of employees to discharge efficiently the duties they will be performing and to protect the health of students and staff from transmission of communicable diseases, physical examinations of all professional employees will be required prior to beginning employment.
2. Definition	A physical examination shall mean a general examination conducted by a licensed physician.
3. Authority Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 et seq SC 1418	After receiving an offer of employment but prior to beginning employment, all candidates shall undergo a medical examination, as required by law, the expense for which shall be paid by the applicant.
SC 1418 Title 28 Sec. 23.44	The Board requires that all employees undergo a tuberculosis examination upon initial employment, in accordance with regulations of the Pennsylvania Department of Health.
SC 1418	The Board may require an employee to undergo a physical examination at the Board's request.
Title 28 Sec. 23.44 SC 1419	The Board shall accept an affidavit in lieu of an examination where circumstances warrant such action.
4. 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.
42 U.S.C. Sec. 12101 et seq	Medical records shall be kept in a file separate from the employee's personnel file.

School Code
1416, 1418, 1419

PA Code
Title 28
Sec. 23.43, 23.44

42 U.S.C.
Sec. 12101 et seq

<p>5. Guidelines 42 U.S.C. Sec. 12101 et seq 29 U.S.C. Sec. 2601 et seq</p> <p>35 P.S. 7607</p>	<p>All District employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.</p> <p>All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times. Employees shall notify the school nurse of all incidents of exposure to bodily fluids.</p> <p>Building administrators 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.</p> <p>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, District policies, the collective bargaining agreement, and the retirement system.</p> <p><u>Confidentiality</u></p> <p>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.</p> <p><u>Infection Control</u></p> <p>Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.</p> <p>The District shall maintain reasonably accessible equipment and supplies necessary for infection control and universal precautions.</p> <p><u>Staff Development</u></p> <p>All District employees shall participate in a planned HIV education program.</p> <p>Designated District employees shall receive additional, specialized training appropriate to their positions and responsibilities.</p>
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References:

School Code – 24 P.S. Sec. 510

PA Confidentiality of HIV-Related Information Act – 35 P.S. 7607

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq

Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: NONTENURED STAFF
MEMBERS

ADOPTED: December 12, 2005

REVISED:

<p>1. Authority</p> <p>SC 1101</p> <p>School Code 1101, 1121</p>	<p style="text-align: center;">416. NONTENURED STAFF MEMBERS</p> <p>It is the policy of the Board that certain staff members shall be employed with the recognition that the function to be performed does not fall under control of the tenure law. Such employment shall be deemed discretionary actions by the Board, without intent to have such functions considered as professional employee actions governed by tenure.</p> <p>Nontenured professional staff shall include any position in which provision for tenure is not made by the law.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: December 12, 2005

REVISED:

417. CONDUCT/DISCIPLINARY PROCEDURES	
1. Purpose	All professional employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.
2. Authority SC 510	The Board directs that procedures be established whereby professional employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.
417 AR	The Board adopts the standards contained in the Professional Employees Code of Conduct.
SC 1122, 1126, 1127	When dismissal charges are filed against a professional employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.
3. Guidelines	All professional employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.
SC 1127 2 Pa. C.S.A. Sec. 551 et seq	In the event it is necessary to demote or dismiss a professional employee, a hearing shall be provided as required by statute. When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following: <ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm to anyone. 2. Causing intentional damage to District employee, or student property, facilities and equipment.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: December 12, 2005

REVISED: April 21, 2008

418. PENALTIES FOR TARDINESS	
1. Purpose	School programs cannot commence, and students cannot be taught at prescribed times without the punctual and reliable attendance of the professional staff. Therefore, a prerequisite for efficient performance of professional duties is the punctual commencement and proper completion of assigned and extracurricular duties.
2. Authority	Timely attendance by District employees is a matter of concern to the Board. That concern is expressed through the Board's direction to the Superintendent and District staff as to how tardiness and attendance will be treated.
3. Delegation of Responsibility	It shall be the responsibility of the Superintendent to assess penalties when a professional employee fails to meet attendance requirements.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: December 12, 2005

REVISED:

419. OUTSIDE ACTIVITIES	
1. Purpose	<p>The Board recognizes that members of the professional staff do enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons. However, the Board and its supervisory staff have a responsibility to evaluate staff members in terms of their effectiveness in discharging assigned duties and responsibilities.</p>
2. Authority	<p>Therefore, when nonschool activities impact upon a staff member's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon the individual's completion of responsibilities to the students and to the District's programs.</p> <p>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.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall disseminate guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the discharge of their assigned duties.</p>
4. Guidelines	<p>The following guidelines are provided for the 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 employees 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.3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

Transporting Students In Personal Vehicles

District employees transporting students in personal vehicles are not covered by District liability policies. Only properly authorized, District employees, using District vehicles are covered by the District liability policy.

