

**KEYSTONE OAKS SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REORGANIZATION MEETING
7:00 P.M. - DECEMBER 3, 2020
BOARD ROOM**

MINUTES

Call to Order	CALL TO ORDER																											
Temporary Chair	Mr. Brungo, Solicitor and servings as Temporary Chair, called the Reorganization meeting to order at 7:00 p.m.																											
Pledge	The meeting opened with the pledge to the flag.																											
Attendance	Those present included: Mr. Cesario, Ms. Crowell, Mrs. Donahue, Ms. Evans, Ms. Lindsey, Mrs. Lydon, Mr. Raso and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Director of Finance and Human Resources/Board Secretary; Mr. Michael Brungo, Solicitor and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present. Mr. LaPorte was absent.																											
Nomination for President	Mr. Brungo accepted the following nomination for Board President: Mrs. Shaw nominated Mrs, Lydon. Ms. Lindsey seconded the nomination.																											
Nominations Closed	Ms. Crowell moved to close the nomination for President, seconded by Ms. Lindsey.																											
Roll Call Vote	A Roll Call Vote was called:																											
Unanimous Vote for President	<table><thead><tr><th><u>AYES</u></th><th><u>NAYS</u></th><th><u>ABSENT</u></th></tr></thead><tbody><tr><td>Ms. Crowell</td><td></td><td>Mr. LaPorte</td></tr><tr><td>Mrs. Lydon</td><td></td><td></td></tr><tr><td>Mr. Cesario</td><td></td><td></td></tr><tr><td>Mrs. Shaw</td><td></td><td></td></tr><tr><td>Mr. Raso</td><td></td><td></td></tr><tr><td>Mrs. Lydon</td><td></td><td></td></tr><tr><td>Ms. Lindsey</td><td></td><td></td></tr><tr><td>Mrs. Donahue</td><td></td><td></td></tr></tbody></table>	<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>	Ms. Crowell		Mr. LaPorte	Mrs. Lydon			Mr. Cesario			Mrs. Shaw			Mr. Raso			Mrs. Lydon			Ms. Lindsey			Mrs. Donahue		
<u>AYES</u>	<u>NAYS</u>	<u>ABSENT</u>																										
Ms. Crowell		Mr. LaPorte																										
Mrs. Lydon																												
Mr. Cesario																												
Mrs. Shaw																												
Mr. Raso																												
Mrs. Lydon																												
Ms. Lindsey																												
Mrs. Donahue																												

Unanimous Vote for President

Mrs. Lydon was elected President by a 8-0 vote.

Mr. Brungo turned the gavel over to Mrs. Lydon

Nominations for Vice President

President Lydon called for nominations for Vice President.

Ms. Lindsey nominated Mrs. Shaw.

Nominations Closed

Mr. Raso moved to close the nomination for Vice President, seconded by Mr. Ceasrio.

Motion carried 8-0

Mrs. Shaw nominated for Vice President

Mrs. Shaw was elected Vice President by a vote of 8-0.

Adjournment

ADJOURNMENT

On the motion of Mr. Cesario, seconded by Ms. Lindsey, the meeting was adjourned at 7:04 p.m.

Motion passed 8-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary

BOARD OF SCHOOL DIRECTORS

WORK SESSION
TUESDAY, DECEMBER 8, 2020
7:00 PM

MINUTES

Call to Order	President Theresa Lydon called the meeting to order at 7:05 p.m.
Pledge	The meeting opened with the pledge to the flag.
Attendance	Those present included: Mr. Cesario, Ms. Crowell, Mrs. Donahue, Ms. Evans, Mr. LaPorte, Ms. Lindsey, Mrs. Lydon, Mr. Raso and Ms. Shaw. Also present were Dr. William P. Stropkaj, Superintendent; Dr. Shannon Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mr. Joseph Kubiak, Director of Finance and Human Resources/Board Secretary; Mr. Michael Brungo, Solicitor and Mrs. Maureen S. Myers, Assistant Board Secretary/Recording Secretary were present.
Public Comment	Dr. Stropkaj read aloud the public comment that was received from members of the community. Public comment was submitted by David Knowlton, Lindsey O'Donnell and Pete Lawrence.
Board President's Report	BOARD PRESIDENT'S REPORT – Mrs. Theresa Lydon The following action items will be considered at the December 15, 2020 Business/Legislative Meeting: <u>BOARD ACTION REQUESTED</u>
Board Minutes	BOARD MINUTES It is recommended that the Board approve the Work Session Minutes of November 10, 2020 and the Business/Legislative Minutes of November 17, 2020.
Health & Safety Plan Change	HEALTH AND SAFETY PLAN CHANGE It is recommended that the Board approve the following changes to the Keystone Oaks School District Health and Safety Plan: Introduction: This document reflects guidance from the CDC, PA Governor's Office, the PA Department of Health, and the Allegheny County Department of Health as of November

23, 2020. This document is subject to change based upon guidance from the CDC, PA Governor's Office, the PA Department of Health, and the Allegheny County Health Department. As of this time, the options for instruction continue to be the following: 1) traditional, face-to-face, in the classroom (Hybrid Model); 2) synchronistic – meaning student will follow their daily schedule via Google Meets and will view and interact their teachers who are teaching from their classrooms; 3) Keystone Oaks Cyber Academy – meaning students will take online classes and will be facilitated by a District teacher who will facilitate the learning and who will be available for consultation.

