

POLICY COMMITTEE MEETING

Monday, December 20, 2021, at 6:00 p.m.

This is a virtual meeting via Zoom.

Agenda

1. Discussion

- a. Policy manual review – **revisions** of part 2 of employee sections; 300s; 400s; 500s
 - i. Policy 314.1 - HIV Infection
 - ii. Policy 317 – Conduct and Disciplinary Procedures
 - iii. Policy 317.1 - Educator Misconduct
 - iv. Policy 322 – Board Gifts
 - v. Policy 323 – Tobacco Product and Vapor Product Use
 - vi. Policy 324 – Review of Personnel File

- b. PSBA-recommended changes
 - i. Policy 150 – Title I Comparability of Services
 - ii. Policy 810.2 - School Bus Drivers and School Commercial Motor Vehicles

- c. District-recommended changes
 - i. Policy 008 – Organizational Structure Chart
 - ii. Policy 201 – Admission of Students
 - iii. Policy 832 – Educational Equity

- d. Policy manual review – **deletion** of part 2 of employee sections: 300s, 400s, 500s
 - i. Policy 414.1 - HIV Infection
 - ii. Policy 417 – Conduct and Disciplinary Procedures
 - iii. Policy 422 – Board Gifts
 - iv. Policy 423 – Tobacco Product and Vapor Product Use
 - v. Policy 424 – Review of Personnel File
 - vi. Policy 514.1 - HIV Infection
 - vii. Policy 517 – Conduct and Disciplinary Procedures
 - viii. Policy 522 – Board Gifts
 - ix. Policy 523 – Tobacco Product and Vapor Product Use
 - x. Policy 525 – Review of Personnel File

2. Public comments on agenda items only

Policy Review Summary – for committee meeting

Monday, December 20, 2021 at 6:00 p.m. via Zoom.

In year 2 of the board policy manual review, the committee will review all employee-related policies (300, 400, and 500 series) in four parts, this is part 2. We are working toward consolidating the employee-related policies into one series, 300s, as appropriate. The 300s section is renamed from ‘Administrative Employees’ to ‘Employees,’ and eventually, 400s and 500s sections will be incorporated into the 300s section and/or eliminated from the policy manual.

Additionally, there are several policies with recommended revisions from either PSBA or the district.

In total, there are 21 policies for committee review during this December committee meeting.

Policy Manual – Revisions

1. Policy 314.1 - HIV Infection

There are minor wording changes throughout this revised policy, and the legal references are updated. This policy now applies to all employee groups. Policies 414.1 and 514.1 HIV Infection will be deleted from the policy manual.

2. Policy 317 – Conduct and Disciplinary Procedures

This policy is revised to align with applicable administrative compensation plans, individual contracts, collective bargaining agreements, and any other pertinent documents or legal requirements. This policy now applies to all employee groups. Policies 417 and 517 Conduct and Disciplinary Procedures will be deleted from the policy manual.

3. Policy 317.1 - Educator Misconduct

This policy is renumbered from 417.1 to 317.1 to incorporate into the new 300 series, Employees, of the policy manual. There are no other changes within this policy. It is important to note that this policy only applies to certificated staff.

4. Policy 322 – Board Gifts

This policy is revised to align with the current legal requirements for board gifts and now applies to all employee groups. Policies 422 and 522 Board Gifts will be deleted from the policy manual.

5. Policy 323 – Tobacco Product and Vapor Product Use

There are minor revisions throughout this policy to clarify the definition of tobacco and vaping products. The phrase ‘vaping products’ is removed from the policy because of redundancy; this phrase is part of the definition for the term, ‘tobacco product.’ In addition, the word ‘classified’ is removed in order to expand this policy to all employee groups. Policies 423 and 523 Tobacco Product and Vapor Product Use will be deleted from the policy manual.

6. Policy 324 – Review of Personnel File

This policy is revised substantially because it has not been reviewed or updated since its adoption in 1983. This policy reflects the expectations and responsibilities for the maintenance of personnel files for district employees. Additionally, there are specific legal requirements for personnel information about the professional qualifications and academic degrees of any teacher providing instruction to a student at a school receiving Title I funds. Shady Grove Elementary is the only school within the district that receives targeted assistance through the Title I federal program at this time. Policies 424 and 525 Review of Personnel File will be deleted from the policy manual.

PSBA-Recommended Changes

7. Policy 150 – Title I Comparability of Services

The revisions in this policy remove all language for the method of determination based on the changes to the online tool used to create the comparability assurance form for submission to the PDE Division of Federal Programs. The method of determination is now limited and automatically set up in the online system to calculate district data. Board policy is not required to direct how the calculation is completed for measuring comparability. It is determined for the purposes of federal reporting requirements.

8. Policy 810.2 - School Bus Drivers and School Commercial Motor Vehicles

This policy is revised in accordance with the revised PA School Code. In Section 1604, drivers with a commercial driver's license are required to report when they have been arrested, charged, or issued a citation for violating a federal or state law or local ordinance related to motor vehicle traffic control. The drivers must report, in writing, to the school entity within 30 days. In addition, based on this statute, an employee who provided timely notification will not be terminated or otherwise disciplined based solely on the underlying allegations of the arrest, citation, or charge that was reported. Similarly, covered drivers must report a conviction for violating a federal or state law or local ordinance related to motor vehicle control, in writing, within 15 days of the date of conviction; this is a change from the previous requirement of reporting within 30 days. The policy was updated to reflect this change in the law.

Board/District-Recommended Revisions

9. Policy 008 – Organizational Structure Chart

This policy is revised to include two new administrator positions – Director of Equity and Cultural Responsiveness and Supervisor of Curriculum. In addition, it changes the title of 'Director of Personnel' to 'Director of Human Resources.'

10. Policy 201 – Admission of Students

This policy is revised to clarify when the district will admit a student, as a beginner, to enter first grade. Families may choose that their student complete kindergarten at a state-approved kindergarten program, not at Wissahickon. However, students may not enroll in first grade here at Wissahickon if

they are younger than five (5) years old. There are some circumstances when a student is younger than beginner age and wants to enroll in first grade.

11. Policy 832 – Educational Equity

This is a new policy for Wissahickon. The purpose of this policy is to set forth the School Board and District’s commitment educational equity within its schools. In addition, this policy establishes the Racial Equity Oversight Committee, which commits to identifying and addressing barriers that result in achievement and/or opportunity gaps for students; ensuring that a student’s educational achievement is neither predicted nor predetermined by identity or demography; and fostering a culture and climate of belonging and dignity that engages, values, appreciates, and empowers all students. Annually, the Board will receive an educational equity update that reflects the efforts undertaken and progress made to achieve the goals of this policy.

Recommended for Deletion

12. Policy 414.1 - HIV Infection

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 314.1 HIV Infection.

13. Policy 417 – Conduct and Disciplinary Procedures

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 317 Conduct and Disciplinary Procedures.

14. Policy 422 – Board Gifts

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 322 Board Gifts.

15. Policy 423 – Tobacco Product and Vapor Product Use

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 323 Tobacco Product and Vapor Product Use.

16. Policy 424 – Review of Personnel File

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 324 Review of Personnel File.

17. Policy 514.1 - HIV Infection

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 314.1 HIV Infection.

18. Policy 517 – Conduct and Disciplinary Procedures

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 317 Conduct and Disciplinary Procedures.

19. Policy 522 – Board Gifts

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 322 Board Gifts.

20. Policy 523 – Tobacco Product and Vapor Product Use

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 323 Tobacco Product and Vapor Product Use.

21. Policy 525 – Review of Personnel File

It is recommended to delete this policy at this time. The provisions in the policy are represented in Policy 324 Review of Personnel File.



