

On April 19, 2022 The Spring-Ford Area School District Work Session was called to order at 7:36 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle, Karen Weingarten, and Dr. Margaret D. Wright  
Region II: Clinton L. Jackson, David R. Shafer, and Colleen Zasowski  
Region III: Abby Deardorff, Erica Hermans, and Diane Sullivan  
Presiding Officer: Dr. Margaret D. Wright  
Superintendent: Robert W. Rizzo  
Assistant Superintendents: Kelly M. Murray and Tina Giambattista  
Chief Financial Officer: James D. Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Allison McVey and Aditi Mangal

## **CALL TO ORDER**

Dr. Wright called the meeting to order at 7:36 pm.

## **PLEDGE OF ALLEGIANCE**

Executive session prior to the start of the meeting to discuss a student issue.

Mrs. Bickert noted that all members were present.

Dr. Wright made a motion to remove Action items A-N from the agenda, seconded by Mrs. Earle.  
Motion carries 8-1 (Mr. Jackson was the dissenting vote)

## **ANNOUNCEMENTS**

None

### **I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**

Maryjo Mcnamar, Limerick - Committee Meeting Structure

### **II. PRESENTATION**

#### **A. Mr. James D. Fink CPA, Chief Financial Officer, Presentation and Discussion of the 2022-2023 Proposed Final Budget.**

Mr. Fink provided a detailed presentation of the 2022-23 District Proposed Budget. The presentation included actual revenues and what the projected amounts for where he feels the district will be at the end of the current fiscal year. He then reviewed the audited actual expenditures and projected. We are about .75% about where we thought we'd be. Obstacles include finalizing a budget before the state budget is done and passed. Federal spending and grants are also not finalized. State Revenues, Earned Income, and Federal were reviewed. For expenditures, about 70% is made up by wages & benefits. A shortfall of about 4.5 million which is about 3.8% at this stage of the process, the index is 3.4% so we are within this window. Mr. Fink went over what a 1% tax change would look like and noted that equates to about 1.2 million in revenue, and about \$28.74 per \$100k assessment. The next steps are to adopt the proposed final budget at the May 23rd Board meeting. He will continue to work on the budget

until this meeting. The proposal of the proposed Final Budget is based on the 3.8% increase. Mrs. Herman stated that they are not ok with the 3.8% and will be working at the Committee meetings trying to get that down.

**B. Heather Nuneviller, 5/6/7 Building Principal, Courtney Ojakovo, 6<sup>th</sup> Grade Gifted Support Teacher, Samhita Basuthakur, 7/8 ELD Teacher, and club member students,** to present on the scope of the new Countries and Cultures Club at the 5/6/7 Grade Center.

Mrs. Nuneviller said about 4 years ago they held a multicultural Thanksgiving and will be bringing it back this coming year. The club was started from ideas coming from other districts that held these successful events. The club started by getting to know each other, knowledge about other countries and appreciating their differences. Each student chose a country of interest or family heritage. An epcot style experience was created so each could travel through the countries that included food, culture, experiences and more. The student enjoyed the club, making friends, learning about other cultures and enjoyed the experience.

### III. ACTION ITEM

Motion by Mrs. Zasowski to approve Action item O-P, seconded by Mrs. Hermans.  
Motion carries 9-0.

- ~~A. Administration recommends approval of **Resolution 2022-03**, commending Mason Doan and Spring-Ford Boys Bowling Head Coach Ryan Souder and Assistant Coach Mallory Greene, for winning the Pennsylvania State Championship and was the first Pennsylvania State Bowling Championship Gold Medal in school history. **(Attachment A1)**~~
- ~~B. Administration recommends approval of **Resolution 2022-04**, commending Nene Mokochu and Spring-Ford High School Girls Indoor Track Head Coach Danielle Stauffer and Assistant Coaches Steve Entenman, Amy Short, Dave Cain, and Bella Marchini, for winning the PTFCA State Championship High Jump. **(Attachment A2)**~~
- ~~C. Administration recommends approval of **Resolution 2022-05**, commending Vania Mokochu and Spring-Ford High School Girls Indoor Track Head Coach Danielle Stauffer and Assistant Coaches, Steve Entenman, Amy Short, Dave Cain, and Bella Marchini, for earning a 5th Place medal at the PTFCA State Championship Shot Put and winning the first Indoor State Meet Medal in Shot Put in school history. **(Attachment A3)**~~
- ~~D. Administration recommends approval of **Resolution 2022-06**, commending Travell Wellons, Leonell Aguilar, Justin Russell, and Colby Basalyga and Spring-Ford High School Boys Indoor Track Head Coach Danielle Stauffer and Assistant Coaches Steve Entenman, Amy Short, Dave Cain, and Bella Marchini, for earning a 6th Place medal at the PTFCA State Championship 4x200 meter relay and winning the first indoor State Meet Medal in 4x200 meter relay in school history. **(Attachment A4)**~~
- ~~E. Administration recommends approval of **Resolution 2022-07**, commending Ashley Gutshall and Spring-Ford High School Swimming Team Head Coach Jack Graham and Assistant Coaches Mark Agnew and Melinda Borgnis, for winning the 2022 Pioneer Athletic Conference 100 freestyle. **(Attachment A5)**~~
- ~~F. Administration recommends approval of **Resolution 2022-08**, commending Ashley Gutshall and Spring-Ford High School Swimming Head Coach Jack Graham and Assistant Coaches, Mark Agnew and Melinda Borgnis, and winning the 2022 Pioneer Athletic Conference 50 freestyle. **(Attachment A6)**~~
- ~~G. Administration recommends approval of **Resolution 2022-09**, commending Maris Sadowski, Sydney Koehler, Abby Koehler, and Ashley Gutshall and Spring-Ford High School Swimming Head Coach Jack Graham and Assistant Coaches Mark Agnew and Melinda Borgnis for~~

~~winning the 2022 Pioneer Athletic Conference 200 medley relay and Pioneer Athletic Conference Girls' 200 freestyle relay. (Attachment A7)~~

- ~~H. Administration recommends approval of **Resolution 2022-10**, commending the Spring-Ford Girls Basketball Coach Mickey McDaniel and his Assistant Coaches Dan Brittingham, Phil Roche, Matt Labick, and Marisa Moley for winning the Pioneer Athletic Conference Championship. (Attachment A8)~~
- ~~I. Administration recommends approval of **Resolution 2022-11**, commending the Spring-Ford Wrestling Coach Tim Seislove and his Assistant Coaches Mike Busa, Doug Landis, and volunteer coaches Chase Brown and BJ Algeo for winning the PAC Championship and the PIAA District One North Champion. (Attachment A9)~~
- ~~J. Administration recommends approval of **Resolution 2022-12**, commending Ryan Lepore and Spring-Ford High School Wrestling Head Coach Tim Seislove and Assistant Coaches Mike Busa, Doug Landis and Volunteer Coaches Chase Brown and BJ Algeo for winning the PAC Championship 145-pound weight class. (Attachment A10)~~
- ~~K. Administration recommends approval of **Resolution 2022-13**, commending Gus Smith and Spring-Ford High School Wrestling Head Coach Tim Seislove and Assistant Coaches Mike Busa, Doug Landis, and Volunteer Coaches Chase Brown and BJ Algeo for winning the PIAA District One Championship 106-pound weight class. (Attachment A11)~~
- ~~L. Administration recommends approval of **Resolution 2022-14**, commending Cole Smith and Spring-Ford High School Wrestling Head Coach Tim Seislove and Assistant Coaches Mike Busa, Doug Landis and Volunteer Coaches Chase Brown and BJ Algeo for winning the PAC Championship 113-pound weight class and PIAA District One North Championship. (Attachment A12)~~
- ~~M. Administration recommends approval of **Resolution 2022-15**, commending Quinn Smith and Spring-Ford High School Wrestling Head Coach Tim Seislove and Assistant Coaches Mike Busa and Doug Landis and Volunteer Coaches Chase Brown and BJ Algeo for winning the PAC Championship 126-pound weight class and PIAA District One North Championship. (Attachment A13)~~
- ~~N. Administration recommends approval of **Resolution 2022-16**, commending Anthony Attilio and Spring-Ford High School Wrestling Head Coach Tim Seislove and Assistant Coaches Mike Busa and Doug Landis and volunteer Coaches Chase Brown and BJ Algeo for winning the PIAA District One North Championship 152-pound weight class. (Attachment A14)~~
- O. Administration recommends approval of an independent contract with **Mike Straka** in Bushkill, PA to provide "*The Dinosaur Dig Assembly*" for 2nd Grade Students at Spring City Elementary. The cost shall not exceed \$450.00 and will be paid from the Spring City Elementary Budget.
- P. Administration recommends adoption of the Proposed Final Budget for the 2022-2023 school year in the amount of \$183,292,885.00. The proposed final budget must be approved thirty (30) days prior to the final budget adoption, and the proposed final budget will be made available for public inspection at least twenty (20) days prior to the adoption of the final budget.

#### IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report

Allison McVey/Aditi Mangal

Aditi reported on recent events which included report cards being released tomorrow, student council voter registration drive, SFHS Aevium club will be hosting a self-care night, and PSSA testing will be administered in grades 3-8 starting next week.

Allison reported Read Across America was held in February, String Jamboree was last weekend, and the 5/6/7 Center held a BMX assembly as some of the events recently held.

Mrs. Weingarten stated SNAP is still looking for volunteers for the post prom event.

Mr. Shafer complimented the student reps.

**Policy Wendy Earle 2<sup>nd</sup> Mon. 6:30 p.m**

Mrs. Earle noted that the Policy Committee has really made some significant progress with consolidating policies. The policies being retired on this agenda are consolidated or addressed as separate policies and nothing is being taken away. The complete minutes will be approved at the next meeting and posted on the District website.

**Curriculum/Technology Dr. Margaret D. Wright 2<sup>nd</sup> Mon. 7:30 p.m.**

Dr. Wright stated that some of the Technology items discussed the Smart Board implementation plan, several contract renewals that are annual and storage. The summer band program was discussed and presented, information about the ELD, Global studies and international travel were all discussed as a few of the topics. The full minutes to this meeting will be approved at the next committee meeting and will be posted on the District website.

**Finance Clinton L. Jackson 2<sup>nd</sup> Tue. 6:30 p.m.**

Mr. Jackson briefly reviewed the financial report, and said the committee will be moving YMCA item to the full board for approval and noted that they are going to continue to work and come up with an agreeable percentage for a tax increase. The full minutes will be posted on the District website after being approved at next month's meeting.

**Property Clinton L. Jackson 2<sup>nd</sup> Tue. 7:30 p.m.**

Mr. Jackson said some of the items talked about at the Property meeting was the Spring City strategic planning presentation, Oaks Elementary discussion on the need for 4 small instruction group classrooms at Brooke Elementary. The full minutes will be posted on the District website after approval next month.

**WMCTC Earle/Weingarten/Zasowski 1<sup>st</sup> Mon. 7:00 p.m.**

Mrs. Zasowski reported at the JOC meeting there was an Executive Session to discuss Personnel, the new director was offering a tour of the school to the Board members, and it was asked that the Western Center provide a plan for the repairs that are needed. Student achievements were also highlighted during the meeting and she noted that applications have increased. Mr. Jackson asked about Limerick Fire to which she responded that is no longer going to be looked at.

**Superintendent's Report Robert Rizzo**

Mr. Rizzo reported that there is an increase in cases of Covid then noted that even though there are talks in the area about indoor masking, Spring-Ford is in the low range so no cause for concern.

Mr. Rizzo updated the Board on the independent contract approval process that was asked at a previous meeting. He noted that independent contracts between the vendor and the district would still need to be approved by the Board as well as any programs paid by the district. Any programs with a contract between Home & School and the program provider and is paid by Home & School will not need to be approved by the Board but a use of facilities will still need to be completed.

Mr. Rizzo noted that Decision day has grown and will be held in McNelly stadium on April 29th. Please read the communications from the schools for all the events taking place.

**Solicitor's Report**

**Mark Fitzgerald**

Mr. Fitzgerald stated that there are 2 cases that he is keeping his eye on and he will report once there is more information.

**V. MINUTES**

Minutes A-B, No questions or comments from the Board

- A.** Administration recommends approval of the March 21, 2022, Work Session minutes. **(Attachment A15)**
- B.** Administration recommends approval of the March 28, 2022, Board Meeting minutes. **(Attachment A16)**

**VI. PERSONNEL**

Personnel items A-T, Dr. Wright noted that items N-Q should have an ending date of June 30, 2024.

**A. Resignations**

- 1. **Alyson N. Barlok**; Speech and Language Therapist, Senior High School. Effective: August 12, 2022.
- 2. **Kathleen L. DiBenedetto**; Elementary Teacher, Evans Elementary School. Effective: June 13, 2022.
- 3. **Kenya H. Kistler**; School Psychologist, Limerick Elementary School. Effective: June 13, 2022.
- 4. **Jacquelyn M. Lippincott**; Special Education Teacher, Extended School Year. Effective: March 31, 2022.
- 5. **Judith M. Nuskey**; Staff Accountant, District Office. Effective: April 8, 2022.
- 6. **Charlene Strange**; Instructional Assistant, Oaks Elementary School. Effective: April 15, 2022.

**B. Leave of Absence**

- 1. **Krista M. Mansfield**; Elementary Teacher, 5/6<sup>th</sup> Grade Center for a child-rearing leave of absence per the Professional Agreement. Effective: August 23, 2022, through the first semester of the 2022-2023 school year.

**C. Temporary Professional Employee**

- 1. **Meaghan M. Snyder**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Lauren E. Dietrich who resigned. Compensation has been set at B, Step 1 \$50,750.00, prorated, with benefits per the Professional Agreement. Effective: May 2, 2022.

**D. Support Staff**

- 1. **Jennifer V. Giles**; Instructional Assistant, Limerick Elementary School replacing Judy Denning who retired. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: April 19, 2022.
- 2. **Bruce A. McClintock**; Custodian, Senior High School replacing Brandon M. Evans who had a change of status. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective: April 11, 2022.

- E.** Administration recommends approval of the following Professional Staff for before and after school tutoring for the 2021-2022 school year. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), ARP ESSER 7% as previously approved.

- 1. **Louis M. Rizzo**

- F.** Administration recommends approval of the following Professional Staff as Special Education Teachers for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Kelsey E. Mitton**
  2. **Ilyse J. Perloff**
- G.** Administration recommends approval of the following Professional Staff as Special Education Teacher Tutor for the 2022 Extended School Year Program (ESY) for a minimum of 30 hours. The position runs June 27, 2022 through August 19, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Sarah D. Rizzuto**
- H.** Administration recommends approval of the following Professional Staff as Certified School Nurse Substitutes for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Stacey C. Huntington**
  2. **Jennifer A. Kurian**
  3. **Bridget A. Mullins**
  4. **Rachael A. Schauder**
- I.** Administration recommends approval of the following Support Staff as Instructional Assistants for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:45 AM to 2:15 PM; June 23, 2022 through July 28, 2022. Compensation for new employees will be set at \$16.36/hour non-degree rate or \$17.36/hour degree rate. Current hourly employees will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Nora K. Albertson**
  2. **Kayla M. Christman**
  3. **Meghan E. McCullough**
- J.** Administration recommends the following Professional Staff as Covid Compensatory Services (CCS) Tutor. Tutoring will occur March 1, 2022 through June 9, 2022. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will come from the Governor's Emergency Education Relief Fund (GEER)
1. **Diana L. Bilardo**
- K.** Administration recommends approval for **Stacey C. Huntington** to be hired as a nurse for Summer Band Camp from August 8, 2022 through August 19, 2022. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 55 hours. Funding will be from the General Fund.
- L.** Administration recommends the following Professional Staff as Teacher for the 2022 Summer R.A.M.S. Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the -ESSER Grant.
1. **Sheila Egleston**
- M.** Administration recommends the following Registered Nurses as Substitute Nurses for the 2022 Summer R.A.M.S. Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ESSER Grant.
1. **Jennifer A. Kurian**
  2. **Bridget A. Mullins**

- N. Administration recommends approval for the Spring-Ford Area School District Custodian Benefit Summary, effective July 1, 2022 to June 3, 2024.
- O. Administration recommends approval for the Spring-Ford Area School District Food Service Benefit Summary, effective July 1, 2022 to June 3, 2024.
- P. Administration recommends approval for the Spring-Ford Area School District Administrative Assistants, Secretaries, and Copy Center Clerks Benefit Summary, effective July 1, 2022 to June 3, 2024.
- Q. Administration recommends approval for the Spring-Ford Area School District Act 93 Principals and Administrators Meet & Discuss Plan, effective July 1, 2022 to June 3, 2024.
- R. Administration recommends approval of the attached extra-curricular contracts for the 2021-22 school year. **(Attachment A17)**

## VII. FINANCE

Finance items A-F, Mr. Rizzo noted that Item D13 will be updated with the cost for next week's meeting.

- A. Administration recommends approval for next month's payroll, taxes, all benefits, transportation contracts, IU contracts, Vo-Tech payments, debt service payments, utility bills, maintenance agreements, copier leases, equipment maintenance, Federal grants, insurance, and discounted invoices.

### B. Payments:

#### 1. General Fund Checks

Check No. 214529 - 214607	\$ 162,043.03
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#### 2. Food Service Checks

Check No. 2377 - 2382	\$ 187.11
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#### 3. General Fund, Food Service, Capital Reserve & Projects ACHs

ACH No. 212202146 - 212202306	\$ 3,669,082.46
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#### 4. Wires

Wire No. 202122076 - 202122093	\$ 9,201,015.34
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#### 5. Procurement Payments

Transaction No. 210000196 - 210000225	\$ 12,070.14
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### C. The following monthly Board reports are submitted for your approval:

#### 1. Skyward Reports

- Check Report (All funds)
- ACH Report (All funds)
- Wires Report (All funds)
- Procurement Report (All funds)

### D. Administration recommends approval of the following **independent contracts**.

- 1. Administration recommends approval of Provisional of educational services from **Lakeside Educational Network** to provide services through the Lakeside Mobile Support Program for one special education student. The total contract cost shall not exceed \$17,700.00. The contract will be paid from the Special Education Budget.

2. Administration recommends the approval of an independent contract with **The Lincoln Center** to provide educational services for one special education student for the 2021-2022 school year. The total cost of the contract is not to exceed \$20,250.00. The funding will be paid from the Special Education Budget.
3. Administration recommends approval for an independent contract with **Elmwood Park Zoo, Norristown, PA** for 2 performances of the *"Zoo on Wheels, Animal Adaptation"* at Upper Providence Elementary. The total cost of the program shall not exceed \$880.00 and will be funded from the Upper Providence Elementary Budget.
4. Administration recommends approval for an independent contract with **The Wilderness Classroom Organization, Western Springs, IL** for the performance of *"Rainforest"*, a virtual school assembly program for all 1st Grade Students at Royersford Elementary School. The total cost shall not exceed \$400.00 and will be funded from the Royersford Elementary Budget.
5. Administration recommends approval for an independent contract with **Academic Entertainment, Snohomish, WA** to perform *"Dare to Draw - Pencil Power"* virtually at Royersford Elementary School. The total cost shall not exceed \$1,595.00 and will be funded from the Royersford Elementary Budget.
6. Administration recommends approval for an independent contract with **Musicopia, Philadelphia, PA** to perform "Voices and Bucket Drumming" assembly at Spring City Elementary School. The total cost to the district is \$0.00. All funding will be provided by Robert L. Bard and Agnes Cook Bard Trust (Bard Foundation).
7. Administration recommends approval for an independent contract with **Musicopia, Philadelphia, PA** to perform *"Bucket Drumming"* Workshops for grade 2, 4 classes at Spring City Elementary School. The total cost to the district is \$0.00. All funding will be provided by Robert L. Bard and Agnes Cook Bard Trust (Bard Foundation).
8. Administration recommends approval for an independent contract with **Elmwood Park Zoo, Norristown, PA** to perform the *"Zoo on Wheels"* program at Spring City Elementary School. The total cost shall not exceed \$505.00. Funding will be provided by the Spring City Elementary Home and School Association.
9. Administration recommends approval for an independent contract with **Michael Straka, Bushkill, PA** to perform *"Rocks, Minerals and Fossil Show"* at Evans Elementary School. The total cost shall not exceed \$575.00. Funding will be provided by the Evans Elementary Home and School Association.
10. Administration recommends approval for an independent contract with **Alan Sands Entertainment, Foster City, CA** to perform *"Comedy Juggler Michael Rosman"* at Upper Providence Elementary School. The total cost shall not exceed \$1,400.00. Funding will be provided by the Upper Providence Elementary Home and School Association.
11. Administration recommends approval for an independent contract with **Elmwood Park Zoo, Norristown, PA** to perform *"Distance Learning (Zoom)"* at Limerick Elementary School. The total cost shall not exceed \$175.00. Funding will be provided by Limerick Elementary Home and School League.
12. Administration recommends approval for an independent contract with **Elmwood Park Zoo, Norristown, PA** to perform *"Zoo on Wheels"* for First Grade students at Limerick Elementary School. The total cost shall not exceed \$530.00. Funding will be provided by Limerick Elementary Home and School League.



13. Administration recommends approval for an independent contract with **Elmwood Park Zoo, Norristown, PA** to perform “*Zoo on Wheels*” for Third Grade students at Limerick Elementary School. Funding will be provided by Limerick Elementary Home and School League.
  14. Administration recommends approval for an independent contract with **Musicopia, Philadelphia, PA** to perform “*Bucket Drumming*” at Limerick Elementary School. The total cost to the district is \$0.00. All funding will be provided by Robert L. Bard and Agnes Cook Bard Trust (Bard Foundation).
- E. Administration recommends approval of an increase to the Montgomery County Intermediate Unit 2021-2022 Shared Services Plan, originally approved January 2022, in the amount of \$114,844.75 to cover increased expenditures for services. Funding will be paid from the Special Education Budget and shall not exceed a newly adjusted MCIU Shared Services Plan amount of \$1,362,565.41.
  - F. Administration recommends a multi-year use of facilities agreement with Limerick Township Parks and Recreation for their Shamrock Summer Camp. The day camp is offered to local residents and is utilized primarily by Spring-Ford families. The fees to be collected from the township are annual fixed-fees as follows: 2022 \$7,500; 2023 \$15,000; 2024 \$15,000; 2025 \$15,000 and 2026 \$15,000.

#### VIII. PROPERTY

Mrs. Hermans asked what is end of life for furniture to which Mr. Shafer said it is far overdue.

Dr. Wright noted on item C, the cost is for 3 years. Mr. Jackson asked what the cost is projected for years 5 and 6.

- A. Administration recommends retroactive payment for the difference in custodial overtime hours worked which were paid at the straight time rate. The retroactive dates are from 9/2/21 through 10/25/21. On October 25<sup>th</sup>, 2021, the school board approved the amendment to the custodial agreement to allow vacation and sick time to be counted in the 40 hour work week if deemed an emergency by the Director of Operations. The total cost shall not exceed \$2,000.00 and will be paid from the Maintenance Operating Budget.
- B. Administration recommends approval for the purchase of teacher classroom furniture with Kurtz Brothers through COSTARS contract # 035-002. The total cost shall not exceed \$160,770.30 and will be paid from the Capital Reserve.
- C. Administration recommends approval for the phase 1 camera upgrade project at the 8<sup>th</sup>GC, 9<sup>th</sup>GC at the High School with Integrated Security Systems through COSTARS contract # 040-058. Total cost will not exceed \$485,026.00. Funding will come from the Capital Reserve and then repaid from the School Safety Operating Budget.

#### IX. PROGRAMMING AND CURRICULUM

Item P, it was noted that this is for classes not offered at Spring-Ford.

- A. Administration recommends approval of the Memorandum of Agreement between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of establishing the compensation plan and expectations for Spring-Ford Cyber Learning staff during the 2022-2023 school year.
- B. Administration recommends the approval of Spring-Ford Learning year two course build plan in Canvas. The total cost shall not exceed \$300,608.00 and will be funded from ESSER Grant Funds as previously allocated.

