



**KEYSTONE OAKS SCHOOL DISTRICT
1000 KELTON AVENUE
PITTSBURGH, PA 15216**

BOARD OF SCHOOL DIRECTORS

**BUSINESS/LEGISLATIVE SESSION
TUESDAY, APRIL 20, 2021
7:00 PM**

**KEYSTONE OAKS SCHOOL DISTRICT
SCHOOL DIRECTORS' CALENDAR OF COMING EVENTS**

April 20, 2021 – Business/Legislative

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

April 23, 2021 – Special Voting Meeting

7:00 PM Meeting

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

BOARD PRESIDENT'S REPORT

April 20, 2021

Mrs. Theresa Lydon

BOARD ACTION REQUESTED

I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of March 9, 2021 and the Business/Legislative Minutes of March 16, 2021.

II. 2021/2022 BOARD MEETING DATES

It is recommended that the Board approve the 2021/2022 Board Meeting dates as listed below through the month of June, 2022.

August 10, 2021 Work Session

August 17, 2021 Business/Legislative Meeting

September 14, 2021 Work Session

September 21, 2021 Business/Legislative Meeting

October 12, 2021 Work Session

October 19, 2021 Business/Legislative Meeting

November 9, 2021 Work Session

November 16, 2021 Business/Legislative Meeting

December 7, 2021 Reorganization/Work Session

December 14, 2021 Business/Legislative Meeting

January 11, 2022 Work Session

January 18, 2022 Business/Legislative Meeting

February 8, 2022 Work Session

February 15, 2022 Business/Legislative Meeting

March 8, 2022 Work Session

March 15, 2022 Business/Legislative Meeting

April 12, 2022 Work Session

April 19, 2022 Business/Legislative Meeting

May 10, 2022 Special Voting Meeting/ Work Session

May 17, 2022 Business/Legislative Meeting

**June 14, 2022 Work Session
June 21, 2022 Business/Legislative Meeting**

FOR INFORMATION ONLY

- Parkway West Career and Technology Center Report *Mrs. Annie Shaw*
- SHASDA Report *Mr. Santo Raso*
- PSBA/Legislative Report *Mrs. Theresa Lydon*
- News from the Boroughs

V. EXECUTIVE SESSION

SUPERINTENDENT'S REPORT

April 20, 2021

Dr. William P. Stropkaj

BOARD ACTION REQUESTED

I. BUSINESS OFFICE ACCOUNTANT

The Administration recommends the Board approve the employment of **Tyler Jacobs**, Business Office Accountant, for a term effective May 24, 2021 through June 2024, with a salary at \$40,000.00.

II. 2021 KENNYWOOD PICNIC

It is recommended that the Board approve the contract between the Keystone Oaks School District and Kennywood establishing Wednesday, June 23, 2021 as the Kennywood Picnic Day for the 2020/2021 school year.

III. SECOND READING POLICY 113.1: POSITIVE BEHAVIOR SUPPORT

It is recommended that the Board approve the SECOND READING of Policy 113.1: *Positive Behavior Support*.

IV. SECOND READING POLICY 113.2: DISCIPLINE OF STUDENTS WITH DISABILITIES

It is recommended that the Board approve the SECOND READING of Policy 113.2: *Discipline of Students with Disabilities*

V. SECOND READING POLICY 113.4: CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT INFORMATION

It is recommended that the Board approve the SECOND READING of Policy 113.4: *Confidentiality of Special Education Student Information*.

VI. SECOND READING POLICY 859: JOB RELATED EXPENSES

It is recommended that the Board approve the SECOND READING of Policy 859: *Job Related Expenses*.

VII. SECOND READING POLICY 860: WORKING PERIODS

It is recommended that the Board approve the SECOND READING of Policy 860: *Working Periods*.

VIII. SECOND READING POLICY 861: RESPONSIBILITY FOR STUDENT WELFARE

It is recommended that the Board approve the SECOND READING of Policy 861: *Responsibility for Student Welfare*.

IX. FIRST READING POLICY 835: FAMILY AND MEDICAL LEAVE

It is recommended that the Board approve the FIRST READING of Policy 835: *Family and Medical Leave*.

X. FIRST READING POLICY 857.1: HIV INFECTION

It is recommended that the Board approve the FIRST READING of Policy 857.1: *HIV Infection*.

XI. FIRST READING POLICY 870: OUTSIDE ACTIVITIES

It is recommended that the Board approve the FIRST READING of Policy 870: *Outside Activities*.

XII. FIRST READING POLICY 872: POLITICAL ACTIVITIES

It is recommended that the Board approve the FIRST READING of Policy 872: *Political Activities*.

XIII. FIRST READING POLICY 874: PERSONNEL FILES

It is recommended that the Board approve the FIRST READING of Policy 874: *Personnel Files*.

XIV. FIRST READING POLICY 875: DRESS AND GROOMING

It is recommended that the Board approve the FIRST READING of Policy 875: *Dress and Grooming*.

XV. FIRST READING POLICY 876: HEALTH SABBATICAL LEAVE

It is recommended that the Board approve the FIRST READING of Policy 876: *Health Sabbatical Leave*.

XVI. FIRST READING POLICY 876-AR-1: REQUEST FOR HEALTH SABBITCAL LEAVE

It is recommended that the Board approve the FIRST READING of Policy 876-AR-1: *Request for Health Sabbatical Leave*.

EDUCATION REPORT

April 20, 2021

Mrs. Theresa Lydon, Chairperson

BOARD ACTION REQUESTED

I. STUDENT INSTRUCTIONAL SUMMER WORK PROGRAM

The Administration recommends that the Board approve the Student Instructional Summer Work Program at the Keystone Oaks High School from June 22- July 9, 2021 (7:00 a.m. – 12:00 p.m.) for approximately 15 students and two (2) instructors, Mr. Mark Elphinstone and Mr. Michael Orsi. This program has both an instructional component and custodial component.

PERSONNEL REPORT

April 20, 2021

Mr. Matthew Cesario, Chairperson

BOARD ACTION REQUESTED

I. RETIREMENT

The Administration recommends that the Board accept the following retirement:

| <u>Name</u> | <u>Position</u> | <u>Years of Service</u> | <u>Effective Date</u> |
|--------------|-------------------|-------------------------|-----------------------|
| David Peters | Outside Custodian | 40 | July 30, 2021 |

II. APPOINTMENTS

1. Custodian

In compliance with the *Service Employee's International Union Local 32BJ*, the Administration recommends the employment of:

Julia Beadle
Custodian
Effective – March 17, 2021
Salary - \$28,462.22 (pro-rated)

III. LEAVE OF ABSENCE

It is recommended that the Board approve the following individual for Family and Medical Leave:

Employee 2689 – April 5, 2021 to May 28, 2021

FINANCE REPORT

April 20, 2021

Ms. Raeann Lindsey, Chairperson

BOARD ACTION REQUESTED

I. ACCOUNTS PAYABLE APPROVAL LISTS THROUGH MARCH 31, 2021

The Administration recommends approval of the following Accounts Payable lists as presented in the *Finance Package*:

| | |
|---|---------------------|
| A. General Fund as of March 31, 2021 (Check No. 63971-64175) | \$960,919.95 |
| B. Food Service Fund as of March 31, 2021 (Check No. 9547-9552) | \$16,983.36 |
| C. Athletics as of March 31, 2021 (Check No. 3249-3256) | \$4,774.01 |
| D. Capital Reserve as of March 31, 2021 (None) | \$0.00 |
| TOTAL | \$982,677.32 |