The following information was added to the Health and Safety Plan:

On Monday, November 23, 2020, the Pennsylvania Secretary of Health and the Pennsylvania Department of Education (PDE) announced new COVID-19 guidance that is now mandated for Pre-K-12 schools. The guidance is based on the number of cases in each school building over a rolling 14-day period.

PDE and the Pennsylvania Department of Health are recommending full remote learning for all K-12 schools in counties that over a period of two weeks have had substantial levels of community transmission. Allegheny County was placed in the substantial level on Friday, November 13, 2020 and remains in the substantial level today.

However, school districts may choose to pursue in-person instruction; however they must follow new guidance. The District had to affirm to PDE that all or some of Keystone Oaks' students are receiving in-person instruction and that the District will comply with the [Pennsylvania Secretary of Health's updated order on face coverings](#) as well as the [updated Recommendations for Pre-K to 12 Schools Following Identification of a Case\(s\) of COVID-19](#), when cases of COVID-19 occur within the public school entity. ***By signing this document, these are no longer recommendations by PDE but now become mandates.***

The new guidance outlines mandates for when school buildings must close for in-person instruction; that determination is based on the number of students enrolled at the school and the number of positive cases (students and staff) over a rolling 14-day period. Our school buildings fall into the following categories:

- Aiken Elementary - Small
- Domont Elementary - Small
- Myrtle Elementary - Small
- Keystone Oaks Middle School - Small
- Keystone Oaks High School - Medium

If one of our schools reaches the threshold for the number of positive COVID-19 cases, the building must close for in-person learning for the amount of time it will take to complete case investigations, contact tracing, and cleaning and disinfecting.

Cleaning, Sanitizing, Disinfecting, and Ventilation

- Cleaning supplies will be provided for students and teachers to regularly clean desks throughout the day as needed.

- Changed to - *Cleaning supplies will be provided for staff members to regularly clean desks throughout the day as needed.*

Other Considerations for Students and Staff

- Added the following regarding face shields:
 - The order was updated on November 17, 2020 to include the following in regards to wearing a disposable face shield:

Wearing a cloth face covering is best. A disposable face shield is considered an alternative to a face covering and may be worn when wearing a face covering is otherwise not possible.

Therefore, face shields should not be worn unless a student or employee has a documented medical exemption that precludes him/her from wearing a cloth face covering.

- In the section “Use of face coverings by all staff” -
 - Added - *As per the Nov. 17 updated order on face coverings, if a student or employee cannot wear a cloth face covering due to a medical reason, he/she may wear a plastic face shield.*
- In the section “Use of face coverings by older students” -
 - Added - *As per the DOH Nov. 17 updated order on face coverings, if a student or employee cannot wear a cloth face covering due to a medical reason, he/she may wear a plastic face shield.*
- A discussion was had regarding the Health and Safety Plan change.

For Information Only

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report *Ms. Annie Shaw*

II. SHASDA Report *Mr. Santo Raso*

III. PSBA/Legislative Report *Mrs. Theresa Lydon*

- Mrs. Lydon reported that most schools in PA are in full remote learning or are headed in that direction.

IV. News from the Boroughs

Executive Session

EXECUTIVE SESSION

Executive Session was held after this evening’s Work Session to discuss personnel matters.

Superintendent’s Report

SUPERINTENDENT’S REPORT – Dr. William P. Stropkaj

The following action items will be considered at the December 15, 2020 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Little Eagle Wrestling

LITTLE EAGLE WRESTLING PROGRAM AGREEMENT

Agreement	<p>It is recommended that the Board approve the Agreement between Keystone Oaks Little Eagle Wrestling Program and the Keystone Oaks School District.</p> <p><u>For Information Only</u></p> <p>This Agreement allows the Keystone Oaks Little Eagle Wrestling Program to use wrestling mats at their temporary practice location.</p>
Policy 705	<p>SECOND READING POLICY 705: FACILITIES AND WORKPLACE SAFETY</p> <p>It is recommended that the Board approve the SECOND READING of Policy 705: <i>Facilities and Workplace Safety</i>.</p>
Policy 804	<p>SECOND READING POLICY 804: SCHOOL CALENDAR/DAY</p> <p>It is recommended that the Board approve the SECOND READING of Policy 804: <i>School Calendar/Day</i>.</p>
Policy 904	<p>SECOND READING POLICY 904: PUBLIC ATTENDANCE AT SCHOOL EVENTS</p> <p>It is recommended that the Board approve the SECOND READING of Policy 904: <i>Public Attendance at School Events</i>.</p>
Policy 907	<p>SECOND READING POLICY 907: SCHOOL VISITORS</p> <p>It is recommended that the Board approve the SECOND READING of Policy 907: <i>School Visitors</i>.</p>
Policy 834	<p>FIRST READING POLICY 834: SICK LEAVE</p> <p>It is recommended that the Board approve the FIRST READING of Policy 834: <i>Sick Leave</i>.</p>
Policy 854.1	<p>FIRST READING POLICY 854.1: TELEWORK</p> <p>It is recommended that the Board approve the FIRST READING of Policy 854.1: <i>Telework</i>.</p>
Policy 857	<p>FIRST READING POLICY 857: PHYSICAL EXAMINATION</p> <p>It is recommended that the Board approve the FIRST READING of Policy 857: <i>Physical Examination</i>.</p>
Policy 858	<p>FIRST READING POLICY 858: ATTENDANCE AND TARDINESS</p> <p>It is recommended that the Board approve the FIRST READING of Policy 858: <i>Attendance and Tardiness</i>.</p>
Pupil Personnel Report	<p>PUPIL PERSONNEL REPORT – Dr. William P. Stropkaj</p>