- C.** Administration recommends the approval of Edmentum- Exact Path Math, Reading, and Language Arts with NWEA link plus Exact Path Assessments for grades K-8 for a 3 year implementation. The total cost is not to exceed \$225,960.00. The funding will be paid from ESSER grant funds as previously allocated.
- D.** Administration recommends the approval of EdPuzzle Pro. This is a digital resource that will be used to support instruction in grades 5-12 and cyber course building. The annual cost is not to exceed \$7,200.00 and will be paid from the 2022-2023 Curriculum Budget.
- E.** Administration recommends the renewal of Nearpod. This is a one year district digital license which includes access to standards aligned resources, digital citizenship, social emotional learning, college and career readiness, and English Learner resources. The cost is not to exceed \$42,000.00 and will be paid from the Curriculum Budget.
- F.** Administration recommends the renewal of aimswebPlus. This is a reading and math assessment system that is used for screening purposes and for progress monitoring. The cost is not to exceed \$16,500.00 and is a budgeted item that will be paid from the 2022-2023 Curriculum Budget.
- G.** Administration recommends the renewal of Discovery Education Streaming Plus Package. This resource is purchased through the Montgomery County Intermediate Unit at a discounted consortium price. Discovery Education provides access to K-12 digital content for multiple content areas. The cost is not to exceed \$16,500.00 and is a budgeted item that will be paid from the 2022-2023 Curriculum Budget.
- H.** Administration recommends the renewal of Learning A-Z. This is a digital reading resource for grades K-4 that is purchased through the MCIU consortium. The cost is not to exceed \$62,000.00 and is a budgeted item that will be paid from the 2022-2023 Curriculum Budget.
- I.** Administration recommends the renewal of ST Math by Mind Research. This is a digital resource that will be used to support math instruction in grades K-4. The cost is not to exceed \$23,000.00 and is a budgeted item that will be paid from the 2022-2023 Curriculum Budget.
- J.** Administration recommends the renewal of Pebble Go & Pebble Go Next. This is a one year district digital license for online book access for each elementary school. The cost is not to exceed \$12,000.00 and is a budgeted item that will be paid from the 2022-2023 Curriculum Budget.
- K.** Administration recommends the renewal of Performance Tracker and Assessment Builder (Powerschool). This is a resource that is used to manage assessment data. The cost is not to exceed \$23,000.00 and is a budgeted item that will be paid from the 2022-2023 Curriculum Budget.
- L.** Administration recommends the renewal of Chinese I, II, & III through Proximity Learning. This is a live teaching resource for Chinese. The cost is not to exceed \$28,000.00 and is a budgeted item that will be paid from the 2022-2023 Curriculum Budget.
- M.** Administration recommends the renewal of Seesaw. This is a digital resource that will be used to support instruction in grades K-2. The cost is not to exceed \$10,000.00 and is a budgeted item that will be paid from the 2022-2023 Curriculum Budget.
- N.** Administration recommends the renewal of the Smart Futures On-line Program to manage Act 339 evidence for all students K-12. The cost is not to exceed \$9,500.00 and is a budgeted item that will be paid from the 2022-2023 Curriculum Budget.

- O. Administration recommends the renewal of USA Test Prep for 9th English, 8th Science, Biology, and Algebra. The cost is not to exceed \$2,200.00 and is a budgeted item that will be paid from the 2022-2023 Curriculum Budget.
- P. Administration recommends the renewal of VHS through the Montgomery County Intermediate Unit. This includes 40 student seats (20 in the fall semester and 20 in the spring semester). The contract is not to exceed \$6,500.00 and is a budgeted item that will be paid from the 2022-2023 Curriculum Budget.
- Q. Administration recommends the renewal of Safari Montage for the 22-23 school year. The total cost will not exceed \$10,500.00. This will be purchased from the Technology operating Budget.
- R. Administration recommends the renewal of E-Rate services from the MCIU for the 22-23 school year. The total cost will not exceed \$6,500.00. This will be purchased from the Technology operating Budget.
- S. Administration recommends the renewal of RWAN services from the MCIU for the 22-23 school year. The total cost will not exceed \$35,000.00. This will be purchased from the Technology operating Budget.
- T. Administration recommends the purchase of two HPE Nimble's, all associated equipment, installation, and support as part of our storage refresh. Total cost will not exceed \$300,000. This will be funded out of capital reserve and then repaid from the Technology Operating Budget.

#### X. CONFERENCES AND WORKSHOPS

##### No questions or comments

- A. **Robert Hunter** to attend the "MCIU 2022 Facilities Directors Workshop" in Lehigh Valley, PA May 12-13, 2022. The total cost of the conference is \$563.71 (Registration, transportation, and hotel). No substitute coverage is needed.
- B. **Laura DiBattista** to attend the "LaSalle University APSI 2022" online training July 11-14, 2022. The total cost of the training is \$995.00 (Registration). No substitute coverage is needed.

#### XI. OTHER BUSINESS

Mrs. Hermans asked for clarification for item C1 Policy 005.1. Mr. Rizzo will provide that before the Board Meeting. Solicitor Fitzgerald shared requirements of meeting. The Board is to review and bring ideas back.

Mr. Jackson on B2, Policy #321 concerned it doesn't address political solicitations.

Mrs. Hermans on C1, Policy 005.1, feels structure and consistency is needed.

Mr. Rizzo will discuss political activities with students at committee and will get feedback from students.

- A. The following policies are being brought forward to be **rescinded and retired** as part of our 300s/400s/500s policy compaction process. The content of these policies is covered within other existing policies.

1. Policy #321 - Political Activities (**Attachment A18**)
2. Policy #322 - Gifts (**Attachment A19**)
3. Policy #323 - Tobacco Use (**Attachment A20**)

4. Policy #324 - Personnel Files (**Attachment A22**)
5. Policy #325 - Dress and Grooming (**Attachment A23**)
6. Policy #328 - Wage and Salary (**Attachment A24**)
7. Policy #331 - Job Related Expenses (**Attachment A25**)
8. Policy #333 - Professional Development (**Attachment A26**)
9. Policy #334 - Sick Leave (**Attachment A27**)
10. Policy #335 - Family and Medical Leaves of Absence (**Attachment A28**)
11. Policy #336 - Personal Leave (**Attachment A29**)
12. Policy #337 - Vacation (**Attachment A30**)
13. Policy #338 - Sabbatical Leave (**Attachment A31**)
14. Policy #338.1 - Compensated Professional Development Leaves (**Attachment A32**)
15. Policy #345 - Staff-Student Communication/Relations (**Attachment A33**)
16. Policy #352 - Alcohol-Free Workplace (**Attachment A34**)
17. Policy #421 - Political Activities (**Attachment A35**)
18. Policy #422 - Gifts (**Attachment A36**)
19. Policy #423 - Tobacco Use (**Attachment A37**)
20. Policy #424 - Personnel Files (**Attachment A38**)
21. Policy #425 - Dress and Grooming (**Attachment A39**)
22. Policy #426 - Complaint Policy (**Attachment A40**)
23. Policy #428 - Salary Determination (**Attachment A41**)
24. Policy #429 - Substitute Compensation (**Attachment A42**)
25. Policy #431 - Job Related Expenses (**Attachment A43**)
26. Policy #432 - Working Periods (**Attachment A44**)
27. Policy #433 - Professional Development (**Attachment A45**)
28. Policy #434 - Sick Leave (**Attachment A46**)
29. Policy #435 - Family and Medical Leaves of Absence (**Attachment A47**)
30. Policy #436 - Personal Leave (**Attachment A48**)
31. Policy #438 - Sabbatical Leave (**Attachment A49**)
32. Policy #438.1 - Compensated Professional Development Leaves (**Attachment A50**)
33. Policy #445 - Staff-Student Communications/Relations (**Attachment A51**)
34. Policy #452 - Alcohol-Free Workplace (**Attachment A52**)
35. Policy #523 - Tobacco Use (**Attachment A53**)
36. Policy #524 - Personnel Files (**Attachment A54**)
37. Policy #525 - Dress and Grooming (**Attachment A55**)
38. Policy #526 - Complaint Policy (**Attachment A56**)
39. Policy #528 - Wage and Salary Determination (**Attachment A57**)
40. Policy #529 - Substitute Compensation (**Attachment A58**)

41. Policy #530 - Overtime (**Attachment A59**)
42. Policy #531 - Job Related Expenses (**Attachment A60**)
43. Policy #532 - Working Periods (**Attachment A61**)
44. Policy #534 - Sick Leave (**Attachment A62**)
45. Policy #535 - Family and Medical Leaves of Absence (**Attachment A63**)
46. Policy #536 - Personal Leave (**Attachment A64**)
47. Policy #537 - Vacation (**Attachment A65**)
48. Policy #545 - Staff-Student Communications/Relations (**Attachment A66**)
49. Policy #552 - Alcohol-Free Workplace (**Attachment A67**)

**B. The following policies are submitted for approval:**

1. Policy #320 - Freedom of Speech in Nonschool Settings (**Attachment A68**)
2. Policy #321 - Political Activities (**Attachment A69**)
3. Policy #322 - Gifts (**Attachment A70**)
4. Policy #325 - Dress and Grooming (**Attachment A71**)
5. Policy #815 - Acceptable Use of the Electronic Communications Systems (**Attachment A72**)

**C. The following policies are submitted for first reading:**

1. Policy #005.1 - Board Committee (**Attachment A73**)
2. Policy #323 - Tobacco and Vaping Products (**Attachment A74**)
3. Policy #324 - Personnel Files (**Attachment A75**)
4. Policy #326 - Complaint Process (**Attachment A76**)
5. Policy #328 - Compensation Plans/Salary Schedules (**Attachment A77**)
6. Policy #330 - Overtime (**Attachment A78**)
7. Policy #331 - Job Related Expenses (**Attachment A79**)
8. Policy #332 - Working Periods (**Attachment A80**)
9. Policy #333 - Professional Development (**Attachment A81**)
10. Policy #334 - Sick Leave (**Attachment A82**)
11. Policy #335 - Family and Medical Leaves (**Attachment A83**)
12. Policy #336 - Personal Necessity Leave (**Attachment A84**)
13. Policy #337 - Vacation (**Attachment A85**)
14. Policy #338 - Sabbatical Leave (**Attachment A86**)
15. Policy #338.1 - Compensated Professional Leaves (**Attachment A87**)

**XII. BOARD COMMENT**

Mrs. Zasowski spoke about the Financial Interest Statements

Mr. Jackson requested non action items on the Work Session Agenda, Mr. Rizzo stated that if there is a need to have an action item on the Work Session Agenda and that there would be justification for that item in the Board Memo.

Mrs. Deardorff thanked the Islamic Community for inviting the Board Members to the Sharing Ramadan Event.

### **XIII. PUBLIC TO BE HEARD**

Jordan Jackson, Collegeville - Asked the Board to consider changing the dress requirements for graduations as well as caps and gowns. Mr. Jacksons agrees that the Board should look at that. Several Board members discussed the gown colors and what is asked to be worn. Mr. Rizzo, talked about Graduation dress options for this year and noted that Mr. Colyer has put a lot of work into changing this.

Maryjo McNamara, Limerick - Racial comment about another team member

There was discussion between the Board members on addressing comments during the Public To Be Heard section of the meeting. Dr. Wright confirmed that all Board members are allowed to comment if they wish.

### **XIV. ADJOURNMENT**

The Board unanimously adjourned the meeting at 10:08 p.m. with the motion from Mrs. Deardorff, seconded by Mrs. Zasowski.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary



**SPRING-FORD AREA SCHOOL DISTRICT**  
District Office  
857 South Lewis Road, Royersford, PA 19468

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## **SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-03**

The Spring-Ford Area School District Board of Education commends Mason Doan, a member of the Spring-Ford High School Boys Bowling Team and Head Coach Ryan Souder and Assistant Coach, Mallory Greene; and

**Whereas**, the Spring-Ford High School Boys Bowling Team is a member of the Pioneer Athletic Conference and PIAA State Association and the Pennsylvania State Championships; and

**Whereas**, Mason Doan, a member of the Spring-Ford High Boys Bowling Team, under the guidance, leadership, and direction of his coaches was able to qualify for the Pennsylvania State Championships; and

**Whereas**, Spring-Ford High School's Mason Doan won the Pennsylvania State Championship with a score of 204; and

**Whereas**, Mason Doan, a member of the Spring-Ford High Boys Bowling Team, under the guidance, leadership, and direction of his coaches was able to win the first Pennsylvania State Bowling Championship Gold Medal in school history; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 Pennsylvania State Bowling Champion, Mason Doan, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

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### **SFASD Board Members**

Mrs. Abby Deardorff | Mrs. Wendy Earle | Mrs. Erica Hermans, Vice President  
Mr. Clinton L. Jackson | Mr. David R. Shafer | Mrs. Diane C. Sullivan  
Dr. Margaret D. Wright, President | Mrs. Karen Weingarten | Mrs. Colleen Zasowski



**SPRING-FORD AREA SCHOOL DISTRICT**  
District Office  
857 South Lewis Road, Royersford, PA 19468

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## **SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-04**

The Spring-Ford Area School District Board of Education commends Nene Mokonchu, a member of the Spring-Ford High School Girls Indoor Track Team and Spring-Ford Girls Indoor Track Team Head Coach Danielle Stauffer and Assistant Coaches, Steve Entenman, Amy Short, Dave Cain, and Bella Marchini; and

**Whereas**, the Spring-Ford High School Girls Indoor Track Team is a member of the Pioneer Athletic Conference and PIAA State Association and the PTFCA; and

**Whereas**, Nene Mokonchu, a member of the Spring-Ford High Girls Indoor Track Team, under the guidance, leadership, and direction of her coaches was able to qualify for the PTFCA State Championship Meet; and

**Whereas**, Spring-Ford High School's Nene Mokonchu won the PTFCA State Championship High Jump with a jump of 5'8" tying a school record; and

**Whereas**, Nene Mokonchu, a member of the Spring-Ford High Girls Indoor Track Team, under the guidance, leadership, and direction of her coaches was able to win the first Indoor State Meet Championship in school history; and

**Whereas**, Spring-Ford High School's Nene Mokonchu was ranked 4<sup>th</sup> in the nation in indoor track high jump; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 PTFCA Girls State Indoor High Jump Champion, Nene Mokonchu, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

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## SPRING-FORD AREA SCHOOL DISTRICT

District Office

857 South Lewis Road, Royersford, PA 19468

### SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-05

The Spring-Ford Area School District Board of Education commends Vania Mokonchu, a member of the Spring-Ford High School Girls Indoor Track Team and Spring-Ford Girls Indoor Track Team Head Coach Danielle Stauffer and Assistant Coaches, Steve Entenman, Amy Short, Dave Cain and Bella Marchini; and

**Whereas**, the Spring-Ford High School Girls Indoor Track Team is a member of the Pioneer Athletic Conference and PIAA State Association and the PTFCA; and

**Whereas**, Vania Mokonchu, a member of the Spring-Ford High Girls Indoor Track Team, under the guidance, leadership, and direction of her coaches was able to qualify for the PTFCA State Championship Meet; and

**Whereas**, Spring-Ford High School's Vania Mokonchu earned a 5<sup>th</sup> Place medal at the PTFCA State Championship Shot Put with a throw of 38'11.75"; and

**Whereas**, Vania Mokonchu, a member of the Spring-Ford High Girls Indoor Track Team, under the guidance, leadership, and direction of her coaches was able to win the first Indoor State Meet Medal in shot put in school history; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 PTFCA Girls State Indoor Shot-Put 5<sup>th</sup> Place Medalist, Vania Mokonchu, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

#### SFASD Board Members

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## SPRING-FORD AREA SCHOOL DISTRICT

District Office

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### SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-06

The Spring-Ford Area School District Board of Education commends Travell Wellons, Leonell Aguilar, Justin Russell, and Colby Basalyga members of the Boys Indoor Track Team and Head Coach Danielle Stauffer and Assistant Coaches, Steve Entenman, Amy Short, Dave Cain and Bella Marchini; and

**Whereas**, the Spring-Ford High School Boys Indoor Track Team is a member of the Pioneer Athletic Conference and PIAA State Association and the PTFCA; and

**Whereas**, Travell Wellons, Leonell Aguilar, Justin Russell, and Colby Basalyga, members of the Spring-Ford High Boys Indoor Track Team, under the guidance, leadership, and direction of their coaches was able to qualify for the PTFCA State Championship Meet; and

**Whereas**, Spring-Ford High School's Travell Wellons, Leonell Aguilar, Justin Russell, and Colby Basalyga, earned a 6<sup>th</sup> Place medal at the PTFCA State Championship 4x200 meter relay with a time of 1:32.71; and

**Whereas**, Travell Wellons, Leonell Aguilar, Justin Russell, and Colby Basalyga, a member of the Spring-Ford High Boys Indoor Track Team, under the guidance, leadership, and direction of their coaches was able to win the first Indoor State Meet Medal in 4x200 meter relay in school history; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 PTFCA Boys State Indoor 4x200 meter relay 6<sup>th</sup> Place Medalist, Travell Wellons, Leonell Aguilar, Justin Russell, and Colby Basalyga, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

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## **SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-07**

The Spring-Ford Area School District Board of Education commends Ashley Gutshall, a member of the Spring-Ford High School Swimming Team and Spring-Ford Swimming Head Coach Jack Graham and Assistant Coaches, Mark Agnew and Melinda Borgnis; and

**Whereas**, the Spring-Ford High School Swimming team is a member of the Pioneer Athletic Conference and PIAA District One and PIAA State Association; and

**Whereas**, Ashley Gutshall, a member of the Spring-Ford High School Swimming Team, under the guidance, leadership, and direction of her coaches was able to win the 2022 Pioneer Athletic Conference 100 freestyle; and

**Whereas**, Spring-Ford High School's Ashley Gutshall won the Pioneer Athletic Conference Girls' 100 freestyle with a time of 53.14 and qualified for the PIAA District Championships and PIAA State Meet; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 Pioneer Athletic Conference 100 Freestyle Champion, Ashley Gutshall, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

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**SPRING-FORD AREA SCHOOL DISTRICT**  
District Office  
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## **SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-08**

The Spring-Ford Area School District Board of Education commends Ashley Gutshall, a member of the Spring-Ford High School Swimming Team and Spring-Ford Swimming Head Coach Jack Graham and Assistant Coaches, Mark Agnew and Melinda Borgnis; and

**Whereas**, the Spring-Ford High School Swimming team is a member of the Pioneer Athletic Conference and PIAA District One and PIAA State Association; and

**Whereas**, Ashley Gutshall, a member of the Spring-Ford High School Swimming Team, under the guidance, leadership, and direction of her coaches was able to win the 2022 Pioneer Athletic Conference 50 freestyle; and

**Whereas**, Spring-Ford High School's Ashley Gutshall won the Pioneer Athletic Conference Girls' 50 freestyle with a time of 24.08 and qualified for the PIAA District Championships and PIAA State Meet; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 Pioneer Athletic Conference 50 Freestyle Champion, Ashley Gutshall, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

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## SPRING-FORD AREA SCHOOL DISTRICT

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### SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-09

The Spring-Ford Area School District Board of Education commends Maris Sadowski, Sydney Koehler, Abby Koehler, and Ashley Gutshall members of the Spring-Ford High School Swimming Team and Spring-Ford Swimming Head Coach Jack Graham and Assistant Coaches, Mark Agnew and Melinda Borgnis; and

**Whereas**, the Spring-Ford High School Swimming team is a member of the Pioneer Athletic Conference and PIAA District One; and

**Whereas**, Maris Sadowski, Sydney Koehler, Abby Koehler, and Ashley Gutshall, a member of the Spring-Ford High School Swimming Team, under the guidance, leadership, and direction of their coaches was able to win the 2022 Pioneer Athletic Conference 200 medley relay; and

**Whereas**, Spring-Ford High School's Maris Sadowski, Sydney Koehler, Abby Koehler, and Ashley Gutshall won the Pioneer Athletic Conference Girls' 200 freestyle relay with a time of 1:48.42 and qualified for the PIAA District Championships and the PIAA State meet; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 Pioneer Athletic Conference 200 Medley Relay Champion, Maris Sadowski, Sydney Koehler, Abby Koehler, and Ashley Gutshall, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

#### SFASD Board Members

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## **SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-10**

The Spring-Ford Area School District Board of Education commends Spring-Ford Girls Basketball Coach Mickey McDaniel and his Assistant Coaches Dan Brittingham, Phil Roche, Matt Labick and Marisa Moley for winning the Pioneer Athletic Conference Championship with a league record of 13 wins and 3 losses; and

**Whereas**, the Spring-Ford High School Girls Basketball Team is a member of the Pioneer Athletic Conference; and

**Whereas**, the Spring-Ford High School Girls Basketball Team under the guidance, leadership, and direction of both its coaches and captains was able to win the Championship Game over Perkiomen Valley by a score of 43-36; and

**Whereas**, the Spring-Ford High School Girls Basketball Team won their eleventh PAC Championship and fifth consecutive and an overall record of 25-7; and

**Whereas**, the Spring-Ford High School Girls Basketball Team advanced to the District One Championship and advanced to the PIAA State Tournament; and

**Whereas**, the Spring-Ford High School Girls Basketball Team's varsity and junior varsity players all contributed and played a significant role in having a successful and outstanding basketball season.

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the players; and

**Further resolved**, that the achievements, the recognition, the accomplishments, the goals and the new records set by the Spring-Ford High School Girls' Basketball Team demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

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## **SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-11**

The Spring-Ford Area School District Board of Education commends Spring-Ford Wrestling Coach Tim Seislove and his Assistant Coach Mike Busa, Doug Landis and volunteer coaches, Chase Brown, and BJ Algeo for winning the PAC Championship and the PIAA District One North Champion; and

**Whereas**, the Spring-Ford High School Wrestling Team is a member of the Pioneer Athletic Conference and PIAA District One and the PIAA State Association; and

**Whereas**, the Spring-Ford High School Wrestling Team under the guidance, leadership, and direction of both its coaches and captains was able to capture the 2022 PAC Championship with a score of 239.5 points, the 2022 PIAA District One North Individual Championships with a score of 210.5 points and advanced to the PIAA State Dual Tournament; and

**Whereas**, the Spring-Ford High School Wrestling Team won their 16<sup>th</sup> PAC Championship in school history and their 3<sup>rd</sup> in a row and captured their 4<sup>th</sup> consecutive District One North championship and finished with an overall record of 19-5; and

**Whereas**, the Spring-Ford High School Wrestling Team's varsity and junior varsity players all contributed and played a significant role in having a successful and outstanding wrestling season.

