

South Williamsport Area School District



Employee Code of Conduct

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EMPLOYEE CODE OF CONDUCT

Adopted: _____

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ARTICLE I. Serious or Egregious Offenses. Unless restricted by any applicable collective bargaining agreement and notwithstanding anything herein to the contrary, an employee may be suspended without pay and discharged for any one or more of the following reasons:

- §1.1 Failure to meet any qualifications for the job or to have required licenses, certification, education or training;
- §1.2 Engaging in conduct that constitutes Child Abuse, Sexual Abuse or Exploitation, or Sexual Misconduct with any student or child;
- §1.3 Sexually harassing any student, employee, volunteer or visitor;
- §1.4 Unlawfully intimidating any student, employee, volunteer or visitor on the basis of race, ethnicity, nationality, gender or gender identity or any other legally protected characteristic;
- §1.5 Bullying any student, employee, volunteer or visitor;
- §1.6 Engaging in or allowing the hazing of any student;
- §1.7 Unlawfully discriminating against or retaliating against any individual;
- §1.8 Using racial slurs in any context at work or in connection with work obligations;
- §1.9 Failing to make any report required by Applicable Law;
- §1.10 Conveying false or misleading information in performance of official capacities
- §1.11 Knowingly make false statements during or in connection with any investigation or grievance process, including a grievance process related to allegations of sexual harassment;
- §1.12 Knowingly share false information during or in connection with any investigation or grievance process, including a grievance process related to allegations of sexual harassment;
- §1.13 Subjecting any student to corporal punishment;
- §1.14 Bringing, possessing or consuming intoxicants, illegal substances, or look alike drugs on school property, in school vehicles or at school functions;
- §1.15 Engaging in criminal conduct on or off duty, other than a summary offense;
- §1.16 Reporting to work with illegal drugs or alcohol in your system;
- §1.17 Refusing to take a drug or alcohol test upon reasonable suspicion by an administrator;
- §1.18 Inciting students, employees or others to disrupt the operation of the School District, provided, however, that this does not apply to any conduct that is protected under Applicable Law;
- §1.19 Grooming a student for a relationship after the student's graduation;

§1.20 Bringing pornography to work, in paper form, electronic form or any other form;

Note: If you have downloaded pornography to any electronic device, do not bring that device to work.

§1.21 Displaying pornography at work;

§1.22 Willfully damaging, defacing, misusing or stealing the School District's property or the property of a student, parent or another School District employee;

§1.23 Using threatening language to anyone while on duty or to a student, parent or School District employee while in the role of an employee;

§1.24 Participating in practical jokes or pranks which cause injury requiring medical attention;

§1.25 Throwing things or causing others to throw things at students, employees or others in school;

§1.26 Participating in practical jokes or pranks that cause damage or vandalism of property;

§1.27 Authorizing, encouraging or approving any student, staff or other person to engage in a practical joke or prank at school, on a school vehicle or at a school activity;

§1.28 Allowing anyone to enter the school at any time that you do not have the authority to allow entry or allowing anyone to enter the school for a purpose for which you do not have authority to approve;

§1.29 Excluding self-defense, physically fighting with or assaulting anyone at work

§1.30 Engaging in sexual conduct or activity at work or on School District premises, even if welcome and acceptable to the other party;

§1.31 Engaging in sexual conduct with any student or child;

§1.32 Clocking the timecard of another employee or falsifying any timecard or other record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;

§1.33 Staying on the clock when you are not working;

Note: If you finish your assignment(s) before your shift ends and you have nothing to do, you must notify your supervisor immediately for additional work assignments. You are not permitted to sit or stand around doing no work while on the clock.

§1.34 Taking breaks that are longer than the allowed time;

§1.35 Failing to implement any applicable IEP or Service Agreement properly;

§1.36 Falsifying School District records;

§1.37 Falsifying student records;

§1.38 Administering, scoring or grading any test or assessment in a manner that is not in compliance with the required method for administering the test or assessment;

§1.39 Administering, scoring or grading any test or assessment without reading and complying with the teacher guide (or similar guidance) applicable to the test or assessment;

§1.40 Entering grades into the applicable student records that were not obtained and based upon properly administered and graded tests or assessments;

§1.41 Reporting to work late;

§1.42 For hourly employees:

§1.42.1 clocking in before the designated start time or working before the designated start time;

§1.42.2 working at any time that you are not clocked in; and/or

§1.42.3 working after the assigned shift ends or overtime without express and specific authorization from your supervisor.

§1.43 Improperly taking or attempting to take leave to which the employee knows (or should know) that he or she is not entitled;

§1.44 Failing to input any absences into the School District's absence/attendance system;

Note: Employees must check to make sure that any input into the system has been registered.