The following action items will be considered at the December 15, 2020 Business/Legislative Meeting:

BOARD ACTION REQUESTED
CHILDREN’S INSTITUTE DAY SCHOOL

Children’s Institute Day School

The Administration recommends that the Board approve the Services Agreement between Children’s Institute Day School and the Keystone Oaks School District for the 2020/2021 school year.

Personnel Report

PERSONNEL REPORT – Mr. Matthew Cesario & Ms. Patricia A. Shaw

The following action items will be considered at the December 15, 2020 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Appointments

APPOINTMENTS

1. Homebound Instructors

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2017-2020*, it is recommended that the Board approve the following individuals as Homebound Instructors for the 2020/2021 school year:

- Rebekah Brooks**
- Hope Harris**
- Danielle Kandrack**
- Joshua Kirchner**
- John McCarthy**
- Lainey Resetar**
- Kimberly Smykal**

2. Substitute Custodians

The Administration recommends that the Board approve the following individuals as Substitute Custodians at a rate of \$10.50/hour until November 17, 2020 and \$11.50/hour effective November 18, 2020:

<u>Name</u>	<u>Effective Date</u>
Jarrell Peterson	November 11, 2020
Nikkeisha Peterson	November 9, 2020

Leave of Absence

LEAVE OF ABSENCE

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

Finance Report

Employee 3814 – Effective January 4, 2021 to February 26, 2021
FINANCE REPORT – Ms. Raeann Lindsey

The following action items will be considered at the December 15, 2020
Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable

ACCOUNTS PAYABLE APPROVAL LISTS THROUGH NOVEMBER 30, 2020

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

A. General Fund as of November 30, 2020 (Check No. 63355-63496)	\$739,292.83
B. Food Service Fund as of November 30, 2020 (Check No. 9509-9517)	\$8,174.75
C. Athletics as of November 30, 2020 (Check No. 3238-3240)	\$1,658.20
D. Capital Reserve as of November 30, 2020 (None)	\$0.00
TOTAL	\$749,125.78

FOR INFORMATION ONLY

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

ACCT	DESCRIPTION	2020-2021 BUDGET TOTAL	2020-2021 5 MONTH DECEMBER/ACTUAL	OVER (UNDER) BUDGET
Revenue				
6000	Local Revenue Sources	\$ 29,055,241	\$ 26,556,373	\$ (2,498,868)
7000	State Revenue Sources	\$ 12,349,006	\$ 1,774,062	\$ (10,574,944)
8000	Federal Revenue Sources	\$ 946,330	\$ 360,325	\$ (586,005)
Total Revenue		\$ 42,350,577	\$ 28,690,760	\$ (13,659,817)
				(OVER) UNDER BUDGET
Expenditures				
100	Salaries	\$ 17,502,435	\$ 4,470,307	\$ 13,032,128
200	Benefits	\$ 10,794,110	\$ 1,840,021	\$ 8,954,089
300	Professional/Technical Services	\$ 1,863,096	\$ 442,793	\$ 1,420,303
400	Property Services	\$ 1,124,200	\$ 352,827	\$ 771,373
500	Other Services	\$ 5,242,271	\$ 1,702,310	\$ 3,539,961
600	Supplies/Books	\$ 1,334,927	\$ 929,876	\$ 405,051
700	Equipment/Property	\$ 328,850	\$ 884,606	\$ (555,756)
800	Other Objects	\$ 490,420	\$ 21,731	\$ 468,689
900	Other Financial Uses	\$ 4,500,000	\$ 209,750	\$ 4,290,250
Total Expenditures		\$ 43,180,309	\$ 10,854,221	\$ 32,326,088
Revenues exceeding Expenditures		\$ (829,732)	\$ 17,836,539	\$ 18,666,271
Other Financing Sources/(Uses)				
	Interfund Transfers In (Out)	\$ -	\$ -	\$ -

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF NOVEMBER 30, 2020

Bank Account - Status	Middle / High School	Athletics
Cash Balance - 11/1/2020	\$ 74,426.11	\$ 7,446.01
Deposits	\$ 12.64	\$ 16,002.95
Subtotal	\$ 74,438.75	\$ 23,448.96
Expenditures	\$ -	\$ 5,736.38
Cash Balance - 11/30/2020	\$ 74,438.75	\$ 17,712.58