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the players; and

**Further resolved**, that the achievements, the recognition, the accomplishments, the goals and the new records set by the Spring-Ford High School Wrestling Team demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

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### **SFASD Board Members**

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**SPRING-FORD AREA SCHOOL DISTRICT**  
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## **SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-12**

The Spring-Ford Area School District Board of Education commends Ryan Lepore, a member of the Spring-Ford High School Wrestling Team and Spring-Ford Wrestling Head Coach Tim Seislove and Assistant Coaches, Mike Busa, Doug Landis and Volunteer Coaches Chase Brown and BJ Algeo; and

**Whereas**, the Spring-Ford High School Wrestling team is a member of the Pioneer Athletic Conference and PIAA District One and PIAA State Association; and

**Whereas**, Ryan Lepore, a member of the Spring-Ford High Wrestling Team, under the guidance, leadership, and direction of his coaches was able to win the PAC Championship 145-pound weight class; and

**Whereas**, Spring-Ford High School's Ryan Lepore won the PAC Championship with a pin at 2:23 and advanced to the PIAA District One North Championship and advanced to the PIAA Southeast Regional; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 PAC Champion 145-pound weight class Champion, Ryan Lepore, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

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### **SFASD Board Members**

Mrs. Abby Deardorff | Mrs. Wendy Earle | Mrs. Erica Hermans, Vice President  
Mr. Clinton L. Jackson | Mr. David R. Shafer | Mrs. Diane C. Sullivan  
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## **SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-13**

The Spring-Ford Area School District Board of Education commends Gus Smith, a member of the Spring-Ford High School Wrestling Team and Spring-Ford Wrestling Head Coach Tim Seislove and Assistant Coaches, Mike Busa, Doug Landis and Volunteer Coaches Chase Brown and BJ Algeo, and

**Whereas**, the Spring-Ford High School Wrestling team is a member of the Pioneer Athletic Conference and PIAA District One and PIAA State Association; and

**Whereas**, Gus Smith, a member of the Spring-Ford High Wrestling Team, under the guidance, leadership, and direction of his coaches was able to win the PIAA District One North Championship 106-pound weight class; and

**Whereas**, Spring-Ford High School's Gus Smith won the PIAA District One Championship with a tech fall 17-0 and advanced to the PIAA Southeast Regional and State Championships; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 PIAA District One North 106 pound weight class Champion, Gus Smith, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

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### **SFASD Board Members**

Mrs. Abby Deardorff | Mrs. Wendy Earle | Mrs. Erica Hermans, Vice President  
Mr. Clinton L. Jackson | Mr. David R. Shafer | Mrs. Diane C. Sullivan  
Dr. Margaret D. Wright, President | Mrs. Karen Weingarten | Mrs. Colleen Zasowski



**SPRING-FORD AREA SCHOOL DISTRICT**  
District Office  
857 South Lewis Road, Royersford, PA 19468

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## **SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-14**

The Spring-Ford Area School District Board of Education commends Cole Smith, a member of the Spring-Ford High School Wrestling Team and Spring-Ford Wrestling Head Coach Tim Seislove and Assistant Coaches, Mike Busa, Doug Landis and Volunteer Coaches Chase Brown and BJ Algeo; and

**Whereas**, the Spring-Ford High School Wrestling team is a member of the Pioneer Athletic Conference and PIAA District One and PIAA State Association; and

**Whereas**, Cole Smith, a member of the Spring-Ford High Wrestling Team, under the guidance, leadership, and direction of his coaches was able to win the PAC Championship 113-pound weight class; and

**Whereas**, Spring-Ford High School's Cole Smith won the PAC Championship with a 4-1 decision and won the PIAA District One North Championship with a tech fall 15-0 and advanced to the PIAA Southeast Regional and State Championships; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 PAC Champion 113 pound weight class Champion, Cole Smith, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

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## SPRING-FORD AREA SCHOOL DISTRICT

District Office

857 South Lewis Road, Royersford, PA 19468

### SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-15

The Spring-Ford Area School District Board of Education commends Quinn Smith, a member of the Spring-Ford High School Wrestling Team and Spring-Ford Wrestling Head Coach Tim Seislove and Assistant Coaches, Mike Busa, Doug Landis and Volunteer Coaches Chase Brown and BJ Algeo; and

**Whereas**, the Spring-Ford High School Wrestling team is a member of the Pioneer Athletic Conference and PIAA District One and PIAA State Association; and

**Whereas**, Quinn Smith, a member of the Spring-Ford High Wrestling Team, under the guidance, leadership, and direction of his coaches was able to win the PAC Championship 126-pound weight class; and

**Whereas**, Spring-Ford High School's Quinn Smith won the PAC Championship with a pin at 0:49 seconds and won the PIAA District One North Championship with a tech fall 15-0 and advanced to the PIAA Southeast Regional and State Championships; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 PAC Champion 126 pound weight class Champion, Quinn Smith, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

#### SFASD Board Members

Mrs. Abby Deardorff | Mrs. Wendy Earle | Mrs. Erica Hermans, Vice President  
Mr. Clinton L. Jackson | Mr. David R. Shafer | Mrs. Diane C. Sullivan  
Dr. Margaret D. Wright, President | Mrs. Karen Weingarten | Mrs. Colleen Zasowski



**SPRING-FORD AREA SCHOOL DISTRICT**  
District Office  
857 South Lewis Road, Royersford, PA 19468

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## **SPRING-FORD AREA SCHOOL DISTRICT RESOLUTION #2022-16**

The Spring-Ford Area School District Board of Education commends Anthony Attilio, a member of the Spring-Ford High School Wrestling Team and Spring-Ford Wrestling Head Coach Tim Seislove and Assistant Coaches, Mike Busa, Doug Landis and Volunteer Coaches Chase Brown and BJ Algeo; and

**Whereas**, the Spring-Ford High School Wrestling team is a member of the Pioneer Athletic Conference and PIAA District One and PIAA State Association; and

**Whereas**, Anthony Attilio, a member of the Spring-Ford High Wrestling Team, under the guidance, leadership, and direction of his coaches was able to win the PIAA District One North Championship 152-pound weight class; and

**Whereas**, Spring-Ford High School's Anthony Attilio won the PIAA District One Championship with a 3-1 decision and advanced to the PIAA Southeast Regional; and

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes; and

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2022 PIAA District One Championship 152-pound weight class Champion, Anthony Attilio, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this **19th** day of **April 2022**.

By: \_\_\_\_\_  
**Margaret D. Wright, Ed.D.**  
**Board President**

By: \_\_\_\_\_  
**Laurie J. Bickert**  
**Board Secretary**

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### **SFASD Board Members**

Mrs. Abby Deardorff | Mrs. Wendy Earle | Mrs. Erica Hermans, Vice President  
Mr. Clinton L. Jackson | Mr. David R. Shafer | Mrs. Diane C. Sullivan  
Dr. Margaret D. Wright, President | Mrs. Karen Weingarten | Mrs. Colleen Zasowski

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	HS Club #31 - Junior Statesmen of America	Year	Barnett	Rebecca C.	\$402.00
2	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	DeFrancesco	Danielle A.	\$50/game
3	Co-Ed Fitness Intramural # 12 - Grade 8 - AM Walking Club	Spring	Harrison, Jr.	Richard L.	\$402.00
4	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Jacobs	Zoe D.	\$50/game
5	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	MacMillian	Taylor P.	\$50/game
6	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Marcellus	Erin B.	\$50/game
7	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Murphy	Autumn R.	\$50/game
8	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Needles	Joy S.	\$50/game
9	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Paladino	Lyndi R.	\$50/game
10	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Pietrowski	Natalie G.	\$50/game
11	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Reagan	Jennifer E.	\$50/game
12	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Rowe	Angela E.	\$50/game
13	HS Club #32 - National Organization for Women Advisor	Year	Valloor	Linda K.	\$402.00
14	HS Club #33 - Social Justice Club Advisor	Year	Valloor	Linda K.	\$402.00

Book	Policy Manual
Section	300 Administrative Employees
Title	Political Activities
Code	321
Status	Active
Adopted	March 25, 1991

### **Purpose**

The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, school property and school time, paid for by all the people, may not be used for political purposes.

### **Guidelines**

The Board adopts the following guidelines for those administrative staff members who intend to engage in political activities:

No employees shall engage in political activities upon property under the jurisdiction of the Board;

The collection of and/or the solicitation for campaign funds or campaign workers is prohibited on school property;

When working in a facility of this district used as a polling place on an officially declared election day, do not promote the candidacy of any candidate or political party.

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.

The following situations are exempt from the provisions of this policy: the discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, current events, and political science and the conduct of student elections and campaigning connected therewith.

Violations of any of the foregoing shall, at the discretion of the Board, constitute cause for reprimand, penalty, or dismissal.

Book	Policy Manual
Section	300 Administrative Employees
Title	Gifts
Code	322
Status	Active
Adopted	March 25, 1991

**Purpose**

The Board considers the acceptance of gifts by administrative staff members an undesirable practice.

**Guidelines**

It is the policy of the Board that:

administrators not accept gifts.

administrators may accept gifts of a consumable nature or a nominal value only from students or parents.

**Delegation of Responsibility**

The Superintendent may approve acts of generosity to individual administrative staff members in unusual situations and shall report such instances to the Board on a timely basis.

Book	Policy Manual
Section	300 Administrative Employees
Title	Tobacco Use
Code	323
Status	Active
Adopted	March 25, 1991
Last Revised	March 25, 2019

### **Purpose**

The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard which can have serious consequences for the user and the non-user and the safety of the district and is, therefore, of concern to the Board.

### **Definition**

For purposes of this policy, **tobacco use** shall mean all use of tobacco, including cigars, cigarettes, pipes, smokeless tobacco and electronic cigarettes.[1]

### **Authority**

In order to protect students and staff from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Board prohibits tobacco use by administrative employees in a school building, and on any property, buses, vans and vehicles that are owned, leased, being used by students or employees in conjunction with a school activity or controlled by the school district.[2][3]

The Board prohibits tobacco use by administrative employees at school-sponsored activities that are held off school property.

### **Guidelines**

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.

Incidents of possession, use 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.[4]

A violation of this policy shall be punishable by a civil fine of not more than fifty dollars (\$50.00) and disciplinary action.

Legal	1. 18 Pa. C.S.A. 6306.1
	2. 20 U.S.C. 7971 et seq
	3. 35 P.S. 1223.5
	4. 24 P.S. 1303-A
	22 PA Code 403.1



Book	Policy Manual
Section	300 Administrative Employees
Title	Personnel Files
Code	324
Status	Active
Adopted	March 25, 1991

### **Purpose**

It is necessary for the orderly operation of the school district to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employee of the district.

### **Authority**

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and State statutes, local benefit programs, and conformance with district rules and evidence of completed evaluations.

### **Delegation of Responsibility**

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

Personnel records shall not be available to the Board except as may be required in the performance of its functions as a Board.

Personnel who wish to review their own records shall review the record in the presence of the administrator designated to maintain said records, or his/ her designee, and make no alterations or additions to the record, nor remove any material therefrom.

Personnel wishing to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify therein: name and date, material to be appealed, and the reason for appeal.

The Superintendent shall prepare guidelines defining the material to be incorporated into personnel records.

Book	Policy Manual
Section	300 Administrative Employees
Title	Dress And Grooming
Code	325
Status	Active
Adopted	March 25, 1991

**Purpose**

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

**Authority**

The Board has the authority to specify reasonable dress and grooming guidelines for administrators in accordance with the following:[1]

Be physically clean, neat, and well groomed.

Dress in a manner reflecting professional assignment.

Dress in a manner that does not cause damage to district property.

If an administrator feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the Superintendent.

Legal 1. 24 P.S. 510

Book	Policy Manual
Section	300 Administrative Employees
Sub-Section	Wage And Salary
Code	328
Status	Active
Adopted	March 25, 1991

**Purpose**

The Spring-Ford Area Board of Education believes that a thorough and effective school system is vital in providing the best educational program for the pupils of the district and the taxpaying citizens who support the public schools.

The Board strongly supports the concept that a thorough and effective school system can only exist if the day-to-day management of the schools is entrusted to dedicated and competent persons. Good management relies on the abilities of persons to perform the responsibilities of the positions for which they were hired.

**Authority**

It is therefore incumbent on the Board to pursue a plan of compensation, based upon responsibility and performance, which will provide fair and adequate financial incentive for all management personnel.[1]

**Delegation of Responsibility**

To accomplish this commitment, the Board directs that such a compensation plan be implemented. This implementation shall be the responsibility of the Superintendent.

**Definition**

For purposes of this policy, school administrators shall be defined as any employee of the school district below the rank of Superintendent or Assistant Superintendent but including the rank of first level supervisor, who by virtue of assigned duties is not in a bargaining unit of public employees as created under Act 195 (Public Employee Relations Act). This definition shall not apply to any one who has the duties and responsibilities of a business manager or a personnel director.

All principals shall be included under the administrative compensation plan.

**Guidelines**

The plan shall include:

1. a description of the program for determining administrative salaries
2. salary amounts and/or salary schedules or scales
3. a list of fringe benefits to be provided to administrators.

The compensation will be determined through a good faith meet and discuss procedure, upon request, with appropriate supervisors and administrators.

The plan shall include a description for determining administrative compensation, based on performance based on evaluations.

Legal

1. 24 P.S. 1142

Book	Policy Manual
Section	300 Administrative Employees
Subsection	Job Related Expenses
Code	331
Status	Active
Adopted	March 25, 1991
Last Revised	April 26, 1993

### **Purpose**

Payment of the actual and necessary expenses (excluding alcoholic beverages) including traveling expenses, of any administrator of the district that are incurred in the course of performing services for the district whether within or outside the district, shall be reimbursed in accordance with this policy.

### **Guidelines**

The validity of payments for job related expenses shall be determined by the Superintendent.

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

The use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities.

Use of a personal vehicle for approved school purposes is reimbursable at the rate approved by the Board and set by the IRS.

Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an administrator if approval has been obtained in advance from the Superintendent.

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

The Superintendent shall report all reimbursed travel outside the district by administrators at the next meeting of the Board.

The Superintendent shall prepare procedures for the reimbursement of travel expenses which shall include:

- \*\* each request shall reasonably detail the reason for the expenditure;

- under normal conditions, administrators traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses;

- advances against anticipated travel expenses shall be approved by the Superintendent; and

- travel shall be by the most direct and economical route;

For official travel by other than automobile, the district shall arrange for the purchase of transportation tickets in advance.

In all instances of travel and job related expense reimbursement, full itemization of expenditures shall be required.

Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.

\*\* See Conference or Seminar Expense Claim Form in Appendices

Book	Policy Manual
Section	300 Administrative Employees
Topic	Professional Development
Code	333
Status	Active
Adopted	March 25, 1991
Last Revised	November 27, 2000

### **Purpose**

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

### **Authority**

The Board encourages all administrators to further their professional and personal advancement through graduate study, inservice training, and professional development activities.[1]

### **Guidelines**

#### **Graduate/Special Courses**

Only courses of study that are pre-approved shall be eligible for reimbursement by the District or a change in compensation.

Reimbursement for credits for approved graduate study or special courses shall be made:

1. In accordance with terms of the administrative compensation plan.
2. As preapproved by the Superintendent.
3. For actual cost charged the employee for preapproved courses of study.

Documentary evidence of satisfactory completion of all study programs shall be required.

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 an increase will be in accordance with provisions of the administrative compensation plan, after satisfactory completion of the program and submission of documentary evidence.[2]

#### **Professional Education Plan**

The Board shall appoint to the professional education committee parents 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.[3][4][5]

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; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the Department of Education.[3]

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 Department of Education.[3]

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 Department of Education or the Department itself, or related to the area of assignment or certification.[6]

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.[6]

In order to continue employment in the District, certificated administrative employees are required to meet all obligations necessary to maintain active certification.[3][6]

Legal

1. 24 P.S. 517
2. 24 P.S. 1144
3. 24 P.S. 1205.1
4. 22 PA Code 4.13
5. 22 PA Code 49.17
6. 24 P.S. 1205.2



Book	Policy Manual
Section	300 Administrative Employees
Topic	Sick Leave
Code	334
Status	Active
Adopted	March 25, 1991
Last Revised	January 22, 2018

### **Purpose**

There shall be a sick leave policy for administrative employees that ensures that such employees will receive no less than the minimum sick leave provided under law for professional employees.[1]

### **Definition**

**Sick leave** is defined as leave taken by a regular, full-time employee of the school district who is absent from assigned duty because of personal disability due to illness or injury.

The district will provide administrators with up to twelve (12) days annually for sick leave; of which all shall be cumulative and is intended for non-work related use only.[1]

### **Authority**

The Board reserves the right to require of any administrator claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability.

The Board shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.

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

The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.

The following conditions shall be part of this policy.

### **Eligibility**

A sick leave absence shall commence when the administrator or agent, if the administrator 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.

Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.[1]

### **Proof of Disability**

An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability. The district reserves the right to request a second opinion.

### **Duration of Leave**

Upon the expiration of all currently earned and accumulated sick leave, the Board may grant unpaid leave for the remainder of the school year. Each request shall be considered on its own merit.

### Records

The personnel records of the district for administrators shall show the attendance of each employee, and such days as that administrator may be absent shall be recorded with the reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each administrator, which shall be made available to the employee in accordance with law.[1]

Legal

1. 24 P.S. 1154

Book	Policy Manual
Section	300 Administrative Employees
	Family And Medical Leaves Of Absence
Code	335
Status	Active
Adopted	March 25, 1991
Last Revised	June 22, 2009

### **Authority**

It is the policy of the Spring-Ford Area School District to grant up to twelve (12) weeks of family and medical leave during any twelve-month period to eligible employees, or twenty-six (26) weeks in the event that the leave is to be taken for a covered servicemember in accordance with the Family and Medical Leave Act of 1993 (FMLA).[1][2]

The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy. (Additional guidelines are under Sick Leave, Personal Leave, Uncompensated Leave in Spring-Ford Area School District Policy Manual).[3][4][5]

### **Guidelines**

#### **Eligibility**

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the employer at least twelve (12) months, or fifty-two (52) weeks. The twelve (12) months, or fifty-two (52) weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week.
2. The employee must have worked at least 1250 hours during the twelve-month period immediately before the date when the leave would begin.

#### **B. Type Of Leave Covered**

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one (1) of the reasons listed below:

1. Birth Leave - the birth of a child and in order to care for that child.
2. Placement Leave - the placement of a child for adoption or foster care.

The eligibility for either Birth or Placement Leave expires at the end of the twelve-month period beginning on the date of the applicable birth or placement.

3. Care Leave - to care for a spouse, child, or parent (excepting parent-in-law) with a serious health condition.

4. Illness Leave - the serious health condition of the employee. (See Sick Leave in Policy Manual).[3]
5. Covered Servicemember Leave - the care of a **covered servicemember** which is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary retired list, for a serious injury or illness, when the eligible employee is the spouse, son, daughter, parent, or next of kin (i.e., nearest blood relative) of the covered service member.
6. Qualifying Exigency Leave - for any qualifying exigency (as defined by the Department of Labor) arising out of the fact that the employee's parent, child, or spouse is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of contingency operation.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A **serious health condition** is defined as a condition (a) which requires inpatient care at a hospital, hospice, or residential medical care facility; (b) which involves incapacity requiring absence of more than three (3) calendar days and involves continuing care by a licensed health care provider; or (c) which involves continuing treatment by (or under the supervision of) a health care provider for a chronic or long term health condition which is incurable or so severe that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days or for prenatal care.

The following is a list of conditions or illnesses that are considered by the district to be generally serious health conditions for the purposes of this policy that will entitle an eligible employee to leave under the law. This list is not meant to be inclusive:

1. A **serious injury or illness** in the case of a covered servicemember means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. Heart attacks or heart conditions requiring bypass surgery.
3. Most cancers.
4. Back conditions requiring extensive therapy or surgery.
5. Spinal injuries.
6. Appendicitis.
7. Pneumonia.
8. Severe arthritis.
9. Severe nervous disorders.
10. Pregnancy, miscarriages, complications, or illnesses relating to pregnancy (e.g., severe morning sickness), and need for parental care.
11. Childbirth and recovery from childbirth.
12. A parent or spouse suffering from Alzheimer's Disease or clinical depression.

A **health care provider** is defined as a doctor of medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse midwife, and Christian Science practitioner.

Employees with questions about what illnesses are covered under this FMLA policy or under the district's sick leave policy are encouraged to consult with the Human Resources Department.

Spring-Ford Area School District may require an employee to provide a doctor's certification of the serious health condition. The certification process and application for leave process are outlined in sections G and H.

An eligible employee can take up to twelve (12) weeks of leave, or up to twenty-six (26) weeks in the event the leave is taken to care for a covered servicemember under this policy during any twelve-month period. The district will measure the twelve-month period from July 1 to June 30. Each time an employee takes leave, the district will compute the amount of leave the employee has taken under this policy and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If a husband and wife both work for the district and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a total of twelve (12) weeks of leave or twenty-six (26) weeks in the event the leave is to be taken for a covered servicemember.

#### C. Employee Status And Benefits During Leave

While an employee is on leave, the district will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition, the district will require the employee to reimburse the district the amount it paid for the employee's health insurance premium during the leave period.

Under current district policy, the employee may pay a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the 1st day of the month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments, along with the health care payments. If the employee does not continue these payments, the district may discontinue coverage during the leave period, or will recover the payments at the end of the leave, in a manner consistent with the law.

#### D. Employee Status After Leave

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority.

The district may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar position. Further, employees would have been furloughed or transferred notwithstanding the Family and Medical Leave of absence provisions would not necessarily be required to return to the same job with equivalent status, pay, benefits, and other employment terms consistent with the Family and Medical Leave Act regulations.

An employee who fails to return to the employee's job without prior approval from the Human Resources Department upon the expiration of FMLA leave shall be deemed to be a resignation of the employee.

#### E. Use Of Paid And Unpaid Leave

If the employee has accrued paid leave, the employee must use paid leave first as set forth in this policy and take the remainder of the twelve (12) weeks as unpaid leave. Therefore, under the policy, paid leave will always be substituted for FMLA leave when permitted by the FMLA.

An employee who is taking Illness Leave or Care Leave must use all paid vacation, personal or sick leave (illness leave only) prior to being eligible for such unpaid leave.

An employee who is taking Birth, Placement or Care Leave must use all paid vacation and personal leave prior to being eligible for such unpaid leave.

An employee taking leave for the birth of a child must use paid sick leave for physical recovery following child birth. Pregnancy disability or other leave taken under the district's temporary disability plan is considered paid sick leave for purposes of FMLA substitution. The employee may then use all paid vacation, personal leave, and then will be eligible for unpaid leave for the remainder of the twelve (12) weeks.

When an employee using paid vacation or other paid leave seeks an extension of paid leave with FMLA leave for a FMLA qualifying purpose due to an event which occurred during the period of paid leave, such paid leave used after the FMLA qualifying event will be credited against the employee's twelve-week entitlement.

#### F. Intermittent Leave Or A Reduced Work Schedule

Subject to the provisions of this policy, the employee may take FMLA leave in twelve (12) consecutive weeks, or twenty-six (26) consecutive weeks in the event that the leave is to be taken for a covered servicemember, may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve (12) weeks or twenty-six (26) weeks in the event that the leave is to be taken for a covered servicemember over a twelve-month period.

The district may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For Birth Leave and Placement Leave, the district and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the district before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The district may require certification of the medical necessity, discussed in Section G.

#### G. Certification Of Serious Health Condition

The Spring-Ford Area School District may ask for certification of the serious health condition. The employee should try to respond to such a request within fifteen (15) days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification Form contained in Appendix A to this policy.

Certification of the serious health condition (see form attached) shall include: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the

employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The district has the right to ask for a second opinion if it has reason to doubt the certification. The district will pay for the employee to get a certification from a second doctor, which the district will select.

If necessary to resolve a conflict between the original certification and the second opinion, the district will require the opinion of a third doctor. The district and the employee will jointly select the third doctor, and the district will pay for the opinion. This third opinion will be considered final.

Employees who take Illness Leave shall be required to provide a certification from the health care provider that the employee is able to resume work. Restoration to active employment will be denied until the certification is provided.

#### H. Procedure For Requesting Leave

Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to their immediate supervisor, with a copy to the Human Resources Department.

Employees requesting FMLA leave must give thirty (30) days written notice if the need for the leave is foreseeable or, where the need for leave is foreseeable due to the active duty or impending call or order to active duty of a parent, child, or spouse in support of a contingency operation, employees must give such notice as is reasonable and practicable.

If an employee fails to provide thirty (30) days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least thirty (30) days from the date the employer receives notice.

While on leave, employees are requested to report periodically to the district regarding the status of the medical condition and their intent to return to work. Employees giving unequivocal notice of intent not to return to work will cause an immediate termination of the employee's rights under this policy and the FMLA.

- Legal
1. 29 U.S.C. 2601 et seq
  2. 29 CFR Part 825
  3. Pol. 334
  4. Pol. 336
  5. Pol. 339

335 APDX A.doc (33 KB)

Book	Policy Manual
Section	300 Administrative Employees
Title	Personal Leave
Code	336
Status	Active
Adopted	March 25, 1991

**Purpose**

This policy shall provide for an administrative employee's absence for personal necessity when not otherwise covered by sick leave or disability policies.

**Authority**

The Board has the authority to specify reasonable conditions under which personal leave may be granted, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.



Book	Policy Manual
Section	300 Administrative Employees
Title	Vacation
Code	337
Status	Active
Adopted	March 25, 1991

**Purpose**

Administrative personnel employed to work twelve months or other schedules considered full time shall be provided paid vacation in accordance with this policy.

**Authority**

Vacations for administrative employees are provided in accordance with the guidelines established by the Board.

Book	Policy Manual
Section	300 Administrative Employees
Topic	Sabbatical Leave
Code	338
Status	Active
Adopted	March 25, 1991
Last Revised	February 22, 1999

## Half-Pay Sabbatical Leaves

### **Purpose**

This policy shall establish the District's parameters for granting sabbatical leaves for restoration of health for eligible employees.

### **Authority**

The Board shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health.[1]

The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.[5]

### **Guidelines**

#### **Eligibility**

To be eligible for a 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 the Spring-Ford Area School District, unless the Board shall, in its discretion, allow a shorter time.[1]

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

If an employee on a sabbatical leave for restoration of health has been granted such a sabbatical leave and the employee is unable to return to service because of illness or physical disability, the Board may extend the sabbatical leave for such periods as it may determine, but not to exceed one (1) full school term or its equivalent.

Thereafter, one (1) sabbatical leave for restoration of health shall be allowed after each seven (7) years of service.