SECTION: **ADMINISTRATIVE
EMPLOYEES**

POLICY: **314.1**

TITLE: **HIV INFECTION**

ORIGINAL: January 14, 2002
CURRENT REVISION:
LAST REVIEWED BY THE
COMMITTEE:

I. PURPOSE

- A. The Board of School Directors is committed to providing a safe, healthy environment for its ~~pupil~~students, their families, and employees. The purpose of this policy shall be to safeguard the health and well-being of ~~pupil~~students, their families, employees and the public while protecting the rights of the individual.
- B. This policy is based on evidence that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, day care or school athletic settings.

II. DEFINITIONS

- A. **HIV (Human Immunodeficiency Virus)** is a virus transmitted from person to person through blood-to-blood and/or sexual contact. Those bodily fluids that can transmit the virus include blood, semen, vaginal fluids and breast milk, or other bodily fluids containing blood.
- B. **AIDS (Acquired Immune Deficiency Syndrome)** is the condition resulting from infection with HIV.
- C. **Infected employee** refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.

III. POLICY

- A. This policy shall apply to all employees in all programs conducted, sponsored or -accepted by the ~~School~~District.
- B. The Board of School Directors directs that the established school rules that relate to illnesses and other diseases among employees shall also apply to Infected Employees.
- C. The Board of School Directors shall not require routine screening tests for HIV infection in the school setting, nor will such tests be a condition for employment.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or designee shall be responsible as the central contact for handling and releasing all information concerning Infected Employees.

- B. All district employees shall maintain a respectful school climate and prohibit physical or verbal harassment of Infected Employees.
- C. Employees, ~~pupil~~students, parents and visitors are required to follow consistently universal precautions in all settings and at all times, including playgrounds and school buses. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. Employees shall notify the ~~school nurse-Superintendent~~ of all incidents of exposure to bodily fluids and when an Infected Employee's health condition or behavior presents a reasonable risk of transmitting an infection.
- D. On an annual basis, building administrators shall notify ~~pupil~~students, parents and district employees about current Board of School Directors policies concerning HIV infection and shall provide reasonable opportunities to discuss such policies and concerns.
- E. The Superintendent or designee shall report periodically to the Board of School Directors regarding the effectiveness of this policy and shall make recommendations for revision in accordance with developments in medical research and treatments.
- F. The Superintendent or designee shall develop guidelines to implement this Policy.

V. REFERENCES

35 P.S. 7603

24 P.S. 510

Pol. 104

35 P.S. 7607

35 P.S. 7601 et seq

Pol. 338

Pol. 328.1

Pol. 339

Pol. 428.1

Pol. 434

Pol. 434.3

Pol. 528.1

Pol. 435.1

~~VI. NONE~~



**SECTION: ~~PROFESSIONAL~~
EMPLOYEES**

POLICY: ~~417317~~

**TITLE: CONDUCT AND
DISCIPLINARY PROCEDURES**

ORIGINAL: December 7, 2020

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

None.

II. DEFINITIONS

None.

III. POLICY

- A. All ~~professional~~-employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative guidelines, rules and procedures, applied fairly and consistently.
- B. The Board requires employees to maintain professional, moral and ethical relationships with students at all times.
- C. The Board directs that all district_employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative guidelines, rules and procedures.
- D. When demotion or dismissal charges are filed against a certificated professional employee, a hearing shall be provided as required by applicable law. Non-certificated employees may be entitled to a Local Agency Law hearing, at the employee's request.

IV. DELEGATION OF AUTHORITY

- A. All district employees shall comply with state and federal laws and regulations, Board policies, administrative guidelines, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.
- B. When engaged in assigned duties, district_employees shall not participate in activities that include but are not limited to the following:
 - a. Physical or verbal abuse or threat of harm, to anyone.
 - b. Nonprofessional relationships with students.

- c. Causing intentional damage to district property, facilities or equipment.
 - d. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
 - e. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.
 - f. Use of profane or abusive language.
 - g. Breach of confidential information
 - h. Failure to comply with directives of district officials, security officers, or law enforcement officers.
 - i. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
 - j. Violation of Board policies, administrative guidelines, rules or procedures.
 - k. Violation of federal, state, or applicable municipal laws or regulations.
 - l. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.
- C. The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative guidelines, rules and procedures that provide progressive penalties, including but not limited to
- a. verbal warning
 - b. written warning
 - c. reprimand
 - d. suspension
 - e. demotion
 - f. dismissal
 - g. pursuit of civil sanctions.
- D. The Superintendent or designee shall, when considering disciplinary actions with regard to an employee, reference the applicable administrative compensation plan, individual contract, or collective bargaining agreement and/or any other pertinent documents and/or state or federal laws or regulations and may, if deemed necessary, prepare and promulgate disciplinary rules for violations of Board policies, administrative guidelines, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/or pursuit of civil and criminal sanctions.
- E. Arrest or Conviction Reporting Requirements
- a. Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.
 - b. Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.
 - c. An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.
 - d. An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee

was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.

- e. Failure to report accurately such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.

V. REFERENCES

22 PA Code 235.10

Pol. 824

24 P.S. 510

24 P.S. 514

24 P.S. 1121

24 P.S. 1122

24 P.S. 1126

24 P.S. 1127

24 P.S. 1128

24 P.S. 1129

24 P.S. 1130

2 Pa. C.S.A. 551 et seq

Pol. 351

24 P.S. 1151

24 P.S. 111

24 P.S. 2070.9a

23 Pa. C.S.A. 6344.3

24 P.S. 2070.1a et seq

22 PA Code 235.1 et seq

23 Pa. C.S.A. 6301 et seq



SECTION: **PROFESSIONAL
EMPLOYEES**

POLICY: **417317.1**

TITLE: **EDUCATOR MISCONDUCT**

ORIGINAL: December 7, 2020

CURRENT REVISION:

LAST REVIEWED BY THE

COMMITTEE:

I. **PURPOSE**

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

II. **DEFINITIONS**

- A. **Educator** - shall mean a person who holds a certificate.
- B. **Certificate** - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.
- C. **Sexual Abuse or Exploitation** - shall mean any of the following
 - a. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - i. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - ii. Participating in sexually explicit conversation in person, by telephone, either by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - iii. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - iv. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
 - v. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.
- D. **Sexual Misconduct** - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:
 - a. Sexual or romantic invitation.
 - b. Dating or soliciting dates.
 - c. Engaging in sexualized or romantic dialog.

- d. Making sexually suggestive comments.
- e. Self-disclosure or physical disclosure of a sexual or erotic nature.
- f. Any sexual, indecent, romantic or erotic contact with a child or student.

III. POLICY

- A. The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.
- B. Investigation
 - a. School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.
 - b. Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.
 - c. Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.
- C. Title IX Sexual Harassment and Other Discrimination
 - a. Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of educator misconduct.
- D. Confidentiality Agreements
 - a. The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.
- E. Confidentiality
 - a. Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the Educator Discipline Act shall remain confidential unless or until public discipline is imposed.
- F. Immunity
 - a. Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil

liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:
- a. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
 - b. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
 - c. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
 - d. Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice.
 - e. Who has resigned, retired, or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
 - f. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services).
 - g. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.
- B. An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.
- C. All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.
- D. An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.
- E. Failure to comply with the reporting requirements may result in professional disciplinary action.

V. REFERENCES

22 PA Code 235.1 et seq
24 P.S. 2070.1a
24 P.S. 2070.1b
23 Pa. C.S.A. 6303
24 P.S. 2070.9a
Pol. 806
24 P.S. 111
Pol. 317
24 P.S. 2070.9c
24 P.S. 2070.11

Pol. 103
Pol. 104
24 P.S. 2070.17b
24 P.S. 2070.17a
Pa. C.S.A. 6301 et seq
P.S. 2070.1a et seq



SECTION: ~~ADMINISTRATIVE~~
EMPLOYEES

POLICY: 322

TITLE: ~~BOARD~~ GIFTS

ORIGINAL: October 28, 1983
CURRENT REVISION:
LAST REVIEWED BY THE
COMMITTEE:

I. PURPOSE

~~A major goal of Wissahickon School District is to encourage excellence of achievement and performance by its students and personnel in keeping with all natural aptitudes and skills. The Board of School Directors considers the acceptance of gifts by District employees an undesirable practice.~~

II. DEFINITIONS

None.