III. BANK BALANCES

BANK BALANCES PER STATEMENT AS OF NOVEMBER 30, 2020

	BALANCE
GENERAL FUND	
FNB BANK	\$ 1,812,211
PAYROLL (pass-thru account)	\$ 20,674
FNB SWEEP ACCOUNT	\$ 193,046
ATHLETIC ACCOUNT	\$ 17,713
PLGIT	\$ 7,514,141
FNB MONEY MARKET	\$ 12,582,678
PSDLAF	\$ 162,289
INVEST PROGRAM	\$ 181,679
OTHER POST-EMPLOYMENT BENEFITS	\$ 1,984,550
COMPENSATED ABSENCES	\$ 430,136
	\$ 24,899,117
CAFETERIA FUND	
FNB BANK	\$ 197,304
PLGIT	\$ 390,170
	\$ 587,474
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	\$ 124,642
PLGIT - G.O. BOND SERIES C OF 2014/ 12-19	\$ 801
	\$ 125,443
GRAND TOTAL	\$ 25,612,034

Public Comment

| PUBLIC COMMENT – None

Adjournment

ADJOURNMENT

On the motion of Ms. Lindsey, seconded by Mrs. Shaw, the meeting was adjourned at 7:26 p.m.

Motion passed 9-0

Respectfully submitted,

Joseph A. Kubiak
Board Secretary

Maureen S. Myers
Assistant Board Secretary
Board Recording Secretary

Reorganization/Work Session Public Comment December 8, 2020

Name	Borough of Residency	Comment
David Knowlton	Dormont	I would like to compliment the district's commitment to in person instruction. I have two children in Dormont Elementary and on remote days their education suffers. The fact that KO is committed to balancing risk with the commitment to in person learning is courageous and necessary. Well done.
Lindsey O'Donnell	Greentree	First, I want to thank the school board and Dr. Stropkaj for what I feel has been a fantastic job this year, so far, in response to a very complex set of variables for the communities within the KO school district. I am thankful for the work you are doing on behalf of all KO families. Second, I wanted to reiterate the importance of remote learning over the holiday. It pains me because I know the kids, mine included, are yearning for "normalcy" and social interaction with friends. I also know as a household with 2 parents working at home it is very challenging to maintain this schedule - I want nothing more than my child to be back in a classroom with his friends. However, I also know with the level of community spread and with imminent travel and gathering over the holiday, it is more imperative than ever to maintain the virtual classrooms. Thank you and happy holidays.
Pete Lawrence	Greentree	Most other school districts in the area are returning to the classroom, why is KO taking a longer time to do so?

Policy Guide



Policy No. 705

Section PROPERTY

Title FACILITIES AND WORKPLACE SAFETY

Adopted _____

Last Revised _____

POLICY NO. 705 FACILITIES AND WORKPLACE SAFETY		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that district facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.</p>	
Section 2	<p><u>Authority</u></p> <p>The Board directs the District to provide facilities and equipment for the safe conduct of the educational programs and operations of the schools, in accordance with guidance issued by state and local officials, and the Board-approved health and safety plan.</p> <p>The Board requires that all students, staff and visitors adhere to state and local health and safety orders, Board policy, administrative regulations and Board-approved plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Board policy, or denial of entry to district buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.</p>	Pol. 103.1, 113, 113.2, 218, 817, 907
Section 3	<p><u>Delegation of Responsibility</u></p> <p>The Superintendent or designee shall periodically review and evaluate district health and safety rules and health and safety plans, as necessary.</p>	Pol. 805

**POLICY NO. 705
FACILITIES AND WORKPLACE SAFETY**

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions and recommendations of the committee shall be made by majority vote of members present. Final determination of what constitutes a physical health or safety hazard and the corrective action to be taken, if needed, rests with the Superintendent or their designee.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of workplace safety committee training.

References:

School Code – 24 P.S. Sec. 223

PA Labor and Industry – 34 PA Code Sec. 129.1001 et seq

Act 176 of 1929 – 72 P.S. Sec. 1722-J

Act 338 of 1915 – 77 P.S. Sec. 1038.2

Board Policy – 103.1, 113, 113.2, 218, 805, 817, 907

Policy Guide



Policy No. 804

Section OPERATIONS

Title SCHOOL CALENDAR/DAY

Adopted AUGUST 21, 1989

Last Revised MARCH 19, 2001

POLICY NO. 804 SCHOOL CALENDAR/DAY	
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the District.</p> <p>The normal school day for the instruction of the pupils of this District students shall be in accordance with law, regulations and Board policy with the school calendar.</p>
Section 2	<p><u>Authority</u></p> <p>The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes and the times for the daily sessions of district schools, in accordance with state law and regulations. This may include, as appropriate, activities qualifying as instructional days under the direction of certified school employees for fulfilling the minimum required days of instruction under law and regulations.</p> <p>The school calendar shall normally consist of a minimum of 180 student days.</p> <p>The Board reserves the right to alter the school calendar when it is in the best interests of the District.</p> <p>When an emergency arises, which the Board could not anticipate or foresee, and such emergency results in the District being unable to provide for the in-person attendance of all students during the established length of school days, number of days per week or hours of classes, the Board may establish temporary provisions during the period of emergency. During an open</p>

SC 1501, 1501.9, 1502, 1503, 1504, 1506
22 PA Code 11.2, 11.3

SC 1501
22 PA Code 4.4, 11.1

SC 520.1
Pol. 006

POLICY NO. 804
SCHOOL CALENDAR/DAY

regular or special Board meeting, the Board shall take action to identify the emergency and establish the temporary provisions and time period for which the temporary provisions are applicable. Such action shall be recorded in the Board minutes for the open meeting and certified with the Secretary of Education in the form prescribed by the PA Department of Education for review or approval. The Board shall enact the temporary provisions in response to the emergency and may modify/extend the time, at a later regular or special Board meeting, for which such provisions are to remain in effect as long as the period of time is no more than four (4) years.