The total number of administrative employees on leaves of absence at any one time shall not exceed ten percent (10%) of the number of eligible employees for such leaves of absence.[6]

#### **Application**

Requests for sabbatical leave for restoration of health shall be submitted on the approved District form and forwarded with medical documentation to the Superintendent as soon as possible.

The Board shall review each application for sabbatical leave for restoration of health and shall approve those meeting the requirements of the adopted policy.

#### Documentation

Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician indicating that the employee has a health condition which prevents the employee from fulfilling his/her duties as an employee with the School District for at least a half school term in duration. Such application shall be submitted prior to May 1 for leaves to begin in September or prior to November 1 for leaves to begin in February, except in the case of a medical emergency or demonstrable medical need as confirmed by a licensed physician in the Commonwealth of Pennsylvania.

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 and to request any other appropriate medical certifications.

#### Commitment of the Employee

Acceptance of a sabbatical leave of absence incurs a commitment by the employee to return to active duty in the Spring-Ford Area School District immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so. Should an employee not return as required, the employee is obligated to reimburse the District for all monies expended for salary and benefits.[2]

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.

Compensable employment may not be engaged while the employee is on sabbatical leave for restoration of health. A sabbatical leave granted to an administrative employee shall be considered as a leave of absence without pay from all extracurricular activities and/or supplemental contracts.

#### Commitment of District

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, in accordance with the requirements of law.[2]

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.[3]

#### Compensation

During the period of the sabbatical leave, an employee shall be compensated at one-half (.5) of the salary to which s/he would have been entitled had the employee not taken leave.[4]

While on leave, the employee shall be entitled to benefits provided to other administrative employees of a similar class.

Legal

1. 24 P.S. 1166
2. 24 P.S. 1168
3. 24 P.S. 1170
4. 24 P.S. 1169
5. 24 P.S. 1171
6. 24 P.S. 1167

Book	Policy Manual
Section	300 Administrative Employees
	Compensated Professional Development Leaves
Code	338.1
Status	Active
Adopted	June 28, 1999

### **Purpose**

This policy shall establish the District's parameters for granting professional development and classroom occupational exchange leaves for eligible professional employees.[1]

### **Definitions**

#### **Professional Development Leave**

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 (commission for the positions of Superintendent or Assistant Superintendent), subject to review and authorization by the Board of School Directors and upon recommendation of the Superintendent of Schools. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and restricted to activities required by regulations of the State Board of Education and by the laws of the Commonwealth of Pennsylvania for a professional certificate or commission or to improve professional competency (including, but not limited to, the obtaining of a professionally-related master's degree, college courses, attendance at a scheduled conference, attendance at lecture sessions or a educational classrooms, curriculum development work, supervised classroom observations of other professional employees).[2]

#### **Classroom Occupational Exchange Leave**

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**

The Board shall have the sole authority to adopt and enforce policy establishing the conditions for approval of 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.[2][4]

The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.[3]

### **Guidelines**

#### **Eligibility**

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 the Spring-Ford Area School District. Thereafter, one leave of absence for professional development shall be allowed after each seven (7) years of service.[5]

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 option of the employee, and shall further be subject to limitations on numbers of employees who may take a professional leave or leave of absence, as well as the remaining timing requirements for taking professional leaves as set forth in the Public Code of 1949, as amended.[5]

### Hours

The hours which shall be counted for professional development activities shall meet the minimum requirement of one hundred and eighty (180) hours of actual professional development activities per half school term and three hundred and sixty (360) hours of actual professional development activities per full school term.[2]

The hours counted for a professional development activity relating to approved college courses may involve up to ninety (90) hours per half school term and up to one hundred and eighty (180) hours per full school term. These hours may include a combination of both classroom hours and resource and/or preparation hours (e.g., forty-five {45} classroom hours and up to forty-five {45} resource and/or preparation hours per half school term). Travel time shall not be counted in meeting the hourly requirements.

The hours counted for eligible professional development activities other than approved college courses must be actual hours of attendance at approved, scheduled conferences, attendance at lecture sessions or educational classrooms, and other study and professional activities approved by the Superintendent and the Board. Travel time shall not be counted in terms of meeting the one hundred and eighty (180) hours per half school term or three hundred and sixty (360) hours per full school term of professional development activities.

Other than the college course option which shall allow up to ninety (90) hours, no other activity listed herein can exceed a total of three hundred and sixty (360) hours per school term (i.e., ninety {90} hours for a college course plus forty-eight {48} hours of professional meetings/conferences and forty-two {42} hours of classroom observation of other professional employees equals one hundred and eighty {180} hours).

### Application

Professional development leaves shall only be granted if:[2]

1. The applicant shall provide certification that he or she is enrolled in an approved program of studies entailing a minimum of nine (9) graduate credits or twelve (12) undergraduate credits or its equivalent per half school term in an approved institution of higher learning or eighteen (18) graduate credits or twenty-four (24) undergraduate credits or its equivalent per full school term in an approved institution of higher learning, or
2. Completion of one hundred and eighty (180) hours of professional development activities per half school term or three hundred and sixty (360) hours of professional development activities per school term, as described herein.

Requests for professional development leaves shall be submitted on the approved District form and forwarded with a detailed plan to the Superintendent.

All required application materials shall be submitted before May 1 for leaves to begin August 1 or on or before November 1 for leaves to begin January 1 (except in the case of an employee who is to be furloughed, when the deadline will be waived).

Requests for classroom occupational exchange leave shall be submitted on the approved District form and forwarded with the appropriate documentation to the Superintendent. All required application materials shall be submitted as of the same dates applicable to professional development leaves.

## Documentation

Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the School District. The plan shall provide sufficient information to permit the Board and the Superintendent to adequately evaluate the request.[2]

The Board may, at any time, require additional information from the employee in order to assist the Superintendent in evaluating the request and the leave's benefits to and impact on the employee and the School District.

In the event that the Superintendent and the Board approve the professional development leave application, the professional employee shall receive a copy of this policy in order to make the professional employee aware of the reporting obligations.

At the conclusion of an official collegiate or university time sequence, such as semester, quarter, or other such designation, a record of the course work completed, together with marks earned therein, shall be submitted to the Superintendent of Schools. In the event of incomplete or unsatisfactory work, the Board reserves the right to withdraw approval at the end of the such period of time if the nature of the work indicates that a "good faith" performance of graduate work is not forthcoming. Written reports shall be submitted at least two (2) times per semester to the Superintendent of Schools. Such reports shall describe the nature of the graduate program of studies pursued and the accomplishments to date. Such reports shall also describe the nature of the professional development program of graduate or undergraduate study, as well as any of the professional development activities listed herein, the accomplishments to date, and the time expended on a day-to-day enumeration. Failure to submit required reports on time shall result in forfeiture of monies paid by the District.

Applicants for classroom occupational exchange leave shall submit with the application form a statement on the employer agreeing to the terms and conditions of the leave, as specified in Board Policy. Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.

## Commitment of Employee

Acceptance of professional development leave or 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 disability. Employees shall submit required reports on time or forfeit all compensation and benefits. The Board reserves the right to require, at its own expense, additional examinations and reports by physicians of its own choice to determine the employee's ability to return to work.[2][6]

Compensable employment may not be engaged in while the employee is on professional development leave. A leave for professional development shall be considered a leave of absence without pay from all other school activities.

If the employee fails to return to school service upon expiration of the professional development leave and classroom occupational exchange leave, unless prevented by illness or physical disability the employee shall forfeit all benefits to which said employee would have been entitled under the provisions of this act for the period of the leave.

If the employee resigns or fails to return to his/her employment, the amount contributed by the School District under Section 1170 of the Public School Code to the Public School Employee's Retirement Fund will be deducted from the refund payable to such employee under existing law and the amount so deducted shall be refunded to the School District by which it was paid.

## Commitment of Employer

At the expiration of the professional development leave or 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.[6]

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.[7][8]

### Compensation

During the period of the professional development leave, an employee shall be compensated one-half (0.5) of the salary to which s/he would have been entitled had the employee not taken the leave.[9]

While on leave, the employee shall be entitled to benefits provided other professional employees of a similar class.

The business, industry or government to whom the employee is assigned during the leave shall fully compensate the School District for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.[3]

- |       |                      |
|-------|----------------------|
| Legal | 1. 24 P.S. 1166-1171 |
|       | 2. 24 P.S. 1166.1    |
|       | 3. 24 P.S. 522.2     |
|       | 4. 24 P.S. 1171      |
|       | 5. 24 P.S. 1166      |
|       | 6. 24 P.S. 1168      |
|       | 7. 24 P.S. 1170      |
|       | 8. 24 P.S. 522.1     |
|       | 9. 24 P.S. 1169      |



Book	Policy Manual
Section	300 Administrative Employees
Title	Staff-Student Communication/Relations
Code	345
Status	Active
Adopted	March 25, 2013

### **Purpose**

The Board adopts this policy to establish procedures for staff and student interaction and communication in and out of the school setting, in person, and via correspondence including but not limited to telephone, email, "texting," and the Internet.

### **Definitions**

**Staff** - as defined in this policy, includes all individuals approved by the Board of School Directors as a volunteer, or paid/contracted employee and are, therefore, required to adhere to all of the Policies and Guidelines of the Spring-Ford Area School Board of Directors.

**Unprofessional Relationship** - as defined in this policy, includes, but is not limited to, staff fraternizing or communicating with students as if staff members and students were peers. The sending, (ring or posting of inappropriate content by an employee to a student is prohibited.

**Inappropriate content** - as defined in this policy, includes any content unrelated to homework, class-work, district approved extracurricular activities or interscholastic athletic programs, or a letter of reference for a higher education application, scholarship opportunity, or career opportunity.

**Social Media** - as defined in this policy includes forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

### **Delegation of Responsibility**

Each staff member shall be responsible to make their best efforts to maintain a professional relationship with students and families.[1]

Each year during new employee orientation as well as annually as a part of a scheduled in-service program, a review of this policy is required for all staff members.

### **Guidelines and Authority**

Staff members must adhere to the following guidelines, which are consistent with the school's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality.

1. A staff member must not violate any of the district's policies, including its policies concerning discrimination, harassment, and acceptable use of technology.
2. A staff member must uphold the district's value of respect for the individual and avoid making defamatory statements about any member of the school community.

3. A staff member may not disclose any confidential information of the district or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
4. Staff members must be aware that they have a personal responsibility and, hence, are potentially personally liable for the legality, accuracy, and confidentiality of their statements.
5. Staff members are prohibited from establishing unprofessional relationships or engaging in communication with students that are unprofessional and therefore inappropriate or about inappropriate content. To that end, this policy strictly limits staff members from emailing with students via the staff members' own personal email and/or communicating with students through the staff members' personal social media accounts.
6. This policy specifically exempts staff communication directly to a student's personal email address or cell phone in the direct and specific context of extracurricular events a student may be involved in with the staff member. However, prior to a teacher, coach, club or activity advisor communicating with students either by emailing students at the students' personal email address or by texting students to their personal cell phone, parents shall be placed on yearly notice of this exception. Should the parent desire that the student not be contacted directly under this exception, the parent shall notify the building principal in which the activity takes place. When possible, parents/guardians should be copied on emails to student's personal email accounts and text messages to student's personal cell phones.

Examples of unprofessional communication consistent with this policy shall include, but are not limited to:

1. Staff members communicating with students as if staff members and students were peers, such as writing personal letters, making personal comments, sending personal emails and/or texting students.
2. Calling students on cell phones or allowing students to make personal calls to them unrelated to homework, class work and school district-sponsored or sanctioned student activities.
3. Sending, sharing, posting, taking or giving lewd or inappropriate pictures, depictions, comments or graphics to students.
4. Discussing or revealing to students personal or confidential information that is inappropriate in regard to the staff-student relationship, or inviting students to do the same (other than professional counseling by a school counselor).
5. Engaging in flirtatious behavior or dialogue of a sexual nature, whether in person, by phone, via the Internet or in writing, including electronic communications.

Staff members engaging in inappropriate communication with students will be investigated by school officials and, if warranted, will be disciplined, up to and including termination. Depending upon the severity of the offense, the school district may notify the proper authorities, including the Pennsylvania Department of Education, local police and child welfare agencies for further investigation.

Book	Policy Manual
Section	300 Administrative Employees
Title	Alcohol-Free Workplace
Code	352
Status	Active
Adopted	March 25, 1991

**Purpose**

The Spring-Ford Area School District Board of School Directors recognizes the inherent dangers to the health, safety, and welfare of employees and students. The Board believes in providing and maintaining an alcohol-free working environment for its employees. This policy is to share with all employees that the possession, distribution, or consumption of alcohol is prohibited in the workplace.

**Authority**

In accordance with this policy, the Board sets forth the following:

1. No district employee shall consume alcohol while on district grounds.
2. No district employee shall arrive at school to perform their duties intoxicated.

**delines**

The Spring-Ford Area School District shall implement its alcohol policy through the adoption of this policy. Should a district employee wish confidential help in determining the availability of alcohol counseling, that employee should contact the Director of Educational Services who will provide a list of currently available alcohol counseling rehabilitation programs.

In the event an employee is charged and found violating this policy, he or she will be required to satisfactorily participate in an alcohol abuse assistance or rehabilitation program or such employee may be terminated from his/her employment.

Book	Policy Manual
Section	400 Professional Employees
Topic	Political Activities
Code	421
Status	Active
Adopted	March 25, 1991

### **Purpose**

The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. School property and school time, paid for by all the people, may not be used for political purposes.

### **Guidelines**

The Board adopts the following guidelines for those staff members who intend to engage in political activities:

- No professional employees shall engage in political activities upon property under the jurisdiction of the Board;

- Political circulars or petitions may not be posted or distributed in school;

- The collection of campaign funds and/or the solicitation for campaign workers is prohibited on school property;

- No materials that would promote the candidacy of any candidate or political party may be displayed in a facility of this district used as a polling place on any officially declared election day.

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 a currently valid negotiated agreement of the Board.

The following situations are exempt from the provisions of this policy:

- the discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as: history, current events, and political science;

- the conduct of student elections and campaigning connected therewith; and

- the conduct of employee representative elections.

Violation of any of the foregoing rules shall, at the discretion of the Board, constitute cause for reprimand, penalty or dismissal.

Book	Policy Manual
Section	400 Professional Employees
Title	Gifts
Code	422
Status	Active
Adopted	March 25, 1991

**Purpose**

The Board considers the acceptance of gifts by professional staff members an undesirable practice.

**Guidelines**

It is the policy of the Board that staff members may accept gifts of a consumable nature or a nominal value only from students or parents.

**Delegation of Responsibility**

The Superintendent may approve acts of generosity to individual staff members in unusual situations and shall report such instances to the Board on a timely basis.

Book	Policy Manual
Section	400 Professional Employees
Title	Tobacco Use
Code	423
Status	Active
Adopted	March 25, 1991
Last Revised	March 25, 2019

### **Purpose**

The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard which can have serious consequences for the user and the non-user and the safety of the district and is, therefore, of concern to the Board.

### **Definition**

For purposes of this policy, **tobacco use** shall mean all use of tobacco, including cigars, cigarettes, pipes, smokeless tobacco and electronic cigarettes.[1]

### **Authority**

In order to protect students and staff from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Board prohibits tobacco use by professional employees in a school building and on any property, buses, vans and vehicles that are owned, leased, being used by students or employees in conjunction with a school activity or controlled by the school district.[2][3]

The Board prohibits tobacco use by professional employees at school-sponsored activities that are held off school property.

### **Guidelines**

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.

Incidents of possession, use 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.[4]

A violation of this policy shall be punishable by a civil fine of not more than fifty dollars (\$50.00) and disciplinary action.

Legal	1. 18 Pa. C.S.A. 6306.1
	2. 20 U.S.C. 7971 et seq
	3. 35 P.S. 1223.5
	4. 24 P.S. 1303-A
	22 PA Code 403.1

Book	Policy Manual
Section	400 Professional Employees
File	Personnel Files
Code	424
Status	Active
Adopted	March 25, 1991
Last Revised	February 4, 2004

### **Purpose**

Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a district employee.

### **Authority**

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state statutes, local benefit programs, and conformance with district rules and evidence of completed evaluations.

### **Delegation of Responsibility**

The Board delegates the establishment and maintenance of official personnel records to the Superintendent's designee, the Director of Human Resources, who shall prepare guidelines defining the material to be incorporated into personnel files to be in accordance with current laws.

### **Guidelines**

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[1]

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.

### **Employee Access**

Personnel wishing to review their own records shall review the record in the presence of the administrator designated to maintain said records, or his/her designee and make no alterations or additions to the record, nor remove any material therefrom.

Personnel who wish to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify therein: name and date, material to be appealed, and the reason for appeal.

The responsible administrator shall refer the appeal to the administrator responsible for the supervision of the employee.

### **Title I Schools**

In accordance with federal law, the district shall release to parents, 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 at the beginning of the school year about their right to request such information.[3][4]

The district shall notify parents of students attending Title I schools when their child has been assigned or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.[3][5]

### File Contents

Upon initial employment, the employee's file shall contain completed employment application form, a copy of appropriate certificate, transcripts, recommendations and Act 34 and Act 151 clearance statements.[6][10]

During the period of employment, the following additional data shall be maintained in personnel files. They are the rate of compensation, completed copy of employment contract, attainment of advanced degrees and effect on compensation, attendance record, completed evaluations, disciplinary incidents and special awards or distinctions.

The Superintendent shall prepare guidelines defining the material to be incorporated into personnel records.

The Superintendent and/or the Superintendent's designee shall have developed notices to parents which includes the professional qualifications of the teacher.

The Collective Bargaining Agreement with the Spring-Ford Education Association provides for procedures that may differ from this policy. In the event that such a condition exists, the procedures must be adapted to the Collective Bargaining Agreement for the bargaining unit personnel.

Legal	1. 42 U.S.C. 12101 et seq
	3. 20 U.S.C. 6311
	4. Pol. 404
	5. 20 U.S.C. 7801
	6. 24 P.S. 111
	10. 23 Pa. C.S.A. 6301 et seq



Book	Policy Manual
Section	400 Professional Employees
Title	Dress And Grooming
Code	425
Status	Active
Adopted	March 25, 1991

**Purpose**

Teachers set an example in dress and grooming for their students to follow. A teacher should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of classroom discipline.

**Authority**

The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. All staff members shall, when assigned to district duty, be physically clean, neat, and well groomed; dress in a manner reflecting professional assignment; and dress in a manner that does not cause damage to district property.[1]

If a teacher feels that an exception to this policy because of special circumstances would enable him/her to carry out assigned duties more effectively, a request should be made to the Principal.

Legal 1. 24 P.S. 510

Book	Policy Manual
Section	400 Professional Employees
1. -	Complaint Policy
Code	426
Status	Active
Adopted	March 25, 1991

### **Purpose**

The exercise of authority by school personnel should reflect an over-riding commitment to the operation of a thorough and efficient system of public education which places its major emphasis on the welfare and development of the students which it serves. Subject to the requirements of this major consideration, the exercise of administrative discretion shall reflect due regard for the just and fair treatment of each member of the staff.

### **Authority**

The reasonable exercise of administrative discretion shall not ordinarily be subject to appeal or review. However, each member of the staff is assured that the alleged abuse of such authority in an arbitrary and capricious fashion shall be subject to review involving the various levels of administrative organization through which such authority has been delegated.

Any member of the staff who is of the opinion that a discretionary act by an administrative staff member is arbitrary and capricious may avail him/herself, without prejudice, of the following procedure which assures a prompt and timely review of the exercise of administrative discretion.

The employee should, initially, make an effort to resolve any problem which exists through informal discussion with the principal. The employee may be accompanied by another member of the staff at any stage of the process. However, private discussion between the parties at the initial stage is apt to provide both parties with a better opportunity to communicate freely in an effort to resolve the problem.

In the event the problem is not satisfactorily resolved by informal consultation as outlined above or the employee considers the issue to be of such major significance that effective communication between the parties is not possible, then the following procedure shall be utilized:

#### **A. First Step**

The nature of the dispute or issue shall be reduced to writing within seven (7) work days after the occurrence of the discretionary act giving rise to the dispute or the date on which an informal discussion was held between the employee and the principal. This written report shall be delivered to the principal's immediate supervisor with a request for a conference.

Within three (3) work days of receipt of the request, the principal's immediate superior shall meet with the employee in an effort to resolve the grievance. The employee shall receive a written decision on the matter in dispute within three (3) work days of such meeting.

#### **Second Step**

If the employee is not satisfied with disposition of the issue, s/he may, within four (4) days after receiving the written decision set forth in Step 1, file a written appeal with the Superintendent. Within five (5) days after receipt of the appeal, the Superintendent shall investigate the issue or dispute, give

the employee an opportunity to be heard in a conference, and render his/her decision in writing. A copy of his/her decision shall be delivered to the employee.

### C. Third Step

If the employee is not satisfied with the disposition of the issue by the Superintendent, s/he may file a written appeal with the Board within five (5) work days. The appeal shall be addressed to the President of the Board and delivered to the office of the Superintendent.

This appeal shall be heard by a committee consisting of five (5) or more members of the Board within a reasonable period of time after the date on which it is filed with the Superintendent. The committee shall investigate the issue or dispute, giving the employee an opportunity to be heard at a private hearing, and render its opinion in writing within five (5) days after the date on which the appeal conference is held. A copy of the committee's opinion shall be delivered to the aggrieved and to the Superintendent.

The Superintendent shall resolve the issue or, if s/he deems formal action by the Board to be required, include the committee report on the agenda of the next regularly scheduled meeting of the Board.

This procedure shall neither supplant nor supplement the procedures established for those disputes arising from the interpretation of the Collective Bargaining Agreement, Board policy relating to Discrimination on the Basis of Sex, or those approved by the Department of Education as part of the district's Plan for Observation, Evaluation, and Rating of professional personnel.

Book	Policy Manual
Section	400 Professional Employees
Title	Salary Determination
Code	428
Status	Active
Adopted	March 25, 1991

**Purpose**

There shall be a salary guide for professional employees of the district that shall be applied according to this policy.[1]

**Authority**

The salary guide of the district shall provide for the determination of beginning salaries for new and inexperienced employees of the district, determination of beginning salaries for experienced employees who are new to the district, and determination of salary adjustments, if any, that may be occasioned by the earning of advanced degrees while employed by the district or that may be required under law.[1]  
[2]

**Delegation of Responsibility**

The Superintendent is authorized to credit for determination of salary past service of an applicant for employment in this district.

- |       |                 |
|-------|-----------------|
| Legal | 1. 24 P.S. 1142 |
|       | 2. 24 P.S. 1144 |

Book	Policy Manual
Section	400 Professional Employees
Title	Substitute Compensation
Code	429
Status	Active
Adopted	March 25, 1991

**Purpose**

In order to obtain and retain well qualified substitutes for service in this district, this policy shall be applied.

**Authority**

Substitutes shall be paid on a per diem basis at a rate set periodically by the Board.[1]

Legal	1. 24 P.S. 1148
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Book	Policy Manual
Section	400 Professional Employees
Topic	Job Related Expenses
Code	431
Status	Active
Adopted	March 25, 1991
Last Revised	April 26, 1993

### **Purpose**

Payment of the actual and necessary expenses, (excluding alcoholic beverages) including traveling expenses, of any professional employee of the district that are incurred in the course of performing services for the district whether within or outside the district, shall be reimbursed in accordance with this policy.

### **Guidelines**

The validity of payments for job related expenses shall be determined by the Superintendent.

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

The use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities.

Use of a personal vehicle for approved school purposes is reimbursable at the rate approved by the Board.

Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an employee if approval has been obtained in advance from the Superintendent.

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

The Superintendent shall report all reimbursed travel outside the district by professional employees at the next meeting of the Board.

The Superintendent shall prepare procedures for the reimbursement of travel expenses which shall include:

- \*\* each request shall reasonably detail the reason for the expenditure;

- under normal conditions, professional employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses;

- advances against anticipated travel expenses shall be approved by the Superintendent; and

- travel shall be by the most direct and economical route;

For official travel by other than automobile, the district shall arrange for the purchase of transportation tickets in advance.

In all instances of travel and job related expense reimbursement, full itemization of expenditures shall be required.

Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.

\*\* See Conference or Seminar Expense Claim Form in Appendices

Book	Policy Manual
Section	400 Professional Employees
Title	Working Periods
Code	432
Status	Active
Adopted	March 25, 1991

### **Purpose**

Work schedules of the professional and teaching staff shall be clearly specified in accordance with this policy to ensure the smooth and regular operation of the school district.