District employees electing to transport students in their own vehicles do so at their own risk.

SECTION: PROFESSIONAL EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: December 12, 2005

REVISED:

GOVERNOR MIFFLIN SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines Pol. 707</p>	<p style="text-align: center;">421. POLITICAL ACTIVITIES</p> <p>The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, District property and school time, paid for by the citizens, may not be used for political purposes when performing assigned duties.</p> <p>The Board adopts the following guidelines for those staff members who intend to engage in political activities.</p> <p>No professional employees shall engage in political activities during assigned hours on property under the jurisdiction of the Board, unless permission has been granted for that purpose through the Use of Facilities Policy.</p> <p>Political materials shall not be distributed through District mail boxes, e-mail or school mail systems unless received through the United States mail.</p> <p>Collection of campaign funds and/or solicitation for campaign workers is prohibited on school property during working hours.</p> <p>The use of students or staff for writing, addressing or distributing partisan political materials is prohibited.</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 or the collective bargaining agreement.</p> <p>The following situations are exempt from the provisions of this policy:</p> <ol style="list-style-type: none"> 1. Discussion and study of politics and political issues when appropriate to classroom studies, such as history, current events, and political science. 2. Conduct of student elections and related campaigning. 3. Conduct of employee representative elections. <p>Violation of this policy shall constitute cause for disciplinary action, at the Board's discretion.</p>
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: December 12, 2005

REVISED:

GOVERNOR MIFFLIN SCHOOL DISTRICT

423. TOBACCO USE	
<p>1. Purpose</p>	<p>The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.</p> <p>It is expected that a smoke free environment will:</p> <ol style="list-style-type: none"> 1. Protect students and employees from an environment that may be harmful to them. 2. Generate respect among students for school authority and thereby improve discipline by applying a total ban on smoking/tobacco usage within the buildings, on school grounds and in school vehicles. 3. Further the goal of consistency among on-going school programs directed against smoking and tobacco usage. 4. Emphasize the hazards of smoking and the use of tobacco.
<p>2. Definition 18 Pa. C.S.A. Sec. 6306.1</p>	<p>For purposes of this policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.</p>
<p>3. Authority 20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p>	<p>The Board prohibits tobacco use by professional employees in a school building and on any property, buses, vans and vehicles that are owned, used, leased or controlled by the District.</p>
<p>4. Guidelines</p>	<p>The District shall annually notify employees about the District's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.</p>
<p>SC 1303-A</p>	<p>Incidents of possession, use, distribution and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p>

<p>PA Code Title 22 Sec. 403.1</p>	<p>Violations of this policy by employees will result in the following administrative action:</p> <ol style="list-style-type: none">1. First offense – A letter of reprimand.2. Second offense – A one (1) day suspension without pay from assigned duties.3. Third and subsequent offenses – A three (3) day suspension without pay.
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: December 12, 2005

REVISED: April 21, 2008

GOVERNOR MIFFLIN SCHOOL DISTRICT

424. PERSONNEL FILES	
1. Purpose	Orderly operation of the District requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a District employee.
2. Authority SC 510	The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state requirements and local benefit programs, conformance with District policies and rules, and evidence of completed evaluations.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare guidelines defining the material to be incorporated into personnel files.
4. Guidelines	A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.
42 U.S.C. Sec. 12112	Medical records shall be kept in a file separate from the employee's personnel file. Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file, in accordance with the terms of the collective bargaining agreement. Personnel records shall be available to the Board but only as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board in Executive Session.
43 P.S. Sec. 1321, 1322	<u>Employee Access</u> Professional employees shall have access to their own file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.