III. POLICY

The policy of the Board of School Directors shall be ~~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. to recognize any outstanding achievement of its personnel, especially students, by such action as will convey the commendation of the Board without entailing undue expenditures of public funds, and without providing presentations to the achiever which entails anything of economic worth or value to the individual.~~

~~The Board of School Directors encourages written expressions of gratitude to District employees whom students and parents/guardians would like to recognize.~~

IV. DELEGATION OF AUTHORITY

~~The Superintendent or designee may approve acts of generosity to individual District employees in unusual situations. NONE~~

V. REFERENCES

~~NONE~~ 24 P.S. 510



**SECTION: ADMINISTRATIVE
EMPLOYEES**

POLICY: 323

**TITLE: TOBACCO PRODUCT AND
VAPING PRODUCT USE**

ORIGINAL: April 27, 2015

CURRENT REVISION: July 20, 2020

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The Board recognizes that tobacco products and vaping products, including but not limited to 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 the use of tobacco products and vaping products, including but not limited to Juul and other electronic cigarettes, by District classified employees.

II. DEFINITIONS

- A. State law defines the term tobacco product to encompass broadly 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:
- a. 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.
 - i. A vaping product. A vaping product is any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, products marketed under the trade name “Juul,” electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
 - ii. Any product containing, made or derived from either:
 - iii. Tobacco, whether in its natural or synthetic form; or
 - iv. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
 - v. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.
 - b. The term tobacco product does not include the following:
 - i. 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.
 - ii. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

III. POLICY

- A. The Board prohibits the use of tobacco products ~~and vaping products~~ by ~~classified~~ employees at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the District.
- B. The Board also prohibits the use of tobacco ~~use and vapor products~~ ~~use~~ by ~~classified~~ employees at any time while responsible for the supervision of students during at school-sponsored events and activities that are held off school property or on school property.
- C. This policy does not prohibit possession of tobacco ~~and vaping~~ products by ~~classified~~ employees of legal age.
- D. It is a violation of this policy for any ~~classified~~ employee to furnish a tobacco ~~or vaping~~ product to a student.
- E. Violations of this Tobacco and Vaping Product Use Policy are to be dealt with in a progressive manner, using oral reprimands, written reprimands, suspensions from work, and further disciplinary actions in accordance with law, Board policy, and any applicable collective bargaining agreement.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or designee shall annually notify employees about the District's Tobacco Product and Vaping Product Use Policy by publishing such policy in handbooks, newsletters, posted notices, on the District's website, or through other efficient methods.
- B. The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use, or sale of tobacco products ~~or vaping products~~ by ~~classified~~ employees on school property to the Office of Safe Schools on the required form.
- C. The Superintendent or designee may report incidents involving the sale of tobacco products ~~and vaping products~~ to minors by ~~classified~~ employees on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the district's memorandum of understanding with local law enforcement, and Board policies.
- D. The Superintendent or designee shall develop administrative guidelines regulating the use of tobacco products ~~and vaping products~~ and ensuring the District's compliance with applicable law.

V. REFERENCES

35 P.S. 1223.5
20 U.S.C. 7183
24 P.S. 1302.1-A and 1303-A
Pol. 805.1
18 Pa. C.S.A. 6305
22 PA Code 10.2 and 10.22
24 P.S. 1302.1-A
20 U.S.C. 7973
20 U.S.C. 7971 et seq.



SECTION: **ADMINISTRATIVE
EMPLOYEES**

POLICY: 324

TITLE: **REVIEW OF PERSONNEL
FILE**

ORIGINAL: November 28, 1983
CURRENT REVISION: LAST
REVIEWED BY THE COMMITTEE:

I. 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.~~None.~~

II. DEFINITIONS

None.

III. POLICY

- A. 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.
- B. 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.
- C. A central file shall be maintained; supplemental records may be maintained only for ease in data gathering
- D. Medical records shall be kept in a file separate from the employee's personnel file.
- E. 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.
- F. Personnel records shall not be available to individual Board members.
- G. Administrative, professional and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.
- H. Title I Schools
 - a. In accordance with law, the district shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The district

shall annually notify parents/guardians at the beginning of the school year about their right to request such information.

- b. The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.
- c. In accordance with law, the district shall release to parents/guardians, 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/guardians at the beginning of the school year about their right to request such information.

I.

- A. ~~A professional employee shall have the right, upon appropriate request, to review any and all records pertaining to his/her employment in the District as housed in the Personnel Office and/or building(s) to which he/she is assigned, with the following conditions:~~
 - a. ~~The request may be written or oral and shall be for a mutually agreeable time during regular office hours.~~
 - b. ~~The employee may have a witness during the review. Any privileged communications related to the employee's initial employment or the District representative in the presence of the employee shall personally remove promotion in position.~~
 - c. ~~An employee's file(s) shall be available to no one except appropriate administrative personnel and those persons responsible for keeping the files.~~
 - d. ~~An employee has the right, upon request, to receive copies of any documents that he/she has reviewed.~~
 - e. ~~The employee shall have the right to attach his/her written comments if he/she disagrees with any material filed.~~

IV. DELEGATION OF AUTHORITY

The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee Director of Human Resources, who shall prepare administrative guidelines defining the material to be incorporated into personnel files.

III.V. REFERENCES

- 24 P.S. 510
- 42 U.S.C. 2000ff et seq
- 42 U.S.C. 12112
- Pol. 800
- 43 P.S. 1321
- 43 P.S. 1322
- 20 U.S.C. 6311
- 20 U.S.C. 7801
- 22 PA Code 403.4
- ~~10~~ Pol. 304
- ~~14~~ 22 PA Code 403.5
- 24 P.S. 111
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- 8 CFR 274a.2

43 P.S. 1321 et seq
42 U.S.C. 12101 et seq



SECTION: PROGRAMS

POLICY: 150

TITLE: TITLE I – COMPARABILITY OF SERVICES

ORIGINAL: March 30, 2020

CURRENT REVISION:

LAST REVIEWED BY THE

COMMITTEE: December 9, 2020

I. PURPOSE

The equivalent distribution of district resources is one means the district shall use to ensure all students receive a quality education. This policy demonstrates the district’s commitment to ensure that no discrimination occurs in the distribution of resources funded by state and local sources, regardless of the receipt of federal funds.

II. DEFINITIONS

For purposes of this policy, grade span is defined as a similar two-grade span difference or less, e.g., K-2 to K-4, not K-2 to K-5.

III. POLICY

- A. The Board directs that each district school receiving Title I funds must use state and local funds to provide services that, taken as a whole, are at least comparable to services in those schools in the district that do not receive Title I funds.
- B. If all schools in the district receive Title I funds, the Board directs those state and local funds shall be used to provide services that, taken as a whole, are substantially comparable in each school.
- C. The Board acknowledges that comparability may be measured on a grade-span by grade-span basis or a school-by-school basis.

~~D. Method of Determination~~

- ~~a. For purposes of determining Title I comparability, the district shall use a current year student to staff ratio calculation or a previous year per pupil expenditure determination, whichever is more favorable to the district.~~

~~E.D. Allowable Exclusions~~

- a. For the purposes of determining comparability, the district may exclude:
 - i. State and local funds expended for language instruction education programs.
 - ii. Excess costs associated with providing services to students with disabilities.
 - iii. Unpredictable changes in enrollment or personnel assignments occurring after the beginning of the school year.
 - iv. Other expenditures from supplemental state or local funds consistent with the intent of Title I.

