

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CREATING A POSITION

ADOPTED: October 15, 2003

REVISED:

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

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

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES

ADOPTED: October 15, 2003

REVISED: September 18, 2013

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES	
<p>1. Authority</p> <p>SC 508, 1106, 1107, 1142- 1152 Title 22 Sec. 4.4 Pol. 428</p> <p>SC 1111</p>	<p>The Board places substantial responsibility for the effective operation of district schools and the quality of the educational program with its professional employees.</p> <p>The Board shall, by a majority vote of all members, approve the employment; set the compensation, and establish the term of employment for each professional employee employed by the district.</p> <p>The administration will inform and invite board members to attend a preliminary round (interview) with the superintendent and/or a principal present. Attendance by the board member is voluntary.</p> <p>No teacher shall be employed who is related to any member of the Board, as defined in statute, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.</p> <p>Approval shall normally be given to the candidates for employment recommended by the Superintendent.</p> <p>The district shall use the Standard Application For Teaching Positions but may also establish and implement additional application requirements.</p> <p>A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may,</p>
<p>SC 1204.1</p>	<p>The district shall use the Standard Application For Teaching Positions but may also establish and implement additional application requirements.</p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>A candidate shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p>
<p>SC 111</p>	<p>Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may,</p>

<p>SC 1109, 1201 Title 22 Sec. 49.1 et seq</p> <p>Title 22 Sec. 403.2, 403.4 20 U.S.C. Sec. 6319, 7801</p> <p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6319, 7801</p>	<p>depending on the nature of the offense, subject the individual to criminal prosecution.</p> <p>An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>The Board authorizes the use of professional employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.</p> <p>A candidate for professional employment shall not receive recommendation for employment without evidence of his/her certification.</p> <p><u>Title I Requirements</u></p> <p>All elementary, middle and secondary teachers employed by the district who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.</p> <p>The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified, in accordance with federal law and state regulations. The written certification shall be maintained in the district office and the school office and shall be available to the public, upon request.</p> <p><u>Extracurricular Positions/Contracts</u></p> <p>The Superintendent shall be responsible for the preparation and presentation of a school roster of extracurricular positions for Board approval.</p> <p>Any extracurricular position must be on the Board approved roster of extra-duty positions before it is filled.</p> <p>The Superintendent shall present to the Board annually a list of candidates recommended for extracurricular assignments, listing the specific assignment and appropriate compensation, as indicated by the supplemental salary and wage provision of the contract, for each person.</p> <p>Each person approved by the Board for an extracurricular assignment shall be employed for the full school year, shall be notified in writing, and shall sign a contract prepared by the Superintendent.</p>
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<p>2. Delegation of Responsibility Pol. 104</p> <p>SC 1109</p> <p>42 U.S.C. Sec. 12112</p> <p>SC 1109, 1201 Title 22 Sec. 49.1 et seq</p>	<p>The Superintendent or designee shall develop administrative regulations for recruiting, screening, and recommending candidates for employment, in accordance with Board policy and state and federal laws and regulations.</p> <p>Candidates shall be recommended based on references, as well as demonstration of lessons or other appropriate activities.</p> <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful educational training and experience. 2. Scholarship and intellectual prowess, including such measures as collegiate grade point average. 3. Appreciation of children. 4. Emotional and mental maturity. <p>The Superintendent or designee shall, in the conduct of recruiting activities, seek candidates from this state and surrounding states who have graduated from a variety of public and private institutions of higher education.</p> <p>The superintendent will present at least two candidates (when available) for a final interview before the board for: principal, assistant principal, business manager, director of buildings and grounds, and the management information systems director.</p> <p>The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.</p> <p>The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p>Each professional employee employed by the district shall be responsible for maintaining a valid teaching certificate.</p>
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References:

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

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

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

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

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

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

Board Policy – 000, 104, 408, 428

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL
EMPLOYEES

ADOPTED: October 15, 2003

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 1101, 1106, 1148</p> <p>3. Guidelines</p> <p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</p> <p>42 U.S.C. Sec. 653a</p>	<p style="text-align: center;">405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES</p> <p>Qualified and competent substitute teachers and other professional staff shall be employed in order to provide continuity in the educational program of the schools.</p> <p>The Board shall approve annually the names of potential substitute professional employees and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p><u>Substitute Teachers</u></p> <p>The building principal shall prepare for the Superintendent an adequate list of substitute teachers, designating their subject areas. The list shall be submitted to the Board for approval.</p> <p>A prospective substitute teacher shall furnish:</p> <ol style="list-style-type: none"> 1. A complete personal data form. 2. A valid teaching certificate. 3. Other documents required by law.
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<p>4. Delegation of Responsibility</p> <p>School Code 111, 1101, 1106, 1148</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p> <p>PA Code Title 22 Sec. 8.1 et seq</p> <p>Federal Statute 42 U.S.C. Sec. 653a</p>	<p>The Superintendent or designee shall develop and implement procedures to recruit, screen, assign and evaluate candidates for substitute employment.</p> <p>The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.</p>
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CLARION-
LIMESTONE AREA
SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF SUMMER
SCHOOL STAFF

ADOPTED: October 15, 2003

REVISED:

406. EMPLOYMENT OF SUMMER SCHOOL STAFF	
<p>1. Purpose</p>	<p>The Board directs that summer school employees shall be qualified and competent to fulfill such assignments.</p>
<p>2. Authority SC 508, 1146, 1901</p>	<p>The Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each person employed in the district summer school program, when the program is authorized by the Board.</p>
<p>3. Guidelines</p> <p>SC 111 23 Pa. C.S.A. 6301 et seq</p>	<p>Such approval shall normally be given to those candidates recommended by the principal of the school and approved by the Superintendent.</p> <p>Primary consideration shall be given to candidates for summer school employment who are district staff members.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop procedures for the recruitment, screening and recommendation of candidates for summer school employment.</p> <p>The Superintendent or his/her designee shall receive and maintain a file of applications for summer school positions.</p> <p>Only those candidates who are best qualified to perform the duties of the position shall be recommended.</p> <p>Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.</p>

406. EMPLOYMENT OF SUMMER SCHOOL STAFF - Pg. 2

<p>School Code 111, 406, 508, 1109, 1146, 1901</p> <p>23 Pa. C.S.A. 6301 et seq</p>	<p>Recommendations from former employers and others shall be sought to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: STUDENT TEACHERS

ADOPTED: October 15, 2003

REVISED:

407. STUDENT TEACHERS	
1. Purpose	The Board encourages cooperation with colleges and universities within the state in the training of student teachers.
2. Authority	The Board establishes that district schools shall accept student teachers from accredited institutions with which the district has a cooperative agreement approved by the Board.
3. Delegation of Responsibility	<p>Under the direction of the Superintendent, and in cooperation with the building principals, student teachers shall be assigned in the district schools.</p> <p>Recommendations for selection of cooperating teachers shall be made by the building principal, with the agreement of the college or university supervisor.</p> <p>The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.</p>
4. Guidelines	<p>Student teachers assigned to the district shall be subject to the policies, practices and procedures of the school system.</p> <p>Student teachers shall comply with the health examination requirements of the state and Board policy applicable to professional personnel.</p> <p>While serving in district schools, student teachers shall be responsible for their conduct to the supervising teacher and building principal.</p> <p><u>Observers</u></p> <p>Student teachers or faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal.</p>
<p>Title 28 Sec. 23.43 SC 1418 Pol. 414</p> <p>Pol. 907</p>	

<p>School Code 1418</p> <p>PA Code Title 28 Sec. 23.43</p> <p>Board Policy 414, 907</p>	<p><u>Guest Teachers</u></p> <p>The Board shall approve guest teachers from the assigned intermediate unit upon receipt of appropriate documentation.</p>
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**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT CONTRACT