### **Authority**

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.[1]

### **Guidelines**

The Superintendent shall develop administrative procedures whereby the following work schedules for professional employees shall be adhered to:

Teachers are required to be present at their respective rooms or assigned stations before the time prescribed for commencing school.

Teachers shall remain at the school after the close of the school day long enough to ensure a professional and adequate performance in the discharge of duties.

Instructional personnel shall have a duty-free lunch period of not less than thirty minutes.

Employees may leave the school building during their lunch period upon notification to the building principal or designee.

During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the Building Principal, which duties shall wherever possible be equitably distributed.

All teaching staff members are expected to attend each faculty meeting unless specifically excused by the administrator who is the staff member's immediate supervisor.

Any conflicts between this policy and any collective bargaining agreement that may exist for professional employees shall be reported to the Board when such conflict arises.

Legal	1. 24 P.S. 510
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Book	Policy Manual
Section	400 Professional Employees
Section	Professional Development
Code	433
Status	Active
Adopted	March 25, 1991
Last Revised	November 27, 2000

### **Purpose**

Continuing professional education and training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.

### **Authority**

The Board encourages all professional employees to further their professional and personal advancement through graduate courses, inservice training, and professional development activities.[1]

### **Guidelines**

#### **Graduate/Special Courses**

Only courses of study that are pre-approved shall be eligible for reimbursement by the District and movement on the salary schedule.

Reimbursement for credits for approved graduate study or special courses shall be made:

1. In accordance with terms of the collective bargaining agreement.
2. As pre-approved by the Superintendent.
3. For actual cost charged the employee for preapproved credits of study.

Documentary evidence of satisfactory completion of all study programs shall be required.

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.[2]

### **Induction Plan**

The District shall comply with Department of Education regulations in developing and maintaining an induction plan for first-year teachers and teachers new to the District.[2][3]

### **Professional Education Plan**

The Board shall appoint to the professional education committee parents 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.[4][2][5]

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; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the Department of Education.[4]

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 Department of Education.[4]

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 Department of Education or the Department itself, or related to the area of assignment or certification.[6]

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.[6]

In order to continue employment in the District, professional employees are required to meet all obligations necessary to maintain active certification.[4][6]

Legal

1. 24 P.S. 517
2. 22 PA Code 4.13
3. 22 PA Code 49.16
4. 24 P.S. 1205.1
5. 22 PA Code 49.17
6. 24 P.S. 1205.2
7. 24 P.S. 1144

Book	Policy Manual
Section	400 Professional Employees
	Sick Leave
Code	434
Status	Active
Adopted	March 25, 1991
Last Revised	November 27, 2017

### **Purpose**

There shall be a sick leave policy for professional employees that ensures that such employees will receive no less than the minimum sick leave provided under law. Such policy shall be in accordance with the following guidelines.[1]

### **Guidelines**

The district will provide up to ten (10) days annually for sick leave (must be ten (10) minimum) of which all shall be cumulative and is intended for non-work-related use only.[1]

The Board reserves the right to require of any employee claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability. 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.

### **Sick Leave Bank**

Within thirty (30) days of any September 1 included in the term of the collective bargaining agreement, any member of the bargaining unit who has not already done so may contribute one (1) day of sick leave entitlement to the common bank to be administered by the Spring-Ford Area Education Association. When the balance of the bank is below 150 days, members may contribute an additional day. A member of the bank may apply during each year of the collective bargaining agreement, after all other sick leave provisions are exhausted, for a maximum of sixty (60) days at sixty-five percent (65%) of the employee's per diem salary.

The administration of the bank is subject to the following regulations as the Association may adopt, subject to concurrence by the school district.

1. Donations to the bank are to be authorized and substantiated by a properly executed form of assignment approved by the school district.
2. The bank is to be administered according to rules which are to be applied in a uniform fashion in relation to each member of the bargaining unit who contributed to this bank.

The following conditions shall be part of this policy.

### **Eligibility**

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.

Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.[1]

### Proof of Disability

Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability.

Such statements, in and of themselves conclusively, may not be presumed to establish the employee's disability.

### Duration of Leave

Upon the expiration of all then currently earned and accumulated sick leave, upon request of the employee, the Board may grant unpaid leave for the remainder of the school year.

Should leave be required beyond the end of the school year, an employee may request that the Board grant a one (1) year extension. If granted, the Board may provide a position of like responsibility upon the employee's return.

### Records

Attendance records shall be maintained electronically and shall be available to the employee to access.

### Benefit for Unused Sick Leave

Professional employees who retire from service within the Spring-Ford Area School District shall receive a non-elective contribution to one (1) or more annuity contracts described in Code Section 403(b); the dollar amount derived from the application of the following schedule payable on the 10th day of the month following the month of retirement.

Accumulated sick leave will be compensated at a rate of fifty percent (50%) of the maximum per diem substitute rate per day.

The Collective Bargaining Agreement with the Spring-Ford Education Association provides for procedures that may differ from this policy. In the event that such a condition exists, the procedures must be adapted to the Collective Bargaining Agreement for the bargaining unit personnel.

Book	Policy Manual
Section	400 Professional Employees
Section	Family And Medical Leaves Of Absence
Code	435
Status	Active
Adopted	March 25, 1991
Last Revised	June 22, 2009

### **Authority**

It is the policy of the Spring-Ford Area School District to grant up to twelve (12) weeks of family and medical leave during any twelve-month period to eligible employees, or twenty-six (26) weeks in the event that the leave is to be taken for a covered servicemember in accordance with the Family and Medical Leave Act of 1993 (FMLA). [1][2]

The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy. (Additional guidelines are under Sick Leave, Personal Leave, Uncompensated Leave in Spring-Ford Area School District Policy Manual). [3][4][5]

### **Guidelines**

#### **Eligibility**

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the employer at least twelve (12) months, or fifty-two (52) weeks. The twelve (12) months, or fifty-two (52) weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week.
2. The employee must have worked at least 1250 hours during the twelve-month period immediately before the date when the leave would begin.

#### **B. Type Of Leave Covered**

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one (1) of the reasons listed below:

1. Birth Leave - the birth of a child and in order to care for that child.
2. Placement Leave - the placement of a child for adoption or foster care.

The eligibility for either Birth or Placement Leave expires at the end of the twelve-month period beginning on the date of the applicable birth or placement.

3. Care Leave - to care for a spouse, child, or parent (excepting parent-in-law) with a serious health condition.

4. Illness Leave - the serious health condition of the employee. (See Sick Leave in Policy Manual).[3]
5. Covered Servicemember Leave - the care of a **covered servicemember** which is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary retired list, for a serious injury or illness, when the eligible employee is the spouse, son, daughter, parent, or next of kin (i.e., nearest blood relative) of the covered service member.
6. Qualifying Exigency Leave - for any qualifying exigency (as defined by the Department of Labor) arising out of the fact that the employee's parent, child, or spouse is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of contingency operation.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A **serious health condition** is defined as a condition (a) which requires inpatient care at a hospital, hospice, or residential medical care facility; (b) which involves incapacity requiring absence of more than three (3) calendar days and involves continuing care by a licensed health care provider; or (c) which involves continuing treatment by (or under the supervision of) a health care provider for a chronic or long term health condition which is incurable or so severe that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days or for prenatal care.

The following is a list of conditions or illnesses that are considered by the district to be generally serious health conditions for the purposes of this policy that will entitle an eligible employee to leave under the law. This list is not meant to be inclusive:

1. A **serious injury or illness** in the case of a covered servicemember means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. Heart attacks or heart conditions requiring bypass surgery.
3. Most cancers.
4. Back conditions requiring extensive therapy or surgery.
5. Spinal injuries.
6. Appendicitis.
7. Pneumonia.
8. Severe arthritis.
9. Severe nervous disorders.
10. Pregnancy, miscarriages, complications, or illnesses relating to pregnancy (e.g., severe morning sickness), and need for parental care.
11. Childbirth and recovery from childbirth.
12. A parent or spouse suffering from Alzheimer's Disease or clinical depression.

A **health care provider** is defined as a doctor of medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse midwife, and Christian Science practitioner.

Employees with questions about what illnesses are covered under this FMLA policy or under the district's sick leave policy are encouraged to consult with the Human Resources Department.

Spring-Ford Area School District may require an employee to provide a doctor's certification of the serious health condition. The certification process and application for leave process are outlined in sections G and H.

An eligible employee can take up to twelve (12) weeks of leave, or up to twenty-six (26) weeks in the event the leave is taken to care for a covered servicemember under this policy during any twelve-month period. The district will measure the twelve-month period from July 1 to June 30. Each time an employee takes leave, the district will compute the amount of leave the employee has taken under this policy and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If a husband and wife both work for the district and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a total of twelve (12) weeks of leave or twenty-six (26) weeks in the event the leave is to be taken for a covered servicemember.

#### C. Employee Status And Benefits During Leave

While an employee is on leave, the district will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition, the district will require the employee to reimburse the district the amount it paid for the employee's health insurance premium during the leave period.

Under current district policy, the employee may pay a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the 1st day of the month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments, along with the health care payments. If the employee does not continue these payments, the district may discontinue coverage during the leave period, or will recover the payments at the end of the leave, in a manner consistent with the law.

#### D. Employee Status After Leave

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority.

The district may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar position. Further, employees would have been furloughed or transferred notwithstanding the Family and Medical Leave of absence provisions would not necessarily be required to return to the same job with equivalent status, pay, benefits, and other employment terms consistent with the Family and Medical Leave Act regulations.

An employee who fails to return to the employee's job without prior approval from the Human Resources Department upon the expiration of FMLA leave shall be deemed to be a resignation of the employee.

#### E. Use Of Paid And Unpaid Leave

If the employee has accrued paid leave, the employee must use paid leave first as set forth in this policy and take the remainder of the twelve (12) weeks as unpaid leave. Therefore, under the policy, paid leave will always be substituted for FMLA leave when permitted by the FMLA.

An employee who is taking Illness Leave or Care Leave must use all paid vacation, personal or sick leave (illness leave only) prior to being eligible for such unpaid leave.

An employee who is taking Birth, Placement or Care Leave must use all paid vacation and personal leave prior to being eligible for such unpaid leave.

An employee taking leave for the birth of a child must use paid sick leave for physical recovery following child birth. Pregnancy disability or other leave taken under the district's temporary disability plan is considered paid sick leave for purposes of FMLA substitution. The employee may then use all paid vacation, personal leave, and then will be eligible for unpaid leave for the remainder of the twelve (12) weeks.

When an employee using paid vacation or other paid leave seeks an extension of paid leave with FMLA leave for a FMLA qualifying purpose due to an event which occurred during the period of paid leave, such paid leave used after the FMLA qualifying event will be credited against the employee's twelve-week entitlement.

#### F. Intermittent Leave Or A Reduced Work Schedule

Subject to the provisions of this policy, the employee may take FMLA leave in twelve (12) consecutive weeks, or twenty-six (26) consecutive weeks in the event that the leave is to be taken for a covered servicemember, may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve (12) weeks or twenty-six (26) weeks in the event that the leave is to be taken for a covered servicemember over a twelve-month period.

The district may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For Birth Leave and Placement Leave, the district and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the district before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The district may require certification of the medical necessity, discussed in Section G.

#### G. Certification Of Serious Health Condition

The Spring-Ford Area School District may ask for certification of the serious health condition. The employee should try to respond to such a request within fifteen (15) days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification Form contained in Appendix A to this policy.

Certification of the serious health condition (see form attached) shall include: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the



employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The district has the right to ask for a second opinion if it has reason to doubt the certification. The district will pay for the employee to get a certification from a second doctor, which the district will select.

If necessary to resolve a conflict between the original certification and the second opinion, the district will require the opinion of a third doctor. The district and the employee will jointly select the third doctor, and the district will pay for the opinion. This third opinion will be considered final.

Employees who take Illness Leave shall be required to provide a certification from the health care provider that the employee is able to resume work. Restoration to active employment will be denied until the certification is provided.

#### H. Procedure For Requesting Leave

Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to their immediate supervisor, with a copy to the Human Resources Department.

Employees requesting FMLA leave must give thirty (30) days written notice if the need for the leave is foreseeable or, where the need for leave is foreseeable due to the active duty or impending call or order to active duty of a parent, child, or spouse in support of a contingency operation, employees must give ( ) notice as is reasonable and practicable.

If an employee fails to provide thirty (30) days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least thirty (30) days from the date the employer receives notice.

While on leave, employees are requested to report periodically to the district regarding the status of the medical condition and their intent to return to work. Employees giving unequivocal notice of intent not to return to work will cause an immediate termination of the employee's rights under this policy and the FMLA.

#### Special Limitations Of FMLA For Instructional Employees

When leave is taken near the end of the academic term or half-year, the district may require the instructional employee to continue his/her **FMLA** leave to the end of the term if:

1. The leave begins more than five (5) weeks before the term's end, will last at least three (3) weeks, and the employee would return to work within three (3) weeks of the end of the term.
2. The leave is for a purpose other than the employee's serious health condition, begins during the five (5) week period before semester's end, will last more than two (2) weeks, and the employee would return during the two (2) week period before the end of the term.
3. The leave is for a purpose other than the employee's own serious health condition, begins during the three (3) week period before the end of a term, and will last more than five (5) days.

The entire period of leave taken counts as **FMLA** leave. However, if the annual **FMLA** leave entitlement of an employee who is required to take leave until the end of an academic year ends before the leave is completed, the district will still maintain health benefits, reinstate the employee, and provide all other Family and Medical Leave Act entitlements when the leave ends.

If an eligible instructional employee requests intermittent leave or leave on a reduced leave schedule based on foreseeable planned medical treatment, and if the employee would be on leave for more than twenty percent (20%) of the total number of working days over the period of the leave, then the district may require the employee to choose either:

1. To take leave for a period or periods not greater than the duration of the planned treatment.
2. To transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position.

Legal

1. 29 U.S.C. 2601 et seq
2. 29 CFR Part 825
3. Pol. 434
4. Pol. 436
5. Pol. 439

435 APDX A.doc (33 KB)

SPRING-FORD AREA SCHOOL DISTRICT  
 199 Bechtel Road  
 Collegeville, PA 19426

CERTIFICATION OF PHYSICIAN OR PRACTITIONER  
 (Family and Medical Leave Act of 1993)

1. Employee's Name:
2. Patient's Name (If other than employee):
3. Diagnosis:
4. Date condition commenced:
5. Probable duration of condition:
6. Regimen of treatment to be prescribed (indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week.):
  - a. By Physician or Practitioner:
  - b. By another provider of health services, if referred by Physician or Practitioner:

IF THIS CERTIFICATION RELATES TO CARE FOR THE EMPLOYEE'S SERIOUSLY-ILL FAMILY MEMBER, SKIP ITEMS 7, 8 AND 9 AND PROCEED TO ITEMS 10 THRU 14 ON REVERSE SIDE. OTHERWISE, CONTINUE BELOW.

Check Yes or No on the lines below, as appropriate.

- |    | Yes   | No    |   |
|----|-------|-------|---|
| 7. | _____ | _____ | Is inpatient hospitalization of the employee required?  |
| 8. | _____ | _____ | Is employee able to perform work of any kind? (If "No", skip Item 9.)   |
| 9. | _____ | _____ | Is employee able to perform the functions of employee's position? (Answer after reviewing statement from employer of essential functions of employee's position, or, if none provided, after discussing with employee.) |

FOR CERTIFICATION RELATING TO CARE FOR THE EMPLOYEE'S SERIOUSLY-ILL FAMILY MEMBER, COMPLETE ITEMS 10 THRU 14 BELOW AS THEY APPLY TO THE FAMILY MEMBER AND PROCEED TO ITEM 15 BELOW.

- Yes      No
10. ☐      ☐ Is inpatient hospitalization of the family member (patient) required?
11. ☐      ☐ Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?
12. ☐      ☐ After review of the employee's signed statement (See Item 14 below), is the employee's presence necessary or would it be beneficial for the care of the patient? (This may include psychological comfort.)
13. Estimate the period of time care is needed or the employee's presence would be beneficial:

ITEM 14 IS TO BE COMPLETED BY THE EMPLOYEE NEEDING FAMILY LEAVE.

14. When Family Leave is needed to care for a seriously-ill family member, the employee shall state the care he or she will provide and an estimate of the time period during which this care will be provided, including a schedule if leave is to be taken intermittently or on a reduced leave schedule:
15. Signature of Physician or Practitioner:
16. Date:
17. Type of Practice (Field of Specialization, if any):

Employee Signature:

Date:

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Book	Policy Manual
Section	400 Professional Employees
	Personal Leave
Code	436
Status	Active
Adopted	March 25, 1991
Last Revised	January 28, 2015

### **Purpose**

This policy shall provide for professional employee's absence for personal necessity when not otherwise covered in other district approved Board policies.

### **Authority**

The Board has the authority to establish reasonable guidelines that specify the manner of proof of personal necessity, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for such leave.[1][2]

### **Guidelines**

The total number of days used for personal leave in any school year may not exceed two (2) to three (3) days, pending employee classification and eligibility.

### **Bereavement Leave**

Leave may be taken immediately following the death for the following reasons:

1. Death of a member of the employee's immediate family to a maximum of five (5) days for each death.[2]
2. Death of an employee's near relative to a maximum of one (1) day (day of funeral) for each death.[2]

For purposes of this policy, the following definitions shall apply:

1. **Immediate family** which is defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the employee has made his/her home.
2. **Near relative** which is defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

### **Military Leave**

Personal leave for military or reserve duty shall be granted to regular employees pursuant to federal and state law. Employees called to active military or reserve service must notify the district as soon as possible and must submit to the district copies of all accompanying military orders. Employees absent from employment due to active military duty (including training) shall be afforded fifteen (15) days of paid leave per fiscal year.[4]

All rights and privileges regarding salary, status and seniority shall be reserved to such employee as if s/he continued employment with the district. Such employee shall agree to return to the district for a period of not less than one (1) year upon termination of such military leave. Employees will retain all health benefits for the first thirty (30) days of active duty at no cost above the regular employee contribution. Employees may elect to continue health benefit coverage following the initial thirty (30) day period at the employee's expense. The district shall promptly reinstate the employee upon return from duty to a job with pay, status and seniority equivalent to what the employee would have enjoyed had there been no military leave.[4][5]

The district shall pay into the Public School Employee's Retirement Fund on behalf of each such employee, to the contribution to be made by it, so that such employee's retirement rights shall in no way be affected by such leave. If the employee resigns, or fails to return to his/her employment from military or reserve duty, unless waived by the district, the amount contributed by the district to the Retirement Fund shall be deducted from the refundable payable such employee, i.e. the amount paid by the district during the period of leave, or shall be collected from said employee accordingly.[6]

#### Family Member Military Leave

The district shall allow employees Family Member Military Leave for purposes of being with family members (as defined under Bereavement Leave) who had previously been called to military duty during times of war and/or national emergency, and have been allowed a leave. Employees must make a written request for such leave and must submit to the district copies of all accompanying military orders identifying dates of said leave. Family Member Military Leave shall be non-paid, consecutive, and shall not exceed ten (10) days in any given school year.

#### Guidelines Pertaining to All Types of Personal Leave

In no case shall personal leave be honored on the first day and last day of each professional contract year and each student year, in-service days, for compensable activities of any kind, the day preceding or the day following the Labor Day, Thanksgiving, Christmas, Easter, and Memorial Day school recesses. Consecutive days of absence which include any of the previously enumerated days on which personal leave is prohibited, do not qualify as personal leave days. In the event of an emergency, a request for consideration shall be presented to the Superintendent for a decision.

Compensation for personal leave shall be paid in full for approved time off.

The Collective Bargaining Agreement with the Spring-Ford Education Association provides for procedures that may differ from this policy. In the event that such a condition exists, the procedures must be adapted to the Collective Bargaining Agreement for the bargaining unit personnel.

- |       |                 |
|-------|-----------------|
| Legal | 1. 24 P.S. 510  |
|       | 2. 24 P.S. 1154 |
|       | 4. 24 P.S. 1176 |
|       | 5. 24 P.S. 1177 |
|       | 6. 24 P.S. 1178 |

Book	Policy Manual
Section	400 Professional Employees
Title	Sabbatical Leave
Code	438
Status	Active
Adopted	March 25, 1991
Last Revised	February 22, 1999

## Half-Pay Sabbatical Leaves

### **Purpose**

This policy shall establish the District's parameters for granting sabbatical leaves for restoration of health for eligible employees.

### **Authority**

The Board shall grant sabbatical leaves to professional employees only for the purpose of restoration of health.[1]

The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.[5]

### **Guidelines**

#### **Eligibility**

To be eligible for a 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 the Spring-Ford Area School District, unless the Board shall, in its discretion, allow a shorter time.[1]

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

If an employee on a sabbatical leave for restoration of health has been granted such a sabbatical leave and the employee is unable to return to service because of illness or physical disability, the Board may extend the sabbatical leave for such periods as it may determine, but not to exceed one (1) full school term or its equivalent.

Thereafter, one (1) sabbatical leave for restoration of health shall be allowed after each seven (7) years of service.

The total number of professional employees on leaves of absence at any one time shall not exceed ten percent (10%) of the number of eligible employees for such leaves of absence.[6]

#### **Application**

Requests for sabbatical leave for restoration of health shall be submitted on the approved District form and forwarded with medical documentation to the Superintendent as soon as possible.

The Board shall review each application for sabbatical leave for restoration of health and shall approve those meeting the requirements of the adopted policy.

### Documentation

Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician indicating that the employee has a health condition which prevents the employee from fulfilling his/her duties as an employee with the School District for at least a half school term in duration. Such application shall be submitted prior to May 1 for leaves to begin in September or prior to November 1 for leaves to begin in February, except in the case of a medical emergency or demonstrable medical need as confirmed by a licensed physician in the Commonwealth of Pennsylvania.

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 and to request any other appropriate medical certifications.

### Commitment of the Employee

Acceptance of a sabbatical leave of absence incurs a commitment by the employee to return to active duty in the Spring-Ford Area School District immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so. Should an employee not return as required, the employee is obligated to reimburse the District for all monies expended for salary and benefits.[2]

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.

Compensable employment may not be engaged while the employee is on sabbatical leave for restoration of health. A sabbatical leave granted to a professional employee shall be considered as a leave of absence without pay from all extracurricular activities and/or supplemental contracts.

### Commitment of District

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, in accordance with the requirements of law.[2]

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.[3]

### Compensation

During the period of the sabbatical leave, an employee shall be compensated at one-half (.5) of the salary to which s/he would have been entitled had the employee not taken leave.[4]

While on leave, the employee shall be entitled to benefits provided to other professional employees of a similar class.



Legal

1. 24 P.S. 1166
2. 24 P.S. 1168
3. 24 P.S. 1170
4. 24 P.S. 1169
5. 24 P.S. 1171
6. 24 P.S. 1167

Book	Policy Manual
Section	400 Professional Employees
Topic	Compensated Professional Development Leaves
Code	438.1
Status	Active
Adopted	June 28, 1999
Last Revised	November 24, 2008

### **Purpose**

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

### **Definitions**

**Professional development leave** shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission (commission for the positions of Superintendent or Assistant Superintendent), subject to review and authorization by the Board of School Directors and upon recommendation of the Superintendent of Schools. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and restricted to activities required by regulations of the State Board of Education and by the laws of the Commonwealth of Pennsylvania for a professional certificate or commission or to improve professional competency (including, but not limited to, the obtaining of a professionally-related master's degree, college courses, attendance at a scheduled conference, attendance at lecture sessions or educational classrooms, curriculum development work, supervised classroom observations of other professional employees).<sup>[1]</sup>

**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.<sup>[2]</sup>

### **Authority**

The Board shall have the sole authority to adopt and enforce policy establishing the conditions for approval of 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.<sup>[1]</sup>

The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.<sup>[2]</sup>

### **Guidelines**

#### **Eligibility**

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 the Spring-Ford Area School District. Thereafter, one (1) leave of absence for professional development shall be allowed after each seven (7) years of service.<sup>[3]</sup>

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 option of the employee, and shall further be

subject to limitations on numbers of employees who may take a professional leave or leave of absence, as well as the remaining timing requirements for taking professional leaves as set forth in the Public Code of 1949, as amended.[3]

### Hours

The hours which shall be counted for professional development activities shall meet the minimum requirement of one hundred and eighty (180) hours of actual professional development activities per half school term and three hundred and sixty (360) hours of actual professional development activities per full school term.[1]

The hours counted for a professional development activity relating to approved college courses may involve up to ninety (90) hours per half school term and up to one hundred and eighty (180) hours per full school term. These hours may include a combination of both classroom hours and resource and/or preparation hours (e.g., forty-five (45) classroom hours and up to forty-five (45) resource and/or preparation hours per half school term). Travel time shall not be counted in meeting the hourly requirements.