FOR INFORMATION ONLY

I. EXPENDITURE/REVENUE 2020 – 2021 BUDGET to ACTUAL / PROJECTION

| ACCT | DESCRIPTION | 2020-2021 BUDGET TOTAL | 2020-2021 9 MONTH MARCH/ACTUAL | OVER (UNDER) BUDGET |
|--|------------------------------------|---------------------------------------|---|------------------------------------|
| Revenue | | | | |
| 6000 | Local Revenue Sources | \$ 29,055,241 | \$ 28,914,807 | \$ (140,434) |
| 7000 | State Revenue Sources | \$ 12,349,006 | \$ 6,584,453 | \$ (5,764,553) |
| 8000 | Federal Revenue Sources | \$ 946,330 | \$ 535,169 | \$ (411,161) |
| Total Revenue | | \$ 42,350,577 | \$ 36,034,429 | \$ (6,316,148) |
| | | | | (OVER) UNDER BUDGET |
| Expenditures | | | | |
| 100 | Salaries | \$ 17,502,435 | \$ 10,133,501 | \$ 7,368,934 |
| 200 | Benefits | \$ 10,794,110 | \$ 6,612,244 | \$ 4,181,866 |
| 300 | Professional/Technical Services | \$ 1,863,096 | \$ 1,105,782 | \$ 757,314 |
| 400 | Property Services | \$ 1,124,200 | \$ 726,847 | \$ 397,353 |
| 500 | Other Services | \$ 5,242,271 | \$ 3,333,609 | \$ 1,908,662 |
| 600 | Supplies/Books | \$ 1,334,927 | \$ 1,094,712 | \$ 240,215 |
| 700 | Equipment/Property | \$ 328,850 | \$ 992,826 | \$ (663,976) |
| 800 | Other Objects | \$ 490,420 | \$ 346,018 | \$ 144,402 |
| 900 | Other Financial Uses | \$ 4,500,000 | \$ 3,734,325 | \$ 765,675 |
| Total Expenditures | | \$ 43,180,309 | \$ 28,079,864 | \$ 15,100,445 |
| Revenues exceeding Expenditures | | \$ (829,732) | \$ 7,954,565 | \$ 8,784,297 |
| Other Financing Sources/(Uses) | | | | |
| | Interfund Transfers In (Out) | \$ - | \$ - | \$ - |

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MARCH 31, 2021

| Bank Account - Status | Middle / High School | Athletics |
|------------------------------|-----------------------------|------------------|
| Cash Balance - 3/1/2021 | \$ 70,728.72 | \$ 8,518.65 |
| Deposits | \$ 34.59 | \$ 5,251.50 |
| Subtotal | \$ 70,763.31 | \$ 13,770.15 |
| Expenditures | \$ 90.00 | \$ 3,705.90 |
| Cash Balance - 3/31/2021 | \$ 70,673.31 | \$ 10,064.25 |

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF MARCH 31, 2021

| | BALANCE | |
|---|----------------|-------------------|
| GENERAL FUND | | |
| FNB BANK | \$ | 1,583,485 |
| PAYROLL (pass-thru account) | \$ | 18,601 |
| FNB SWEEP ACCOUNT | \$ | - |
| ATHLETIC ACCOUNT | \$ | 10,064 |
| PLGIT | \$ | 8,607,223 |
| FNB MONEY MARKET | \$ | 2,500,554 |
| PSDLAF | \$ | 162,294 |
| INVEST PROGRAM | \$ | 181,715 |
| OTHER POST-EMPLOYMENT BENEFITS | \$ | 1,986,195 |
| COMPENSATED ABSENCES | \$ | 430,464 |
| | \$ | 15,480,595 |
| CAFETERIA FUND | | |
| FNB BANK | \$ | 160,547 |
| PLGIT | \$ | 528,529 |
| | \$ | 689,076 |
| CONSTRUCTION FUND / CAP RESERVE | | |
| FNB BANK | \$ | 111,630 |
| PLGIT - G.O. BOND SERIES C OF 2014/ 12-19 | \$ | 801 |
| | \$ | 112,431 |
| GRAND TOTAL | \$ | 16,282,102 |

ACTIVITIES & ATHLETICS REPORT

April 20, 2021

Mr. Thomas LaPorte, Chairperson

BOARD ACTION REQUESTED

I. UPMC ATHLETIC TRAINING SERVICES AGREEMENT

The Administration recommends that the Board approve the UPMC Athletic Training Services Agreement for a term of five (5) years running from July 1, 2021 through June 30, 2026. The following amounts will be invoiced quarterly by UPMC:

2021/2022: \$32,000.00
2022/2023: \$33,940.00
2023/2024: \$34,950.00
2024/2025: \$35,990.00
2025/2026: \$37,070.00

BUILDINGS & GROUNDS REPORT

April 20, 2021

Mr. Santo Raso, Chairperson

BOARD ACTION REQUESTED

I. ADVERTISEMENT OF BIDS – ROOF

It is recommended that the Board approve the advertisement of bids for the replacement of the Middle School and High School Roof.

II. ADVERTISEMENT OF BIDS – ROOFTOP UNITS

It is recommended that the Board approve the advertisement of bids for the Middle School Rooftop Units.

III. ADVERTISEMENT OF BIDS – HYDRAULIC CYLINDERS

It is recommended that the Board approve the advertisement of bids for the replacement of the hydraulic cylinders for the Myrtle Elevator.

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 113.1

Section PROGRAMS

Title POSITIVE BEHAVIOR SUPPORT

Adopted NOVEMBER 16, 1998

Last Revised ~~DECEMBER 13, 2016;~~
~~FEBRUARY 17, 2011~~

| POLICY NO. 113.1 POSITIVE BEHAVIOR SUPPORT | | |
|---|---|---|
| Section 1 | <p><u>Purpose</u></p> <p>Students with disabilities shall be educated in the least restrictive environment (LRE) in accordance with their Individualized Education Program (IEP), and shall only be placed in settings other than the regular education class when the nature or severity of the student’s disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily and cannot meet the needs of the student. The IEP team for a student with a disability shall develop a Positive Behavior Support Plan or shall include behavioral goals, interventions, and strategies in the IEP for each if the student requires specific intervention to address whose behavior that interferes with his/her learning or the learning of others. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal laws and regulations.</p> | 22 PA Code See 14.133, 14.145 20 U.S.C. 1414 34 CFR 300.114, 300.324 |
| Section 2 | <p><u>Authority</u></p> <p>The Board directs that the District’s behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support</p> | 22 PA Code See 14.133 20 U.S.C. 1414, 1415 34 CFR 300.324, 300.34, 300.530 |

**POLICY NO. 113.1
POSITIVE BEHAVIOR SUPPORT**

programs and plans shall be based on a functional behavioral assessment and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.

Pol. 113, 113.2,
113.3

~~following principles shall govern the use of behavior supports and interventions for students with disabilities:~~

- ~~1. Positive, rather than negative, measures must form the basis of behavior support programs to ensure that all students shall be free from demeaning treatment, the use of adverse techniques, punitive "time out" and the unreasonable use of restraints.~~
- ~~2. Behavior support programs and plans must be based on a functional assessment of behavior and use positive behavior techniques.~~
- ~~3. Behavior support programs must include research based practices and techniques to develop and maintain skills that will enhance an individual student's opportunity for learning and self-fulfillment.~~
- ~~4. When an intervention is needed to address problem behavior, the types of intervention chosen for a particular student shall be the least intrusive necessary.~~
- ~~5. The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques.~~
- ~~6. Nothing in this policy shall be construed to require the development of a separate behavior support or intervention plan when appropriate positive behavioral interventions, strategies, and supports, consistent with the requirements of this policy, can be incorporated into body of the IEP.~~
- ~~7.~~

Section 3

Definitions

~~As used in this policy,~~ The following words and terms shall have these meanings, unless the context clearly indicates otherwise:

22 PA Code Sec.
14.133

**POLICY NO. 113.1
POSITIVE BEHAVIOR SUPPORT**

Aversive Techniques – Deliberate activities designed to establish a negative association with a specific behavior.