ADOPTED: October 15, 2003

REVISED:

408. EMPLOYMENT CONTRACT	
1. Purpose	Professional employees and temporary professional employees must have an employment contract that is in conformance with the School Code.
2. Authority SC 1106 SC 1121	The Board has the authority under law to prescribe employment conditions for the personnel of the school district. It shall be the policy of this school district that all professional and temporary professional employees execute a contract upon employment, which shall automatically renew itself each year unless one of the parties gives written notice sixty (60) days prior to its expiration that it will not be renewed.
Pol. 413	Nontenured employees, upon reaching the status of tenure, shall be required to execute a new contract.
3. Guidelines SC 1121, 1146	The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time professional employees, the contract or Board resolution shall be in accordance with established policy and procedures. The contract or resolution may include: <ol style="list-style-type: none"> 1. Beginning compensation. 2. Term of employment and work period for which compensation will be paid. 3. Statement of fringe benefits entitlement. 4. Statement of procedures for notice of termination or modification. 5. Statement of seniority rights, if any. The terms of a collective bargaining agreement may supersede the specifics of an individual employee contract in certain conditions of employment.

<p>School Code 1106, 1121, 1146</p> <p>Board Policy 413</p>	<p>Willful misrepresentation of facts material to employment and determination of salary level shall be considered cause for dismissal of the employee.</p> <p>The Board shall be notified promptly of any misunderstanding arising from application of a given contract or any error in salary paid to the employee.</p> <p><u>Retirement Notice Of Intent</u></p> <p>Any employee who anticipates retirement is requested to notify the Superintendent six (6) months prior to his/her intended retirement date, except in cases where conditions of health or other extenuating circumstances make shorter notices necessary.</p> <p>Benefits provided by the Board shall cease on the effective date of resignation.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
 TITLE: ASSIGNMENT AND TRANSFER
 ADOPTED: October 15, 2003
 REVISED:

409. ASSIGNMENT AND TRANSFER	
1. Purpose	The assignment and transfer within the district of professional employees shall be in accordance with the instructional and operational needs of the district.
2. Authority	The Board shall approve the initial assignment of professional personnel at the time of employment and when such assignments involve a transfer from one building to another or a move to a position requiring a certificate other than that required for the employee's present position.
3. Delegation of Responsibility	<p>The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.</p> <p>The Superintendent shall, in considering any assignment or transfer, base a decision on:</p> <ol style="list-style-type: none"> 1. Need to balance various teaching skills among the schools. 2. Changing student population within district schools. 3. Impact of proposed assignment on the educational program. 4. Employee's background, experience and preparation for the position. 5. Employee's success in former positions. 6. Employee's desire for professional growth. 7. Employee's length of service in the district and in the position presently held. 8. Recommendations of the employee's administrative supervisors. 9. Administrative and operational efficiency advanced by the proposed assignment.

<p>4. Guidelines 23 Pa. C.S.A. 6301 et seq</p>	<p>Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.</p> <p>Vacancies shall be posted as provided in negotiated collective bargaining agreements and shall be publicized to all appropriate employees.</p> <p>Requests submitted by district employees for transfer to vacant positions that would constitute promotion shall be given full consideration in light of the applicant's qualifications.</p> <p>A request by an employee for transfer to a different building or position shall be made in writing to the Superintendent and shall set forth the reasons for the transfer request, the school or position sought, and the applicant's qualifications.</p> <p>The employee requesting a transfer shall be notified in writing of the action taken.</p> <p>In the event that a transfer is not granted, the employee may renew the request after ninety (90) days to assure reconsideration.</p> <p>Professional employees shall be informed of their assignments preceding the school year in which such assignment shall be effective.</p> <p>This policy shall not prevent reassignment of a professional staff member during the school year for good cause, as determined by the Superintendent. The following guidelines are established so that optimum assurance of fair treatment may be provided to the employees involved. Factors to be considered as having bearing on such a transfer may include:</p> <ol style="list-style-type: none">1. Program change.2. Change in enrollment.3. Court mandate. <p>All employees shall be notified at least thirty (30) days before the effective date of the transfer, except in such cases as occur at a time when thirty (30) days notice is not reasonably possible, in which case all practicable notice shall be provided.</p>
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PA Statute
23 Pa. C.S.A.
6301 et seq

Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: ABOLISHING A POSITION

ADOPTED: October 15, 2003

REVISED:

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

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: SUSPENSIONS AND
FURLOUGHS

ADOPTED: October 15, 2003

REVISED:

411. SUSPENSIONS AND FURLOUGHS	
1. Purpose	Maintenance of professional staff appropriate to effectively continue the district's educational program is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff shall be accomplished.
2. Authority SC 524, 1124, 1125.1	Consistent with law and the collective bargaining agreement, the Board has the authority and responsibility to determine when suspensions and furloughs shall be made.
3. Delegation of Responsibility SC 1125.1	<p>The Superintendent or designee shall develop administrative procedures for reduction of staff in accordance with this policy and applicable law.</p> <p>The efficiency and effectiveness of district organization and staffing patterns shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interests of the district.</p>
4. Guidelines SC 1123 Pol. 412, 413	Data necessary for the computation of each professional staff member's rating shall comply with state requirements, and his/her seniority status shall be recorded and maintained.
SC 1124, 1125.1	Professional employees shall be suspended for causes consistent with law in inverse order of seniority within the district.
SC 1125.1	The district shall realign its professional staff to ensure that more senior employees are provided with the opportunity to fill positions for which they are certified and which are being filled by less senior employees. Such realignment, however, will not be construed to require curriculum changes or department revisions.
SC 1125.1 2 Pa. C.S.A. Sec. 551 et seq	Tenured professional employees have the right to a Local Agency Law hearing, and the decision to suspend shall be considered an adjudication for the purposes of that hearing.

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<p>2 Pa. C.S.A. Sec. 551 et seq</p> <p>SC 1125.1</p> <p>SC 1125.1</p>	<p>Temporary professional employees are entitled to a Local Agency Law hearing at the request of the employee prior to suspension or furlough.</p> <p>Reinstatements from a list of suspended professional employees shall be made on the basis of their seniority within the district.</p> <p>To be considered available for reinstatement, a suspended professional employee must annually report in writing to the Board his/her current address and intent to accept the same or a similar position when offered.</p> <p>If the employee fails to appear for reinstatement, s/he shall be dropped from the list of suspended employees.</p> <p>Refusal to accept reinstatement in a position for which the employee is certificated shall be cause for removal from the list of furloughed employees.</p> <p>A collective bargaining agreement may provide suspension procedures that differ from this policy. In the event that such a condition exists, procedures must be adapted to the provisions of the collective bargaining agreement for bargaining unit personnel.</p>
<p>School Code 524, 1123, 1124, 1125.1</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p>	

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
PROFESSIONAL EMPLOYEES

ADOPTED: October 15, 2003

REVISED:

412. EVALUATION OF PROFESSIONAL EMPLOYEES	
1. Purpose	<p>Evaluation is a continuing process in which the professional employee and supervisor cooperatively identify strengths and weaknesses in the individual's effectiveness as a professional educator. The ultimate criterion for determining the effectiveness of an individual as a professional educator shall be the effect that the individual has on the progress of his/her students.</p> <p>The objectives of evaluation are to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives in order to benefit the district's students.</p> <p>There shall be a plan for regular, periodic evaluation of all professional employees.</p>
2. Authority SC 1123	<p>The evaluation plan for professional employees shall be in accordance with the state plan for such purposes or in accordance with a plan approved by the Board.</p> <p>The Board directs that the district shall utilize the state approved evaluation form or an evaluation form equivalent to the state approved form and approved by the Board.</p>
3. Guidelines	<p>The objectives of the district evaluation plan for professional employees are:</p> <ol style="list-style-type: none"> 1. To identify, improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving district goals. 2. To identify and suggest ways to improve on weaknesses that prevent an employee from achieving district goals. <p>The evaluation plan shall:</p> <ol style="list-style-type: none"> 1. Be uniform throughout the district. 2. Include timely conferences with the employee and evaluator to review and sign each evaluation.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EVALUATION OF
TEMPORARY PROFESSIONAL
EMPLOYEES