~~F.E. Complaints~~

- a. Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.

IV. DELEGATION OF AUTHORITY

If the district has more than one (1) building per grade span, the Title I Coordinator shall complete an initial Detailed School Data Sheet for each building within a grade span. Regardless of buildings per grade span, the Title I Coordinator shall annually submit all comparability data required by federal and/or state authorities. The Title I Coordinator shall annually complete and submit a Comparability Assurance Form to provide written assurance of equivalence among schools, including the provision of curriculum materials; instructional supplies; and teachers, administrators and other staff. The Comparability Assurance Form may be submitted in any manner approved by state and federal authorities.

V. REFERENCES

20 U.S.C. 6321
Pol. 138
Pol. 103
Pol. 113
Pol. 114
Pol. 906



SECTION: OPERATIONS

POLICY: 810.2

**TITLE: SCHOOL BUS DRIVERS AND
SCHOOL COMMERCIAL MOTOR
VEHICLE DRIVERS**

ORIGINAL: July 20, 2020

MOST RECENT REVISION:

LAST REVIEW BY POLICY

COMMITTEE:

I. PURPOSE

The Board recognizes that an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

II. DEFINITIONS

- A. **Covered driver** - any district employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial motor vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the district.
- B. **Commercial motor vehicle** - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:
- a. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater;
 - b. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;
 - c. Is designed to transport sixteen (16) or more passengers, including the driver; or
 - d. Is transporting hazardous materials and is required to be placarded.
- C. **Driving** - operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to

the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.

- D. **Electronic device** - an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.
- E. **Mobile telephone** - a mobile communication device that uses a commercial mobile radio service.
- F. **Safety-sensitive functions** - all on-duty functions performed from the time a driver begins work or is required to be ready to work until the driver is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.
- G. **School bus** - a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary, or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.
- H. **Texting** - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:
 - a. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone, or engaging in any other form of electronic text retrieval or entry, for present or future communication.
 - b. The term does not include:
 - i. Inputting, selecting, or reading information on a global positioning system or navigation system;
 - ii. Pressing a single button to initiate or terminate a voice communication using a mobile telephone; or
 - iii. Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios, and music players, for a purpose that is not prohibited by law.
- I. Use a handheld mobile telephone or other electronic device –
 - a. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication;

- b. Dialing or answering a mobile telephone by pressing more than a single button; or
- c. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.

III. POLICY

- A. The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver's license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.
- B. All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.
- C. Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.
- D. The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.
- E. Employment Requirements -
 - a. All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative guidelines. These requirements are addressed separately in Board Policy 504 and Guidelines 504.1 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.
 - b. Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain the following information in accordance with federal and state laws and regulations:
 - i. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver's written consent
 - ii. Commercial motor vehicle employment information for the past ten (10) years
 - c. Prior to employment by the district as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:

- i. Obtain a copy of a valid commercial driver's license indicating the appropriate endorsements from the covered driver, or authorize the applicable legal exemption in cases of emergency;
 - ii. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver's Physical Examination Form from the covered school bus driver;
 - iii. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver;
 - iv. Review each covered driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle.
- d. Prior to employment by the district as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner's Certificate, if applicable

F. Reporting Requirements -

- a. Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or commercial motor vehicle.
- b. Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."
- c. A covered driver arrested charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing before the end of the business day following the day the covered driver is arrested, charged, or cited. Notice is required no matter what type of vehicle the driver was driving.
- d. A covered driver who has provided timely notification of an arrest, citation, or charge shall not be terminated or otherwise disciplined by the district or contract carrier based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment, or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation, or charge.

~~e.~~ A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing of the conviction within fifteen (15) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving

~~e.f.~~ Any covered driver whose operating privilege is suspended, revoked, or canceled by any state; who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period; or who is disqualified from driving a school bus or commercial motor vehicle for any period shall notify the Superintendent or designee and the contract carrier immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss, or disqualification

~~f.g.~~ Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination, in accordance with applicable law, regulations, and Board policy.

G. Controlled Substances and Alcohol

a. Drug and Alcohol Testing

i. The district shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work ,and follow-up

b. Prohibited Conduct

i. Covered drivers shall not use medical marijuana products.

ii. Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

iii. A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol;

2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances; or

3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers.
- iv. An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.
- v. A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until ~~s/he~~the driver undergoes a post-accident test, whichever occurs first.
- vi. A covered driver shall not refuse to submit to a required test for drugs or alcohol.

c. Consequences/Discipline

- i. The district shall remove a covered driver from performing safety-sensitive functions under the following circumstances:
 1. A verified positive drug test result;
 2. A verified adulterated or substituted drug test result;
 3. An alcohol test result of 0.04 or higher; or
 4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.
- ii. The district shall place a school bus driver out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in his/her system while s/he drives, operates, or is in physical control of a school bus.
- iii. The district shall remove a ~~commercial motor vehicle~~covered driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.
- iv. A covered driver employed by the district who violates Board policy or administrative guidelines and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.
- v. Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative guidelines. Nothing in this

policy shall limit the Board's authority to impose discipline, including discharge.

- vi. If the district permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the district shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.

H. Maintenance of Records

- a. The district shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.
- b. Drug and alcohol records shall be confidential and shall only be released in accordance with applicable law
- c. Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations

I. Acknowledgment of Receipt

- a. Each covered driver shall sign a statement certifying that ~~s/he has~~ they have received a copy of this policy and its accompanying administrative guidelines.
- b. The district shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.

J. Training

- a. Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.
- b. The district shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substance use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use

K. Testing Procedures

- a. Tests conducted pursuant to this Policy shall be conducted in accordance with the Federal Motor Carrier Safety Regulations and state law.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or designee shall develop administrative guidelines to implement this policy and the requirements of law, which include the following components:
 - a. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary.
 - b. Establishment of procedures for required testing of covered drivers.
 - c. Maintenance of the confidentiality of all aspects of the testing process
 - d. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative guidelines, including, but not limited to, an annual query of the Federal Motor Carrier Safety Administration's Commercial Driver's License Drug and Alcohol Clearinghouse.
 - e. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.
 - f. Implementation of procedures for the query, preparation, maintenance, reporting, retention and disclosure of records, as required by law.
 - g. Distribution to affected employees of information and materials relevant to Board policies and administrative guidelines regarding drug and alcohol testing.
 - h. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.
- B. The Superintendent or designee shall provide each driver, upon hire or transfer, with this policy and its accompanying administrative guidelines; and educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.
- C. The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.
- D. The Board designates the Director of Transportation to be the contact person for questions about the drug use and alcohol misuse program.