Temporary provisions established in accordance with law may include but are not limited to:

1. Keeping schools in session such days and number of days per week as the Board deems necessary, which shall include maintaining the requirement for a minimum of 180 student days.
2. Reducing the length of time of daily instruction for courses and classes while keeping with the required number of yearly instructional hours for elementary and secondary students as per the School Code.
3. Implementing remote and other alternative methods of delivering instruction under the direction of certified school employees.

~~The regular school session may be temporarily altered by the Superintendent when such alteration is in the best interests of the District.~~

Section 3

Delegation of Responsibility

The Superintendent shall annually prepare a school calendar for Board consideration.

The Superintendent or designee shall document alterations to the school calendar and any temporary provisions established in response to a designated emergency in accordance with law, regulations, guidance from the PA Department of Education or Board policy.

SC 520.1

22 PA Code 11.2

Pol. 805

POLICY NO. 804
SCHOOL CALENDAR/DAY

The Superintendent may close ~~the schools~~, delay the opening ~~of schools~~, or dismiss schools early for emergency reasons and ~~to for protection of~~ the health and safety of students and staff ~~members, and~~. The Superintendent or designee shall prepare ~~procedures~~ ~~rules~~ for the proper and timely notification of all concerned, ~~persons~~ in the event of ~~an such~~ emergency closing.

The Superintendent shall develop ~~rules~~ ~~guidelines~~ ~~which~~ that allows students to enter and leave schools, under exceptional conditions so that variances with the normal school schedule may be accommodated. Such ~~rules~~ ~~guidelines~~ shall consider such things as inclement weather, illness, urgent reasons and other circumstances.

22 PA Code 11.25
Pol. 204

Previously Revised: March 19, 2001

References:

School Code – 24 P.S. Sec. 520.1, 1501, 1501.9, 1502, 1503, 1504, 1506

State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3

Board Policy – 006, 805

Policy Guide



Policy No. 904

Section COMMUNITY

Title PUBLIC ATTENDANCE AT SCHOOL EVENTS

Adopted AUGUST 21, 1989

Last Revised MARCH 19, 2001

POLICY NO. 904 PUBLIC ATTENDANCE AT SCHOOL EVENTS	
Section 1	<p><u>Purpose</u></p> <p>The Board welcomes the public at activitiesthletic and other events sponsored held by by the School-District, but the Board also acknowledges its duty to maintain order and preserve the facilities and health and safety of the District during such events. This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at school and school-sponsored activities.</p>
Section 2	<p><u>Definition</u></p> <p>State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including the product marketed as Juul and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with law, shall be defined to include the following:</p> <ol style="list-style-type: none"> 1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus. 2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

18 Pa. C.S.A. 6305, 6306.1

**POLICY NO. 904
PUBLIC ATTENDANCE AT SCHOOL EVENTS**

3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. Federal law requires the District to maintain a drug-free environment, at which marijuana of any kind is prohibited.

18 Pa. C.S.A. 6305, 6306.1

20 U.S.C. 7118
Pol. 851

Section 32 **Authority**

The Board has the authority to prohibit ~~bar~~ at a school event the attendance of any ~~individual~~ ~~person at a school event~~ whose conduct may constitute a disruption. District personnel who are overseeing a school event have the authority to remove individuals who become disorderly during the event which may include vulgar language, intoxication, and non-cooperation with rules and guidelines. The Superintendent or designee and building principal may limit attendance to designated areas or may limit the number of attendees to school events when necessary to protect the health and safety of students, staff and the public, in accordance with Board-approved health and safety plans and guidance from state and local officials.

~~SC-775~~
~~P.G. 227~~

POLICY NO. 904 PUBLIC ATTENDANCE AT SCHOOL EVENTS		
	<p>The Board also prohibits alcoholic beverages, gambling and the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages and weapons, smoking, the use of tobacco products, and the use of drugs on school premises.</p>	SC 511, 775
	<p>Attendees shall be informed of the District’s health and safety rules through announcements and posting of appropriate signage. Health and safety rules must be followed prior to entry and while attendees are in school buildings and on school property, in accordance with Board policy, district procedures, the Board-approved health and safety plans and guidance from state and local officials.</p>	Pol. 705
	<p><u>Tobacco and Vaping Products</u></p> <p>The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by any persons at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the District; or on property owned, leased or controlled by the District.</p>	18 Pa. C.S.A. 6306.1 20 U.S.C. 7973
	<p>This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at school or school-sponsored activities.</p>	
	<p>The Board deems it to be a violation of this policy for an individual in attendance at school or a school-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor.</p>	18 Pa. C.S.A. 6305
Section 43	<p><u>Delegation of Responsibility</u> Regulations</p> <p>A schedule of fees for all school events shall be prepared by the Superintendent and adopted by the Board.</p> <p>The Superintendent shall ensure that this policy is posted on the District’s publicly accessible website.</p>	SC 510.2

**POLICY NO. 904
PUBLIC ATTENDANCE AT SCHOOL EVENTS**

Reports

Office for Safe Schools Report –

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls and other e-cigarettes, by any person on school property to the Office for Safe Schools on the required form.