Behavior Support – The development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

Functional Behavior Assessment (FBA) – A student-centered team process used in instances when behavior negatively impacts a student’s learning or that of the student’s peers. FBA is an evidence-based process for gathering information to understand the function (purpose) of behavior in order to write an effective positive behavior support plan.

A FBA must be conducted and behavioral interventions implemented when: The IEP team (1) determines that a student’s behavior is interfering with the student’s learning or the learning of others, and (2) requires additional information to provide appropriate educational programming.

Positive Behavior Support Plans or Behavior Intervention Plan – A plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavior assessment, and become part of the individual student’s IEP ~~whether as a separate document attached thereto or as goals and intervention~~. These plans must include methods that use positive reinforcements, ~~and other positive techniques to shape a student’s behavior,~~ and related services required to assist a student with a disability to benefit from special education.

Positive techniques – Methods that utilize positive reinforcement to shape a student’s behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.

Restraints – Application of physical force, with or without the use of any device, ~~designed for the purpose of to restraining the~~ free movement of a student’s body, excluding the following:

**POLICY NO. 113.1
POSITIVE BEHAVIOR SUPPORT**

1. Briefly holding a student, without force, to calm or comfort the student ~~him/her~~.
2. Guiding a student to an appropriate activity.
3. Holding a student's hand to escort the student ~~him/her~~ safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's ~~person(s) in parental relation~~ ~~arents/guardians~~ and specified in the IEP.
6. Mechanical restraints, governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.

Seclusion – Confinement of a student in a room, with or without staff supervision in the same room at all times, in order to provide a safe environment to allow the student to regain self-control.

Students with disabilities – School-aged children within the jurisdiction of the District who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.

Pol. 113

Section 4

Delegation of Responsibility

The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.

The Superintendent or designee shall develop administrative ~~regulations~~ ~~guidelines or procedures as needed~~ to implement this policy.

| | | |
|-------------------------|---|---|
| <p>Section 5</p> | <p align="center">POLICY NO. 113.1 POSITIVE BEHAVIOR SUPPORT</p> | |
| | <p>The Superintendent or designee shall provide regular training and retraining of staff in the use of specific procedures, methods and techniques, including de-escalation techniques, emergency responses, restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs, Positive Behavior Support Plans and Board policy.</p> | <p>22 PA Code 14.133</p> |
| | <p>The Superintendent or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports to be made to the District by entities educating students with disabilities who attend programs or classes outside the District, including private schools, agencies, intermediate units and career and technical schools.</p> | <p>22 PA Code 14.133</p> |
| | <p><u>Guidelines</u></p> <p>Development of a separate Positive Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.</p> <p>When an intervention is necessary to address problem behavior, the positive techniques and types of intervention chosen for a student shall be the least intrusive necessary.</p> | <p>22 PA Code 14.133 34 CFR 300.324</p> |
| | <p><u>Physical Restraints</u></p> <p>Restraints to control acute or episodic aggressive or self-injurious behavior may be used only when the student is acting in a manner that presents as to be a clear and present danger to the student him/herself, other students or to employees, and only when less restrictive measures and techniques have proven to be or are less effective.</p> <p>The Superintendent or designee shall notify the person in parental relation arent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the inappropriate behavior causing the use of restraints, unless the person in parental relation arent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting,</p> | <p>22 PA Code 14.133</p> <p>22 PA Code 14.133</p> |

**POLICY NO. 113.1
POSITIVE BEHAVIOR SUPPORT**

the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised ~~P~~positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.

The use of restraints ~~shall not~~~~may only~~ be included in ~~a student's~~ the IEP for the convenience of staff, as a substitute for an educational program, or to be employed as punishment. Restraints may be included in an IEP with person in parental relation consent ~~only if~~~~under the following conditions~~:

22 PA Code 14.133

1. The restraint is used ~~on conjunction~~ with specific components ~~elements~~ of a ~~P~~positive ~~B~~behavior ~~S~~support Plan.
2. The restraint is used in conjunction with ~~the teaching of~~ socially ~~appropriate~~~~ceptable~~ alternative skills ~~to replace~~ ~~problem~~ or behaviors.
3. Staff are authorized ~~to use the restraint~~, and have received ~~appropriate~~~~all~~ training ~~required~~, ~~to use the~~ ~~specific procedure~~.
4. ~~The p~~Positive Behavior Support Plan ~~of the student~~ includes ~~efforts to~~~~a plan for~~ eliminating the use of restraints ~~through the application of positive behavior~~ ~~support~~.

~~The use of restraints is not included in the IEP for the convenience of staff, as a substitute for an educational program, or to be employed as punishment.~~

Mechanical Restraints

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of ~~a students~~ when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's ~~person(s) in parental relation~~~~arents/guardians~~.

22 PA Code 14.133

**POLICY NO. 113.1
POSITIVE BEHAVIOR SUPPORT**

Mechanical restraints shall prevent a student from injuring the student ~~him/herself~~ or others, or promote normative body positioning and physical functioning.

Seclusion

The District permits involuntary seclusion of a student for a limited period of time in accordance with the student’s IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative. District staff shall provide continuous supervision of students in seclusion, which need not always involve presence of staff within the same room.

The District prohibits the seclusion of student in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.

22 PA Code 14.133

Aversive Techniques

The following aversive techniques for addressing behavior are considered inappropriate and shall not be used in educational programs:

22 PA Code 14.133

1. Corporal punishment.
2. Punishment for behaviors caused by or directly and substantially related ~~a manifestation of~~ to a student’s disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Suspensions constituting a pattern as defined in state regulations.
7. Treatment of a demeaning nature.

~~22 PA Code 14.133~~

22 PA Code 14.143

**POLICY NO. 113.1
POSITIVE BEHAVIOR SUPPORT**

- 8. Electric shock.
- 9. Methods implemented by untrained personnel.
- 10. Prone restraints, which are restraints by which a student is held face down on the floor.

Reporting and Monitoring

The Superintendent or designee shall maintain and report data on the use of restraints in a manner prescribed by the Secretary of Education of the Commonwealth of Pennsylvania. Such report shall be readily available for review during cyclical compliance monitoring conducted by the Pennsylvania Department of Education. Procedures shall be established requiring reports be made to the District by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and vocational schools.

22 PA Code 14.133

Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the District's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Behavior Support Plan.

SC 1302.1-A
22 PA Code 10.2,
10.21, 10.22, 10.23,
10.25, 14.104,
14.133
34 CFR 330.535
20 U.S.C. 1415
Pol. 103.1, 113,
113.2, 218, 227,
250, 251, 805.125,
823

For a student with a disability who has a Positive Behavior Support Plan at the time of referral, subsequent to notification to law enforcement, the District shall convene the student's IEP team and an updated functional behavior assessment and Positive Behavior Support Plan shall be required ~~for students~~

22 PA Code 10.23,
14.133,
Pol. 113.3

**POLICY NO. 113.1
POSITIVE BEHAVIOR SUPPORT**

~~with disabilities who have Behavior Support Plan of such referral.~~

If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the District, the Superintendent or designee shall ensure notify that the school district or intermediate unit is informed in which the residential setting is located of the need to update review the student's functional behavioral assessment and Positive Behavior Support Plan.