V. REFERENCES

49 CFR 382.107
49 CFR 392.80
75 Pa. C.S.A. 1621
75 Pa. C.S.A. 1622
75 Pa. C.S.A. 102
49 CFR Part 382
49 CFR Part 40

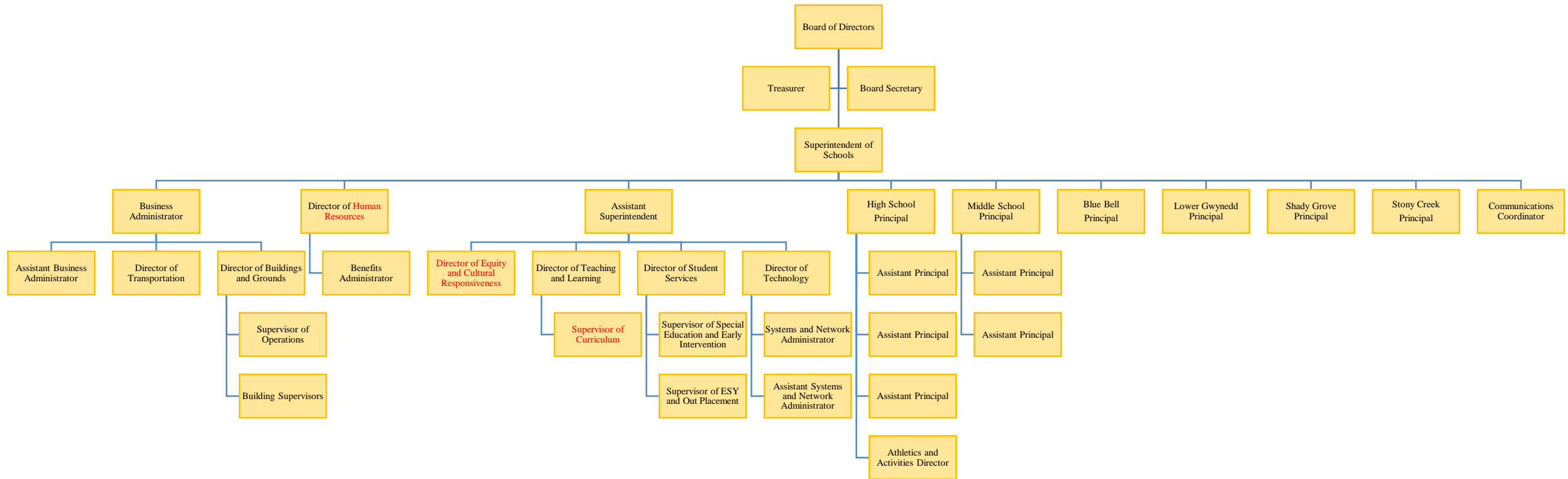
49 U.S.C. 31306
67 PA Code 229.14
Pol. 818
49 CFR 392.82
75 Pa. C.S.A. 3316
49 CFR 40.15
49 CFR 382.105
49 CFR 382.701
49 CFR 40.3
49 CFR 382.401
49 CFR 382.601
23 Pa. C.S.A. 6344
23 Pa. C.S.A. 6344.3
24 P.S. 111
24 P.S. 111.1
Pol. 304
49 CFR 382.413
49 CFR 382.703
49 CFR 40.25
49 U.S.C. 31303
75 Pa. C.S.A. 1604
75 Pa. C.S.A. 1606
67 PA Code 71.3
49 CFR 391.25
49 U.S.C. 31304
49 CFR 391.41
49 CFR 382.213
75 Pa. C.S.A. 1613
75 Pa. C.S.A. 3756
49 CFR 382.205
75 Pa. C.S.A. 1612
75 Pa. C.S.A. 1603
75 Pa. C.S.A. 3802
49 CFR 382.207
49 CFR 382.209
49 CFR 382.211
49 CFR 40.191
49 CFR 382.215
49 CFR 40.23
49 CFR 382.201
49 CFR 382.505
49 CFR 40.289
49 CFR 382.705
49 CFR 40.333
Pol. 800
49 CFR 382.405
49 CFR 382.723

49 CFR 40.321
49 CFR 382.403
24 P.S. 1517
49 CFR 382.603
24 P.S. 510
75 Pa. C.S.A. 1601 et seq

Wissahickon School District

Ambler, Pennsylvania 19002

ORGANIZATIONAL CHART REFLECTING REPORTING RELATIONSHIPS



SECTION: LOCAL BOARD PROCEDURES

POLICY: 008

TITLE: ORGANIZATIONAL STRUCTURE CHART

MOST RECENT REVISION: July 20, 2020

LAST REVIEW BY POLICY COMMITTEE:



SECTION: STUDENTS

POLICY: 201

TITLE: ADMISSION OF STUDENTS

ORIGINAL: June 11, 2012

CURRENT REVISION: January 13, 2020

LAST REVIEWED BY THE COMMITTEE: January 19, 2021

I. PURPOSE

The Board of School Directors shall establish requirements for the admission of beginning students that are consistent with law, regulations, and sound educational practice and ensure the equitable treatment of all eligible children.

II. DEFINITIONS

Beginners are students entering the lowest grade of primary school above the kindergarten level.

III. POLICY

A. Kindergarten

- a. Children will be eligible for kindergarten entrance if they become five (5) years of age on or before September 1.

B. First Grade

- a. Children will be eligible for first grade entrance if they become six (6) years of age on or before September 1.

- C. The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners unless the student has successfully completed a registered or licensed, private academic kindergarten program recognized by the Pennsylvania Department of Education. If the student who has completed ~~who has completed~~ a state-recognized kindergarten program seeks to enter first grade, the student shall be no less than five (5) years of age on or before September 1.

IV. DELEGATION OF AUTHORITY

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school submit proof of age, residency, and birth date, along with proof of required immunizations.

V. REFERENCES

School Code 1301, 1304

PA Code, Title 22

11.12, 11.14, 11.15, 11.16, 11.41



SECTION: OPERATIONS

POLICY: 832

TITLE: EDUCATIONAL EQUITY

ORIGINAL: [Second and Final Reading Board Meeting Date]

CURRENT REVISION: [Second and Final Reading Board Meeting Date]

LAST REVIEWED BY THE

COMMITTEE: [Committee Meeting Date]

I. PURPOSE

- A. The Board adopts this policy to prioritize the principle of educational equity through the fair and just allocation of resources, opportunities and treatment of students based upon each individual student's needs.
- B. To attain educational equity for all, the district shall be committed to:
 - a. Promptly identifying and addressing barriers that result in achievement and/or opportunity gaps for students.
 - b. Intentionally ensuring that a student's educational achievement is neither predicted nor predetermined by identity or demography.
 - c. Consistently fostering a culture and climate of belonging and dignity that engages, values, appreciates, and empowers all students.

II. DEFINITIONS

- A. **Achievement gaps** shall mean the academic disparities and/or differences between groups of students, as indicated through variances in academic indicators such as test scores, grade point average and graduation rates.
- B. **Barriers** shall mean factors that block or hinder movement or progression. Barriers to educational equity may include, but are not limited to, policies, administrative regulations and practices; explicit and implicit biases; facilities; budgeted funds; curriculum and instruction; personnel; class size; Code of Student Conduct and school climate.
- C. **Belonging** shall mean the extent to which people feel validation, acceptance, and appreciation and are treated fairly in an environment.
- D. **Culture** shall mean norms, values, beliefs, traditions, and customs/rituals that a group of people shares in common.
- E. **Cultural competency** shall mean an ability to interact effectively with individuals of other cultures.
- F. **Cultural proficiency** shall mean the level of knowledge-based skills and understanding that is required to successfully teach and interact with students and to work effectively with colleagues, families and communities from other cultures.
- G. **Culturally responsive** shall mean the inclusion of students' cultural references in all aspects of learning, school experiences and student engagement.

- H. **Dignity** shall mean the quality of worth intrinsic to every human; the rights of a person to be valued, respected, and treated with equal worth as a human being.
- I. **Educational equity action plan** shall mean the steps education stakeholders in a district intend to take in order to pursue equity.
- J. **Educational equity audit** shall mean an exercise that assesses the district’s progress towards achieving the desired equity outcomes described in this policy and the district’s Educational Equity Action Plan.
- K. **Equity lens** shall mean an intentional focus on assessing any inequitable impact the execution of a program, practice, operation, decision or action may have on a student or group of students.
- L. **Explicit bias** shall mean the attitudes and beliefs about a person or group on a conscious level.
- M. **Gender**, for purposes of this policy, shall mean the range of characteristics pertaining to, and differentiating between, masculinity and femininity, including a person’s gender identity and gender expression which includes a person’s internal sense of being male, female, some combination of male and female or neither male nor female.
- N. **Implicit bias** shall mean the attitudes or stereotypes that affect our understanding, actions and decisions in a subconscious manner.
- O. **Inclusion** shall mean engaging, valuing and respecting all groups (students, parents/guardians, community members, administrators, instructional and support personnel and other education stakeholders) and including all groups as essential partners in the education process.
- P. **Opportunity gaps** shall mean the disparities in educational and extracurricular opportunities, funding and other resources between and among different student groups, leading to different academic, extracurricular, social and economic outcomes for students.