§1.45 Significant or repeated violation of safety rules or practices;

§1.46 Engaging in unsafe acts or omissions;

§1.47 Injuring any student, employee or other person at work through negligence or willful misconduct;

§1.48 Knowingly Bringing or allowing unauthorized individuals on the School District's premises;

§1.49 Disclosing confidential information in violation of School District requirements, directives or Applicable Law;

§1.50 Possessing firearms or other weapons on School District property, in School District vehicles or at School District functions;

§1.51 Possessing look alike weapons on School District property, in School District vehicles or at School District functions unless authorized by the building administrator for an approved curricular or co-curricular function;

§1.52 Misusing School District communications systems, including electronic mail, computers, Internet access, and telephones;

§1.53 Failing to wear assigned safety equipment or failing to abide by safety rules and policies;

§1.54 Smoking where prohibited by local ordinance or School District rules;

§1.55 Gambling on School District property or at work;

§1.56 Sleeping on the job;

§1.57 Engaging in any criminal conduct (not including a summary offense) in or out of work;

§1.58 Violating any of the rules stated in this Code relating to controlling student behavior;

§1.59 Utilizing a behavioral modification technique or punishment or threat of punishment for a student with a disability or a student thought to be disabled that is not expressly and specifically stated in the student's IEP or Section 504 Service Plan;

§1.60 Breach of any duty that is considered serious or egregious;

§1.61 Taking any pictures or videos of students, employees or others at work or during school except if any one or more of the following exceptions apply:

§1.61.1 The picture or video is being taken for the purpose of being used as evidence in a proceeding or possible proceeding, the picture or video is promptly turned over to the supervising administrator(s) with a written description that includes (i) why the picture or video was taken, (ii) when the picture or video was taken, (iii) who is seen in the picture or video, (iv) what the person or people in the picture or video were doing; and (v) any

other information that explains why the taking of the picture or video was appropriate and served a legitimate function. Any picture or video, after it is turned over to a supervising administrator must be deleted from any personal devices of the employee. Any such video or pictures is prohibited from being posted on any social media or given to anyone other than a supervising administrator.

§1.61.2 The taking of the pictures or videos have been authorized by a supervising administrator and the people in the pictures or videos have given their written consent. Any such pictures or videos may be used only for the approved purposes and may not be posted on social media by the employee.

§1.61.3 Audio or video recording any classroom, any faculty meeting, department meeting, student assembly, parent meeting, student meeting, meeting with administrators, other meeting that are not open to the public, or other conversations at school unless such recording is specially and expressly: (1) allowed under law (as in the case of public school board meetings), (2) allowed by any School Board policy, (3) required by any Individualized Education Plan (“IEP”) or Service Agreement under Chapter 15, 22 Pa. Code, Chapter 15; or (4) authorized in writing in advance by the Superintendent after ensuring the proper safeguards to ensure that no law is violated and that no rights of any individual is violated.

§1.61.4 Where audio recordings are permitted, failing to ensure that it is not done in a way that is in violation of any applicable law.

§1.61.5 Using or authorizing the use of drones at school, on school busses, or at or in connection with any school function or activity without obtaining advance written approval and being compliant with all Applicable Law.

§1.61.6 Failing to establish and maintain appropriate personal boundaries with students;

Note: To maintain professional boundaries, employees shall ensure that their interactions with students are appropriate. Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

§1.61.7 Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;

§1.61.8 Exchanging notes, emails or other communications of a personal nature with a student;

§1.61.9 Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction);

§1.61.10 Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship;

§1.61.11 Taking a student out of class without a legitimate educational reason;

§1.61.12 Being alone with a student behind closed doors without a legitimate educational reason;

§1.61.13 Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason except as allowed by policy;

§1.61.14 Sending or accompanying a student on personal errands;

§1.61.15 Telling personal secrets to a student or sharing personal secrets with a student;

§1.61.16 Dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student, regardless of the student's age;

§1.61.17 For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource;

§1.61.18 Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances; and/or

§1.61.19 Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.

§1.69.20 Nurses are prohibited from writing notes for parents or district employees.

ARTICLE II. Other Offenses. In addition to the serious or egregious offenses enumerated above, subject to the restrictions in any applicable collective bargaining agreement, employees shall not engage in the following conduct:

§2.1 Failing to perform duties as required contained in the employee's job description;

§2.2 Wearing improper attire or having an inappropriate personal appearance pursuant to Applicable Policy, Administrative Regulation, directive or applicable collective bargaining agreement;

§2.3 Failing to maintain proper hygiene at work;

§2.4 Using profanity or abusive language;

§2.5 Allowing students to use profanity or abusive language;

§2.6 Engaging in horseplay;

§2.7 Engaging in sexual impropriety;

§2.8 Disrupting the operations of the School District or the educational activities of the School District;

§2.9 Refusing to follow management's instructions or directives concerning a job-related matter or being insubordinate;