22 PA Code 14.133

For a student with a disability who does not have a Positive Behavior Support Plan, subsequent to notification to law enforcement, the District shall convene the student's IEP team to consider whether a Positive Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policy.

22 PA Code 10.23, 14.133

Relations With Law Enforcement

The District shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the District.

22 PA Code 10.23, 14.104
Pol. 113, 805.1

The District shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the District's Special Education Plan and positive behavior support program.

22 PA Code 10.23, 14.104, 14.133
Pol. 113, 805.1

Regular Program of Training

~~The Superintendent or designee shall provide for the regular training and re-training, as needed, of personnel in the use of specific procedures, methods, and techniques, including restraints and seclusions, that those personnel will be expected to employ in the implementation of positive behavior supports or~~

~~22 PA Code 14.133~~

**POLICY NO. 113.1
POSITIVE BEHAVIOR SUPPORT**

~~interventions in accordance with the IEP of the child and this policy.~~

Previously Revised: December 13, 2016; February 17, 2011

References:

School Code – 24 P.S. Sec. 1302.1-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 14.104, 14.133, 14.143, 14.145

Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1414, 1415

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300.114, 300.324, 300.34, 300.530, 300.535

Board Policy – 103.1, 113, 113.2, 113.3, 218, 227, 250, 251, 805.125, 823

Policy Guide



Policy No. 113.2

Section PROGRAMS

Title DISCIPLINE OF STUDENTS WITH DISABILITIES

Adopted DECEMBER 13, 2016

Last Revised _____

| POLICY NO. 113.2 DISCIPLINE OF STUDENTS WITH DISABILITIES | | |
|--|---|---|
| Section 1 | <p><u>Purpose</u></p> <p>The District shall develop and implement Positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning.</p> <p>Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and Positive Behavior Support Plan.</p> | <p>Title-22 PA Code See. 14.133 Pol. 113, 113.1</p> <p>Title-22 PA Code See. 14.133, 14.143 34 CFR Sec. 300.530 Pol. 218, 233</p> |
| Section 2 | <p><u>Definitions</u></p> <p>Students with disabilities – school-aged children -within the jurisdiction of the District who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.</p> <p>Suspensions from school – disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days.</p> | <p>Pol. 113</p> <p>Title-22 PA Code See. 12.6 Pol. 233</p> |

| | | |
|-------------------------|---|--|
| <p>Section 3</p> | <p style="text-align: center;">POLICY NO. 113.2 DISCIPLINE OF STUDENTS WITH DISABILITIES</p> <p>Expulsions from school – disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school.</p> <p>Interim alternative educational settings – removal of a student with a disability from the student’s his/her current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; however, this does not constitute a change in placement for a student with a disability.</p> <p>Manifestation of Disability – the behavior is caused by, or directly and substantially related to, the student’s disability.</p> <p><u>Authority</u></p> <p>The Board directs that the District shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA), and federal and state regulations when disciplining students with disabilities for violations of Board policy or district rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student’s particular misconduct is a manifestation of the student’s his/her disability. However, under certain circumstances a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student’s educational placement to one which is more restrictive than the placement where the misconduct occurred.</p> <p><u>Provision Of Education During Disciplinary Exclusions</u></p> <p>During any period of expulsion, or suspension from school for more than ten (10) consecutive days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and public appropriate education (FAPE), in accordance with law.</p> | <p>Title-22 PA Code See: 12.6 Pol. 233</p> <p>20 U.S.C. See: 1415(k) 34 CFR See: 300.530(g)</p> <p>Title-22 PA CodeSee: 14.143 20 U.S.C. See: 1415(k) 34 CFR See: 300.530</p> <p>Title-22 PA CodeSee: 12.6(e) 20 U.S.C. See: 1412(a) 34 CFR See: 300.530(b),(d)</p> |
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| POLICY NO. 113.2 DISCIPLINE OF STUDENTS WITH DISABILITIES | | |
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| Section 4 | <p><u>Guidelines</u></p> <p><u>Suspension From School</u></p> <p>A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student’s educational placement.</p> <p><u>Changes In Educational Placement/Manifestation Determinations</u></p> <p>For disciplinary exclusions which constitute a change in educational placement, the District shall first determine whether the student’s behavior is a manifestation of the student’s his/her disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement.</p> <p>A student with a disability whose behavior is not a manifestation of the student’s his/her disability may be disciplined in accordance with Board policy, district rules and regulations in the same manner and to the same extent as students without disabilities.</p> <p><u>Parent/Guardian Appeals From Disciplinary Actions/Request For Hearing By District For Students Who Are A Danger To Themselves Or Others</u></p> <p>A due process hearing may be requested by a person in parental relationarent/guardian of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the District if the District believes that the current placement is substantially likely to result in injury to the student or others. On person in parental relationarent/guardian appeal, or when the District requests a due process hearing, the hearing officer may return the student to the placement from which the student was removed or order the student’s his/her removal to an appropriate interim alternative educational setting</p> | <p>Title-22 PA CodeSee: 12.6, 14.143, 14.15 20 U.S.C.-See: 1415(k) 34 CFR-See: 300.530, 300.536</p> <p>Title-22 PA CodeSee: 14.143 34 CFR-See: 300.530</p> <p>Title-22 PA CodeSee: 14.143 34 CFR-See: 300.530(e) Pol. 218, 233</p> <p>20 U.S.C.-See: 1415(k) 34 CFR-See: 300.532</p> |

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for up to forty-five (45) school days if the hearing officer determines that maintaining the student's ~~child's~~ current placement is substantially likely to result in an injury to the student or others.

Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the District and the person in parental ~~relation~~ ~~arent/guardian~~ agree otherwise.

20 U.S.C. ~~See:~~
1415(~~k~~)
34 CFR ~~See:~~
300.533

Students Not Identified As Disabled/Pending Evaluation

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the District did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.

20 U.S.C. ~~See:~~
1415(~~k~~)
34 CFR ~~See:~~
300.534

Administrative Removal To Interim Alternative Educational Setting For Certain Infractions

School personnel may remove a student with a disability, including intellectual disability, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student:

20 U.S.C. ~~See:~~
1415(~~k~~)
34 CFR ~~See:~~
300.530(~~g~~)

1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the District. For purposes of this provision, weapon is defined as a **weapon**, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length.

18 U.S.C. ~~See:~~ 930
20 U.S.C. ~~See:~~
1415(~~k~~)
34 CFR ~~See:~~
300.530(~~i~~)
Pol. 250

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2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the District.

3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the District. For purposes of this provision, **serious bodily injury** means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

20 U.S.C. ~~See:~~
1415(~~k~~)
21 U.S.C. Sec.
812(~~e~~)
34 CFR ~~See:~~
300.530(~~i~~)
Pol. 227

18 U.S.C. ~~See:~~
1365(~~h~~)(~~3~~)
20 U.S.C. ~~See:~~
1415(~~k~~)
34 CFR ~~See:~~
300.530(~~i~~)

Referral To Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

SC 1303-A
~~Title~~-22 PA
Code~~See:~~ 10.2
35 P.S. ~~See:~~ 780-102

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's **Positive** Behavior Support Plan.

SC 1302.1-A
~~Title~~-22 PA
Code~~See:~~ 10.2,
10.21, 10.22, 10.23,
10.25, 14.104,
14.133
20 U.S.C. ~~See:~~
1415(~~k~~)
34 CFR ~~See:~~
300.535
Pol. 103.1, 113,
113.1, 113.3, 218,
227, 250, 251, 823,
805.125

**POLICY NO. 113.2
DISCIPLINE OF STUDENTS WITH DISABILITIES**

For a student with a disability who does not have a **Positive Behavior Support Plan**, subsequent to notification to law enforcement, the District shall convene the student’s IEP team to consider whether a **Positive Behavior Support Plan** should be developed to address the student’s behavior, in accordance with law, regulations and Board policies.