<p>43 P.S. Sec. 1322, 1323</p>	<p>Employees wishing to review their own records shall:</p> <ol style="list-style-type: none">1. Request access in writing.2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.3. Make no alterations to the record, nor remove any material.4. Sign a log attached to the file indicating the date and person reviewing.
	<p><u>Appeals</u></p> <p>Employees who choose to appeal material in their records shall make a written request to the administrator delegated to maintain the records and shall specify:</p> <ol style="list-style-type: none">1. Name and date.2. Material to be appealed.3. Reason for appeal. <p>The responsible administrator shall:</p> <ol style="list-style-type: none">1. Refer the appeal to the administrator responsible for supervising the employee.2. Permit the addition of employee comments.
<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801 Pol. 404</p>	<p><u>Title I Schools</u></p> <p>In accordance with law, the District shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The District shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p>
<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801</p>	<p>The District shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p>

<p>8 CFR Sec. 274a.2</p> <p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p><u>File Contents</u></p> <p>Upon initial employment, the employee's file shall contain:</p> <ol style="list-style-type: none">1. Completed employment application form.2. Copy of appropriate certificate.3. Transcripts.4. Recommendations.5. Retirement registration.6. Hospitalization forms.7. Annuity forms.8. Insurance beneficiary forms.9. I-9 Immigration Form.10. Criminal history and child abuse clearance statements. <p>During the period of employment, the following additional data shall be maintained in personnel files:</p> <ol style="list-style-type: none">1. Rate of compensation.2. Completed copy of employment contract.3. Attainment of advanced degrees and effect on compensation.4. Attendance record.5. Completed evaluations.6. Disciplinary incidents.7. Special awards or distinctions.
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References:

School Code – 24 P.S. Sec. 111, 510

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 403.4

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

Inspection of Personnel Files – 43 P.S. Sec. 1321 et seq.

No Child Left Behind Act – 20 U.S.C. Sec. 6311, 7801

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR
Sec. 274a.2

Board Policy – 404

SECTION: PROFESSIONAL EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: December 12, 2005

REVISED: April 21, 2008

GOVERNOR MIFFLIN SCHOOL DISTRICT

425. DRESS AND GROOMING	
1. Purpose	Professional employees set an example for their students to follow in dress and grooming and should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of school and classroom discipline.
2. Authority SC 510	The Board has the authority to specify reasonable dress and grooming guidelines for staff, within the law, that will prevent such matters from having an adverse impact on the educational process.
3. Guidelines	<p>It is expected that professional staff will dress in a professional and responsible manner during the school day, as defined in the collective bargaining agreement.</p> <p><u>Females</u></p> <p>Excessively short, revealing, and/or tight fitting clothing is prohibited. Sports attire such as jogging suits, shorts, and sneakers are prohibited.</p> <p><u>Male</u></p> <p>Sports attire such as jogging suits, shorts, and sneakers are prohibited. Also prohibited are t-shirts, jeans, and baseball caps.</p> <p><u>Exception</u></p> <p>Both male and female physical education instructors, technology education, family and consumer science, and science teachers, recess monitors, and special education teachers, because of the nature of their duties, may wear clothing appropriate to their professional responsibilities. In addition, it is understood that certain clothing related to a medical condition may supersede the regulations of this Professional Dress Code, and that certain field trip activities could require specialized garments. Upon the Superintendent's approval, when the public and students are not in the building, this Dress Code may be relaxed.</p>

References:

School Code – 24 P.S. Sec. 510

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SALARY DETERMINATION

ADOPTED: December 12, 2005

REVISED:

GOVERNOR MIFFLIN SCHOOL DISTRICT

	<p style="text-align: center;">428. SALARY DETERMINATION</p> <p>1. Purpose A salary schedule for professional employees of the district shall be established.</p> <p>2. Authority SC 1142, 1142.1, 1144, 1149, 1150, 1151 The salary schedule approved by the Board shall provide for determination of beginning salaries for new and inexperienced employees, beginning salaries for experienced employees who are new to the District, and salary adjustments that result from earning advanced degrees while employed by the District or required under law.</p> <p>Salary schedules shall be in accordance with those specified in the collective bargaining agreement and as approved by the Board.</p> <p>3. Delegation of Responsibility SC 1149 The Superintendent is authorized to credit past experience of an applicant for determination of salary.</p> <p>4. Guidelines <u>Staff Leaders, Building Liaison Personnel, Elementary Curriculum Chairpersons</u></p> <p>The Staff Leader Plan calls for all staff leaders to receive the same remuneration since major responsibilities for all staff leaders are the same.</p> <p>Building liaison personnel will represent staff leaders who have K-12 or 7-12 responsibilities at building level meetings.</p> <p>Elementary curriculum chairpersons in mathematics, science, social science, reading, spelling/handwriting will chair periodic textbook instruction reviews and serve as liaison personnel with the building principals and central office personnel.</p> <p><u>Employees Remunerated By School Support Groups</u></p> <p>School support groups who employ individuals to provide services to their organizations are required to remunerate such employees utilizing the District's payroll system. All appropriate employee/employer withholding will be made in compliance with current state and federal laws.</p>
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428. SALARY DETERMINATION – Pg. 2

