

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: NONTENURED EMPLOYEES

ADOPTED: September 17, 2003

REVISED:

316. NONTENURED EMPLOYEES	
1. Purpose	Effective district operation requires capable supervision by a variety of nontenured administrators. Such administrators are an integral part of the district's management team.
2. Authority	It is the policy of the Board that certain administrators shall be employed with the recognition that they are not professional employees, as defined by law, and will not attain tenure status.
SC 1101	Nontenured administrative 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: ADMINISTRATIVE
EMPLOYEES

TITLE: CONDUCT/DISCIPLINARY
PROCEDURES

ADOPTED: September 17, 2003

REVISED:

317. CONDUCT/DISCIPLINARY PROCEDURES	
<p>1. Purpose</p>	<p>All administrative 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 administrative 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 an administrative 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>2 Pa. C.S.A. Sec. 551 et seq SC 1127</p>	<p>All administrative 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 an administrative 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.

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<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: ADMINISTRATIVE
EMPLOYEES

TITLE: OUTSIDE ACTIVITIES

ADOPTED: September 17, 2003

REVISED:

319. OUTSIDE ACTIVITIES	
1. Purpose	The Board recognizes that members of the administrative staff do enjoy private lives and may associate with others outside of school for economic, religious, cultural or personal reasons. However, the Board has a responsibility to evaluate administrators in terms of their effectiveness in discharging assigned duties and responsibilities.
2. Authority	<p>Therefore, when nonschool activities impact upon an administrator's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon the individual's completion of responsibilities to the students and to the district's programs.</p> <p>The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students and employees may participate.</p>
3. Delegation of Responsibility	The Superintendent or designee shall disseminate guidelines so that administrators may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.
4. Guidelines	<p>The following guidelines are provided for the direction of administrators:</p> <ol style="list-style-type: none"> 1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment reside with and may be claimed by the district. 2. Do not use school property or school time to solicit or accept customers for private enterprises. 3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

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| | <ol style="list-style-type: none">4. Do not make public statements about private associations or interests during school hours if such remarks are likely to violate district standards of propriety.5. Do not make public statements that are inconsistent with district policies and could serve to harm the effectiveness of district programs. |
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: FREEDOM OF SPEECH IN
NONSCHOOL SETTINGS

ADOPTED: September 17, 2003

REVISED:

320. FREEDOM OF SPEECH IN NONSCHOOL SETTINGS	
1. Purpose	The Board acknowledges the right of its administrative employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.
2. Authority	The Board adopts this policy to clarify situations in which an administrator's expression could conflict with the district's interests.
3. Guidelines	<p>In situations in which an administrator is not engaged in the performance of professional duties, s/he shall:</p> <ol style="list-style-type: none"> 1. Recognize that as an administrator his/her comments generally will be viewed as representative of the district. 2. State clearly that his/her comments represent personal views and not those of the school district. 3. Not direct any statements toward any individual(s) with whom s/he would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships. 4. Refrain from comments that would interfere with the maintenance of student discipline. 5. Refrain from making public statements known to be false or made without regard for truth or accuracy. 6. Refrain from making threats against coworkers, supervisors or district officials.
Pol. 317	Violations of this policy may constitute cause for disciplinary action.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: POLITICAL ACTIVITIES

ADOPTED: September 17, 2003

REVISED:

321. POLITICAL ACTIVITIES	
1. Purpose	The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, district property and district time, paid for by the citizens, may not be used for political purposes when performing assigned duties.
2. Authority	The Board adopts the following guidelines for those administrative staff members who intend to engage in political activities.
3. Guidelines Pol. 707	<p>No employee shall engage in political activities during assigned hours or upon property under the jurisdiction of the Board unless permission has been granted for that purpose through the Use of Facilities Policy.</p> <p>Political circulars or petitions may not be posted or distributed in school, except by U.S. Mail.</p> <p>Collection of and/or solicitation for campaign funds or campaign workers is prohibited on school property during working hours.</p> <p>The use of students for writing, addressing, or distributing partisan political materials is forbidden.</p> <p>District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.</p> <p>The following situations are exempt from the provisions of this policy:</p> <ol style="list-style-type: none"> 1. Discussion and study of politics and political issues when appropriate to classroom studies, such as history, current events, and political science. 2. Conduct of student elections and connected campaigning. 3. Conduct of employee representative elections.