ADOPTED: October 15, 2003

REVISED:

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

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PHYSICAL EXAMINATION

ADOPTED: October 15, 2003

REVISED:

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

**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: PROFESSIONAL EMPLOYEES

TITLE: HIV INFECTION

ADOPTED: October 15, 2003

REVISED:

414.1. HIV INFECTION	
1. Purpose	<p>The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and employees while protecting the rights of the individual.</p> <p>This policy is based on current evidence that the HIV virus is not normally transmissible by infected individuals within the school setting, except as noted in this policy.</p>
2. Definitions	<p>HIV - refers to the disease caused by the HIV or human immunodeficiency virus.</p> <p>AIDS - Acquired Immune Deficiency Syndrome.</p> <p>CDCP - United States Public Health Service Centers for Disease Control and Prevention.</p> <p>Infected employee - refers to employees diagnosed as having the HIV virus, including those who are asymptomatic.</p>
3. Authority SC 510	<p>This policy shall apply to all employees in all programs conducted by the school district.</p> <p>The Board directs that the established district policies and procedures that relate to illnesses among employees shall also apply to infected employees.</p>
35 P.S. 7601 et seq	<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>
4. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible as the central contact for handling and releasing all 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>5. Guidelines</p>	<p>All employees shall be required to consistently follow infection control/universal precautions in all settings and at all times. Employees shall notify the school nurse of all incidents of exposure to bodily fluids.</p> <p>Building administrators shall notify district employees, students and parents/guardians about current Board policies concerning HIV infection and shall provide reasonable opportunities to discuss the policy and related concerns.</p> <p>The Superintendent or designee shall report periodically to the Board regarding the effectiveness of this policy and shall make recommendations for revision in accordance with developments in medical research and treatments.</p> <p><u>Assignment</u></p> <p>District authorities shall determine the assignment of infected employees on a case-by-case basis.</p> <p>The school physician shall make a preliminary recommendation to the district as to the health risks associated with an infected employee. In the event that potential health risks to the school community are identified by the school physician because of the continued presence of an employee, a panel shall be convened to review the employee's medical history, assess the specific risks to the identified employee and to the school community, and evaluate the assignment of the infected employee.</p> <p>The Superintendent or his/her designee shall convene and chair the panel. The panel shall consist of the employee's supervisor, school nurse, school physician, employee's physician, appropriate local health official, and other personnel, as needed. The panel shall utilize as a resource the Centers for Disease Control and Prevention (CDCP) Guidelines. Decisions shall be based on the employee's physical condition, type of interaction with others in the performance of job functions, and risks to the infected employee and others in the school setting.</p> <p>First consideration shall be given to maintaining the infected employee in the regular assignment. Any decision for an alternative placement must be supported by specific facts and data.</p> <p>The panel shall make a recommendation to the Superintendent regarding the case. The Superintendent shall promptly present the panel's recommendation to the Board, whose action shall be final. The Board shall approve all assignments and medical leaves of absences for infected employees. The panel, at the request of the Superintendent or his/her designee, shall meet periodically to assess the employee's status.</p>
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<p>42 U.S.C. Sec. 12101 et seq 29 U.S.C. Sec. 2601 et seq</p>	<p>Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, district policies, the collective bargaining agreement, and the retirement system.</p>
<p>35 P.S. 7601</p>	<p><u>Confidentiality</u></p> <p>The Superintendent or designee shall determine which school personnel will receive information about an infected employee. The number of individuals informed of an infected employee's status shall be kept to the minimum required to assure protection of the infected employee as well as the school population. Anonymity shall have high priority.</p> <p>All district employees have a duty to preserve the confidentiality of all information concerning an infected employee. Serious consequences shall result from a breach of confidentiality by an employee.</p> <p>Information about infected employees in the district shall not be disclosed to the general public, undesignated school employees or other groups without a court order or the informed, written, signed and dated consent of the infected employee.</p> <p><u>Infection Control</u></p> <p>Universal precautions, as recommended by the CDCP, shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.</p> <p>The school district shall maintain and keep reasonably accessible all equipment and supplies necessary for infection control.</p> <p><u>Staff Development</u></p> <p>All district employees shall participate in a planned HIV education program.</p> <p>Designated district employees shall receive additional, specialized training appropriate to their positions and responsibilities.</p>