~~Title-22 PA Code~~ See: 10.23, 14.133
Pol. 113.1, 113.3

When reporting an incident committed by a student with a disability to the appropriate authorities, the **District** shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The **District** shall **ensure compliance with the Family Educational Rights and Privacy Act when transmitting** copies of the student’s special education and disciplinary records ~~only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.~~

~~Title-22 PA Code~~ See: 10.2, 10.21, 10.22, 10.23
20 U.S.C. ~~See: 1232g, 1415(k)(6)~~
34 CFR ~~See: 300.535~~
34 CFR Part 99
Pol. 113.4, 216, 805.125

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.

SC 1303-A
Pol. 805.125

References:

School Code – 24 P.S. Sec. 510, 1302.1-A, 1303-A

PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 12.6, 14.104, 14.133, 14.143

Crimes Code, Possession of Firearms and Dangerous Weapons – 18 U.S.C. Sec. 930

Crimes Code, Definition, Serious Bodily Injury – 18 U.S.C. Sec. 1365~~(h)(3)~~

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Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1412, 1415~~00~~~~et seq.~~,

Controlled Substances Act – 21 U.S.C. Sec. 812

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300.530, 300.532, 300.533, 300.534, 300.535, 300.536

Family Educational Rights and Privacy – 34 CFR Part 99, 20 U.S.C. Sec. 1232g

Board Policy – 103.1, 113, 113.1, 113.3, 113.4, 216, 218, 227, 233, 250, 251, 805.1, 823, ~~825~~

Policy Guide



Policy No. 113.4

Section PROGRAMS

Title CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT INFORMATION

Adopted DECEMBER 13, 2016

Last Revised _____

| POLICY NO. 113.4 CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT INFORMATION | | |
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| Section 1 | <p><u>Authority</u></p> <p>The Board recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.</p> <p>The District shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations.</p> <p>The rights provided by this policy apply to persons in parental relation parents/guardians of students who receive special education programming and services from the District or an outside program provided through the District.</p> | <p>Pol. 113, 216</p> <p>Pol. 216 34 CFR 300.611-300.627</p> <p>34 CFR 300.520, 300.625</p> |
| Section 2 | <p><u>Definitions</u></p> <p>Destruction shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.</p> <p>Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means,</p> | <p>34 CFR 300.611</p> <p>34 CFR 99.3</p> |

**POLICY NO. 113.4
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STUDENT INFORMATION**

including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

Education Records, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

34 CFR 99.3
20 U.S.C. 1232g
Pol. 216

Personally identifiable information includes, but is not limited to:

34 CFR 99.3,
300.32

1. The name of a student, the student's parents/guardians or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's social security number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

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CONFIDENTIALITY OF SPECIAL EDUCATION
STUDENT INFORMATION**

Section 3

Guidelines

~~Parental~~ Access Rights

The District shall permit persons in parental relation~~arents/guardians~~ to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the District in connection with providing special education services to the student.

34 CFR 99.10,
300.613

The District shall comply with a person in parental relation's request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of a free and appropriate public education (FAPE) to a student; a hearing related to the discipline of the student; and a resolution meeting.

The District shall presume a person in parental relation~~arent/guardian~~ has authority to inspect and review records relating to their~~his/her~~ child unless it has been provided documentation that the requesting person in parental relation~~parent/guardian~~ does not have this authority under applicable state law.

34 CFR 99.4,
300.613

The District shall comply with a person in parental relation's request for review within forty-five (45) days following receipt of the request.

34 CFR 99.10,
300.613

A person in parental relation~~arent's/guardian~~'s right to inspect and review education records includes the right to:

1. A response from the District to reasonable requests for explanations and interpretations of the records.
2. Request that the District provide copies of the records if failure to provide copies would effectively prevent the person in parental relation~~arent/guardian~~ from exercising the right to inspect and review the records.
3. Have a representative inspect and review the records.

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If an education record includes information on more than one (1) student, the persons in parental relation~~arents/guardians~~ shall have access only to the information relating to their child or shall be informed of the information in the record.

34 CFR 99.12,
300.615

The District shall provide persons in parental relation~~arents/guardians~~, upon request, a list of the types and locations of education records collected, maintained, or used by the District.

34 CFR 300.616

Fees

The District may charge a fee for copies of records that are made for persons in parental relation~~arents/guardians~~ so long as the fee does not effectively prevent persons in parental relation~~arents/guardians~~ from exercising their right to inspect and review those records.

34 CFR 99.11,
300.617

The District shall not charge a fee to search for or to retrieve information in response to a person in parental relation's request.

Record Of Access

The District shall keep a record of parties obtaining access to education records collected, maintained, or used in providing special education and related services to students with disabilities, except access by persons in parental relation~~arents/guardians~~ and authorized district employees.

34 CFR 300.614

The District's record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Amendment Of Records Upon Parental Request

If a person in parental relation~~arent/guardian~~ believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the person in parental relation~~parent/guardian~~ may request that the District amend the information.

34 CFR 99.20,
300.618

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The District shall decide whether to amend the information within a reasonable period of time from receipt of the request.

If the District declines to amend the information in accordance with a parental request, the District shall inform the parent/guardian of the refusal and advise the **person in parental relation**~~parent/guardian~~ of the right to a hearing.

Records Hearing

The District shall, on request, provide **persons in parental relation**~~arents/guardians~~ with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The District recognizes that **persons in parental relation**~~arents/guardians~~ who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing.

34 CFR 99.21,
300.510-300.516,
300.619

Hearing Procedures

A hearing to challenge information in education records must meet the following requirements:

34 CFR 99.22,
300.621

1. The District shall hold the hearing within a reasonable time after receiving the request for a hearing.
2. The District shall give the **person in parental relation**~~arent/guardian~~ reasonable advanced written notice of the date, time, and place of the hearing.
3. The hearing may be conducted by any individual, including a district official, who does not have a direct interest in the outcome of the hearing.
4. The District shall give the **person in parental relation**~~arent/guardian~~ a full and fair opportunity to present relevant evidence. The **person in parental relation**~~parent/guardian~~ may, at **their**~~his/her~~ own expense, be assisted or represented by one (1) or more individuals

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of ~~their~~his/her choice, including an attorney.

5. The District shall inform **persons in parental relation**~~parents/guardians~~ of its decision in writing within a reasonable period of time after the hearing.
6. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Result of Hearing

If, as a result of the hearing, the District decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the ~~D~~istrict shall amend the information accordingly and inform the **person in parental relation**~~arent/guardian~~ in writing.

If, as a result of the hearing, the District decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the District shall inform the **person in parental relation**~~parent/guardian~~ of the **person in parental relation**~~arent's/guardian~~'s right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the ~~D~~istrict's decision.

Any explanation placed in the student's records shall be:

1. Maintained by the District as part of the student's records as long as the record or contested portion is maintained by the District; and
2. Included with the record or contested portion if the record or contested portion are disclosed to any party.