§2.10 Violating copyright;

§2.11 Failing to "lock" your electronic devices so that students can access data on any of your electronic devices;

§2.12 Allowing students to use any computer that is issued to you; if there is a true emergency which cannot be addressed except for a student to use your computer, you must log out of your computer first and have the student log in with his/her credentials;

§2.13 Making statements to students, staff, visitors to school or parents/guardians of students that is reasonably susceptible of being considered to be sexual innuendo;

§2.14 Nailing or screwing anything into any wall or other surface without the prior written permission of the principal or supervisor;

§2.15 Spreading rumors at work that disrupt or threaten to disrupt the work environment (this does not include making reports of rumors to Childline, law enforcement, a supervisor or as required by law);

NOTE: Reports of child abuse must be made in accordance with law and this Code of Conduct even when the cause to suspect child abuse is based on rumor.

A Grand Jury report from Allegheny County in 2016 made the following statements about reporting child abuse:

The Director of the Childline and Abuse registry testified before the Grand Jury regarding the process of making a Childline report. She testified that when making a report, either online or by telephone, there are four options a reporter can select to describe how they came about the

information reported. Those options are: (1) told by another party; (2) media; (3) rumor; or (4) observed. It is clear that the Childline obviously intends, and is designed to accept reports from sources that have no direct knowledge of suspected abuse. In fact, "rumor" is an anticipated source of information. This is in compliance with Section 6311(b)(1)(iii) of the CPSL, Persons Required to Report Suspected Child Abuse, which states that a mandated reporter shall make a report of suspected child abuse when a person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse. There are no limits or restrictions for the basis of the information.

By way of clarity—properly reporting rumors is required. What is prohibited is simply spreading rumors and gossiping about rumors. Further, nothing in this Code is intended or should be construed to prohibit an employee's discussion of information related to rumors that the employee has a legal right to discuss, such as an employee talking to his or her union representative or his or her personal lawyer. However, disclosure of information or rumors to a union representative may trigger reporting obligations.

§2.16 For purposes unrelated to work, using any material, document, logo, or thing that constitutes the Intellectual Property of the School District

§2.17 Representing that you are acting for or on behalf of the School District when you are not or have not been authorized to act for or on behalf of the School District.

§2.18 Refusing to answer questions from supervisors or counsel for the School District;

§2.19 Failing or refusing to perform job duties on a timely and in a competent manner;

§2.20 Failing to report to assignments on time and prepared to work;

§2.21 Failing to supervise students on school grounds, on field trips, or at any other time when the employee is responsible for students;

§2.22 Driving in connection with your job when you are not licensed to drive;

§2.23 Allowing any individual not a student or employee to enter the building other than through the main entrance and in compliance with the applicable sign-in requirements;

§2.24 Leaving exterior doors ajar;

§2.25 Propping open interior doors that are intended to be kept closed;

§2.26 Making duplicate copies of any keys provided to you by the School District;

§2.27 Failing to report promptly that any School District property given or loaned to you,

including keys, electronic devices, phones, communications devices, books, etc. has been lost or stolen;

§2.28 Failing or refusing to report any student who has violated the School District's Code of Conduct where the student engaged in conduct that:

§2.28.1 Constituted sexual harassment;

§2.28.2 Constituted unlawful discrimination;

§2.28.3 Constituted unlawful retaliation;

§2.28.4 Constituted bullying;

§2.28.5 Constituted hazing;

§2.28.6 Involves a weapon;

§2.28.7 Involves the commission of a crime;

§2.28.8 Involves injury to another student;

§2.28.9 Underage drinking of alcohol at or away from school;

§2.28.10 Involved the possession or use of alcohol, illegal drugs or look-alikes by any student; or

§2.28.11 Involved a violation of the Code of Student Conduct that could result in an in-school suspension, out-of-school suspension or expulsion.

§2.29 Failing or refusing to report:

§2.29.1 Any instance of a concussion or possible concussion of a student;

§2.29.2 Any instance of a threat of cardiac arrest; or

§2.29.3 Any instance of a threat of suicide.

§2.30 Touching students, employees, volunteers or parents, except as follows:

§2.30.1 To quell a disturbance;

§2.30.2 To obtain possession of weapons or other dangerous objects;

§2.30.3 For the purpose of self-defense;

§2.30.4 For the protection of persons or property;

§2.30.5 When expected under usual social norms, such as shaking hands or, if appropriate to the circumstances, a “high five” for a particular student accomplishment; and/or

§2.30.6 When required to implement an IEP or Service Agreement;

§2.30.7 If necessary to touch for any one or more of the foregoing reasons, employees may not use excessive force and may use only reasonable force. If the touching is for purposes of implementing an IEP or Service Agreement, the touching is strictly limited to what is required and must be conducted in the manner required.