SC 1303-A
Pol. 805.1

Law Enforcement Incident Report –

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies, the Superintendent or designee may report to the local police department that has jurisdiction over the school’s property, the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a school building; on a school bus or other vehicles that are owned, leased or controlled by the District; or on any property owned leased or controlled by the District.

18 Pa. C.S.A. 6305,
6306.1
SC 1303-A
Pol. 805.1
22 PA Code 10.2,
10.22

Section 5

Guidelines

Service Animals

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.

28 CFR 35.136
43 P.S. 953

Previously Revised : March 19, 2001

References:

School Code – 24 P.S. Sec. 510.2, 511, 775, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22

POLICY NO. 904
PUBLIC ATTENDANCE AT SCHOOL EVENTS

PA Crimes and Offenses – 18 Pa. C.S.A. 6305, 6306.1

Strengthening and Improvement of Elementary and Secondary Schools – 20 U.S.C. Sec. 7118, 7973

Nondiscrimination on the Basis of Disability in State and Local Government – 28 CFR 35.136

PA Human Relations Act – 43 P.S. Sec. 953

Board Policy – 705, 805.1, 851

Policy Guide



Policy No. 907

Section COMMUNITY

Title SCHOOL VISITORS

Adopted AUGUST 21, 1989

Last Revised APRIL 18, 2013;
MARCH 19, 2001

	<p style="text-align: center;">POLICY NO. 907 SCHOOL VISITORS</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICY 907.1.</p> <p>Section 1 <u>Authority Purpose</u></p> <p>The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by person(s) in parental relation arents/guardians, parent representatives, other adult residents of the community, interested educators and other officials school board members. To ensure order in the schools and to protect students and employees safety of students and staff, it is necessary for the Board to establish policy <u>rocedures</u> governing school visits.</p> <p>There shall exist an orderly process through which visitors who are not school employees or students can enter the schools to further a legitimate purpose to visit or participate in meeting with school personnel.</p> <p>Section 2 <u>Delegation of Responsibility</u></p> <p>The superintendent through the building principal shall implement these procedures to create a safe and orderly environment. The Superintendent or designee and or building principal haves the authority to prohibit the entry of any individual person to a district school of this district, in accordance with Board guidelines and state and federal law and regulations the following procedures. Any employee has the authority, based upon direction of the building principal, to prohibit the entry of any person to a school of this district.</p>	<p>SC 510</p>
--	--	---------------

**POLICY NO. 907
SCHOOL VISITORS**

The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.

Section 3

Guidelines

There may be times in which people wishing to visit a school must make arrangements in advance with the school office in that building, in order to protect the health and safety of students and staff.

Upon ~~their~~ arrival at the school, visitors must register at the office where they must provide ~~will receive instructions. All visitors will present an official photo~~ any required information or identification to protect the health and safety of students, staff and the school community, as well as sign in and sign out, receive a badge, be provided a guide and be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property.

~~-card (driver's license, state ID card, etc.) that is retained for the duration of the~~

~~visit. Visitors without identification will be prohibited from entering the building beyond the main office.~~

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked. ~~All school doors should be locked during the school day to permit egress but restrict unauthorized entry. One or more doors should be designated as visitor entrances.~~

~~All building doors should be numbered. Instructions should direct visitors to the main office.~~

~~The visitor log will be retained behind the main office desk and entries will be logged by the main office secretary or designee to ensure accuracy. The log will include the address and phone number of the visitor.~~

Pol. 705

**POLICY NO. 907
SCHOOL VISITORS**

~~All visitors, during school hours, must wear a badge identifying them as visitors. No visitor shall walk inside the school without a visitor badge. Unfamiliar visitors, and short-term contractors, will be escorted within the building.~~

All staff members ~~encountering a visitor~~ shall be responsible for requiring ~~that~~ a visitor to demonstrate that the visitor has a badge.

~~has duly registered at the school office and received authorization to be present for the purpose of conducting business.~~

No visitor may confer with a student in school ~~or a teacher~~ without the approval of the building principal.

Should an emergency require that a student be called to the school office to meet a visitor, the building principal or ~~his/her~~ designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

Uniformed personnel, who are performing their official duties (police, fire), do not require a school badge.