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Pol. 317

Violations of this policy may constitute cause for disciplinary action, at the Board's discretion.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: GIFTS

ADOPTED: September 17, 2003

REVISED:

322. GIFTS	
1. Purpose	The Board considers the acceptance of gifts by administrative staff members an undesirable practice.
2. Authority	It is the policy of the Board that administrators may accept only gifts of a consumable nature or nominal value from students or parents/guardians.
3. Delegation of Responsibility	The Superintendent may approve acts of generosity to individual administrative staff members in unusual situations but shall report such instances to the Board on a timely basis.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: September 17, 2003

REVISED:

323. TOBACCO USE	
<p>1. Purpose</p>	<p>The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the nonuser and the safety of the schools.</p>
<p>2. Definition 18 Pa. C.S.A. 6306.1</p>	<p>For purposes of this policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.</p>
<p>3. Authority 20 U.S.C. Sec. 7181 et seq 35 P.S. 1223.5</p>	<p>The Board prohibits tobacco use by administrative employees in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p> <p>The Board may designate specific areas for tobacco use by employees on property owned, leased or controlled by the district that is at least fifty (50) feet from school buildings, stadiums and bleachers.</p> <p>The Board prohibits tobacco use by administrative employees at school-sponsored activities that are held off school property.</p>
<p>4. Guidelines</p> <p>35 P.S. 1223.5 18 Pa. C.S.A. 6306.1</p>	<p>The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.</p> <p>Any employee violating the tobacco use policy will receive a verbal reprimand for the first offense and a written reprimand for the second offense, stating that any further violations may lead to suspension or other forms of disciplinary action.</p> <p>A violation of this policy shall be punishable by a civil fine of not more than fifty dollars (\$50.00).</p>

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<p>SC 1303-A</p> <p>PA Code Title 22 Sec. 403.1</p>	<p>Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p>
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**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: September 17, 2003

REVISED:

324. PERSONNEL FILES	
1. Purpose	Orderly operation of the school district requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a district employee.
2. Authority	The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state requirements and local benefit programs, conformance with district policies and rules, and evidence of completed evaluations.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent or designee, who shall prepare guidelines defining the material to be incorporated into personnel files.
4. Guidelines	<p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>Only information that pertains to the professional role of the administrative employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file.</p> <p>Personnel records shall be available to the Board but only as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.</p> <p><u>Employee Access</u></p> <p>Administrative employees shall have access to their own file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.</p>
43 P.S. Sec. 1321-1324	

Personnel who wish to review their own records shall:

1. Request access in writing.
2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.
3. Make no alterations or additions to the record, nor remove any material.
4. Sign a log attached to the file indicating the date and person reviewing.

Appeals

Personnel choosing to appeal material in their records shall make a written request to the administrator delegated to maintain the records and shall specify:

1. Name and date.
2. Material to be appealed.
3. Reason for appeal.

The responsible administrator shall hear the appeal and make a determination.

School Code
111

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

43 P.S.
Sec. 1321-1324

42 U.S.C.
Sec. 12101 et seq

8 CFR
Sec. 274a.2

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: DRESS AND GROOMING

ADOPTED: September 17, 2003

REVISED:

325. DRESS AND GROOMING	
1. Purpose	Administrators set an example in dress and grooming for staff and students to follow. An administrator should present an image of dignity and encourage respect for authority.
2. Authority SC 510	The Board has the authority to specify reasonable dress and grooming guidelines for administrative staff, within law, that will prevent an adverse impact on the educational program.
3. Guidelines	Administrative employees are expected to be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.
4. Delegation of Responsibility	If an administrator feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the immediate supervisor.
School Code 510	

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: COMPLAINT PROCESS

ADOPTED: September 17, 2003

REVISED:

326. COMPLAINT PROCESS	
1. Purpose	Effective management of district operations requires reasonable and effective means of resolving conflicts among management level employees. This policy is established to reduce potential areas of disagreement, and to establish and maintain recognized two-way channels of communication between the Board and management.
2. Authority	<p>The Board adopts this policy to facilitate proper and equitable solutions to complaints at the lowest appropriate level, and to establish an orderly procedure for pursuing solutions.</p> <p>There shall be no reprisals of any kind taken against any employee because of participation in or support of a complaint.</p>
3. Definition	Complaint - any unresolved problem concerning application or interpretation of federal or state laws and regulations; policies and rules of the Board; and written administrative procedures.
4. Guidelines	<p>Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint is taken to the next higher level of authority.</p> <p>A complainant may be represented or accompanied at the higher levels of authority by anyone s/he chooses.</p> <p>If the same or substantially the same complaint is made by more than one administrator against one respondent, only one administrator, on behalf of self and the other complainants, should pursue the complaint through the prescribed procedure. Names of all complainants shall appear on all documents related to settlement of the complaint.</p>

The time limit provided in this policy may be extended by mutual agreement of the parties. Any decision not pursued within the time limits from one level to the next level shall be considered settled on the basis of the last decision and not subject to further appeal.

Level One - Immediate Supervisor

Within ten (10) days after the occurrence giving rise to the complaint and following an informal discussion as outlined, the complainant must present the written complaint to the immediate supervisor.

This statement shall include:

1. A clear, concise expression of the complaint.
2. The rule, policy or law of which there is an alleged violation.
3. Circumstances on which the complaint is based.
4. Person(s) involved.
5. Decision rendered at the private conference.
6. Remedy sought.

Copies of this statement may be sent to any individuals who were present at the meeting.

Within ten (10) days the immediate supervisor shall communicate a written decision to the complainant. If the supervisor does not respond within the time limit, the complainant may appeal to the next level.

Either party to the complaint shall have the right to request a personal conference in order to resolve the complaint. Either party may request the presence of one (1) conferee.

Level Two - Superintendent/Designee

Within ten (10) days after receiving the decision of the administrator in Level One, the complainant may appeal the decision to the Superintendent or designee. The written appeal shall be accompanied by a copy of the decision at Level One.

Within ten (10) days after delivery of the appeal, the Superintendent or designee shall investigate the complaint, giving all persons who participated in Level One a reasonable opportunity to be heard.

Within ten (10) days after delivery of the appeal, the Superintendent or designee shall submit a written decision, together with the supporting reasons, to the complainant and the administrator involved.

Level Three - Discussion with the Board

Within ten (10) days after receiving the decision of the Superintendent or designee, the complainant may appeal the decision in writing to the Board.

The Board shall schedule the matter for a hearing to be held at the next regularly scheduled Board meeting.

The complainant and his/her conferee may be present at the hearing.

Within twenty (20) days the Board will submit its written decision, together with supporting reasons, to the complainant. A copy shall be furnished to the administrator(s) involved.

The decision of the Board is final.

Miscellaneous Provisions

All documents, communications and records relevant to a complaint shall be filed in a separate file and not be kept in the personnel file of any of the participants.

In the event a complaint is filed late in the school year, both parties shall endeavor to expedite procedures so that the process may be completed as soon after the school term as practicable.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: MANAGEMENT TEAM

ADOPTED: September 17, 2003

REVISED:

327. MANAGEMENT TEAM	
1. Purpose	The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications; decision-making; conflict resolution; and other relationships among the members of the Team.
2. Authority SC 510	While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board to make decisions, as prescribed by law.
3. Definitions	<p>Management Team Concept - is a means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.</p> <p>Management Team - is composed of the Superintendent and administrative, supervisory, and administrative support personnel who have significant responsibilities for:</p> <ol style="list-style-type: none"> 1. Formulating or administering district policies and procedures or programs. 2. Recommending employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation, or discipline of employees. 3. Directing and supervising other employees. 4. Evaluating employees. 5. Adjusting complaints. <p>Management Employees - refers to members of the Management Team.</p>

<p>4. Guidelines</p>	<p>The objectives of the district's Management Team are:</p> <ol style="list-style-type: none">1. To provide input into all policies, procedures, and rules that directly affect management employees in the administration of the school district by:<ol style="list-style-type: none">a. Assisting in the development of the educational goals and objectives of the district.b. Applying all available knowledge to the improvement of district services.c. Providing input into the development of district and department financial plans and budgets.d. Providing input into the labor relations policies and practices of the district.e. Evaluating proposals made by other employees and making recommendations on the district's response.f. Providing open and frequent communication among members of the team.2. To provide a means of addressing the economic and welfare concerns of management employees including:<ol style="list-style-type: none">a. Position description.b. Evaluation.c. Salaries and fringe benefits.d. Promotion.e. Assignment and transfer.
<p>5. Delegation of Responsibility</p>	<p>The Superintendent shall prepare administrative guidelines for the operation of the Management Team. Such guidelines shall provide that:</p> <ol style="list-style-type: none">1. Management Team meetings will include representatives reflective of all management employee positions and all management employees, when necessary.2. The Management Team shall address itself to appropriate concerns identified by a consensus of the members of the Team.