<p>SC 111 23 Pa. C.S.A. 6301 et seq</p> <p>School Code 1142, 1142.1, 1144, 1149, 1150, 1151</p>	<p>Such employees who come into contact with students are required to provide updated Act 34 and Act 151 clearances.</p> <p>If, at any time, the school support group no longer funds the position(s), the positions will be eliminated unless the Board of School Directors agrees to fund them.</p>
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431. JOB RELATED EXPENSES - Pg. 2

<p>School Code 517</p>	<p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none">1. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.2. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.3. Travel shall be by the most direct and economical route.4. For official travel by other than automobile, the District shall arrange the advance purchase of transportation tickets.5. Advances against anticipated travel expenses shall be approved by Superintendent.6. A travel expense record shall be submitted to the Business Office prior to the fifth day of each month to cover the period of time from the first of one month through the end of the month.
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: December 12, 2005

REVISED: April 21, 2008

432. WORKING PERIODS	
1. Purpose	Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the District.
2. Authority SC 510, 1504 Pol. 804	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, consistent with applicable provisions of the collective bargaining agreement.
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by professional employees.</p> <p>The building principal shall be responsible for developing and implementing a daily schedule that will provide for the effective supervision of students and the utilization of staff.</p>
4. Guidelines SC 1504	<p>Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>The length of the working day for professional employees shall be determined in accordance with the terms of the collective bargaining agreement.</p> <p>During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.</p> <p>All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.</p> <p>In cases of excused attendance, the staff member shall meet with the building principal at the earliest convenient time to discuss topics of the faculty meeting.</p>

References:

School Code – P.S. 24 Sec. 510, 1504

Board Policy - 804

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PROFESSIONAL DEVELOPMENT

ADOPTED: December 12, 2005

REVISED:

GOVERNOR MIFFLIN SCHOOL DISTRICT

	<p>433. PROFESSIONAL DEVELOPMENT</p>
1. Purpose	<p>Continuing professional study and inservice training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.</p>
2. Authority SC 517	<p>The Board encourages all professional employees to further their professional and personal advancement through graduate courses, inservice training, and professional development activities.</p>
SC 1205.1, 1205.2	<p>In order to continue employment in the District, professional employees are required to meet all obligations necessary to maintain active certification.</p>
3. Guidelines	<p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the District or movement on the salary schedule by an employee.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the collective bargaining agreement.</p> <p>Documentary evidence of satisfactory completion of all study programs shall be required.</p>
SC 1144	<p>Approved graduate study or special courses/programs may be of sufficient advantage to the District to warrant an increase in an employee's annual salary, upon satisfactory completion. Such increase will be in accordance with terms of the collective bargaining agreement.</p> <p><u>Teacher Exchanges/Visitations Related To Graduate Study</u></p> <p>Professional personnel who, as part of their formal university or college graduate study, request released time from their professional duties for educational visitations or exchanges will be granted such requests providing the following conditions are met:</p> <ol style="list-style-type: none"> 1. A formal request to participate in a visitation or exchange is made by the college or university.

	<ol style="list-style-type: none"> 2. The applicant will submit a request to participate at least two (2) weeks prior to the visitation. 3. The amount of released time requested does not exceed the equivalent of ten (10) school days. 4. The Superintendent deems the request to be of educational value to the participant as well as to the District and not detrimental to the District's educational needs. 5. The participant reimburses the District for any substitute costs incurred by the District for his/her absence.
<p>Title 22 Sec. 4.13, 49.16</p>	<p><u>Induction Plan</u></p> <p>The District shall comply with PA Department of Education regulations in developing and maintaining an induction plan for first-year teachers and teachers new to the District.</p>
<p>SC 1205.1 Title 22 Sec. 4.13, 49.17</p>	<p><u>Professional Education Plan</u></p> <p>The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p>
<p>SC 1205.1</p>	<p>The Board shall approve a professional education plan that is designed to meet the educational needs of the District and its employees; specifies approved courses, programs, activities and learning experiences, including those designed to improve teachers' knowledge in subject areas covered by academic standards; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the PA Department of Education.</p>
<p>SC 1205.1</p>	<p>The Board shall ensure an annual review of the District's professional education plan by the professional education committee to determine if the plan continues to meet the needs of the District, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the PA Department of Education.</p>
<p>SC 1205.2</p>	<p>The Board may approve, on a case-by-case basis, specific professional education activities not stated within the District's professional education plan. Board approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the PA Department of Education or the Department itself, or related to the area of assignment or certification.</p>