Classroom Visitations

Person(s) in parental relation may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Person(s) in parental relation shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Participation in classroom activities or programs such as room parents, back-to-

SC 510
22 PA Code 14.108

**POLICY NO. 907
SCHOOL VISITORS**

school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or person in parental relation, the Superintendent may authorize additional or longer classroom visits by a person in parental relation.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

Previously Revised: April 18, 2013; March 19, 2001

References:

School Code – 24 P.S. Sec. 510

State Board of Education Regulations – 22 PA Code Sec. 14.108

Act 13 of 2010 Military Uniforms – 24 P.S. Sec. 2402

Board Policy – 249, 705

SC 2402
Pol. 249

Policy Guide



Policy No. 834

Section OPERATIONS

Title SICK LEAVE

Adopted MAY 23, 2017

Last Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 834 SICK LEAVE</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 334, 434, AND 534.</p> <p><u>Authority</u></p> <p>Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, the Administrative Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>Board policy for non-certificated administrative and classified employees shall ensure that eligible employees receive paid sick leave annually, in accordance with applicable law, the Administrative Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</p> <p>The Board reserves the right to require any employee claiming <u>paid or unpaid</u> sick leave pay to submit sufficient proof, including <u>documentation from a licensed-a-physician's certification, certified registered nurse practitioner or a licensed physician assistant</u>, of the employee's illness or disability or <u>need to quarantine</u>.</p> <p>A <u>licensed physician's, certified registered nurse practitioner or a licensed physician assistant's</u> statement may not be presumed to conclusively establish the employee's disability or inability to work.</p>	<p>SC 1154</p> <p>SC 510, 1154</p>
-------------------------	--	------------------------------------

<p>Section 2</p>	<p style="text-align: center;">POLICY NO. 834 SICK LEAVE</p> <p>Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>The Board shall consider the written request of any eligible employee for an extension of sick leave, with or without pay, when the employee's own accumulated sick leave or other paid or unpaid leave has been exhausted, pursuant to law or collective bargaining agreement provisions where applicable.</p> <p>The Board approves the use of Sick Leave Banks, and directs the Superintendent or designee to establish administrative regulations or procedures to ensure they are operated in accordance with the provisions of law, Board policy and an applicable compensation plan, collective bargaining agreement, or Board resolution.</p> <p><u>Guidelines</u></p> <p>A sick leave shall commence when the employee, or agent if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p> <p>Paid sick leave shall run concurrent with available unpaid leave under the Family and Medical Leave Act of 1993, as amended, in accordance with law and Board policy implementing the FMLA.</p> <p>Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.</p> <p><u>Records</u></p> <p>The District's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted.</p>	<p>Pol. 817, 417, 517, 623</p> <p>SC 510, 1154</p> <p>Pol. 835</p> <p>SC 510, 1154</p>
-------------------------	--	---

**POLICY NO. 834
SICK LEAVE**

A record shall be made of the unused sick leave days accumulated by each District employee, which shall be reported to the employee.

Section 3

Delegation of Responsibility

The Superintendent or ~~their~~his/her designee shall report to the Board the names of employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.

References:

School Code – 24 P.S. Sec. 510, 1154

Board Policy – ~~317, 417, 517~~, 623, ~~817~~, 835

Policy Guide



Policy No. 854.1

Section OPERATIONS

Title TELEWORK

Adopted _____

Last Revised _____

POLICY NO. 854.1 TELEWORK		
Section 1	<p><u>Purpose</u></p> <p>The Board recognizes that in certain limited circumstances it may be necessary to allow or require district employees to work remotely in order to maintain continuity of district educational programs and operations.</p> <p>The Board adopts the following policy to establish district rules for employees who telework from a remote work location.</p>	Pol. 805
Section 2	<p><u>Definitions</u></p> <p>Remote work location – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.</p> <p>Telework/Teleworking – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.</p> <p>Teleworking agreement – a written agreement that details the terms and conditions to permit an employee to engage in teleworking.</p> <p>Teleworking employee – a district employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any</p>	

	<p style="text-align: center;">POLICY NO. 854.1 TELEWORK</p> <p>computer and telecommunications equipment necessary for the completion of tasks.</p> <p>Section 3 <u>Delegation of Responsibility</u></p> <p>The Board directs the Superintendent or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.</p> <p>Section 4 <u>Guidelines</u></p> <p>Employees may be required to sign a teleworking agreement, or acknowledge teleworking provisions in an applicable collective bargaining agreement, prior to working in a remote work location, which may be waived under emergency conditions at the Board’s discretion or as specified in this policy.</p> <p>Such an agreement may include, but is not limited to, the following considerations:</p> <ol style="list-style-type: none"> 1. Acknowledgement that the employee’s compensation, benefits, work hours, and performance expectations shall not change while teleworking. 2. The employee shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work. This includes policies/procedures related to storage/maintenance of any confidential records at a remote work site. 3. A teleworking employee’s performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work. This shall be consistent with all applicable Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution. 4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment 	<p>Pol. 113.4, 216, 826</p> <p>Pol. 113.4, 216, 324, 424, 524</p>
--	--	---