In order to be eligible as an appropriate professional development activity, the professional employee must actually attend regularly scheduled courses in a preapproved program of studies at an accredited and recognized institution of higher learning. Such courses must extend through an entire semester at such institution of higher learning. College programs or courses of studies or courses that are delivered under accelerated schedules (i.e., over a truncated period of time, a weekend, or a few weeks), as well as on-line courses, or any courses that are delivered via an institution that has been deemed to be a diploma mill by the district and/or any reviewing body, will not be eligible for Compensated Professional Development Leave. For the purposes of this policy, a **diploma mill** is an institution of higher education operating without supervision of a state or professional agency and granting diplomas which are either fraudulent or, because of lack of proper standards, worthless within the eyes of the district. Diploma mills or degree mills are substandard or fraudulent colleges that offer potential students degrees with little or no serious work. Some diploma mills are simply fraudulent: a mailbox to which individuals send money in exchange for paper that purports to be a college degree. Others require some nominal work for the student but do not require college level course work that is normally required for the degree. For the purposes of this policy, a diploma mill will have the characteristics that are outlined by the University of Illinois in <http://www.hep.uiuc.edu/home/g-gollin/pigeons/>, as well as the Council on Higher Education accreditation at [www.chea.org](http://www.chea.org). Further, any educational institution that is deemed to be a diploma mill or degree mill by the Oregon Office of Degree Authorization cannot be approved as an educational institution or an institution of higher learning eligible for a compensated professional development leave under this policy.

The hours counted for eligible professional development activities other than approved college courses must be actual hours of attendance at approved, scheduled conferences, attendance at lecture sessions or educational classrooms, and other study and professional activities approved by the Superintendent and the Board. Travel time shall not be counted in terms of meeting the one hundred and eighty (180) hours per half school term or three hundred and sixty (360) hours per full school term of professional development activities.

Other than the college course option which shall allow up to ninety (90) hours, no other activity listed herein can exceed a total of three hundred and sixty (360) hours per school term (i.e., ninety (90) hours for a college course plus forty-eight (48) hours of professional meetings/conferences and forty-two (42) hours of classroom observation of other professional employees equals one hundred and eighty (180) hours).

### Application

Professional development leaves shall only be granted if: [1]

1. The district must determine that the applicant applying for the professional development leave does indeed require the improvements or additional training/expertise sought by the applicant.
2. The district must determine a need for a professional certificate or commission on the part of the applicant.
3. The applicant shall provide certification that s/he is enrolled in an approved program of studies entailing a minimum of nine (9) graduate credits or twelve (12) undergraduate credits or its equivalent per half school term in an approved institution of higher learning or eighteen (18) graduate credits or twenty-four (24) undergraduate credits or its equivalent per full school term in an approved institution of higher learning, or
4. Completion of one hundred and eighty (180) hours of professional development activities per half school term or three hundred and sixty (360) hours of professional development activities per school term, as described herein.

Requests for professional development leaves shall be submitted on the approved district form and forwarded with a detailed plan to the Superintendent.

All required application materials shall be submitted before May 1 for leaves to begin August 1 or on or before November 1 for leaves to begin January 1 (except in the case of an employee who is to be furloughed, when the deadline will be waived).

Requests for classroom occupational exchange leave shall be submitted on the approved district form and forwarded with the appropriate documentation to the Superintendent. All required application materials shall be submitted as of the same dates applicable to professional development leaves.

#### Documentation

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

The Board may, at any time, require additional information from the employee in order to assist the Superintendent in evaluating the request and the leave's benefits to and impact on the employee and the school district.

In the event that the Superintendent and the Board approve the professional development leave application, the professional employee shall receive a copy of this policy in order to make the professional employee aware of the reporting obligations.

At the conclusion of an official collegiate or university time sequence, such as semester, quarter, or other such designation, a record of the course work completed, together with marks earned therein, shall be submitted to the Superintendent of Schools. In the event of incomplete or unsatisfactory work, the Board reserves the right to withdraw approval at the end of the such period of time if the nature of the work indicates that a "good faith" performance of graduate work is not forthcoming.

Written reports shall be submitted at least two (2) times per semester to the Superintendent of Schools. Such reports shall describe the nature of the graduate program of studies pursued and the accomplishments to date. Such reports shall also describe the nature of the professional development program of graduate or undergraduate study, as well as any of the professional development activities described herein, the accomplishments to date, and the time expended on a day-to-day enumeration. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.

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

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

### Commitment Of Employee

Acceptance of professional development leave or 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 disability. As a prerequisite to receiving the compensation and benefits during the compensated professional development leave, the employee must complete the professional competencies applied for in the compensated professional development leave or obtain a professional certificate or commission during the period of the compensated professional development leave. Employees shall submit required reports on time or forfeit all compensation and benefits. The Board reserves the right to require, at its own expense, additional examinations and reports by physicians of its own choice to determine the employee's ability to return to work.[1][4]

Upon completion of the compensated professional development leave, the employee is required to provide to the Board of School Directors evidence deemed satisfactory to the Board of School Directors that the approved plan of professional development was fulfilled in accordance with the application during the compensated professional leave. This evidence will include but not limited to documentation from the institution of higher education and/or application filed, receipt for certification by the Pennsylvania Department of Education, or other documentation evidencing the fulfillment of such requirements. Should the employee fail to fulfill these requirements, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which said employee would have been entitled to under the provisions of this Act for the period of the compensated professional development leave.

Compensable employment may not be engaged in while the employee is on professional development leave. A leave for professional development shall be considered a leave of absence without pay from all other school activities.

If the employee fails to return to school service upon expiration of the professional development leave and classroom occupational exchange leave, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which said employee would have been entitled under the provisions of this act for the period of the leave.

If the employee resigns or fails to return to his/her employment, the amount contributed by the school district under Section 1170 of the Public School Code to the Public School Employee's Retirement Fund shall be deducted from the refund payable to such employee under existing law and the amount so deducted shall be refunded to the school district by which it was paid.

### Commitment Of Employer

At the expiration of the professional development leave or 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.[4]

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.[5][6]

### Compensation

During the period of the professional development leave, an employee shall be compensated one-half (1/2) of the salary to which s/he would have been entitled had the employee not taken the leave.[7]

While on leave, the employee shall be entitled to benefits provided other professional employees of a similar class.

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

Legal

1. 24 P.S. 1166.1
2. 24 P.S. 522.2
3. 24 P.S. 1166
4. 24 P.S. 1168
5. 24 P.S. 522.1
6. 24 P.S. 1170
7. 24 P.S. 1169

Book	Policy Manual
Section	400 Professional Employees
	Staff-Student Communication/Relations
Code	445
Status	Active
Adopted	March 25, 2013

### **Purpose**

The Board adopts this policy to establish procedures for staff and student interaction and communication in and out of the school setting, in person, and via correspondence including but not limited to telephone, email, "texting," and the Internet.

### **Definitions**

**Staff** - as defined in this policy, includes all individuals approved by the Board of School Directors as a volunteer, or paid/contracted employee and are, therefore, required to adhere to all of the Policies and Guidelines of the Spring-Ford Area School Board of Directors.

**Unprofessional Relationship** - as defined in this policy, includes, but is not limited to, staff fraternizing or communicating with students as if staff members and students were peers. The sending, printing or posting of inappropriate content by an employee to a student is prohibited.

**Inappropriate content** - as defined in this policy, includes any content unrelated to homework, class-work, district approved extracurricular activities or interscholastic athletic programs, or a letter of reference for a higher education application, scholarship opportunity, or career opportunity.

**Social Media** - as defined in this policy includes forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

### **Delegation of Responsibility**

Each staff member shall be responsible to make their best efforts to maintain a professional relationship with students and families.[1]

Each year during new employee orientation as well as annually as a part of a scheduled in-service program, a review of this policy is required for all staff members.

### **Guidelines and Authority**

Staff members must adhere to the following guidelines, which are consistent with the school's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality.

1. A staff member must not violate any of the district's policies, including its policies concerning discrimination, harassment, and acceptable use of technology.
2. A staff member must uphold the district's value of respect for the individual and avoid making defamatory statements about any member of the school community.

3. A staff member may not disclose any confidential information of the district or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
4. Staff members must be aware that they have a personal responsibility and, hence, are potentially personally liable for the legality, accuracy, and confidentiality of their statements.
5. Staff members are prohibited from establishing unprofessional relationships or engaging in communication with students that are unprofessional and therefore inappropriate or about inappropriate content. To that end, this policy strictly limits staff members from emailing with students via the staff members' own personal email and/or communicating with students through the staff members' personal social media accounts.
6. This policy specifically exempts staff communication directly to a student's personal email address or cell phone in the direct and specific context of extracurricular events a student may be involved in with the staff member. However, prior to a teacher, coach, club or activity advisor communicating with students either by emailing students at the students' personal email address or by texting students to their personal cell phone, parents shall be placed on yearly notice of this exception. Should the parent desire that the student not be contacted directly under this exception, the parent shall notify the building principal in which the activity takes place. When possible, parents/guardians should be copied on emails to student's personal email accounts and text messages to student's personal cell phones.

Examples of unprofessional communication consistent with this policy shall include, but are not limited to:

1. Staff members communicating with students as if staff members and students were peers, such as writing personal letters, making personal comments, sending personal emails and/or texting students.
2. Calling students on cell phones or allowing students to make personal calls to them unrelated to homework, class work and school district-sponsored or sanctioned student activities.
3. Sending, sharing, posting, taking or giving lewd or inappropriate pictures, depictions, comments or graphics to students.
4. Discussing or revealing to students personal or confidential information that is inappropriate in regard to the staff-student relationship, or inviting students to do the same (other than professional counseling by a school counselor).
5. Engaging in flirtatious behavior or dialogue of a sexual nature, whether in person, by phone, via the Internet or in writing, including electronic communications.

Staff members engaging in inappropriate communication with students will be investigated by school officials and, if warranted, will be disciplined, up to and including termination. Depending upon the severity of the offense, the school district may notify the proper authorities, including the Pennsylvania Department of Education, local police and child welfare agencies for further investigation.



Book	Policy Manual
Section	400 Professional Employees
Title	Alcohol-Free Workplace
Code	452
Status	Active
Adopted	March 25, 1991

**Purpose**

The Spring-Ford Area School District Board of School Directors recognizes the inherent dangers to the health, safety, and welfare of employees and students. The Board believes in providing and maintaining an alcohol-free working environment for its employees. This policy is to share with all employees that the possession, distribution, or consumption of alcohol is prohibited in the workplace.

**Authority**

In accordance with this policy, the Board sets forth the following:

1. No district employee shall consume alcohol while on district grounds.
2. No district employee shall arrive at school to perform their duties intoxicated.

**delines**

The Spring-Ford Area School District shall implement its alcohol policy through the adoption of this policy. Should a district employee wish confidential help in determining the availability of alcohol counseling, that employee should contact the Director of Educational Services who will provide a list of currently available alcohol counseling rehabilitation programs.

In the event an employee is charged and found violating this policy, he or she will be required to satisfactorily participate in an alcohol abuse assistance or rehabilitation program or such employee may be terminated from his/her employment.

Book	Policy Manual
Section	500 Classified Employees
Title	Tobacco Use
Code	523
Status	Active
Adopted	March 25, 1991
Last Revised	March 25, 2019

### **Purpose**

The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard which can have serious consequences for the user and the non-user and the safety of the district and is, therefore, of concern to the Board.

### **Definition**

For purposes of this policy, **tobacco use** shall mean all use of tobacco, including cigars, cigarettes, pipes, smokeless tobacco and electronic cigarettes.[1]

### **Authority**

In order to protect students and staff from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Board prohibits tobacco use by classified employees in a school building and on any property, buses, vans and vehicles that are owned, leased, being used by students or employees in conjunction with a school activity or controlled by the school district.[2][3]

The Board prohibits tobacco use by classified employees at school-sponsored activities that are held off school property.

### **Guidelines**

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.

Incidents of possession, use 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.[4]

A violation of this policy shall be punishable by a civil fine of not more than fifty dollars (\$50.00) and disciplinary action.

Legal	1. 18 Pa. C.S.A. 6306.1
	2. 20 U.S.C. 7971 et seq
	3. 35 P.S. 1223.5
	4. 24 P.S. 1303-A
	22 PA Code 403.1

Book	Policy Manual
Section	500 Classified Employees
	Personnel Files
Code	524
Status	Active
Adopted	March 25, 1991
Last Revised	February 4, 2004

### **Purpose**

Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a district employee.

### **Authority**

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state statutes, local benefit programs, and conformance with district rules and evidence of completed evaluations.

### **Delegation of Responsibility**

The Board delegates the establishment and maintenance of official personnel records to the Superintendent's designee, the Director of Human Resources, who shall prepare guidelines defining the material to be incorporated into personnel files to be in accordance with current laws.

### **Guidelines**

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[8]

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.

### **Employee Access**

Personnel wishing to review their own records shall review the record in the presence of the administrator designated to maintain said records, or his/her designee and make no alterations or additions to the record nor remove any material therefrom.[10]

Personnel wishing to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify therein: name and date, material to be appealed, and the reason for appeal.

The administrator shall refer the appeal to the administrator responsible for the supervision of the employee.

### **Title I Schools**

In accordance with federal law, the district shall release to parents, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify parents at the beginning of the school year about their right to request such information.[11][Z]

### File Contents

Upon initial employment, the employee's file shall contain completed employment application form, transcripts, recommendations and Act 34 and Act 151 clearance statements.[4][12]

During the period of employment, the following data shall be maintained in personnel files. They are rate of compensation, a completed copy of employment contract, attainment of advance degrees and effect on compensation, attendance record, completed evaluations, disciplinary incidents and special awards or distinctions.

The Superintendent shall prepare guidelines defining the material to be incorporated into the personnel records.

The Superintendent and/or the Superintendent's designee shall have developed notices to parents which includes the professional qualifications of the paraprofessional.

#### Legal

- 4. 24 P.S. 111
- 7. 20 U.S.C. 6311
- 8. 42 U.S.C. 12101 et seq
- 10. 43 P.S. 1321 et seq
- 11. Pol. 504
- 12. 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	500 Classified Employees
Title	Dress And Grooming
Code	525
Status	Active
Adopted	March 25, 1991

**Purpose**

Employees set an example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the district's operation and programs.

**Authority**

The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process. All employees shall, when assigned to district duty, be physically clean, neat, and well groomed; dress in a manner consistent with the needs of the job to be performed; dress in a manner that does not cause damage to district property; and be groomed in such a way that hair style does not disrupt the educational process nor cause a health or safety hazard.[1]

1. an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the Department Head.

Legal	1. 24 P.S. 510
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Book	Policy Manual
Section	500 Classified Employees
Title	Complaint Policy
Code	526
Status	Active
Adopted	March 25, 1991

### **Purpose**

The exercise of authority by school personnel should reflect an over-riding commitment to the operation of a thorough and efficient system of public education which places its major emphasis on the welfare and development of the students which it serves. Subject to the requirements of this major consideration, the exercise of administrative discretion shall reflect due regard for the just and fair treatment of each member of the staff.

### **Authority**

The reasonable exercise of administrative discretion shall not ordinarily be subject to appeal or review. However, each member of the staff is assured that the alleged abuse of such authority in an arbitrary and capricious fashion shall be subject to review involving the various levels of administrative organization through which such authority has been delegated.

Any member of the staff who is of the opinion that a discretionary act by an administrative staff member is arbitrary and capricious may avail him/herself, without prejudice, of the following procedure which assures a prompt and timely review of the exercise of administrative discretion.

The employee should, initially, make an effort to resolve any problem which exists through informal discussion with the principal. The employee may be accompanied by another member of the staff at any stage of the process. However, private discussion between the parties at the initial stage is apt to provide both parties with a better opportunity to communicate freely in an effort to resolve the problem.

In the event the problem is not satisfactorily resolved by informal consultation as outlined above or the employee considers the issue to be of such major significance that effective communication between the parties is not possible, then the following procedure shall be utilized:

#### **A. First Step**

The nature of the dispute or issue shall be reduced to writing within seven (7) work days after the occurrence of the discretionary act giving rise to the dispute or the date on which an informal discussion was held between the employee and the principal. This written report shall be delivered to the principal's immediate supervisor with a request for a conference.

Within three (3) work days of receipt of the request, the principal's immediate superior shall meet with the employee in an effort to resolve the grievance. The employee shall receive a written decision on the matter in dispute within three (3) work days of such meeting.

#### **Second Step**

If the employee is not satisfied with disposition of the issue, s/he may, within four (4) days after receiving the written decision set forth in Step 1, file a written appeal with the Superintendent. Within five (5) days after receipt of the appeal, the Superintendent shall investigate the issue or dispute, give

the employee an opportunity to be heard in a conference, and render his/her decision in writing. A copy of his/her decision shall be delivered to the employee.

### C. Third Step

If the employee is not satisfied with the disposition of the issue by the Superintendent, s/he may file a written appeal with the Board within five (5) work days. The appeal shall be addressed to the President of the Board and delivered to the office of the Superintendent.

This appeal shall be heard by a committee consisting of five (5) or more members of the Board within a reasonable period of time after the date on which it is filed with the Superintendent. The committee shall investigate the issue or dispute, giving the employee an opportunity to be heard at a private hearing, and render its opinion in writing within five (5) days after the date on which the appeal conference is held. A copy of the committee's opinion shall be delivered to the aggrieved and to the Superintendent.

The Superintendent shall resolve the issue or, if s/he deems formal action by the Board to be required, include the committee report on the agenda of the next regularly scheduled meeting of the Board.

This procedure shall neither supplant nor supplement the procedures established for those disputes arising from the interpretation of the Collective Bargaining Agreement, Board policy relating to Discrimination on the Basis of Sex, or those approved by the Department of education as part of the district's Plan for Observation, Evaluation, and Rating of classified personnel.

Book	Policy Manual
Section	500 Classified Employees
Title	Wage And Salary Determination
Code	528
Status	Active
Adopted	March 25, 1991

**Purpose**

There shall be an approved wage and salary guide for classified employees. Employees shall be placed on said guide in accordance with this policy.[1]

**Delegation of Responsibility**

The Superintendent is authorized to credit for placement on the wage or salary guide past service of an applicant for employment in this district.

Legal	1. 24 P.S. 406
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Book	Policy Manual
Section	500 Classified Employees
Title	Substitute Compensation
Code	529
Status	Active
Adopted	March 25, 1991

**Purpose**

In order to ensure reliable assistance in the absence of regular classified personnel, compensation to qualified substitutes shall be in accordance with this policy.

**Guidelines**

Substitutes for classified employees will be paid on a per diem basis at a rate set annually by the Board for the various classes of employees.

Book	Policy Manual
Section	500 Classified Employees
Title	Overtime
Code	530
Status	Active
Adopted	March 25, 1991

### **Purpose**

In order to ensure compliance with applicable federal law regarding payment of overtime, and to ensure consistent treatment of all employees subject to such policy and law, the following guidelines are established.[1]

### **Guidelines**

In accordance with the Fair Labor Standards Act and this policy or applicable collective bargaining agreement, overtime shall be paid for work in excess of the established workday or workweek for each grade of classified employees as follows.

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

Overtime will be paid at the rate of time and one-half the regular rate of pay when approved by the Superintendent for time worked in excess of forty hours per week.

The District may also use compensatory time off at the premium rate of one and one-half hours for each hour of accrued overtime work, or a combination of cash payment and compensatory time off, as determined by the immediate supervisor through a written notice prior to the assignment of the overtime work. Such compensatory time off will be scheduled within a reasonable time after a request by the employee.

For purposes of computing overtime, credit shall be given only for hours worked as recorded in District records and as provided by law. Time off for holidays, sick leave, personal leave, or vacation will not be included when computing overtime.

### **Workweek**

For the purposes of this policy, a workweek will be defined as the continuous period of 168 hours in the form of seven consecutive 24 hour periods which begins at 12:01 a.m. each Sunday for all employees. Each workweek stands alone for the purpose of determining overtime pay for covered employees.

Any conflict between this policy and applicable collective bargaining agreements shall be reported to the Board when such conflict arises.

Legal	1. 29 U.S.C. 201 et seq
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Book	Policy Manual
Section	500 Classified Employees
Title	Job Related Expenses
Code	531
Status	Active
Adopted	March 25, 1991
Last Revised	April 26, 1993

### **Purpose**

Payment of the actual and necessary expenses, (excluding alcoholic beverages) including traveling expenses, of any classified employee of the district that are incurred in the course of performing services for the district whether within or outside the district, shall be reimbursed in accordance with this policy.

### **Guidelines**

The validity of payments for job related expenses shall be determined by the Superintendent.

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

The use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities.

Use of a personal vehicle for approved school purposes is reimbursable at the rate approved by the Board and set by the IRS.

Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an employee if approval has been obtained in advance from the Superintendent.

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

The Superintendent shall report all reimbursed travel outside the district by classified employees at the next meeting of the Board.

The Superintendent shall prepare procedures for the reimbursement of travel expenses which shall include:

- \*\* each request shall reasonably detail the reason for the expenditure;

- under normal conditions, professional employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses;

- advances against anticipated travel expenses shall be approved by the Superintendent; and

- travel shall be by the most direct and economical route;

For official travel by other than automobile, the district shall arrange for the purchase of transportation tickets in advance.

In all instances of travel and job related expense reimbursement, full itemization of expenditures shall be required.

Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.

\*\* See Conference or Seminar Expense Claim Form in Appendices

Book	Policy Manual
Section	500 Classified Employees
Title	Working Periods
Code	532
Status	Active
Adopted	March 25, 1991

**Purpose**

The periods of work required of the classified staff shall be clearly specified in accordance with the following guidelines.

**Authority**

The Board has the authority and responsibility for determining hours of school district operation and hours of work for employees.

**Delegation of Responsibility**

The Superintendent shall develop procedures which shall apply uniformly throughout the schools of this district, except as otherwise provided in the collective bargaining agreement for the various classification of employees.

Book	Policy Manual
Section	500 Classified Employees
	Sick Leave
Code	534
Status	Active
Adopted	March 25, 1991
Last Revised	January 22, 2018

### **Purpose**

Regularly employed classified employees eligible for benefits will receive sick leave as per the individual group plans.

### **Definition**

**Sick leave** is defined as leave taken by an employee of the school district who is absent from assigned duty because of personal disability due to illness or injury and is intended for non-work related use only.

### **Authority**

The Board reserves the right to require of any employee claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability.

The Board shall consider the application of any eligible employee for an extension of unpaid sick leave (pursuant to law where applicable) when the employee's accumulated sick leave is exhausted.

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.

The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.

The following conditions shall be part of this policy.

### **Eligibility**

A sick leave absence 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.

Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared in a work stoppage, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.

### **Proof of Disability**

Any employee absent on sick leave may be required to submit a physician's written statement certifying her disability. The district reserves the right to request a second opinion.

### **Duration of Leave**

Upon the expiration of all currently earned and accumulated sick leave, an employee may request that the Board grant unpaid leave for the remainder of the school year.

Each request shall be considered on its' own merit.

### Records

The personnel records of the district shall show the attendance of each employee, and such days as the employee may be absent for sick leave purposes shall be recorded with the reason for such absence noted. A record shall be made annually of the unused sick leave days accumulated by each employee, and shall be reported to the employee.[1]

Legal

1. 24 P.S. 1154

Book	Policy Manual
Section	500 Classified Employees
	Family And Medical Leaves Of Absence
Code	535
Status	Active
Adopted	March 25, 1991
Last Revised	June 22, 2009

### **Authority**

It is the policy of the Spring-Ford Area School District to grant up to twelve (12) weeks of family and medical leave during any twelve-month period to eligible employees, or twenty-six (26) weeks in the event that the leave is to be taken for a covered servicemember in accordance with the Family and Medical Leave Act of 1993 (FMLA).[1][2]

The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy. (Additional guidelines are under Sick Leave, Personal Leave, Uncompensated Leave in Spring-Ford Area School District Policy Manual).[3][4][5]

### **Guidelines**

#### **Eligibility**

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the employer at least twelve (12) months, or fifty-two (52) weeks. The twelve (12) months, or fifty-two (52) weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week.
2. The employee must have worked at least 1250 hours during the twelve-month period immediately before the date when the leave would begin.