<p>SC 1205.2</p> <p>School Code 517, 1144, 1205.1, 1205.2</p> <p>PA Code Title 22 Sec. 4.13, 49.16, 49.17</p>	<p>If the District assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p>
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: December 12, 2005

REVISED:

GOVERNOR MIFFLIN SCHOOL DISTRICT

434. SICK LEAVE	
1. Purpose	The sick leave policy for professional employees shall ensure that employees will receive no less than the minimum sick leave provided under the law.
2. Authority SC 1154	The Board shall provide up to ten (10) days annually for sick leave, which shall be cumulative.
SC 1154	The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
SC 1154	The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
3. Delegation of Responsibility	The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
4. Guidelines Pol. 417	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.
SC 1154	A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.
SC 1154	Whatever the claims of disability, no day of absence shall be considered a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: FAMILY AND MEDICAL
LEAVES

ADOPTED: December 12, 2005

REVISED: December 13, 2010

435. FAMILY AND MEDICAL LEAVES	
<p>1. Authority 29 U.S.C. Sec. 2601 et seq 29 CFR Part 825</p>	<p>The Board shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.</p> <p>Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.</p>
<p>2. Delegation of Responsibility</p> <p>29 U.S.C. Sec. 2619</p>	<p>The Superintendent shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.</p> <p>The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.</p> <p>Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing to the Director of Human Resources.</p>
<p>3. Guidelines 29 U.S.C. Sec. 2611, 2612</p> <p>29 U.S.C. Sec. 2612</p> <p>29 U.S.C. Sec. 2612</p> <p>29 CFR Sec. 825.200</p>	<p>Employees' eligibility for FMLA leave shall be based on the criteria established by law.</p> <p>Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.</p> <p>Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember.</p> <p>The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.</p>

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee may utilize such paid leave during the FMLA leave.

References:

Family and Medical Leave Act – 29 U.S.C. Sec. 2601 et seq.

Family and Medical Leave, Title 29, Code of Federal Regulations – 29 CFR
Part 825

Board Policy – 000, 813

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: PERSONAL NECESSITY LEAVE
 ADOPTED: December 12, 2005
 REVISED:

	<p>436. PERSONAL NECESSITY LEAVE</p>
1. Purpose	<p>This policy shall provide for a professional employee's absence for personal necessity when not otherwise covered by policy.</p>
2. Authority SC 510, 1154	<p>The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used in any school year for such leave.</p>
3. Guidelines	<p><u>Personal Leave</u></p> <p>Requests for personal leave shall be made in advance, when possible, to the Superintendent.</p> <p>Personal leave days with pay shall be granted to professional employees in accordance with provisions of the collective bargaining agreement.</p> <p><u>Bereavement Leave</u></p>
SC 1154	<p>When a professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence from the day of the death to the morning of the day following the funeral, not to exceed five (5) school days. The Board may extend the period of absence, at its discretion. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.</p>
SC 1154	<p>When a professional employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Board may extend the period of absence, at its discretion. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.</p>
School Code 510, 1154	

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: December 12, 2005

REVISED:

438. SABBATICAL LEAVE	
1. Purpose	This policy shall establish the District's parameters for granting sabbatical leaves for restoration of health for eligible employees.
2. Authority SC 1166 SC 1171	The Board shall grant sabbatical leaves to professional employees only for the purpose of restoration of health. The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.
3. Guidelines	<p><u>Eligibility</u></p> <p>SC 1166 To be eligible for sabbatical leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this District.</p> <p>SC 1166 A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.</p> <p>SC 1167 The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p> <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved District form and forwarded with medical documentation to the Superintendent or designee two (2) months prior to the opening of the school in which the leave of absence is to be taken, except in case of emergency.</p> <p>The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of adopted policy.</p>