3. Concerns of the Management Team will include but not be limited to district budget, district curriculum, personnel management, and welfare of management employees.
4. The Management Team will meet at least monthly and when requested with the Board or its representatives.
5. Actions of all members of the Management Team shall be consistent with professional and ethical standards adopted by professional management associations.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: COMPENSATION PLAN

ADOPTED: September 17, 2003

REVISED:

328. COMPENSATION PLAN	
1. Purpose	The Board strongly supports the concept that a thorough and effective school system can exist only if the day-to-day management of the schools is entrusted to dedicated and competent persons. Good management relies on the abilities of administrators to perform the responsibilities of the positions for which they were hired.
2. Authority SC 1150, 1151, 1164	It is therefore incumbent on the Board to pursue a plan of compensation, based upon responsibility and performance, that will provide fair and adequate financial incentive for all management personnel. To accomplish this commitment, the Board directs that such a compensation plan be implemented.
3. Delegation of Responsibility	Implementation of individual contracts and the administrative compensation plan shall be the responsibility of the Superintendent.
4. Guidelines	<p>The individual contracts and the compensation plan may include:</p> <ol style="list-style-type: none"> 1. Description of the program for determining administrative salaries. 2. Salary amounts or salary schedules. 3. List of fringe benefits. <p>The compensation plan shall be determined through a good faith meet and discuss procedure, upon request, with appropriate supervisors and administrators.</p> <p>Administrators covered by the administrative compensation plan include: Secondary Principal, Assistant Secondary Principal, Elementary School Principal, Assistant Business Manager, Maintenance Supervisor, and Custodian Supervisor.</p> <p><u>Compensatory Time</u></p> <p>Administrative employees cannot receive compensatory time for any overtime hours worked.</p>

328. COMPENSATION PLAN - Pg. 2

School Code 1089, 1150, 1151, 1164	
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**CLARION-
LIMESTONE AREA
SCHOOL DISTRICT**

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: September 17, 2003

REVISED:

331. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, of any district administrator that are incurred in the course of performing services for the district shall be reimbursed in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent or Business Manager.
3. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the responsible supervisor.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Board.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee or in accordance with the terms of an administrative compensation plan.</p> <p><u>Attendance at Conferences/Meetings</u></p> <p>Administrative employees wishing to attend professional conferences/meetings shall apply through the procedures established by the Superintendent and/or building principal.</p> <p>The Board shall annually approve attendance at local, state, and national conferences, provided that it does not exceed the budgeted amounts for the year.</p> <p>The Superintendent must approve individual requests for conference attendance.</p> <p>Attendance at district approved events outside the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.</p>
SC 517	

All travel by administrative employees shall be reviewed by the building principal and Superintendent. Expenses for the use of a personal vehicle, including parking and turnpike fees, shall be reimbursed to the employee by the district, upon receipt of bills and statements of mileage traveled.

Registration fees and expenses incurred by the employee for lodging and meals while in attendance at approved professional conferences and/or meetings under a package plan provided by the conference or meeting sponsor, shall be paid by the district upon receipt of the required bills and statements.

The district shall reimburse the employee in an amount designated by the Board for lodging and meal expenses incurred while attending approved professional conferences/meetings for which no package plan has been provided by the conference or meeting sponsor. The district shall pay registration fees.

Expenses incurred by the employee for attendance at meetings which are state or federally funded shall be paid in their entirety if approved in the design of the original proposal(s).

Expenses incurred for attendance at meetings which are partially funded by federal or state programs shall be paid in the amount approved by the federal or state programs, and the employee shall be reimbursed in an amount designated by the Board for receipted expenses, including the expenses which have been paid from federal or state monies.

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

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

1. Under normal conditions, administrators traveling on official business shall provide themselves with sufficient funds for ordinary expenses.
2. Travel shall be by the most direct and economical route.
3. For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.