#### **B. Type Of Leave Covered**

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one (1) of the reasons listed below:

1. Birth Leave - the birth of a child and in order to care for that child.
2. Placement Leave - the placement of a child for adoption or foster care.

The eligibility for either Birth or Placement Leave expires at the end of the twelve-month period beginning on the date of the applicable birth or placement.

3. Care Leave - to care for a spouse, child, or parent (excepting parent-in-law) with a serious health condition.
4. Illness Leave - the serious health condition of the employee. (See Sick Leave in Policy Manual).[3]



5. Covered Servicemember Leave - the care of a **covered servicemember** which is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary retired list, for a serious injury or illness, when the eligible employee is the spouse, son, daughter, parent, or next of kin (i.e., nearest blood relative) of the covered service member.
6. Qualifying Exigency Leave - for any qualifying exigency (as defined by the Department of Labor) arising out of the fact that the employee's parent, child, or spouse is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of contingency operation.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A **serious health condition** is defined as a condition (a) which requires inpatient care at a hospital, hospice, or residential medical care facility; (b) which involves incapacity requiring absence of more than three (3) calendar days and involves continuing care by a licensed health care provider; or (c) which involves continuing treatment by (or under the supervision of) a health care provider for a chronic or long term health condition which is incurable or so severe that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days or for prenatal care.

The following is a list of conditions or illnesses that are considered by the district to be generally serious health conditions for the purposes of this policy that will entitle an eligible employee to leave under the law. This list is not meant to be inclusive:

1. A **serious injury or illness** in the case of a covered servicemember means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
2. Heart attacks or heart conditions requiring bypass surgery.
3. Most cancers.
4. Back conditions requiring extensive therapy or surgery.
5. Spinal injuries.
6. Appendicitis.
7. Pneumonia.
8. Severe arthritis.
9. Severe nervous disorders.
10. Pregnancy, miscarriages, complications, or illnesses relating to pregnancy (e.g., severe morning sickness), and need for parental care.
11. Childbirth and recovery from childbirth.
12. A parent or spouse suffering from Alzheimer's Disease or clinical depression.

A **health care provider** is defined as a doctor of medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse midwife, and Christian Science practitioner.

Employees with questions about what illnesses are covered under this FMLA policy or under the district's sick leave policy are encouraged to consult with the Human Resources Department.

The Spring-Ford Area School District may require an employee to provide a doctor's certification of the serious health condition. The certification process and application for leave process are outlined in sections G and H.

An eligible employee can take up to twelve (12) weeks of leave, or up to twenty-six (26) weeks in the event the leave is taken to care for a covered servicemember under this policy during any twelve-month period. The district will measure the twelve-month period from July 1 to June 30. Each time an employee takes leave, the district will compute the amount of leave the employee has taken under this policy and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If a husband and wife both work for the district and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a total of twelve (12) weeks of leave or twenty-six (26) weeks in the event the leave is to be taken for a covered servicemember.

#### C. Employee Status And Benefits During Leave

While an employee is on leave, the district will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition, the district will require the employee to reimburse the district the amount it paid for the employee's health insurance premium during the leave period.

Under current district policy, the employee may pay a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the 1st day of the month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments, along with the health care payments. If the employee does not continue these payments, the district may discontinue coverage during the leave period, or will recover the payments at the end of the leave, in a manner consistent with the law.

#### D. Employee Status After Leave

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility and authority.

The district may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar position. Further, employees would have been furloughed or transferred notwithstanding the Family and Medical Leave of absence provisions would not necessarily be required to return to the same job with equivalent status, pay, benefits, and other employment terms consistent with the Family and Medical Leave Act regulations.

An employee who fails to return to the employee's job without prior approval from the Human Resources Department upon the expiration of FMLA leave shall be deemed to be a resignation of the employee.

#### E. Use Of Paid And Unpaid Leave

If the employee has accrued paid leave, the employee must use paid leave first as set forth in this policy and take the remainder of the twelve (12) weeks as unpaid leave. Therefore, under the policy, paid leave will always be substituted for FMLA leave when permitted by the FMLA.

An employee who is taking Illness Leave or Care Leave must use all paid vacation, personal or sick leave (illness leave only) prior to being eligible for such unpaid leave.

An employee who is taking Birth, Placement or Care Leave must use all paid vacation and personal leave prior to being eligible for such unpaid leave.

An employee taking leave for the birth of a child must use paid sick leave for physical recovery following child birth. Pregnancy disability or other leave taken under the district's temporary disability plan is considered paid sick leave for purposes of FMLA substitution. The employee may then use all paid vacation, personal leave, and then will be eligible for unpaid leave for the remainder of the twelve (12) weeks.

When an employee using paid vacation or other paid leave seeks an extension of paid leave with FMLA leave for a FMLA qualifying purpose due to an event which occurred during the period of paid leave, such paid leave used after the FMLA qualifying event will be credited against the employee's twelve-week entitlement.

#### F. Intermittent Leave Or A Reduced Work Schedule

Subject to the provisions of this policy, the employee may take FMLA leave in twelve (12) consecutive weeks, or twenty-six (26) consecutive weeks in the event that the leave is to be taken for a covered servicemember, may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve (12) weeks or twenty-six (26) weeks in the event that the leave is to be taken for a covered servicemember over a twelve-month period.

The district may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For Birth Leave and Placement Leave, the district and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the district before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The district may require certification of the medical necessity, discussed in Section G.

#### G. Certification Of Serious Health Condition

The Spring-Ford Area School District may ask for certification of the serious health condition. The employee should try to respond to such a request within fifteen (15) days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification Form contained in Appendix A to this policy.

Certification of the serious health condition (see form attached) shall include: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform

the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The district has the right to ask for a second opinion if it has reason to doubt the certification. The district will pay for the employee to get a certification from a second doctor, which the district will select.

If necessary to resolve a conflict between the original certification and the second opinion, the district will require the opinion of a third doctor. The district and the employee will jointly select the third doctor, and the district will pay for the opinion. This third opinion will be considered final.

Employees who take Illness Leave shall be required to provide a certification from the health care provider that the employee is able to resume work. Restoration to active employment will be denied until the certification is provided.

#### H. Procedure For Requesting Leave

Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to their immediate supervisor, with a copy to the Human Resources Department.

Employees requesting FMLA leave must give thirty (30) days written notice if the need for the leave is foreseeable or, where the need for leave is foreseeable due to the active duty or impending call or order to active duty of a parent, child, or spouse in support of a contingency operation, employees must give such notice as is reasonable and practicable.

If an employee fails to provide thirty (30) days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least thirty (30) days from the date the employer receives notice.

While on leave, employees are requested to report periodically to the district regarding the status of the medical condition and their intent to return to work. Employees giving unequivocal notice of intent not to return to work will cause an immediate termination of the employee's rights under this policy and the FMLA.

#### Legal

1. 29 U.S.C. 2601 et seq
2. 29 CFR Part 825
3. Pol. 534
4. Pol. 536
5. Pol. 539

Book	Policy Manual
Section	500 Classified Employees
	Personal Leave
Code	536
Status	Active
Adopted	March 25, 1991
Last Revised	January 28, 2015

### **Purpose**

Pursuant to the provisions of this policy, the following guidelines provide for a classified employee's absence for personal necessity when not otherwise covered in other district approved Board policies.

### **Authority**

The Board has the authority to establish reasonable guidelines that specify the manner of proof of personal necessity, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for such leave.[1]

### **Guidelines**

total number of days used for personal leave in any year may not exceed two (2) to three (3) days, pending employee classification and eligibility.

### **Bereavement Leave**

Leave may be taken immediately following the death for the following reasons:

1. Death of a member of the employee's immediate family to a maximum of five (5) days for each death.[2]
2. Death of an employee's near relative to a maximum of one (1) day (day of funeral) for each death. [2]

For the purposes of this policy, the following definitions shall apply:

1. **Immediate family** which is defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the employee has made his/her home.
2. **Near relative** which is defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

### **Military Leave**

Personal leave for military or reserve duty shall be granted to regular employees pursuant to federal and state law. Employees called to active military or reserve service must notify the district as soon as possible and must submit to the district copies of all accompanying military orders. Employees absent from employment due to active military duty (including training) shall be afforded fifteen (15) days of paid leave per fiscal year.[3]

All rights and privileges regarding salary, status and seniority shall be reserved to such employee as if s/he continued employment with the district. Such employee shall agree to return to the district for a period of not less than one (1) year upon termination of such military leave. Employees will retain all health benefits for the first thirty (30) days of active duty at no cost above the regular employee contribution. Employees may elect to continue health benefit coverage following the initial thirty (30) day period at the employee's expense. The district shall promptly reinstate the employee upon return from duty to a job with pay, status and seniority equivalent to what the employee would have enjoyed had there been no military leave.[3][4]

The district shall pay into the Public School Employees' Retirement Fund on behalf of each such employee, the contribution to be made by it, so that such employee's retirement rights shall in no way be affected by such leave. If the employee resigns, or fails to return to his/her employment from military or reserve duty, unless waived by the district, the amount contributed by the district to the Retirement Fund shall be deducted from the refund payable such employee, i.e. the amount paid by the district during the period of leave, or shall be collected from said employee accordingly.[5]

#### Family Member Military Leave

The district shall allow employees Family Member Military Leave for purposes of being with immediate family members (as defined under Bereavement Leave) who had previously been called to military duty during times of war and/or national emergency, and have been allowed a leave. Employees must make a written request for such leave and must submit to the district copies of all accompanying military orders identifying dates of said leave. Family Member Military Leave shall be non-paid, consecutive, and shall not exceed ten (10) days in any given school year.

#### Guidelines Pertaining to All Types of Personal Leave

In no case shall personal leave be used for extension of a school holiday or vacation, extension of an approved vacation, or compensable activities of any kind.

Compensation for personal leave shall be paid in full for approved time off that does not exceed allowable personal leave.

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|-------|-----------------|
| Legal | 1. 24 P.S. 510  |
|       | 2. 24 P.S. 1154 |
|       | 3. 24 P.S. 1176 |
|       | 4. 24 P.S. 1177 |
|       | 5. 24 P.S. 1178 |

Book	Policy Manual
Section	500 Classified Employees
Topic	Vacation
Code	537
Status	Active
Adopted	March 25, 1991

**Purpose**

Classified employees shall be provided vacations in accordance with the following guidelines.

**Authority**

The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken within the terms of a valid collective bargaining agreement currently in force with a recognized bargaining unit.[1]

**Guidelines****A. Application**

Classified employees must schedule vacation with the immediate supervisor in advance of the desired start date. Special consideration shall be given to emergencies. All vacation schedules must recognize the operating needs of the district and are subject to final approval by the Superintendent.

**B. Time Of Vacation**

Vacation must be taken within the twelve month period following the time when the vacation was earned.

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

Legal 1. 24 P.S. 407

Book	Policy Manual
Section	500 Classified Employees
	Staff-Student Communication/Relations
Code	545
Status	Active
Adopted	March 25, 2013

### **Purpose**

The Board adopts this policy to establish procedures for staff and student interaction and communication in and out of the school setting, in person, and via correspondence including but not limited to telephone, email, "texting," and the Internet.

### **Definitions**

**Staff** - as defined in this policy, includes all individuals approved by the Board of School Directors as a volunteer, or paid/contracted employee and are, therefore, required to adhere to all of the Policies and Guidelines of the Spring-Ford Area School Board of Directors.

**Unprofessional Relationship** - as defined in this policy, includes, but is not limited to, staff fraternizing or communicating with students as if staff members and students were peers. The sending, (ring or posting of inappropriate content by an employee to a student is prohibited.

**Inappropriate content** - as defined in this policy, includes any content unrelated to homework, class-work, district approved extracurricular activities or interscholastic athletic programs, or a letter of reference for a higher education application, scholarship opportunity, or career opportunity.

**Social Media** - as defined in this policy includes forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

### **Delegation of Responsibility**

Each staff member shall be responsible to make their best efforts to maintain a professional relationship with students and families.[1]

Each year during new employee orientation as well as annually as a part of a scheduled in-service program, a review of this policy is required for all staff members.

### **Guidelines and Authority**

Staff members must adhere to the following guidelines, which are consistent with the school's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality.

1. A staff member must not violate any of the district's policies, including its policies concerning discrimination, harassment, and acceptable use of technology.
2. A staff member must uphold the district's value of respect for the individual and avoid making defamatory statements about any member of the school community.



3. A staff member may not disclose any confidential information of the district or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
4. Staff members must be aware that they have a personal responsibility and, hence, are potentially personally liable for the legality, accuracy, and confidentiality of their statements.
5. Staff members are prohibited from establishing unprofessional relationships or engaging in communication with students that are unprofessional and therefore inappropriate or about inappropriate content. To that end, this policy strictly limits staff members from emailing with students via the staff members' own personal email and/or communicating with students through the staff members' personal social media accounts.
6. This policy specifically exempts staff communication directly to a student's personal email address or cell phone in the direct and specific context of extracurricular events a student may be involved in with the staff member. However, prior to a teacher, coach, club or activity advisor communicating with students either by emailing students at the students' personal email address or by texting students to their personal cell phone, parents shall be placed on yearly notice of this exception. Should the parent desire that the student not be contacted directly under this exception, the parent shall notify the building principal in which the activity takes place. When possible, parents/guardians should be copied on emails to student's personal email accounts and text messages to student's personal cell phones.

Examples of unprofessional communication consistent with this policy shall include, but are not limited to:

1. Staff members communicating with students as if staff members and students were peers, such as writing personal letters, making personal comments, sending personal emails and/or texting students.
2. Calling students on cell phones or allowing students to make personal calls to them unrelated to homework, class work and school district-sponsored or sanctioned student activities.
3. Sending, sharing, posting, taking or giving lewd or inappropriate pictures, depictions, comments or graphics to students.
4. Discussing or revealing to students personal or confidential information that is inappropriate in regard to the staff-student relationship, or inviting students to do the same (other than professional counseling by a school counselor).
5. Engaging in flirtatious behavior or dialogue of a sexual nature, whether in person, by phone, via the Internet or in writing, including electronic communications.

Staff members engaging in inappropriate communication with students will be investigated by school officials and, if warranted, will be disciplined, up to and including termination. Depending upon the severity of the offense, the school district may notify the proper authorities, including the Pennsylvania Department of Education, local police and child welfare agencies for further investigation.

Book	Policy Manual
Section	500 Classified Employees
Title	Alcohol-Free Workplace
Code	552
Status	Active
Adopted	March 25, 1991

**Purpose**

The Spring-Ford Area School District Board of School Directors recognizes the inherent dangers to the health, safety, and welfare of employees and students. The Board believes in providing and maintaining an alcohol-free working environment for its employees. This policy is to share with all employees that the possession, distribution, or consumption of alcohol is prohibited in the workplace.

**Authority**

In accordance with this policy, the Board sets forth the following:

1. No district employee shall consume alcohol while on district grounds.
2. No district employee shall arrive at school to perform their duties intoxicated.

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The Spring-Ford Area School District shall implement its alcohol policy through the adoption of this policy. Should a district employee wish confidential help in determining the availability of alcohol counseling, that employee should contact the Director of Educational Services who will provide a list of currently available alcohol counseling rehabilitation programs.

In the event an employee is charged and found violating this policy, he or she will be required to satisfactorily participate in an alcohol abuse assistance or rehabilitation program or such employee may be terminated from his/her employment.

Book	Policy Manual
Section	300 Employees
Title	Freedom of Speech in Nonschool Settings
Code	320
Status	DRAFT

Adopted

### **Purpose**

The Board acknowledges the right of employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school district and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.

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

In situations in which a district employee is not engaged in the performance of assigned duties, they shall:

1. State clearly that their expression represents personal views and not necessarily those of the district.
2. Refrain from comments that would interfere with the maintenance of student discipline.
3. Refrain from making public statements about the district known to be false or made without regard for truth or accuracy.
4. Refrain from making threats against co-workers, supervisors, or district officials.

Violations of this policy may result in appropriate disciplinary action.

Legal

1. 24 P.S. 510

Pol. 317

Book	Policy Manual
Section	300 Employees
Title	Political Activities
Code	321
Status	DRAFT

Adopted

### **Purpose**

The Board recognizes and encourages the right of employees, as citizens, to engage in political activity. However, district time, resources, property, or equipment, paid for by taxpayers, may not be used for political purposes by district employees.

Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Board.[1]

Collection of and/or solicitation for campaign funds or campaign workers by employees is prohibited on school property during assigned working hours.

The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies.
2. Conduct of student elections and connected campaigning.
3. Conduct of employee representative elections.

Violations of this policy may constitute cause for appropriate disciplinary action, in accordance with applicable law.

Legal

1. 24 P.S. 510

Pol. 317

Book	Policy Manual
Section	300 Employees
Title	Gifts
Code	322
Status	DRAFT

Adopted

### **Purpose**

The Board considers the acceptance of gifts by employees an undesirable practice.

It is the policy of the Board that that District employees may only accept gifts of a consumable nature or nominal value from students or parents/guardians District employees may not accept gifts from vendors or contractors of the District. District employees may not accept gifts where preferential treatment or favors may be expected in return.[\[1\]\[65 Pa. C.S.A. 1101, et seq.\]](#)

### **Delegation of Responsibility**

The Superintendent or designee may approve acts of generosity to individual district employees in unusual situations but shall report such instances to the Board on a timely basis.

Legal

1. 24 P.S. 510

Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming
Code	325
Status	DRAFT

Adopted

### **Purpose**

Administrative, professional and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the district's programs and operations.

The Board has the authority to specify reasonable dress and grooming requirements, within law, for all district employees to prevent an adverse impact on the educational programs and district operations.[\[1\]](#)

When assigned to district duties, employees shall be physically clean, neat, and well-groomed; dressed in a manner consistent with assigned job responsibilities; and dressed and groomed in a manner that does not cause a safety or health hazard.

### **Delegation of Responsibility**

If an employee feels that an exception to this policy would enable them to carry out assigned duties more effectively, a request should be made to the immediate supervisor.

Legal  
1. 24 P.S. 510

Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of the Electronic Communications System
Code	815
Status	Active
Adopted	January 26, 1998
Last Revised	June 24, 2019

### **Purpose**

The Spring-Ford Area School District (school district) provides employees, students, and guests (users) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, Internet access, mobile devices, peripherals, copiers, and cameras.

The Board of School Directors supports the use of the district's technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the district, and to carry out the legitimate business and operation of the district.

The use of the district's technology resources is for appropriate school--related educational and operational purposes and for the performance of job duties consistent with the educational mission of the district. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the district's technology resources.

All employees and students are responsible for the appropriate and lawful use of the district's technology resources. This policy is intended to ensure that all users continue to have access to the district's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

The school district intends to strictly protect its district technology resources against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these school district assets and in lessening the risks that can destroy these important and critical assets. Consequently, users are required to fully comply with this policy, and to immediately report any violations or suspicious activities to the Director of Technology and/or designee through their supervisor or teacher. Conduct otherwise will result in actions further described below in Consequences for Inappropriate, Unauthorized and Illegal Use, found in the last section of this policy, and provided in relevant school district policies.

## **Definitions**

**Child Pornography** - under federal law, any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[1]

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct.
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct.
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under Pennsylvania law, **child pornography** includes any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[2]

**District Technology Resources** - includes any school district-owned, leased or licensed or user-owned personal hardware, software, or other technology used on school district premises or at school district events, or connected to the school district network, containing school district programs or school district or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer. District technology resources include, but are not limited to, school district and users': desktop, notebook, tablet, PC or laptop computers, printers, facsimile machine, cables, modems, and other peripherals; specialized electronic equipment used for students' special educational purposes; global positioning system (GPS) equipment; cell phones, with or without Internet access and/or recording and/or camera/video and other capabilities; mobile phones or wireless devices; two-way radios/telephones; laser pointers and attachments; and any other such technology developed.

**Electronic Communications Systems** - any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an electronic communications system means any wire, radio, electromagnetic, photo optical or photoelectronic facilities for the transmission of wired, wireless, or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, but are not limited to, the Internet, intranet, electronic mail services, global



positioning systems, personal digital assistants, facsimile machines, cell phones with or without Internet access and/or electronic mail and/or recording devices, cameras/video, and other capabilities.

**Educational purpose** - includes use of the district technology resources for classroom activities, professional or career development, and to support the school district's curriculum, policy and mission statement.

**Harmful to Minors** - under federal law, any picture, image, graphic image file or other visual depictions that:[3][4]

1. Taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex or excretion.
2. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals.
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value as to minors.

Under Pennsylvania law, the term includes any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[5]

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors.
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors.
3. Taken as a whole, lacks serious literary, artistic, political, educational or scientific value for minors.

**Minor** - for purposes of compliance with the Children's Internet Protection Act (CIPA), an individual who has not yet attained the age of seventeen (17). For other purposes, **minor** shall mean the age of minority as defined in the relevant law.[3]

**Obscene** - under federal law, analysis of the material meets the following elements:[3][4][6]

1. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest.
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene.
3. Whether the work taken as a whole lacks serious literary, artistic, political, educational or scientific value.

Under Pennsylvania law, analysis of the material meets the following elements:[5]

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest.
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene.

3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Sexual Act and Sexual Contact** - as defined at 18 U.S.C. §2246(2) and at 18 U.S.C. §2246(3), and 18 Pa. C.S.A. §5903.[5][7]

**Technology Protection Measure(s)** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[3]

**User** -- means anyone who utilizes or attempts to utilize district technology resources while on or off district property. The term includes, but is not limited to, students, staff, persons in parental relations, and any visitors to the district that may use district technology.[1]

### **Authority**

The Board establishes that access to the school district's technology resources through school resources is a privilege, not a right, which may be revoked at any time. The district's technology resources are the property of the district. The district provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.

The Superintendent or designee is ultimately responsible for overseeing the district's technology resources. The Superintendent will designate the Director of Technology who will serve as the coordinator and supervisor of the district's technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the district's technology resources and the requirements of this policy, and who will establish a system to ensure that users who access district technology resources have agreed to abide by the terms of this policy.

The Superintendent or designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology:[3][4]

1. Access by minors to inappropriate or harmful content.
2. Safety and security of minors when using electronic mail, chat rooms, and social networking.
3. Prevention of unauthorized access of district technology resources.
4. Prevention of unauthorized disclosure and dissemination of minors' personal information.

### **Delegation of Responsibility**

The Director of Technology and/or designee will serve as the coordinator to oversee the school district's technology resources and will work with other regional or state organizations as necessary, to educate users, approve activities, provide leadership for proper training for all users in the use of the district technology resources and the requirements of this policy, establish a system to ensure adequate supervision of the

district technology resources, maintain executed user agreements, and interpret and enforce this policy.

The Superintendent or designee shall ensure students are educated on network etiquette and other appropriate online behavior.

## **Guidelines**

### District Provided Resources

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual e-mail accounts, laptop computers, etc.). Despite being allocated to a particular user, the technology resources remain the property of the district and may be revoked, suspended, or inspected at any time to ensure compliance with this and other district policies. Users do not have an expectation of privacy in any district provided technology resource or any of its contents.[8]

#### *Monitoring -*

District technology resources shall be continuously monitored to ensure compliance with this and other district policies including monitoring of users' online activities. The Director of Technology and/or designee shall ensure that regular monitoring is completed pursuant to this section.

However, in the event of a device being lost or stolen, the Director of Technology and/or designee, may implement procedures to locate that lost or stolen district technology resource through tracking software. Tracking software will not be utilized to track the whereabouts or movements of individuals. In addition, the district will not remotely activate cameras and/or microphones.

#### *Security -*

System security is protected through the use of passwords and encryption. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### School District Limitation of Liability

The district will educate staff and students on best practices and will assist in the event of a data loss or service interruption, but ultimately the district is not responsible, and will not be held responsible, for any loss of data and or documents, any delays, nondelivered and or missed deliveries of electronic communications, or services interrupted. Staff and students may use the district's technology resources at their own

risk.

### Prohibitions

The use of the school district's technology resources for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below. The school district reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the district technology resources.