	<p><u>Documentation</u></p> <p>Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician.</p> <p>SC 1171</p> <p>At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.</p> <p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the validity of the leave request.</p> <p><u>Commitment Of Employee</u></p> <p>SC 1168</p> <p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this District immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so.</p> <p>The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.</p> <p><u>Commitment Of Employer</u></p> <p>SC 1168</p> <p>At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 1170</p> <p>Time on sabbatical leave shall be counted as time on the job for purposes of seniority, where applicable in the District, and for retirement fund purposes but for no other purpose.</p> <p><u>Compensation</u></p> <p>SC 1169</p> <p>During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: COMPENSATED
PROFESSIONAL LEAVES

ADOPTED: December 12, 2005

REVISED:

	438.1. COMPENSATED PROFESSIONAL LEAVES
1. Purpose	This policy shall establish the District's parameters for granting professional development and classroom occupational exchange leaves for eligible professional employees.
2. Definitions SC 1166.1	Professional development leave - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law, or completed to improve professional competency.
SC 522.2	Classroom occupational exchange leave - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.
3. Authority SC 1166.1, 1171	The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.
SC 522.2	The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.
4. Guidelines	PROFESSIONAL DEVELOPMENT LEAVE
SC 1166	<u>Eligibility</u> To be eligible for professional development leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in this District.

<p>SC 1166</p>	<p>A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.</p> <p><u>Application</u></p>
<p>SC 1166.1</p>	<p>Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in an area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the District, or as the Board may require, and upon the recommendation of the Superintendent.</p> <p>Requests for professional development leave shall be submitted on the District form and forwarded with a detailed plan to the Superintendent.</p> <p>All required application materials shall be submitted by April 1 for the following school year and by October 1 for the following semester.</p> <p><u>Documentation</u></p>
<p>SC 1166.1</p>	<p>Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the District. The plan shall provide sufficient information to permit the Board to adequately evaluate the request.</p> <p>The Board may at any time require additional information from the employee in order to assist the Board in evaluating the request and the leave's benefits to and impact on the employee and the District.</p>
<p>SC 1166.1</p>	<p>The minimum requirements for leave for a half school term shall consist of any one or combination of the following:</p> <ol style="list-style-type: none"> 1. Nine (9) graduate credits. 2. Twelve (12) undergraduate credits. 3. One hundred eighty (180) hours of professional development activities.

	<p>The minimum requirements for leave for a full school term shall consist of any one or combination of the following:</p> <ol style="list-style-type: none"> 1. Eighteen (18) graduate credits. 2. Twenty-four (24) undergraduate credits. 3. Three hundred sixty (360) hours of professional development activities. <p>Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive a minimum grade of a B. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the District.</p> <p>Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the District.</p> <p><u>Commitment Of Employee</u></p> <p>SC 1166.1, 1168 Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this District immediately following the leave for one (1) full school year, unless prevented by illness or physical disability. Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p><u>Commitment Of Employer</u></p> <p>SC 1168 At the expiration of the professional development leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 522.1, 1170 Time on professional development leave shall be counted as time on the job for purposes of seniority, where applicable in the District, and for retirement fund purposes but for no other purpose.</p>
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<p>SC 1169</p>	<p><u>Compensation</u></p> <p>During the period of professional development leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>While on leave, the employee shall be entitled to insurance benefits provided other professional employees of a similar class, if s/he pays the premiums and the insurance carrier approves.</p> <p>A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.</p> <p style="text-align: center;">CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</p> <p><u>Application</u></p> <p>Requests for classroom occupational exchange leave shall be submitted on the approved District form and forwarded with appropriate documentation to the Superintendent.</p> <p>All required application materials shall be submitted by April 1 for the following school year.</p> <p><u>Documentation</u></p> <p>Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.</p>
<p>SC 522.2, 1166.1</p>	<p>Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.</p> <p><u>Commitment Of Employee</u></p>
<p>SC 1168</p>	<p>Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this District immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.</p>

438.1. COMPENSATED PROFESSIONAL LEAVES - Pg. 5

<p>SC 1168</p> <p>SC 522.2</p> <p>SC 522.2</p> <p>School Code 522.1, 522.2, 1166, 1166.1, 1168, 1170</p>	<p><u>Commitment Of Employer</u></p> <p>At the expiration of the classroom occupational exchange leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority, where applicable in the District, and for retirement fund purposes but for no other purpose.</p> <p><u>Compensation</u></p> <p>The business, industry or government to whom the employee is assigned during the leave shall fully compensate the District for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: December 12, 2005