Professional Organization Dues

The Board shall pay the annual dues for local, state, and national professional organizations for the term of this compensation plan for each administrator.

CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PROFESSIONAL
DEVELOPMENT

ADOPTED: September 17, 2003

REVISED:

333. PROFESSIONAL DEVELOPMENT	
1. Purpose	Continuing professional study and inservice training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.
2. Authority SC 517	The Board encourages all administrators to further their professional and personal advancement through graduate study, inservice training, and professional development activities.
3. Guidelines	<p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract.</p> <p>Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>All administrators shall file annually a record and description of the attainment of approved credits with the office of the Superintendent.</p> <p>Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, or individual contract, after satisfactory completion of the program and submission of documentary evidence.</p> <p><u>Curriculum And Instructional Research And Service Centers</u></p> <p>The Superintendent may establish one (1) or more Curriculum and Instructional Service and Research Centers to serve the professional needs of employees.</p>

	<p><u>Community Instructional Resources</u></p> <p>Employees shall take advantage of community educational resources to the extent that they provide the best means of reaching the educational objectives of the system.</p> <p><u>Professional Education Plan</u></p> <p>SC 1205.1 Title 22 Sec. 4.13, 49.17 The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p> <p>SC 1205.1 The Board shall approve a professional education plan that is designed to meet the educational needs of the district and its employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the Department of Education.</p> <p>SC 1205.1 The Board shall ensure an annual review of the district's professional education plan by the professional education committee to determine if the plan continues to meet the needs of the district, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.</p> <p>SC 1205.2 The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan. Board approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.</p> <p>SC 1205.2 If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p> <p>SC 1205.1, 1205.2 In order to continue employment in the district, certificated administrative employees are required to meet all obligations necessary to maintain active certification.</p>
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CLARION- LIMESTONE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: September 17, 2003

REVISED:

334. SICK LEAVE	
1. Purpose	The sick leave policy for administrative employees shall ensure that eligible employees will receive no less than the minimum sick leave provided under law.
2. Definition	Sick leave is defined as leave taken by a regular, full-time employee of the school district who is absent from assigned duty because of personal disability due to illness or injury, medical appointments, or family illness, in accordance with established guidelines.
3. Authority SC 1154	The Board shall provide up to twelve (12) days annually for sick leave, which shall be cumulative, and may be taken in increments of a half day or full day.
SC 1154	The Board reserves the right to determine the validity of sick leave and require any administrator claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.
SC 1154	The Board shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.
4. Delegation of Responsibility	The Superintendent shall report to the Board the names of administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.
5. Guidelines Pol. 317	Misuse of sick leave shall be considered a serious infraction subject to disciplinary action. The Superintendent or designee shall establish rules and regulations to implement discipline for employees who abuse sick leave. A sick leave shall commence when the administrator, or agent if the administrator is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.

SC 1154	<p>Whatever the claims of disability, no day of absence shall be considered a sick leave day on which 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>
SC 1154	<p><u>Proof Of Disability</u></p> <p>An administrator absent on sick leave may be required to submit a physician's written statement certifying his/her disability.</p> <p>A physician's statement may not be presumed to conclusively establish the administrator's disability.</p>
SC 1154	<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>A record shall be made of the unused sick leave days accumulated by each administrative employee, which shall be made available to the employee in accordance with law.</p> <p>The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of an administrative employee, as provided in the administrative compensation plan or individual contract.</p> <p><u>Family Sick Leave</u></p> <p>Two (2) days of the annual allotment of sick leave may be used each year by the employee for illness in the immediate family.</p> <p>The immediate family shall be defined as husband, wife, mother, father, child, mother-in-law, father-in-law, brother, sister, a near relative whose residence is also the employee's residence, or any person with whom the employee has made his/her home and in which a long-term, sole guardian/parental relationship has been established.</p> <p>The employee shall notify his/her building principal or supervisor as far in advance as possible when taking sick leave for family illness and shall identify the family member and relationship.</p>

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In the event the two (2) days of sick leave are not used for illness in the family, they shall continue to accumulate as regular sick leave days and shall not accumulate from year to year.

In the event the number of family sick leave days are exceeded, the days shall be charged against any accumulated personal or emergency days.

Family sick leave days will be reconciled on an annual basis. It is the employee's responsibility to accurately track the number of identified family leave days.

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