III. POLICY

The Board is committed to the provision of an equitable education system that reflects the principles of fairness and justice for all students regardless of gender, race, ethnicity, socio-economic status, English learner status, disability, and other characteristics, as well as the intersection of those characteristics.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent and/or designee(s) shall use an equity lens and quantitative and qualitative data to assess systematically which students and/or student groups are subject to achievement and/or opportunity gaps, determine why, and target resources and efforts to address identified needs and improve overall outcomes.
- B. Each school employee shall be expected to conduct themselves in a manner consistent with the principles of this policy and for fostering a school climate, which is equity focused and culturally responsive. Employees shall receive support in the form of training regarding cultural proficiency, cultural responsiveness, implicit bias, explicit bias, and inclusion.
- C. The Board shall assemble a Racial Equity Oversight Committee, comprised of board members, district administration, parents/guardians, students, and community members, to meet periodically.
- D. The Superintendent or designee(s) shall periodically conduct an educational equity audit to help staff and administrators develop an understanding of what it means to practice equity; reflect on

the extent to which current school policies, procedures, and practices at each level are equitable; and identify and address needs presented within schools and classrooms.

- E. The Superintendent and/or designee(s) shall develop and annually update the district's Educational Equity Action Plan with clear accountability goals and metrics to address inequities. The Educational Equity Action Plan shall be reflective of the voices of administrators, teachers, staff, students, families and members of the community.
 - a. The Educational Equity Action Plan shall:
 - i. Embed equity practices throughout the district's educational system.
 - ii. Include equity goals and practices in the district's comprehensive planning strategies.
 - iii. Ensure performance observations encompass consideration of the expectations and goals of this policy.
- F. The Superintendent shall annually provide an educational equity update to the Board that reflects the efforts undertaken and progress made to achieve the goals of this policy.
 - a. Based on the equity goals and activities set by the district, the educational equity update may include data on elements of the Educational Equity Action Plan.
 - b. Annually, at the beginning of the budget process, the Board shall review the most recent educational equity update in conjunction with the current Educational Equity Action Plan to consider resource allocations in support of the district's commitment to educational equity.

V. REFERENCES

Pol. 100
Pol. 103
Pol. 103.1
Pol. 105
Pol. 112
Pol. 113
Pol. 113.1
Pol. 114
Pol. 115
Pol. 116
Pol. 121
Pol. 122
Pol. 123
Pol. 124
Pol. 138
Pol. 142
Pol. 146
Pol. 146.1
Pol. 217
Pol. 218
Pol. 233
Pol. 250
Pol. 304
Pol. 333
Pol. 602

Pol. 603
Pol. 604
Pol. 917
Pol. 918
Pol. 104
Pol. 249
Pol. 235.1
Pol. 220
Pol. 251
Pol. 913

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: **HIV INFECTION**

FIRST READING: November 26, 2001
SECOND READING: January 14, 2002
ADOPTED: January 14, 2002 Doc D-5
REVISED:

1. Purpose

The Board of School Directors is committed to providing a safe, healthy environment for its pupils, their families, and employees. The purpose of this policy shall be to safeguard the health and well-being of pupils, their families, employees and the general public while protecting the rights of the individual.

This policy is based on evidence that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, day care or school athletic settings.

2. Definitions

HIV (Human Immunodeficiency Virus) - A virus transmitted from person to person through blood to blood and/or sexual contact. Those bodily fluids that can transmit the virus include blood, semen, vaginal fluids and breast milk, or other bodily fluids containing blood.

AIDS (Acquired Immune Deficiency Syndrome) – the condition resulting from infection with HIV.

Infected employee – Refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.

3. Authority

This policy shall apply to all employees in all programs conducted, sponsored, or accepted by the School District.

The Board of School Directors directs that the established school rules that relate to illnesses and other diseases among employees shall also apply to Infected Employees.

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

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: HIV INFECTION

4. Delegation of Responsibility

The Superintendent or designee shall be responsible as the central contact for handling and releasing all information concerning Infected Employees.

All district employees shall maintain a respectful school climate and prohibit physical or verbal harassment of Infected Employees.

Employees, pupils, parents and visitors are required to consistently follow universal precautions in all settings and at all times, including playgrounds and school buses. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. Employees shall notify the Superintendent of all incidents of exposure to bodily fluids and when an Infected Employee's health condition or behavior presents a reasonable risk of transmitting an infection.

On an annual basis, building administrators shall notify pupils, parents and district employees about current Board of School Directors policies concerning HIV infection and shall provide reasonable opportunities to discuss such policies and concerns.

The Superintendent or designee shall report periodically to the Board of School Directors regarding the effectiveness of this policy and shall make recommendations for revision in accordance with developments in medical research and treatments.

5. Guidelines

The Superintendent or designee shall develop guidelines to implement this Policy.

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: January 14, 2002 Doc. D-6

REVISED:

ADMINISTRATIVE GUIDELINES

In accordance with the policy of the Board of School Directors and in the spirit of making Wissahickon School District a safe and pleasant place in which to work, the following guidelines are established.

Assignment

District authorities shall determine the assignment of infected employees on a case-by-case basis.

Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave and alternatives available to them through State and federal laws, District policies, the collective bargaining agreement and the retirement system.

Confidentiality

The Superintendent or Superintendent's designee shall determine which school personnel will receive information about an Infected Employee. The number of individuals informed of an Infected Employee's status shall be kept to the minimum required to assure protection of the Infected Employee as well as the school population. Anonymity shall have high priority.

All District employees have a duty to preserve the confidentiality of all information concerning an Infected Employee.

Information about Infected Employees in the District shall not be disclosed to the general public, undesignated school employees or other groups without a court order or the informed, written, signed and dated consent of the Infected Employee.

Universal Precautions

Universal precautions, as recommended by the United States Public Health Services Center for Disease Control, shall be followed for exposure to bodily fluids containing blood-borne pathogens.

Employees shall treat all body fluids as hazardous and follow universal precautions.

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: HIV INFECTION

The School District shall maintain and keep reasonably accessible all equipment and supplies necessary for implementing the universal precautions.

Staff Development

All district employees shall participate in a planned HIV education program that:

1. Conveys factual and current information.
2. Provides guidance on universal precautions.
3. Informs about current law and district policies concerning HIV.
4. Assists staff to maintain productive parent and community relations.
5. Includes annual review sessions.

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



**SECTION: PROFESSIONAL
EMPLOYEES**

POLICY: 417

**TITLE: CONDUCT AND
DISCIPLINARY PROCEDURES**

ORIGINAL: December 7, 2020

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

None.

II. DEFINITIONS

None.

III. POLICY

- A. All professional employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative guidelines, rules and procedures, applied fairly and consistently.
- B. The Board requires employees to maintain professional, moral and ethical relationships with students at all times.
- C. The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative guidelines, rules and procedures.
- D. When demotion or dismissal charges are filed against a certificated professional employee, a hearing shall be provided as required by applicable law. Noncertificated employees may be entitled to a Local Agency Law hearing, at the employee's request.