REVISED:

439. UNCOMPENSATED LEAVE	
1. Purpose	The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the District could benefit from the return of the employee. This policy establishes guidelines for granting uncompensated leaves of absence.
2. Authority SC 1154	The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
3. Guidelines	<p>Uncompensated leave shall be granted in accordance with provisions of the collective bargaining agreement.</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent at least two (2) months in advance of the requested beginning date.</p> <p>Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Board.</p> <p><u>Period Of Leave</u></p> <p>An uncompensated leave may be granted for a period of one (1) semester or one (1) school year.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions forty-five (45) school days prior to the scheduled return date.</p>

<p>School Code 1154</p>	<p><u>Commitment Of Employer</u></p> <p>At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.</p> <p>Time on uncompensated leave shall not count as time on the job.</p> <p>Employees who are unable to carry out their job responsibilities on a daily basis because of illness or disability shall be covered under the following District fringe benefit program for a period of twelve (12) months from the initial date of disability. The date of disability shall be the first day of absence for the illness which has subsequently resulted in disability. The fringe benefits to be continued will include hospitalization, major medical, dental, and life insurance.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: RESPONSIBILITY FOR
STUDENT WELFARE

ADOPTED: December 12, 2005

REVISED:

440. RESPONSIBILITY FOR STUDENT WELFARE	
1. Purpose	This policy establishes guidelines for ensuring adequate consideration of student welfare.
2. Delegation of Responsibility	The Superintendent or designee shall prepare and promulgate guidelines to ensure the maintenance of standards to protect student welfare.
3. Guidelines	<p>Teachers and other professional employees are responsible for the safety of students in their charge within the building and on school property. Each staff member must be in the classroom or at an assigned station or ensure that another teacher is temporarily in charge.</p> <p>Each staff member must maintain a standard of care and concern for supervision, control and protection of students commensurate with assigned duties and responsibilities.</p> <p>A staff member should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties.</p> <p>A teacher must provide proper instruction in the safety matters presented in assigned curriculum guides.</p> <p>Each staff member has the responsibility to report immediately to the principal an accident or a safety hazard.</p> <p>A staff member may not send students on any personal errands.</p> <p>A staff member may not transport students in a personal vehicle except where specifically permitted.</p> <p>Employees shall not require a student to perform work or services that may be detrimental to the student's health.</p>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JURY DUTY

ADOPTED: December 12, 2005

REVISED:

<p>1. Authority 42 Pa. C.S.A. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">442. JURY DUTY</p> <p>Professional employees regularly employed shall be protected against loss of pay for time served on jury duty.</p> <p>Should an employee be called for jury duty, s/he shall notify the Superintendent.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.</p> <p>Time spent on jury duty will not be charged against personal leave and will count as time on the job.</p> <p>A copy of the letter from the court indicating the amount of payment should be submitted with the absence form.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: IDENTIFICATION BADGES

ADOPTED: December 12, 2005

REVISED: April 21, 2008

	<p style="text-align: center;">445. IDENTIFICATION BADGES</p> <p>1. Purpose The safety and security of our children, while in the District's care, is critical. As an additional security measure, all District employees are required to utilize identification badges.</p> <p>2. Guidelines All professional and supportive employees of the Governor Mifflin School District are required:</p> <ol style="list-style-type: none">1. To display identification badges during hours of employment and while on District property.2. To display identification badges after school hours while employed by the District so that community members and parents/guardians can identify staff members. <p>A twenty-five dollar (\$25.00) replacement fee will be assessed for any lost identification badges.</p>
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SECTION: PROFESSIONAL
EMPLOYEES

GOVERNOR MIFFLIN SCHOOL DISTRICT

TITLE: ACCIDENT REPORTS

ADOPTED: December 12, 2005

REVISED:

446. ACCIDENT REPORTS	
1. Purpose	The District provides workers' compensation insurance for its employees.
2. Guidelines	As such, employees are urged to report immediately to the nurse any accident involving personal injury while in the performance of duty. If the nurse is unavailable, a report should be made to the principal.
3. Delegation of Responsibility	It is the responsibility of the nurse or principal to do the following: 1. Complete all information required on the compensation form except salary. 2. Keep one (1) copy to file. 3. Submit other copies to the Education Center where the form will be completed, checked, and mailed to the insurance carrier. 4. Contact the District's workers' compensation program.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: December 12, 2005