	<p style="text-align: center;">POLICY NO. 854.1 TELEWORK</p> <p>permitted to be brought to the remote work location will be stolen or damaged.</p> <ol style="list-style-type: none"> 5. The employee shall obtain permission from their supervisor before bringing district property to a remote work location and will provide the supervisor with a written list of all such equipment. 6. The employee shall be personally responsible for any district equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return. 7. The employee does not have a right to telework and the teleworking arrangement may be terminated by the Board or district administration at any time. 8. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location. 9. Reimbursement, if any, for supplies/equipment essential to an employee’s job duties at a remote work location. <p><u>General Conditions</u></p> <p>Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.</p> <p>An employee may not telework as a replacement for leave.</p> <p>Attendance at the employee’s regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days.</p> <p>Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee’s immediate supervisor, in accordance with law and Board policy.</p>	<p>Pol. 708</p> <p>Pol. 834, 835, 837, 839</p> <p>Pol. 530, 860</p>
--	--	---

	<p style="text-align: center;">POLICY NO. 854.1 TELEWORK</p> <p>All teleworking employees shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected under normal working conditions.</p> <p><u>Emergency Conditions</u></p> <p>In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes individual employees or designated classifications of employees to be permitted to telework in accordance with established procedures or as otherwise directed.</p> <p>For district employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>References:</p> <p>Board Policy – 113.4, 216, 324, 424, 524, 530, 708, 805, 826, 834, 835, 837, 839, 860</p>	<p>Pol. 805</p> <p>Pol. 834, 835, 837, 839</p>
--	---	--

Policy Guide



Policy No. 857

Section OPERATIONS

Title PHYSICAL EXAMINATION

Adopted _____

Last Revised _____

	<p style="text-align: center;">POLICY NO. 857 PHYSICAL EXAMINATION</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 314, 414, 514.</p> <p>Section 1 <u>Purpose</u></p> <p>In order to certify the fitness of administrative, professional and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff, the Board shall require physical examinations of all district employees prior to beginning employment and may require health monitoring to prevent the transmission of communicable diseases in the school setting.</p> <p>Section 2 <u>Definitions</u></p> <p>A physical examination, for purposes of this policy, shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.</p> <p>Health monitoring, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.</p> <p>Section 3 <u>Authority</u></p> <p>After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by law and as the Board may require. The expense for which shall be paid by the applicant.</p>	<p>SC 1418 28 PA Code 23.43 42 U.S.C. 12112</p>
--	--	---

<p>Section 4</p>	<p>POLICY NO. 857 PHYSICAL EXAMINATION</p>	
	<p>The Board requires that all employees undergo a tuberculosis examination provided by the District upon initial employment, in accordance with regulations of the PA Department of Health.</p>	<p>SC 1418 28 PA Code 23.44</p>
	<p>The Board may require an employee to undergo a physical examination at the Board’s request.</p>	<p>SC 1418</p>
	<p>An employee who presents a signed statement that a physical examination is contrary to the employee's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the employee if the employee is not examined for those conditions.</p>	<p>SC 1419 28 PA Code 23.45</p>
	<p><u>Guidelines</u></p>	
	<p><u>Health Monitoring and Communicable Diseases</u></p>	
<p>The District may require employees to participate in health monitoring by designated staff to check for signs and symptoms of communicable diseases in accordance with guidance issued by state and local health officials and the Board-approved health and safety plan. An employee may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair workplace safety or cause undue hardship will not be granted.</p>	<p>Pol. 104</p>	
<p>An employee with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.</p>	<p>Pol. 104</p>	
<p>Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment, and may be excluded from school facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infections conditions. Employees may return to school facilities when the criteria for readmission following a communicable disease have been met, in accordance with law, regulations or guidance from state or local health officials.</p>	<p>28 PA Code 27.71, 27.72 Pol. 834, 835</p>	

<p>Section 5</p>	<p style="text-align: center;">POLICY NO. 857 PHYSICAL EXAMINATION</p> <p><u>Delegation of Responsibility</u></p> <p>The results of all required physical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.</p> <p>Medical records and other health information of an employee shall be maintained confidentially and kept in a file separate from the employee's personnel file.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1418, 1419</p> <p>Health and Safety – 28 PA Code Sec. 23.43, 23.44, 23.45, 27.71, 27.72</p> <p>Equal Opportunity for Individuals with Disabilities – 42 U.S.C. 12112</p> <p>Prohibiting Employment Discrimination on the Basis of Genetic Information – 42 U.S.C. Sec. 2000ff et seq</p> <p>Board Policy – 104, 834, 835</p>	<p>42 U.S.C. 12112, 2000ff et seq</p>

Policy Guide



Policy No. 858

Section OPERATIONS

Title ATTENDANCE AND TARDINESS

Adopted _____

Last Revised _____

<p>Section 1</p>	<p style="text-align: center;">POLICY NO. 858 ATTENDANCE AND TARDINESS</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 418 AND 518.</p> <p><u>Authority</u></p> <p>Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.</p> <p>The District shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution.</p>	<p>SC 510 Pol. 860</p> <p>Pol. 834, 835, 837, 839</p>
<p>Section 2</p>	<p><u>Delegation of Responsibility</u></p> <p>It shall be the responsibility of the Director of Finance and Human Resources in collaboration with the Superintendent to assess penalties when a district employee fails to meet attendance requirements.</p> <p>Whether tardiness is excusable shall be determined by the immediate supervisor.</p>	

**POLICY NO. 858
ATTENDANCE AND TARDINESS**

References:

School Code –24 P.S. Sec. 510

Board Policy – 834, 835, 837, 839, 860