#### *General Prohibitions –*

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other district policy.
3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
4. Use of technology resources to cause or threaten to cause harm to others or damage to their property.
5. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
6. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, profane, or that advocate illegal drug use.
7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
8. Use of technology resources to attempt to interfere with or disrupt district technology systems, networks, services, or equipment including, but not limited to, the propagation of computer "viruses" and "worms", Trojan Horse and trapdoor program codes.
9. Altering or attempting to alter other users' or system files, system security software, system or component settings, or the systems themselves, without authorization.
10. The attempted physical harm or attempted destruction of district technology resources.
11. Use of technology resources in a manner that jeopardizes the security of the district's technology resources, or in a manner that attempts to circumvent any system security measures.
12. Without permission or authorization of the user or the district, use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the district.
13. Use that conceals or attempts to conceal a user's identity, including the use of anonymizers, or the impersonation of another user.
14. Unauthorized access, unauthorized interference, unauthorized possession, or unauthorized distribution of confidential or private information. An example includes a user accessing another student's grades and or schedule.
15. Using technology resources to send any district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the district's business or educational interests.

16. Use of technology resources to commit plagiarism.
17. Installing, loading, purchasing, or running software programs, applications, or utilities on school district technology resources that are not explicitly authorized by the district technology staff.
18. Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources without express authorization from a member of the district's technology staff.
19. Copying district software without express authorization from a member of the district's technology staff.
20. Political lobbying, as defined by the Pennsylvania Lobbying Registration, as amended, and the Pennsylvania Election Code, as amended. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.
21. Use of district technology resources to tether or otherwise connect to a non-district owned device to access an unfiltered and/or unmonitored Internet connection.
22. The use of proxies or other means to bypass Internet content filters and monitoring.
23. The use of technology resources to gamble.
24. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
25. The use of encryption software that has not been previously approved by the district.
26. Sending unsolicited mass- email messages, also known as spam.
27. Scanning the district's technology resources for security vulnerabilities.

#### *Access and Security Prohibitions –*

Users must immediately notify the Director of Technology and/or designee if they have identified a possible security problem. The following activities related to access to the school district's technology resources and information are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of another user. Users will be held responsible for any misuse of their username or passwords, resulting from sharing their password, leaving passwords unprotected or devices left unattended and accessible, whether intentional or through negligence.
3. Using or attempting to use computer accounts of others; these actions are illegal, even with consent, or if only for the purpose of "browsing".
4. Altering a communication originally received from another person or computer with the intent to deceive.
5. Using school district resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, or being involved in a terroristic threat against any person or property.
6. Disabling or circumventing any school district security, program or device, for example, but not limited to, anti-spyware, anti-spam software, and virus protection software or procedures.
7. Transmitting electronic communications anonymously or under an alias unless

authorized by the school district.

### *Operational Prohibitions –*

The following operational activities and behaviors are prohibited:

1. Interference with or disruption of the district's technology resources, network accounts, services or equipment of others, including, but not limited to, the propagation of computer worms and viruses, Trojan Horse and trapdoor program code, distasteful jokes, and the inappropriate sending of broadcast messages to large numbers of individuals or hosts. The user may not hack or crack the network or others' computers, whether by parasite ware or spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the district's technology resources, or any component of the network, or strip or harvest information, or completely take over a person's computer, or to "look around".
2. Altering or attempting to alter files, system security software or the systems without authorization.
3. Unauthorized scanning of the district technology resources for security vulnerabilities.
4. Attempting to alter any school district computing or networking components (including, but not limited to, file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.
5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by other means.
6. Connecting unauthorized hardware and devices to the district technology resources.
7. Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including, but not limited to, downloading music files.
8. Intentionally damaging or destroying the integrity of the school district's electronic information.
9. Intentionally destroying the school district's computer hardware or software.
10. Intentionally disrupting the use of the district's technology resources.
11. Damaging the school district's technology resources or networking equipment through the users' negligence or deliberate act.
12. Failing to comply with requests from appropriate teachers or school district administrators to discontinue activities that threaten the operation or integrity of the district's technology resources.

### Content Guidelines

Information electronically published on the school district's technology resources shall be subject to the following guidelines:

1. Published documents including, but not limited to, audio and video clips or conferences, may not include a student's phone number, street address, or box number, name (other than first name) or the names of other family members without consent from a person in parental relations.

2. Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without consent from a person in parental relations.
3. Documents, web pages, electronic communications, or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.
4. Documents, web pages and electronic communications must conform to all school district policies and guidelines, including the copyright policy.[9]
5. Documents to be published on the Internet must be edited and approved according to school district procedures before publication.

### Due Process

The school district will cooperate with the school district's Internet Service Provider (ISP) rules, local, state, or federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the school district's technology resources.

If students or employees possess due process rights for discipline resulting from the violation of this policy, they will be provided such rights.

The school district may terminate the account privileges by providing notice to the user.

### Search and Seizure

User violations of the district's Acceptable Use Policy, the Student Disciplinary Code, district policy or the law may be discovered by routine maintenance and monitoring of the district system, or any method stated in this policy, or pursuant to any legal means. Users' violations of this policy, any other school district policy, or the law may be discovered by routine maintenance and monitoring of the school district system or any method stated in this policy, or pursuant to any legal means.

District employees should be aware that their personal files may be discoverable and could be discoverable in the event of any form of litigation. Everything that district employees place in their personal files should be written as if a third party would review it. The school district reserves the right to monitor, track, log and access any electronic communications, including, but not limited to, Internet access and emails at any time, for any reason. Users should not have the expectation of privacy in their use of the school district's CIS systems, and other school district technology, even if they misuse the CIS system for personal reasons. Further, the school district reserves the right, but not the obligation, to legally access any personal technology device of students and employees brought onto the school district's property or at school district events, or connected to the school district network, containing school district programs or school district or student data (including images, files, and other information) to ensure compliance with this policy and other school district policies, to protect the school district's resources, or to obtain information/data that the school district reasonably believes involves criminal activity.

The district reserves the right to monitor any electronic communications, including but not limited to Internet access and e-mails. Students and employees should not have

the expectation of privacy in electronic communications, even when used for personal reasons. Everything that users place in their personal files should be written as if a third party will review it.

### Copyright Infringement and Plagiarism

Federal laws, cases and guidelines pertaining to copyright will govern the use of material accessed through the school district resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct users to respect copyrights, request permission when appropriate, and comply with license agreements. Employees will respect and comply as well.[9][10]

Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The school district does not permit illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at their own risk and assumes all liability.

Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, deep-linking and framing into the content of others' websites.

Further, the illegal installation of copyrighted software or files for use on the district's computers is expressly prohibited. This includes all forms of licensed software – shrink-wrap, clickwrap and electronic software downloaded from the Internet.

School district guidelines on plagiarism will govern use of material accessed through the school district's technology resources. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.[11]

### Selection of Material

School district policies on the selection of materials will govern use of the school district's technology resources.

When using the Internet for class activities, teachers will select material that is appropriate for students and that is relevant to the course objectives. Teachers will preview the materials and websites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the website. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Conduct otherwise will result in actions further described in Consequences For Inappropriate, Unauthorized And Illegal Use of this policy and provided in relevant school district policies.



## Safety and Privacy

To the extent legally required, users of the school district's technology resources will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications must immediately send or take them to the Director of Technology and/or designee.

Unless part of job function or with authorization by the district, the user may not disclose, use or disseminate personal information of other students or employees including, but not limited to, student's grades, Social Security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, and educational records. Personal contact information includes home address, telephone numbers, school address, and work address.

## Consequences for Inappropriate, Unauthorized and Illegal Use

General rules for behavior, ethics, and communications apply when using the district's technology resources and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use of the district's technology resources, may result in loss of access and a variety of other disciplinary actions, including, but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis.

This policy incorporates all other relevant district policies, such as, but not limited to, the student and professional employee discipline policies, copyright policy, property policies, curriculum policies, terroristic threat policy and harassment policies.

The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy.[12]

Violations as described in this policy may be reported to the school district, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The school district will cooperate to the extent legally required with authorities in all such investigations.

Vandalism will result in cancellation of access to the school district's technology resources and is subject to discipline.

## Legal

1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 47 U.S.C. 254
4. 20 U.S.C. 7131
5. 18 Pa. C.S.A. 5903

6. 18 U.S.C. 1460  
7. 18 U.S.C. 2246  
8. Pol. 815.1  
9. Pol. 814  
10. 17 U.S.C. 101 et seq  
11. Pol. 243  
12. 24 P.S. 4604  
24 P.S. 1303.1-A  
24 P.S. 1317.1  
24 P.S. 4601 et seq  
47 CFR 54.520  
Pol. 103  
Pol. 104  
Pol. 218  
Pol. 218.2  
Pol. 220  
Pol. 233  
Pol. 237  
Pol. 249  
Pol. 317  
Pol. 417  
Pol. 517

Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Committee Agenda and Minutes
Code	005.1
Status	Active
Adopted	February 25, 2002
Last Revised	August 23, 2010

Board committees shall comply with all applicable requirements of state law. All Board committees shall use the following format for preparation of the committee agenda

### **Agenda**

1. Call to Order by Chairperson.
2. Public to be Heard on Agenda Items Only.
3. Acceptance of Minutes of the Previous Meeting(s).
4. Items to be Discussed:
  - a. Old Business.
  - b. New Business.
5. Items Recommended for Discussion at the Next Board Meeting.
6. Preparation for Next Meeting's Agenda. Proposals for the Next Committee Agenda.
7. Public to be Heard.
8. Adjournment.

Next meeting is (date).

### **Minutes**

The minutes of each committee meeting shall follow the agenda for the meeting. Minutes shall be prepared by the Committee Chairperson immediately following the meeting and given to the Superintendent. Each agenda item shall note the action taken. The minutes shall include the name and township/borough of residence of each

person making public comment and a brief summary of the substance of the person's comments.

Book	Policy Manual
Section	300 Employees
Title	Tobacco and Vaping Products
Code	323
Status	DRAFT
Adopted	

### **Purpose**

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

### **Definition**

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

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

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

1. A product that has been approved by the United States Food and Drug

Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.

2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the district to maintain a drug-free workplace, in which marijuana of any kind is prohibited.*[3][4]

### **Authority**

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

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

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

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

### **Delegation of Responsibility**

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

### **Reporting**

#### *Office for Safe Schools Report –*

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

#### *Law Enforcement Incident Report –*

The Superintendent or designee may report incidents involving the sale of tobacco and vaping products, including Juuls or other e-cigarettes, to minors by employees on school property, at any school-sponsored activity or on a conveyance providing

transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

#### Legal

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 317
4. Pol. 351
5. 20 U.S.C. 7973
6. Pol. 818
7. 24 P.S. 1303-A
8. Pol. 805.1
9. 22 PA Code 10.2
10. 22 PA Code 10.22
11. 24 P.S. 1302.1-A
- 20 U.S.C. 7971 et seq

Book	Policy Manual
Section	300 Employees
Title	Personnel Files
Code	324
Status	DRAFT
Adopted	

### **Purpose**

Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional or support employee of the district.

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.[\[1\]](#)

### **Delegation of Responsibility**

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

### **Guidelines**

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.[\[2\]](#)[\[3\]](#)

Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board and as approved by a majority vote of the Board.

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

Personnel wishing to review their own records shall review the record in the presence of the administrator designated to maintain said records, or his/her designee and make no alterations or additions to the record, nor remove any material therefrom.



Personnel who wish to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records and specify therein: name and date, material to be appealed, and the reason for appeal.

The responsible administrator shall refer the appeal to the administrator responsible for the supervision of the employee. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.[\[5\]](#)[\[6\]](#)

In the event of a conflict between the provisions of this policy and any applicable collective bargaining agreement, the terms of the applicable collective bargaining unit shall control.

### Title I Schools

In accordance with law, the district shall release to persons in parental relations, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall notify persons in parental relations of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.[\[7\]](#)[\[8\]](#)[\[9\]](#)

In accordance with law, the district shall release to persons in parental relations, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The district shall annually notify persons in parental relations at the beginning of the school year about their right to request such information.[\[7\]](#)[\[10\]](#)[\[11\]](#)

### Legal

1. 24 P.S. 510
2. 42 U.S.C. 2000ff et seq
3. 42 U.S.C. 12112
4. Pol. 800
5. 43 P.S. 1321
6. 43 P.S. 1322
7. 20 U.S.C. 6311
8. 20 U.S.C. 7801
9. 22 PA Code 403.4
10. Pol. 304
11. 22 PA Code 403.5
- 24 P.S. 111
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- 43 P.S. 1321 et seq
- 42 U.S.C. 12101 et seq
- 8 CFR 274a.2

Book	Policy Manual
Section	300 Employees
Title	Complaint Process
Code	326
Status	DRAFT

Adopted

### **Purpose**

It is the Board's intent to establish reasonable and effective means of resolving conflicts among employees to reduce potential areas of complaints, and to establish and maintain clear two-way channels of communication between supervisory personnel and district employees for situations not covered by the terms of a collective bargaining agreement.

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

### **Delegation of Responsibility**

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

### **Guidelines**

Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint process is invoked.

A complainant may be represented or accompanied by anyone they choose at any higher level of the complaint process.

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

Legal  
24 P.S. 510

Book	Policy Manual
Section	300 Employees
Title	Compensation Plans/Salary Schedules
Code	328
Status	DRAFT
Adopted	

### **Purpose**

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

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

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

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

### **Delegation of Responsibility**

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

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

### **Legal**

1. 24 P.S. 1164
2. 24 P.S. 1075
3. 24 P.S. 1077
4. 24 P.S. 1089
5. 24 P.S. 1141-1152
6. 24 P.S. 1162
7. 24 P.S. 406
8. 24 P.S. 1149

Book	Policy Manual
Section	300 Employees
Title	Overtime
Code	330
Status	DRAFT

Adopted

### **Purpose**

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

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

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

Approved overtime will be paid at the rate of time and one-half the regular rate of pay for time worked in excess of forty (40) hours per week.[\[1\]](#)[\[2\]](#)

For purposes of computing overtime, credit shall be given only for hours worked, as recorded in district records and provided by law. Time off for holidays, sick leave, personal leave or vacation shall not be included when computing overtime.

WorkweekFor the purposes of this policy, a workweek will be defined as the continuous period of 168 hours in the form of seven (7) consecutive 24-hour periods which begins at 12:01 a.m. each Sunday for all employees. Each workweek stands alone for the purpose of determining overtime pay for covered employees.

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

Legal

1. 29 U.S.C. 207
2. 43 P.S. 333.104
- 34 PA Code 231.41
- 34 PA Code 231.42
- 34 PA Code 231.43
- 43 P.S. 333.101 et seq
- 29 U.S.C. 201 et seq
- 29 CFR Part 778

Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
Code	331
Status	DRAFT

Adopted

### **Authority**

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

### **Delegation of Responsibility**

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

The Superintendent or designee shall report all reimbursed expenses for travel outside the district by employees at the next Board meeting.

The Superintendent or designee shall develop administrative regulations for approval and reimbursement of job-related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.

### **Guidelines**

The Board shall reimburse district employees who are assigned to work remotely for designated assignments for actual, reasonable, and necessary expenses incurred in direct consequence or discharge of their assigned duties, approved in advance and in accordance with an individual contract, collective bargaining agreement, or Board resolution. Such expenses may include, but are not limited to, Internet connectivity, telecommunications services or physical materials needed to develop and implement instruction or services for students and the district.[\[2\]](#)[\[3\]](#)

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

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

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

Actual and necessary expenses incurred when attending functions outside the district

shall be reimbursed to an employee if approval has been obtained in advance from the Superintendent.[\[1\]](#)

In all instances of travel and job related expense reimbursement, full itemization of expenditures shall be required.

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

Legal

1. 24 P.S. 517

2. Pol. 309.1

3. Pol. 624

Pol. 626.1

Book	Policy Manual
Section	300 Employees
Title	Working Periods
Code	332
Status	DRAFT

Adopted

### **Authority**

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

The Board has the authority and responsibility to determine the hours and days during which district programs and services shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Board resolutions.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.[\[4\]](#)[\[5\]](#)[\[6\]](#)

### **Delegation of Responsibility**

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

Professional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.[\[2\]](#)

Employees may leave the school building during their lunch period upon notifying the immediate supervisor.

Staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal or immediate supervisor.

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

Legal

1. 24 P.S. 510
2. 24 P.S. 1504

3. Pol. 804  
4. Pol. 803  
5. 24 P.S. 520.1  
6. Pol. 805  
Pol. 318



Book	Policy Manual
Section	300 Employees
Title	Professional Development
Code	333
Status	DRAFT
Adopted	

### **Authority**

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

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

### **Guidelines**

#### **Graduate/Special Courses**

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

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

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

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 documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.[\[4\]](#)[\[5\]](#)

#### **Induction Plan**

The district shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the district. The district shall develop and submit the induction plan to the

Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices for a minimum of twenty-eight (28) days.[\[6\]](#)[\[7\]](#)[\[8\]](#)

#### Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[\[9\]](#)[\[10\]](#)

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[\[9\]](#)

#### Professional Education Plan

The Board shall appoint to the professional education committee persons in parental relations and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.[\[2\]](#)[\[11\]](#)

The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the district and its certified administrative and professional employees; specify approved courses, programs, activities and learning experiences, including training on subjects required by law, regulations and Board policy; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices for a minimum of twenty-eight (28) days.[\[2\]](#)[\[7\]](#)[\[8\]](#)[\[11\]](#)

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

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan. Board approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.[\[3\]](#)

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

#### *Trauma-Informed Approach Education -*

The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.[\[2\]](#)[\[12\]](#)[\[13\]](#)

The district shall provide certified administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:[\[12\]](#)[\[13\]](#)

1. Recognition of the signs of trauma in students.
2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.
3. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma.
4. The district's policies regarding trauma-informed approaches.[\[14\]](#)
5. The district's policies regarding connecting students with appropriate services.[\[15\]](#)[\[16\]](#)[\[17\]](#)

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches.[\[13\]](#)[\[18\]](#)

#### Legal

1. 24 P.S. 517
2. 24 P.S. 1205.1
3. 24 P.S. 1205.2
4. 24 P.S. 1144
5. 24 P.S. 1151
6. 22 PA Code 49.16
7. 22 PA Code 4.13
8. Pol. 100
9. 24 P.S. 1205.5
10. 24 P.S. 1217
11. 22 PA Code 49.17
12. 24 P.S. 102
13. 24 P.S. 1205.7
14. Pol. 146.1
15. Pol. 146
16. Pol. 209
17. Pol. 236
18. 20 U.S.C. 7801
- 24 P.S. 1205.6
- 24 P.S. 1311-B
- Pol. 806

Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334
Status	DRAFT
Adopted	

### **Authority**

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

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

The Board reserves the right to require any employee claiming paid or unpaid sick leave to submit sufficient proof, including documentation from a licensed physician, certified registered nurse practitioner or a licensed physician assistant, of the employee's illness, disability or need to quarantine.[\[1\]\[2\]](#)

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

The Board shall consider the written request of any eligible employee for an extension of sick leave, with or without pay, when the employee's own accumulated sick leave or other paid or unpaid leave has been exhausted, pursuant to law or collective bargaining agreement provisions where applicable.[\[1\]\[2\]](#)

The Board approves the use of Sick Leave Banks, and directs the Superintendent or designee to establish administrative regulations or procedures to ensure they are operated in accordance with the provisions of law, Board policy and an applicable administrative compensation plan, collective bargaining agreement, or Board resolution.

### **Delegation of Responsibility**

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

### **Guidelines**

A sick leave absence shall commence when the employee or designee, 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.

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

### Records

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

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

### Legal

1. 24 P.S. 1154
2. 24 P.S. 510
3. Pol. 317

Book	Policy Manual
Section	300 Employees
Title	Family and Medical Leaves
Code	335
Status	DRAFT
Adopted	

### **Authority**

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.[\[1\]](#)[\[2\]](#)

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

### **Delegation of Responsibility**

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

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

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the immediate supervisor, with a copy to the Human Resources Department.

### **Guidelines**

Employees' eligibility for FMLA leave shall be based on the criteria established by law.[\[4\]](#)[\[5\]](#)

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

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

The district will measure the twelve-month period from July 1 to June 30.

When an employee requests, qualifies for, and is entitled to a FMLA leave, any accrued paid sick, vacation, personal or family leave shall be required to be utilized concurrent with the FMLA leave.

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

#### Legal

1. 29 U.S.C. 2601 et seq
  2. 29 CFR Part 825
  3. 29 U.S.C. 2619
  4. 29 U.S.C. 2611
  5. 29 U.S.C. 2612
  6. 29 CFR 825.200
- Pol. 813

Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Code	336
Status	DRAFT
Adopted	

### **Authority**

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

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

### **Guidelines**

#### Personal Leave

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

#### Bereavement Leave

Bereavement leave with pay shall be granted to district employees in accordance with provisions of the administrative compensation plan, individual contract, applicable employment compensation plan, collective bargaining agreement or Board resolution.[\[2\]](#)

#### Military Leave

Employees shall be granted military leave in accordance with applicable state and federal law and regulations.[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

#### Legal

1. 24 P.S. 510
2. 24 P.S. 1154
3. 24 P.S. 1176-1181
4. 51 Pa. C.S.A. 4102
5. 51 Pa. C.S.A. 7309



6. 38 U.S.C. 4301 et seq

Book	Policy Manual
Section	300 Employees
Title	Vacation
Code	337
Status	DRAFT
Adopted	

### **Purpose**

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

### **Authority**

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

[The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken within the terms of a valid collective bargaining agreement currently in force with a recognized bargaining unit.\[24 P.S. 407\]](#)

### **Guidelines**

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

Eligible employees must submit a request for scheduled vacation with the immediate supervisor in advance of the requested date.

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

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

Legal  
1. 24 P.S. 510

Book	Policy Manual
Section	300 Employees
Title	Compensated Professional Leaves
Code	338.1
Status	DRAFT
Adopted	

### **Purpose**

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

### **Definitions**

Professional Development Leave - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law including, but not limited to obtaining a professionally-related Master's degree, attending college courses, attending a scheduled conference, lecture session or educational classroom, curriculum development work, and supervised classroom observations of other professional employees.[\[1\]](#)

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

### **Authority**

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

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

### **Guidelines**

## **PROFESSIONAL DEVELOPMENT LEAVE**

### **Eligibility**

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

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

Subsequent leaves for professional development shall be permitted after each seven (7) years of service in the district.[\[3\]](#)

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

#### Application

Professional development leaves shall be 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 school district, or as the Board may require, and upon the recommendation of the Superintendent.[\[1\]](#)

Requests for professional development leave shall be submitted on the approved district form and forwarded with a detailed plan to the Superintendent.

All required application materials shall be submitted before May 1 for leaves to begin August 1 or on or before November 1 for leaves to begin January 1.

#### Documentation

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

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

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

1. Nine (9) graduate credits.
2. Twelve (12) undergraduate credits.

3. One hundred eighty (180) hours of professional development activities.

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

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

Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing grades. At the conclusion of an official collegiate or university time sequence, such as semester, quarter, or other such designation, a record of the coursework completed, together with marks earned at completion, shall be submitted to the Superintendent. Failure to receive passing grades or to submit required reports on time shall result in forfeiture of monies paid by the district.[\[1\]\[5\]](#)

Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Written reports shall be submitted at least two (2) times per semester to the Superintendent and shall describe the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.[\[1\]\[5\]](#)

#### Commitment of Employee

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

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

If the employee resigns or fails to return to employment, the amount contributed by the district to the Public School Employees' Retirement Fund shall be deducted from the refund payable to the employee under existing law, and the amount deducted shall be refunded to the district by which it was paid.[\[6\]\[8\]](#)

#### Commitment of Employer

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

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

#### Compensation

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

While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification.

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

Compensable employment may not be engaged in while the employee is on professional development leave.

### **CLASSROOM OCCUPATIONAL EXCHANGE LEAVE**

#### Application

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

All required application materials shall be submitted before May 1 for leaves to begin August 1 or on or before November 1 for leaves to begin January 1.

#### Documentation

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

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

#### Commitment of Employee

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

#### Commitment of Employer

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

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

#### Compensation

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

#### Legal

1. 24 P.S. 1166.1
2. 24 P.S. 522.2
3. 24 P.S. 1166
4. 24 P.S. 1167
5. 24 P.S. 1171
6. 24 P.S. 1168
7. 24 P.S. 522.1
8. 24 P.S. 1170
9. 24 P.S. 1169