REVISED:

<p>1. Purpose</p> <p>2. Authority Title VI 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681</p> <p>3. Definitions 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)</p>	<p style="text-align: center;">448. UNLAWFUL HARASSMENT</p> <p>The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the District to maintain an employment environment in which harassment in any form is not tolerated.</p> <p>The Board prohibits all forms of unlawful harassment of employees and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.</p> <p>No reprisals nor retaliation shall occur as a result of good faith charges of harassment.</p> <p>For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:</p> <ol style="list-style-type: none"> 1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance. 3. Otherwise adversely affects an individual's employment opportunities.
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<p>29 CFR Sec. 1604.11 (a)</p>	<p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment. 2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual. 3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment. <p>Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile or offensive working environment.</p>
<p>4. Delegation of Responsibility Pol. 103</p>	<p>In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Assistant Superintendent as the District's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.</p> <p>The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.</p> <p>Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.</p> <p>The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:</p> <ol style="list-style-type: none"> 1. Inform the employee or third party of the right to file a complaint and the complaint procedure.

<p>5. Guidelines</p>	<p>2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.</p> <p>3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.</p> <p><u>Complaint Procedure – Employee/Third Party</u></p> <p>Step 1 – Reporting</p> <p>An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.</p> <p>If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p>The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.</p> <p>Step 2 – Investigation</p> <p>Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.</p> <p>Step 3 – Investigative Report</p> <p>The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p>
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<p>Pol. 317, 417, 517</p>	<p>The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.</p> <p>Step 4 – District Action</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with Board policies and District procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none">1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
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REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT

Complainant: _____
Home Address: _____
Home Phone: _____
School Building: _____
Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

- | | | |
|----------|--------------------|-----------------|
| Race | Color | National Origin |
| Gender | Age | Disability |
| Religion | Sexual Orientation | |

Name of person you believe violated the District's unlawful harassment policy:

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: RETIREMENT RECOGNITION

ADOPTED: December 12, 2005

REVISED:

449. RETIREMENT RECOGNITION	
1. Purpose	The Board recognizes the dedication and commitment of all employees retiring from the District.
2. Guidelines	As a token of their appreciation, appropriate recognition activities and awards will be provided for retiring employees.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: DRUG AND SUBSTANCE
ABUSE

ADOPTED: December 12, 2005

REVISED:

451. DRUG AND SUBSTANCE ABUSE	
<p>1. Purpose</p> <p>P.L. 100-690</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 and is concerned about the problems that may be caused by drug use by employees, especially as the use relates to an employee's safety, efficiency and productivity.</p> <p>The primary purpose and justification for any District action will be for the protection of the health, safety and welfare of students, staff and school property.</p>
<p>2. Definitions</p> <p>35 P.S. Sec. 780-101 et seq</p> <p>P.L. 100-690</p>	<p>Drugs - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.</p> <p>Conviction - a 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.</p> <p>Criminal Drug Statute - a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.</p> <p>Drug-free Workplace - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.</p>
<p>3. Authority</p> <p>SC 527</p>	<p>The Board requires that each professional employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.</p> <p>An employee convicted of delivery of or possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the District.</p>

<p>4. Delegation of Responsibility P.L. 101-226 Sec. 5115</p> <p>School Code 527</p> <p>35 P.S. Sec. 780-101 et seq</p> <p>P.L. 100-690 P.L. 101-226 Sec. 5115</p>	<p>A statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Superintendent and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination, and referral for prosecution.</p> <p>Grantors of funds shall be notified within ten (10) days after receiving notice from an employee or receiving actual notice of a conviction.</p> <p>The District shall be responsible for taking action within thirty (30) days of receiving notice, with respect to any convicted employee.</p> <p>The District shall:</p> <ol style="list-style-type: none">1. Take appropriate personnel action against such an employee, up to and including termination.2. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. <p>In establishing a drug-free awareness program, the Superintendent shall inform employees about:</p> <ol style="list-style-type: none">1. Dangers of drug abuse in the workplace.2. District's policy of maintaining a drug-free workplace.3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.4. Penalties that may be imposed for drug abuse violations occurring in the workplace. <p>The District shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.</p>
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