Storage, Retention And Destruction Of Information

The District shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and

34 CFR 99.21,
300.620

34 CFR 300.623

| POLICY NO. 113.4 CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT INFORMATION | |
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| <p>integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention. Student records include any financial documents related to any services that a student receives.</p> | |
| <p>The District shall maintain, for public inspection, a current listing of the names and positions of those district employees who have access to personally identifiable information.</p> | 34 CFR 300.623 |
| <p>In order to comply with state compliance monitoring requirements, the District shall maintain education records for students receiving special education services for at least six (6) years.</p> | Pol. 216 |
| <p>The District shall inform person in parental relationarents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. After notice, such information shall be destroyed upon the person in parental relation's request.</p> | 34 CFR 300.624 |
| <p>No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists.</p> | 34 CFR 99.10 |
| <p>The District may maintain a permanent record of the student's name, address, and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.</p> | 34 CFR 300.624 |
| <p>The District shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and the student'shis/her family.</p> | 34 CFR 300.623 |
| <p><u>Disclosure To Third Parties</u></p> | |
| <p>The District shall obtain person in parental relation's consent before disclosing personally identifiable information to parties other than school district officials with a legitimate educational interest or other educational institutions that provide special</p> | 34 CFR 99.30, 99.31, 300.154, 300.622 Pol. 113.1, 113.2, |

| POLICY NO. 113.4 CONFIDENTIALITY OF SPECIAL EDUCATION STUDENT INFORMATION | | |
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| | <p>education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the disclosure is permitted without parental consent under law and regulations.</p> | 216 |
| | <p>The person in pParental relation’s consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.</p> | 34 CFR 300.622 |
| | <p>If a student is enrolled, or is going to enroll in a private school that is not located in the District of the person in parental relations’ arent’s/guardian’s residence, person in parental relations’ consent must be obtained before any personally identifiable information about the student is released between officials in the District where the private school is located and officials in the District of the person in parental relation’sarent’s/guardian’s residence.</p> | 34 CFR 300.622 |
| | <p><u>Disclosure to Law Enforcement</u></p> <p>When reporting an incident committed by a student with a disability to the appropriate authorities, in accordance with applicable law, regulations and Board policy, the District shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The District shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student’s special education and disciplinary records.</p> | 20 U.S.C. 1232g, 1415 22 PA Code 10.2,10.21, 10.22, 10.23 34 CFR 99, 300.535 Pol. 113.2, 216, 805.1 |
| Section 4 | <p><u>Delegation of Responsibility</u></p> <p>In order to maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the Board designates the Director of Special Education to coordinate the Ddistrict’s efforts to comply with this policy and applicable laws and regulations.</p> <p>All district employees collecting or using personally identifiable information shall receive training or instruction regarding Board</p> | 34 CFR 300.623 34 CFR 300.623 |

**POLICY NO. 113.4
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policy, administrative regulations, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information.

References:

[State Board of Education Regulations – 22 U.S.C. Sec. 10.2, 10.21, 10.22, 10.23](#)

Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part [99, 99.3, 99.4, 99.10, 99.11, 99.12, 99.20, 99.21](#) ~~et seq.~~, [99.22, 99.30, 99.31, 300.154, 300.32, 300.510-300.516, 300.520, 300.535, 300.611-300.627](#) ~~et seq.~~, 20 U.S.C. Sec. 1415

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Board Policy – 113, 113.1, 113.2, 216, [805.1](#)

Policy Guide



Policy No. 859

Section OPERATIONS

Title JOB RELATED EXPENSES

Adopted _____

Last Revised _____

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| | <p style="text-align: center;">POLICY NO. 859 JOB RELATED EXPENSES</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 331, 431, AND 531.</p> <p>Section 1 <u>Authority</u></p> <p>The Board shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the District, in accordance with compensation plans, individual contracts, applicable collective bargaining agreements, and Board policy.</p> <p>Section 2 <u>Delegation of Responsibility</u></p> <p>The validity of payments for job related expenses for all district employees shall be determined by the Director of Finance and Human Resources in collaboration with the Superintendent.</p> <p>The Superintendent or designee shall develop administrative regulations for approval and reimbursement of job related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.</p> <p>Section 3 <u>Guidelines</u></p> <p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the Director of Finance and Human Resources in collaboration with the Superintendent.</p> | <p style="text-align: center;">SC 517</p> |
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**POLICY NO. 859
JOB RELATED EXPENSES**

Use of a personal vehicle for approved purposes is reimbursable at the rate per mile consistent with compensation plans, individual contracts, applicable collective bargaining agreements, and Board policy.

Actual and necessary expenses incurred when attending functions outside the District shall be reimbursed to an employee if approval has been obtained in advance from the Director of Finance and Human Resources.

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

SC 517

References:

School Code – 24 P.S. Sec. 517

Policy Guide



Policy No. 860

Section OPERATIONS

Title WORKING PERIODS

Adopted _____

Last Revised _____

| POLICY NO. 860 WORKING PERIODS | | |
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| Section 1 | <p><u>Authority</u></p> <p>Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the District.</p> <p>The Board has the authority and responsibility to determine the hours and days during which district programs and services shall be available to students and the community, consistent with compensation plans, individual contracts, applicable collective bargaining agreements, and Board resolutions.</p> <p>The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with compensation plans, individual contracts, applicable collective bargaining agreements, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.</p> | <p>SC 510, 1504 Pol. 804</p> <p>SC 520.1 Pol. 804, 805</p> |
| Section 2 | <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop administrative regulations to ensure district employees are informed of and adhere to their assigned work schedules.</p> | |

References:

School Code – 24 P.S. Sec. 510, 520.1, 1504

Board Policy – 804, 805

Policy Guide



Policy No. 861

Section OPERATIONS

Title RESPONSIBILITY FOR STUDENT WELFARE

Adopted _____

Last Revised _____

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| <p>Section 1</p> | <p align="center">POLICY NO. 861 RESPONSIBILITY FOR STUDENT WELFARE</p> <p align="center">THIS POLICY SHALL SUPERSEDE POLICY 440.</p> <p><u>Authority</u></p> <p>The Board adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and support employees.</p> <p>District employees are responsible for the safety of students in their charge within school buildings and on district property.</p> <p>Each employee is responsible for supervision, control and protection of students, commensurate with assigned duties and directives.</p> <p>Each employee is responsible to ensure that students are supervised by a teacher or other staff member at all times while engaged in district activities.</p> <p>Teachers and designated staff shall provide proper instruction in and enforcement of safety rules and procedures included in the Board-approved health and safety plan and assigned curriculum.</p> <p>Each employee has the responsibility to report immediately to the building principal or designated staff an accident, safety hazard, unsafe or dangerous condition, or to immediately address observed violations of district safety rules.</p> <p>Employees may not send students on any personal errands.</p> | <p>SC 510</p> <p>Pol. 705, 805</p> <p>Pol. 705</p> |
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**POLICY NO. 861
RESPONSIBILITY FOR STUDENT WELFARE**

Employees may not transport students in a personal vehicle, except when specifically authorized by the building principal or designee.

Employees shall not require a student to perform tasks that may be detrimental to the student's health.