IV. DELEGATION OF AUTHORITY

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

Recommended for Deletion

- B. When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:
- a. Physical or verbal abuse or threat of harm, to anyone.
 - b. Nonprofessional relationships with students.
 - c. Causing intentional damage to district property, facilities or equipment.
 - d. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
 - e. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.
 - f. Use of profane or abusive language.
 - g. Breach of confidential information
 - h. Failure to comply with directives of district officials, security officers, or law enforcement officers.
 - i. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
 - j. Violation of Board policies, administrative guidelines, rules or procedures.
 - k. Violation of federal, state, or applicable municipal laws or regulations.
 - l. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.
- C. The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative guidelines, rules and procedures that provide progressive penalties, including but not limited to
- a. verbal warning
 - b. written warning
 - c. reprimand
 - d. suspension
 - e. demotion
 - f. dismissal
 - g. pursuit of civil sanctions.
- D. Arrest or Conviction Reporting Requirements
- a. Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.
 - b. Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.
 - c. An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.
 - d. An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.
 - e. Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.

V. **REFERENCES**

22 PA Code 235.10
Pol. 824
24 P.S. 510
24 P.S. 514
24 P.S. 1121
24 P.S. 1122
24 P.S. 1126
24 P.S. 1127
24 P.S. 1128
24 P.S. 1129
24 P.S. 1130
2 Pa. C.S.A. 551 et seq
Pol. 351
24 P.S. 1151
24 P.S. 111
24 P.S. 2070.9a
23 Pa. C.S.A. 6344.3
24 P.S. 2070.1a et seq
22 PA Code 235.1 et seq
23 Pa. C.S.A. 6301 et seq

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: CLASSIFIED
EMPLOYEES
TITLE: BOARD GIFTS

FIRST READING: October 24, 1983
SECOND READING: October 28, 1983
ADOPTED: October 28, 1983
REVISED:

A major goal of Wissahickon School District is to encourage excellence of achievement and performance by its students and personnel in keeping with all natural aptitudes and skills.

The policy of the Board of School Directors shall be to recognize any outstanding achievement of its personnel, especially students, by such action as will convey the commendation of the Board without entailing undue expenditures of public funds, and without providing presentations to the achiever which entails anything of economic worth or value to the individual.



**SECTION: PROFESSIONAL
EMPLOYEES**

POLICY: 423

**TITLE: TOBACCO PRODUCT AND
VAPING PRODUCT USE**

ADOPTED: April 27, 2015

REVISED: July 20, 2020

LAST REVIEWED:

I. PURPOSE

The Board recognizes that tobacco products and vaping products, including but not limited to 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 the use of tobacco products and vaping products, including but not limited to Juuls and other electronic cigarettes, by District professional employees.

II. DEFINITIONS

- A. 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. 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. A vaping product. A vaping product is any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, products marketed under the trade name "Juul," 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.
- B. The term tobacco product does not include the following:

Recommended for Deletion

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.

III. POLICY

- A. The Board prohibits the use of tobacco and vaping products by professional employees at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the District.
- B. The Board prohibits the use of tobacco products and vaping products by professional employees at any time while responsible for the supervision of students during school sponsored events and activities that are held off school property or on school property.
- C. This policy does not prohibit possession of tobacco products and vaping products by professional employees of legal age.
- D. It is a violation of this policy for any professional employee to furnish a tobacco product or vaping product to a student.
- E. Violations of the Tobacco Product and Vaping Product Use Policy are to be dealt with in a progressive manner, using oral reprimands, written reprimands, suspensions from work, and further disciplinary actions in accordance with law, Board policy, and any applicable collective bargaining agreement.
- F. Employees who are interested may partake of smoking cessation sessions through the Employee Assistance Program.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or designee shall annually notify employees about the District's Tobacco Product and Vaping Product Use Policy by publishing such Policy in handbooks, newsletters, posted notices, on the District's website, or through other efficient methods.
- B. The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use, or sale of tobacco products or vaping products by professional employees on school property to the Office of Safe Schools on the required form.
- C. The Superintendent or designee may report incidents involving the sale of tobacco products and vaping products to minors by professional employees on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the district's memorandum of understanding with local law enforcement, and Board policies.

- D. The Superintendent or Superintendent's designee shall develop administrative guidelines regulating the use of tobacco products and vaping products and ensuring the District's compliance with applicable law.

V. REFERENCES

35 P.S. 1223.5
20 U.S.C. 7183
24 P.S. 1302.1-A and 1303-A
Pol. 805.1
18 Pa. C.S.A. 6305
22 PA Code 10.2 and 10.22
24 P.S. 1302.1-A
20 U.S.C. 7973
20 U.S.C. 7971 et seq.

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: PERSONNEL
(4000)
TITLE: **REVIEW OF
PERSONNEL
FILE**

FIRST READING: October 24,
1983
SECOND READING: November 28, 1983
ADOPTED: November 28, 1983
REVISED:

A professional employee shall have the right, upon appropriate request, to review any and all records pertaining to his/her employment in the District as housed in the Personnel Office and/or building(s) to which he/she is assigned, with the following conditions:

1. The request may be written or oral and shall be for a mutually agreeable time during regular office hours.
2. The employee may have a witness during the review. Any privileged communications related to the employee's initial employment or promotion in position shall be personally removed by the District representative in the presence of the employee.
3. An employee's file(s) shall be available to no one except appropriate administrative personnel and those persons responsible for keeping the files.
4. An employee has the right, upon request, to receive copies of any documents that he/she has reviewed.
5. The employee shall have the right to attach his/her written comments if he/she disagrees with any material filed.

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: CLASSIFIED
EMPLOYEES

TITLE: HIV INFECTION

FIRST READING: November 26, 2001
SECOND READING: January 14, 2002 Doc D-5
ADOPTED: January 14, 2002 Doc D-5
REVISED:

1. Purpose

The Board of School Directors is committed to providing a safe, healthy environment for its pupils, their families and employees. The purpose of this policy shall be to safeguard the health and well-being of pupils, their families, employees and the general public while protecting the rights of the individual.

This policy is based on evidence that the risk of transmitting human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, day care or school athletic settings.

2. Definitions

HIV (Human Immunodeficiency Virus) - A virus transmitted from person to person through blood to blood and/or sexual contact. Those bodily fluids that can transmit the virus include blood, semen, vaginal fluids and breast milk, or other bodily fluids containing blood.

AIDS (Acquired Immune Deficiency Syndrome) – the condition resulting from infection with HIV.

Infected Employee – Refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.

3. Authority

This policy shall apply to all employees in all programs conducted, sponsored or accepted by the School District.

The Board of School Directors directs that the established school rules that relate to illnesses and other diseases among employees shall also apply to Infected Employees.

SECTION: CLASSIFIED
EMPLOYEES

TITLE: HIV INFECTION

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

4. Delegation of Responsibility

The Superintendent or designee shall be responsible as the central contact for handling and releasing all information concerning Infected Employees.

All District employees shall maintain a respectful school climate and prohibit physical or verbal harassment of Infected Employees.

Employees, pupils, parents and visitors are required to consistently follow universal precautions in all settings and at all times, including playgrounds and school buses. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible. Employees shall notify the Superintendent of all incidents of exposure to bodily fluids and when an Infected Employee's health condition or behavior presents a reasonable risk of transmitting an infection.

On an annual basis, building administrators shall notify pupils, parents and District employees about current Board of School Directors policies concerning HIV infection and shall provide reasonable opportunities to discuss such policies and concerns.

The Superintendent or designee shall report periodically to the Board of School Directors regarding the effectiveness of this policy and shall make recommendations for revision in accordance with developments in medical research and treatments.

5. Guidelines

The Superintendent or designee shall develop guidelines to implement this Policy.

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: CLASSIFIED
EMPLOYEES
TITLE: HIV INFECTION
ADOPTED: January 14, 2002 Doc D-6
REVISED:

ADMINISTRATIVE GUIDELINES

In accordance with the policy of the Board of School Directors and in the spirit of making Wissahickon School District a safe and pleasant place in which to work, the following guidelines are established.