References:

School Code – 24 P.S. Sec. 510

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

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

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

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB ABANDONMENT

ADOPTED: October 15, 2003

REVISED:

<p>1. Guidelines</p>	<p style="text-align: center;">415. JOB ABANDONMENT</p> <p>A job position shall be declared abandoned when the employee, after exhausting all earned, negotiated and legislated leaves of absence, including sick leave, personal/emergency leave, vacation, sabbatical leave, and family/medical leave, is unable to return to work to perform the essential duties and tasks related to the position. The employee shall forfeit all future rights to return to the job or similar position once the position is abandoned.</p>
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**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: PROFESSIONAL EMPLOYEES

TITLE: NONTENURED STAFF
MEMBERS

ADOPTED: October 15, 2003

REVISED:

416. NONTENURED STAFF MEMBERS	
1. Authority	It is the policy of the Board that certain staff members shall be employed with the recognition that the function to be performed does not fall under control of the tenure law. Such employment shall be deemed discretionary actions by the Board, without intent to have such functions considered as professional employee actions governed by tenure.
SC 1101	Nontenured professional staff shall include any position in which provision for tenure is not made by law.
School Code 1101, 1121	

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: October 15, 2003

REVISED:

417. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Purpose</p>	<p>All professional employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules, and consistent penalties and disciplinary procedures for violations.</p>
<p>2. Authority SC 510</p> <p>SC 1122, 1126, 1127</p>	<p>The Board directs that procedures be established whereby professional employees are informed of the disciplinary actions that are considered appropriate and may be applied for violation of district policies, rules and procedures.</p> <p>When dismissal charges are filed against a professional employee pursuant to law, the Board shall hold a hearing in accordance with the procedures established in the School Code.</p>
<p>3. Guidelines</p> <p>SC 1127 2 Pa. C.S.A. Sec. 551 et seq</p>	<p>All professional employees shall comply with district policies, rules and regulations; attempt to maintain order; perform assigned job functions; and carry out directives issued by supervisors.</p> <p>In the event it is necessary to demote or dismiss a professional employee, a hearing shall be provided as required by statute.</p> <p>When engaged in assigned duties, no employee shall participate in activities that include but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Physical or verbal abuse, or threat of harm to anyone. 2. Causing damage to district property, facilities and equipment. 3. Forceful or unauthorized entry to or occupation of district facilities, buildings and grounds. 4. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.

<p>SC 1122, 1151</p> <p>School Code 510, 1122, 1126, 1127, 1151</p> <p>PA Statute 2 Pa. C.S.A. Sec. 551 et seq</p>	<ol style="list-style-type: none">5. Use of profane or abusive language, symbols or conduct.6. Failure to comply with directives of district officials, security officers, or law enforcement officers.7. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.8. Violation of district policies, rules and regulations.9. Violations of federal, state, or applicable municipal law or regulation.10. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the district, or any activity sponsored or approved by the Board. <p>The Superintendent or designee shall prepare and promulgate disciplinary rules for violations of district policies, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal, and/or civil and criminal sanctions.</p>
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**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PENALTIES FOR TARDINESS

ADOPTED: October 15, 2003

REVISED:

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