Section 2

Delegation of Responsibility

Building principals shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

Building principals shall annually develop and implement a plan of supervision for the following:

1. Student arrivals and departures, including buses.
2. Halls, restrooms and playgrounds.
3. Cafeteria.
4. Before and after school.
5. Curricular field trips.
6. Extracurricular activities and interscholastic athletics

References:

School Code – 24 P.S. Sec. 510

Board Policy – 705, 805

Policy Guide



Policy No. 835

Section OPERATIONS

Title FAMILY AND MEDICAL LEAVE

Adopted AUGUST 21, 1989

Last Revised ~~NOVEMBER 21, 2013;~~
OCTOBER 18, 1999

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| <p>POLICY NO. 835 FAMILY AND MEDICAL LEAVE</p> <p>This Policy supersedes Policies 335 and 435.</p> | | |
| <p>Section 1</p> | <p><u>Authority</u>Purpose</p> <p>The Board shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.</p> <p>Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations.</p> <p>The purpose of this policy is to address specific leave of absence issues and to ensure the District's compliance with the Family and Medical Leave Act of 1993, hereinafter referred to as FMLA.</p> | <p>29 U.S.C. 2601 et seq 29 CFR Part 825</p> <p>29 USCA § 2601 et seq.</p> |
| <p>Section 2</p> | <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall develop and disseminate administrative regulations <u>guidelines</u> to implement FMLA leave for eligible employees. leaves and shall ensure the District's compliance with the FMLA. Although implementing the guidelines is the responsibility of the Superintendent, the guidelines must adhere to the basic principles of the FMLA.</p> <p>The District shall post, in conspicuous places in the District customarily used for notices to employees and applicants, a</p> | <p>29 U.S.C. 2619</p> |

**POLICY NO. 835
FAMILY AND MEDICAL LEAVE**

notice regarding the provisions of the FMLA and the procedure for filing a complaint.

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Director of Finance and Human Resources.

Section 3

Guidelines

~~Required notices shall be posted by the District.~~

Employees' eligibility for FMLA leave shall be based on the criteria established by law.

29 U.S.C. 2611, 2612

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.

29 U.S.C. 2612

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered service member.

29 U.S.C. 2612

~~Guides advising employees of their rights and responsibilities shall be developed and posted. The guides shall be given to employees upon request, whenever an employee requests an FMLA leave, and whenever the District designates a leave as an FMLA leave.~~

~~All requests for leave, both FMLA leave and non-FMLA leave, shall be made in writing on a District form. The form shall request sufficient information to determine whether the leave qualifies as an FMLA leave.~~

~~If the employee requesting an FMLA leave qualifies for and is entitled to any paid leave under a collective bargaining agreement, District Policy or statutory mandate, the employee may utilize such leave during the FMLA leave at his/her discretion.~~

**POLICY NO. 835
FAMILY AND MEDICAL LEAVE**

~~Medical certification forms shall be required whenever allowed or authorized by the FMLA.~~

~~Employees shall be required to provide a fitness for duty certificate from a qualified medical professional upon returning from an FMLA leave when the leave was taken because of the employee's own serious health condition, except where such a requirement would be in violation of a collective bargaining agreement or where the employee has taken a paid leave concurrent with the FMLA leave and District Policy and practice has not required a fitness for duty certificate to be provided.~~

~~Seniority shall accrue for all purposes during FMLA leaves and credit shall be given during FMLA leaves for accruals and other leaves, subject to any applicable collective bargaining agreement or statutory provisions to the contrary.~~

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

29 CFR 825.200

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

29 U.S.C. 2612

~~For all other purposes, calculation of the twelve (12) month period of eligibility for FMLA leave shall be according to law, subject to any applicable collective bargaining agreement provisions.~~

~~An employee will be denied intermittent leave or leave on a reduced schedule to care for an immediate family member with a serious health condition, as defined by the FMLA, or if the employee has a serious health condition, when:~~

- ~~1. The employee fails to establish through medical certification that there is a medical need for such a leave,~~

**POLICY NO. 835
FAMILY AND MEDICAL LEAVE**

~~as distinguished from voluntary treatments and procedures.~~

- ~~2. The employee fails to establish through medical certification that it is medically necessary for the leave to be taken intermittently or on a reduced leave schedule.~~

~~Eligibility for an FMLA leave shall be based entirely on the criteria established by the FMLA. This Policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by law.~~

~~Instructional employees may be required to continue FMLA leave to the beginning of a grading period or term if conditions of leave are those specified in the FMLA.~~

Previously Revised: November 21, 2013; October 18, 1999

References:

Family and Medical Leave – 29 U.S.C. Sec. 2601 et seq, 2611, 2612, 2619

Family and Medical Leave Act of 1993 – 29 CFR Part 825, 825.200

Policy Guide



Policy No. 857.1

Section OPERATIONS

Title HIV INFECTION

Adopted _____

Last Revised _____

| | | |
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| | <p style="text-align: center;">POLICY NO. 857.1 HIV INFECTION</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 314.1, 414.1 AND 514.1.</p> <p>Section 1 <u>Purpose</u></p> <p>The Board is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all administrative, professional and support staff employed by the District.</p> <p>Section 2 <u>Authority</u></p> <p>AIDS – Acquired Immune Deficiency Syndrome.</p> <p>HIV Infection – refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p>Infected employee – refers to district employees diagnosed as having the HIV virus, including those who are asymptomatic.</p> <p>Section 3 <u>Authority</u></p> <p>The Board directs that the established Board policies and procedures and administrative regulations relative to illnesses among district employees shall also apply to infected employees.</p> <p>The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for employment.</p> | <p>35 P.S. 7603</p> <p>SC 510 Pol. 104, 834, 835, 839</p> |
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| POLICY NO. 857.1 HIV INFECTION | | |
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| Section 4 | <p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall be responsible for developing and releasing information concerning infected employees.</p> <p>All district employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.</p> <p>Building principals shall notify district employees, students and persons in parental relation about current Board policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.</p> <p>Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, Board policies, collective bargaining agreements, individual contracts and the retirement system.</p> | <p>Pol. 104</p> <p>Pol. 104, 834, 835, 839</p> |
| Section 5 | <p><u>Guidelines</u></p> <p><u>Confidentiality</u></p> <p>District employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.</p> <p><u>Infection Control</u></p> <p>Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.</p> <p>The District shall maintain reasonably accessible equipment and supplies necessary for infection control.</p> | <p>35 P.S. 7607</p> |

**POLICY NO. 857.1
HIV INFECTION**

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

Staff Development

The District will educate employees on universal precautions related to infectious disease exposure.

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

References:

School Code – 24 P.S. Sec. 510

PA Confidentiality of HIV-Related Information Act – 35 P.S. Sec. 7601 et seq.

Board Policy – 104, 834, 835, 839

Policy Guide



Policy No. 872

Section OPERATIONS

Title POLITICAL ACTIVITIES

Adopted _____

Last Revised _____

| | | |
|-------------------------|--|---------------|
| <p>Section 1</p> | <p style="text-align: center;">POLICY NO. 872 POLITICAL ACTIVITIES</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 321 AND 421.</p> <p><u>Authority</u></p> <p>The Board recognizes and encourages the right of administrative, professional and support employees, as citizens, to engage in political activity. However, district time, resources, property or equipment, paid for by taxpayers, may not be used for political purposes by district employees when performing assigned duties.</p> <p>Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Board.</p> <p>The following situations are exempt from the provisions of this policy:</p> <ol style="list-style-type: none"> 1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies. 2. Conduct of student elections and connected campaigning. 3. Conduct of employee representative elections. <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> | <p>SC 510</p> |
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Policy Guide



Policy No. 874

Section OPERATIONS

Title PERSONNEL FILES

Adopted _____

Last Revised _____

| | | |
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| | <p style="text-align: center;">POLICY NO. 874 PERSONNEL FILES</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 324, 424, AND 524.</p> <p>Section 1 <u>Authority</u></p> <p>Orderly operation of the 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.</p> <p>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.</p> <p>Section 2 <u>Delegation of Responsibility</u></p> <p>The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare administrative regulations defining the material to be incorporated into personnel files.</p> <p>Section 3 <u>Guidelines</u></p> <p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>Medical records shall be kept in a file separate from the employee's personnel file. Confidential financial information such as credit card number, social security number or bank</p> | <p style="text-align: center;">SC 510</p> <p style="text-align: center;">42 U.S.C. 2000ff et seq, 12112</p> |
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**POLICY NO. 874
PERSONNEL FILES**

account info shall not be included in the employee's personnel file.

Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

Personnel records shall be available to the Board but only as required in the performance of its designated functions as a School Board. At least three (3) Board members must approve the review of a specific personnel file and provide the reason for which they are seeking review. The entire Board shall be notified as well as the Solicitor prior to review of any file. The file review should only occur at an agreed upon time where any Board member wishing to be present can be, within reason.

Personnel files shall be reviewed at intervals established by the District, and material no longer required shall be destroyed.

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.

Title I Schools

In accordance with law, the District shall release to persons in parental relation, 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 persons in parental relation at the beginning of the school year about their right to request such information.

The District shall notify persons in parental relation 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.

Pol. 826

43 P.S. 1321, 1322

20 U.S.C. 6311,
7801
22 PA Code 403.4
Pol. 850

20 U.S.C. 6311,
7801
22 PA Code 403.4

**POLICY NO. 874
PERSONNEL FILES**

In accordance with law, the District shall release to persons in parental relation, upon request, the qualifications of any paraprofessionals who provide instructional support to their child at a school receiving Title I funds. The District shall annually notify persons in parental relation at the beginning of the school year about their right to request such information.

20 U.S.C. 6311
22 PA Code 403.5
Pol. 850

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 403.4, 403.5

Elementary and Secondary Education Act – 20 U.S.C. Sec. 6311, 7801

Federal Anti-Discrimination and Civil Rights Laws – 42 U.S.C. Sec. 2000ff et seq.

Americans With Disabilities Act – 42 U.S.C. Sec. 12112

Inspection of Employee Records – 43 P.S. Sec. 1321, 1322

Board Policy – 826, 850

Policy Guide



Policy No. 875

Section PUPILS

Title DRESS AND GROOMING

Adopted _____

Last Revised _____

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| <p>Section 1</p> | <p style="text-align: center;">POLICY NO. 875 DRESS AND GROOMING</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 325, 425, AND 525.</p> <p><u>Authority</u></p> <p>Administrative, professional and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the District's programs and operations.</p> <p>The Board has the authority to specify reasonable dress and grooming requirements, within law, for all district employees to prevent an adverse impact on the educational programs and district operations.</p> <p>When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with assigned job responsibilities. Employees must wear ID badges visibly while on school premises or while performing any district duties.</p> <p>Dress is also to be in compliance with all health and safety issues as it relates to job assignment and district responsibilities.</p> <p>Employees may be required to wear a designated uniform as outlined in staff handbooks and/or collective bargaining agreements. Employees must utilize required safety gear when performing assigned duties.</p> | <p>SC 510</p> |
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**POLICY NO. 875
DRESS AND GROOMING**

Section 4

Delegation of Responsibility

If an employee feels that an exception to this policy would enable them to carry out assigned duties more effectively, a request should be made to the Director of Finance and Human Resources.

References:

School Code – 24 P.S. Sec. 510

Policy Guide



Policy No. 876

Section OPERATIONS

Title HEALTH SABBATICAL LEAVE

Adopted _____

Last Revised _____

| | | |
|-------------------------|---|----------------------------------|
| <p>Section 1</p> | <p style="text-align: center;">POLICY NO. 876 HEALTH SABBATICAL LEAVE</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 338 AND 438.</p> <p><u>Authority</u></p> <p>This policy shall establish the District's parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.</p> <p>Leave for the purpose of professional development is covered in Board Policy <i>Compensated Professional Leave</i>.</p> <p>The Board shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Board.</p> <p>The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.</p> | <p>Pol. 838.1</p> <p>SC 1166</p> |
| <p>Section 2</p> | <p><u>Guidelines</u></p> <p><u>Eligibility</u></p> <p>To qualify for sabbatical leave, an eligible employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in the District.</p> | <p>SC 1166</p> |

| POLICY NO. 876 HEALTH SABBATICAL LEAVE | |
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| <p>A sabbatical leave may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the employee's option.</p> | SC 1166 |
| <p>The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p> <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved district form (876-AR-1) and forwarded with medical documentation to the Superintendent or designee as soon as possible.</p> <p>The Director of Finance and Human Resources shall review each application for sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.</p> <p><u>Documentation</u></p> <p>Applicants for sabbatical leave shall submit with the application form a supporting medical statement and recommendation from their physician.</p> | SC 1167 |
| <p>At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to their ability to return to employment.</p> | SC 1171 |
| <p>The District reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.</p> | SC 1171 |
| <p><u>Commitment of Employee</u></p> <p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in the District immediately</p> | SC 1168 |

**POLICY NO. 876
HEALTH SABBATICAL LEAVE**

following the sabbatical leave for one (1) full school term, unless prevented by illness or physical disability.

The District reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.

Compensation

During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which they would have been entitled had the employee not taken leave.

SC 1169

While on sabbatical leave, the employee shall not be entitled to insurance benefits unless the employee pays the premiums and the insurance carrier approves.

A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.

SC 1166

Compensable employment may not be engaged in while the employee is on sabbatical leave.

References:

School Code – 24 P.S. Sec. 1166, 1167, 1171, 1168, 1169, 1170

Board Policy – Pol. 838.1

KEYSTONE OAKS SCHOOL DISTRICT
LEAVE OF ABSENCE FOR RESTORATION OF HEALTH

In compliance with Act 66 of 1996, sabbatical leaves can only be granted for the restoration of health.

NAME _____

DATE _____

BUILDING _____

POSITION _____

1. *Have you completed ten (10) years of satisfactory service as a professional employee or member of the supervisory, instructional, or administrative staff in the public school system of the Commonwealth of Pennsylvania?*

YES

NO

2. *Have you completed five (5) consecutive years of service in the Keystone Oaks School District?*

YES

NO

3. *Are you requesting this leave of absence for professional development for the specific and sole purpose of restoration of health?*

YES

NO

4. *Are you requesting a leave of absence for restoration of health for a period of:*

Half of school term: *First Semester* *Second Semester*

Full school term:

Two half-school terms during a period of two years

5. *Have you, in any point of your professional employment, requested and were granted a previous leave of absence for any purpose?*

YES

NO

If yes, please state the year and reason.

KEYSTONE OAKS SCHOOL DISTRICT

RETURN TO EMPLOYMENT

In compliance with Act 66 of 1996

Section 1168. Return to Employment

- A. No leave of absence shall be granted unless such person shall agree to return to his or her employment with the school district for a period of time not less than one school term immediately following such leave of absence.
- B. No such leave of absence shall be considered a termination or breach of the contract of employment, and the person on leave of absence shall be returned to the same position in the same school or schools he or she occupied prior thereto.
- C. If the employee fails to return to employment, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which said employee would have been entitled under the provisions of this act for the period of the leave.
- D. If such employee resigns or fails to return to his employment, the amount contributed by the school district under section 1170 of this act to the Public School Employees' Retirement Fund shall be deducted from the refund payable to such employee under existing law and the amount so deducted shall be refunded to the school district by which it was paid.

I have read the above statements and fully understand the terms of "Return to Employment."

Employee Signature

Date

SABBATICAL LEAVE FORM

Please attach to this form your physician’s statement describing your:

- A. diagnosis;
- B. prognosis; and
- C. specific recommendation for sabbatical leave

Your physician’s name, address, and phone number must be clearly identified on the statement.

Any change to your health status that would affect the conditions of your sabbatical, it is incumbent upon you to notify the Personnel Office.

Employee Signature

Date

Building Principal/Supervisor Signature

Date

Personnel Office Signature

Date

Please submit your request to the Personnel Office. No requests for sabbatical leave will be processed without all of the above information completed and this form properly signed.