Assignment

District authorities shall determine the assignment of Infected Employees on a case-by-case basis.

Priority consideration shall be given to maintaining the Infected Employee in the regular assignment. Any decision for an alternative placement must be supported by specific facts and data.

Infected Employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave and alternatives available to them through State and federal laws, District policies, the collective bargaining agreement and the retirement system.

Confidentiality

The Superintendent shall determine which school personnel will receive information about an Infected Employee. The number of individuals informed of an Infected Employee's status shall be kept to the minimum required to assure protection of the Infected Employee as well as the school population. Anonymity shall have high priority.

All District employees have a duty to preserve the confidentiality of all information concerning an Infected Employee.

Information about Infected Employees in the District shall not be disclosed to the general public, undesignated school employees or other groups without a court order or the informed, written, signed and dated consent of the Infected Employee.

SECTION: CLASSIFIED
EMPLOYEES

TITLE: HIV INFECTION

Universal Precautions

Universal precautions, as recommended by the United States Public Health Services Center for Disease Control, shall be followed for exposure to bodily fluids containing blood-borne pathogens.

Employees shall treat all body fluids as hazardous and follow universal precautions.

The School District shall maintain and keep reasonably accessible all equipment and supplies necessary for implementing the universal precautions.

Staff Development

All District employees shall participate in a planned HIV education program that:

1. Conveys factual and current information.
2. Provides guidance on universal precautions.
3. Informs about current law and District policies concerning HIV.
4. Assists staff to maintain productive parent and community relations.
5. Includes annual review sessions.

Designated District employees shall receive additional, specialized training appropriate to their positions and responsibilities.



**SECTION: CLASSIFIED
EMPLOYEES**

POLICY: 517

**TITLE: CONDUCT AND
DISCIPLINARY PROCEDURES**

ORIGINAL: December 7, 2020

CURRENT REVISION:

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

None.

II. DEFINITIONS

None.

III. POLICY

- A. All support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.
- B. The Board requires employees to maintain professional, moral and ethical relationships with students at all times.
- C. The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.
- D. When demotion or dismissal charges are filed, support employees may be entitled to a Local Agency Law hearing, at the employee's request.

IV. DELEGATION OF AUTHORITY

- A. All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.
- B. When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:

Recommended for Deletion

- a. Physical or verbal abuse, or threat of harm, to anyone.
 - b. Nonprofessional relationships with students.
 - c. Causing intentional damage to district property, facilities or equipment.
 - d. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
 - e. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.
 - f. Use of profane or abusive language.
 - g. Breach of confidential information
 - h. Failure to comply with directives of district officials, security officers, or law enforcement officers.
 - i. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
 - j. Violation of Board policies, administrative regulations, rules or procedures.
 - k. Violation of federal, state, or applicable municipal laws or regulations.
 - l. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.
- C. The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to
- a. verbal warning
 - b. written warning
 - c. reprimand
 - d. suspension
 - e. demotion
 - f. dismissal
 - g. pursuit of civil and criminal sanctions.
- D. Arrest or Conviction Reporting Requirements
- a. Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.
 - b. Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.
 - c. An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.
 - d. An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.
 - e. Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.

V. REFERENCES

Recommended for Deletion

22 PA Code 235.10
Pol. 824
24 P.S. 510
24 P.S. 514
24 P.S. 1121
24 P.S. 1122
24 P.S. 1126
24 P.S. 1127
24 P.S. 1128
24 P.S. 1129
24 P.S. 1130
2 Pa. C.S.A. 551 et seq
Pol. 351
24 P.S. 1151
24 P.S. 111
24 P.S. 2070.9a
23 Pa. C.S.A. 6344.3
24 P.S. 2070.1a et seq
22 PA Code 235.1 et seq
23 Pa. C.S.A. 6301 et seq

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: CLASSIFIED
EMPLOYEES
TITLE: BOARD GIFTS

FIRST READING: October 24, 1983
SECOND READING: October 28, 1983
ADOPTED: October 28, 1983
REVISED:

A major goal of Wissahickon School District is to encourage excellence of achievement and performance by its students and personnel in keeping with all natural aptitudes and skills.

The policy of the Board of School Directors shall be to recognize any outstanding achievement of its personnel, especially students, by such action as will convey the commendation of the Board without entailing undue expenditures of public funds, and without providing presentations to the achiever which entails anything of economic worth or value to the individual.



**SECTION: CLASSIFIED
EMPLOYEES**

POLICY: 523

**TITLE: TOBACCO PRODUCT AND
VAPING PRODUCT USE**

ADOPTED: April 27, 2015

REVISED: July 20, 2020

LAST REVIEWED:

I. PURPOSE

The Board recognizes that tobacco products and vaping products, including but not limited to 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 to regulate the use of tobacco products and vaping products, including but not limited to Juul and other electronic cigarettes, by District classified employees.

II. DEFINITIONS

- A. 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. 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. A vaping product. A vaping product is any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, products marketed under the trade name "Juul," 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.
- B. The term tobacco product does not include the following:

Recommended for Deletion

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.

III. POLICY

- A. The Board prohibits the use of tobacco products and vaping products by classified employees at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the District.
- B. The Board prohibits the use of tobacco use and vapor product use by classified employees at any time while responsible for the supervision of students during at school sponsored events and activities that are held off school property or on school property.
- C. This policy does not prohibit possession of tobacco and vaping products by classified employees of legal age.
- D. It is a violation of this policy for any classified employee to furnish a tobacco or vaping product to a student.
- E. Violations of this Tobacco and Vaping Product Use Policy are to be dealt with in a progressive manner, using oral reprimands, written reprimands, suspensions from work, and further disciplinary actions in accordance with law, Board policy, and any applicable collective bargaining agreement.

IV. DELEGATION OF AUTHORITY

- A. The Superintendent or designee shall annually notify employees about the District's Tobacco Product and Vaping Product Use Policy by publishing such policy in handbooks, newsletters, posted notices, on the District's website, or through other efficient methods.
- B. The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use, or sale of tobacco products or vaping products by classified employees on school property to the Office of Safe Schools on the required form.
- C. The Superintendent or designee may report incidents involving the sale of tobacco products and vaping products to minors by classified employees on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the district's memorandum of understanding with local law enforcement, and Board policies.

- D. The Superintendent or designee shall develop administrative guidelines regulating the use of tobacco products and vaping products and ensuring the District's compliance with applicable law.

V. **REFERENCES**

35 P.S. 1223.5
20 U.S.C. 7183
24 P.S. 1302.1-A and 1303-A
Pol. 805.1
18 Pa. C.S.A. 6305
22 PA Code 10.2 and 10.22
24 P.S. 1302.1-A
20 U.S.C. 7973
20 U.S.C. 7971 et seq.

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: PERSONNEL
(4000)
TITLE: **REVIEW OF
PERSONNEL
FILE**

FIRST READING: October 24,
1983
SECOND READING: November 28, 1983
ADOPTED: November 28, 1983
REVISED:

A professional employee shall have the right, upon appropriate request, to review any and all records pertaining to his/her employment in the District as housed in the Personnel Office and/or building(s) to which he/she is assigned, with the following conditions:

1. The request may be written or oral and shall be for a mutually agreeable time during regular office hours.
2. The employee may have a witness during the review. Any privileged communications related to the employee's initial employment or promotion in position shall be personally removed by the District representative in the presence of the employee.
3. An employee's file(s) shall be available to no one except appropriate administrative personnel and those persons responsible for keeping the files.
4. An employee has the right, upon request, to receive copies of any documents that he/she has reviewed.
5. The employee shall have the right to attach his/her written comments if he/she disagrees with any material filed.