§2.31 The foregoing examples of impermissible conduct are not intended to be an all-inclusive list. At the School District’s discretion, any violation of the School District’s policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action, including dismissal. The School District reserves sole discretion whether to apply progressive discipline in any given situation, subject to any applicable rules that may be contained in a collective bargaining agreement. Although each of the foregoing kinds of conduct may not be considered serious and egregious, the School District reserves the right to impose discharge after considering relevant factors.

ARTICLE III. Bus Safety. All of the rules in **Articles I and II** apply on busses and school vehicles. However, the following rules also apply.

§3.1 When teachers, aides and other employees are riding a bus, safety and proper conduct by students is the primary concern.

§3.2 Unless the employee is required to stay with a particular student, employees are required to sit in seats on the bus that ensure that the employees have a full view of what is happening on the bus. For example,

§3.2.1 If there is one employee on the bus, in addition to the bus driver, the employee is to sit behind all students, or in the last row;

§3.2.2 If there are two or more employees, in addition to the bus driver, they must be reasonably disbursed throughout the bus, with at least one employee being behind all students, or in the last row.

§3.3 As is prudent, students who are misbehaving shall be separated. If able, students who are misbehaving shall be required to sit next to an adult.

ARTICLE IV. Auditorium Safety. All of the rules in **Articles I and II** apply in the auditorium. However, the following rules also apply.

§4.1 When teachers, aides and other employees are assigned to the auditorium, safety and proper conduct by students is the primary concern.

§4.2 Employees shall not stand, gather or sit in groups, unless assigned to do so by the administration. Instead, they shall circulate to ensure that students are behaving properly, unless such circulation would unduly interfere with the activity being conducted in the auditorium.

ARTICLE V. Recess Safety and Supervision. All rules in **Articles I and II** apply for recess. However, the following rules also apply.

§5.1 When teachers, aides and other employees are assigned to recess duty, safety and proper conduct by students is the primary concern.

§5.2 Employees shall not stand, gather, or sit in groups, unless assigned to do so by the administration. Instead, they shall circulate to ensure that students are behaving properly, unless such circulation would unduly interfere with appropriate student play or conduct at recess.

ARTICLE VI. Electronic Communications with Students. For purposes of this Code of Conduct, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

§6.1 All rules in **Articles I and II** pertaining to communications apply with regard to electronic communications with students.

§6.2 As with other forms of communication, when communicating electronically, employees shall maintain professional boundaries with students.

§6.3 As directed in policy, electronic communication with students shall be for legitimate educational reasons only during the school day.

§6.4 All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

§6.5 Adults shall not follow or accept requests from current students (including former students currently enrolled in any K thru 12 school, K thru 12 educational programs, or home schooling) to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

§6.6 Exceptions. Notwithstanding the foregoing, the following exceptions are recognized:

§6.6.1 An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

§6.6.2 Under no circumstance will an educational or other reason justify deviation from the Romantic and Sexual Relationships rules of this Code.

§6.6.3 There will be circumstances where personal relationships develop between an employee and a student's family, e.g., when their children become friends. This Code is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Employees are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

§6.6.4 It is understood that many employees are involved in various other roles in the community through non-district-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this Code is not intended to interfere with or restrict an employee's ability to serve in those roles. However, employees are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

ARTICLE VII. Additional Rules Regarding Students and Managing Student Behavior.

§7.1 Positive, rather than negative, measures must form the basis of behavior support programs to ensure that all students and eligible young children shall be free from demeaning treatment, the use of aversive techniques and the unreasonable use of restraints.

§7.2 Behavior support programs and behavior management techniques and strategies must be research based.

§7.3 Behavior support programs and plans must be based on a functional assessment of behavior and utilize positive behavior techniques. When an intervention is needed to address problem behavior, the types of intervention chosen for a particular student or eligible young child shall be the least intrusive necessary.

§7.4 The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques, in accord with Applicable Law, have been unsuccessful.

§7.5 Regarding a child's behavior, the following words and terms, when used in this section, have the following meanings, unless the context clearly indicates otherwise:

§7.5.1 Aversive techniques—Deliberate activities designed to establish a negative

association with a specific behavior.

§7.5.2 Behavior support—The development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

§7.5.3 Positive behavior support plans—A plan for students with disabilities and eligible young children who require specific intervention to address behavior that interferes with learning. A positive behavior support plan shall be developed by the IEP team, be based on a functional behavior assessment, and become part of the individual eligible young child's or student's IEP. These plans must include methods that utilize positive reinforcement and other positive techniques to shape a student's or eligible young child's behavior, ranging from the use of positive verbal statements as a reward for good behavior to specific tangible rewards.

§7.5.4 Restraints

§7.5.4.1 The application of physical force, with or without the use of any device, for the purpose of restraining the free movement of a student's or eligible young child's body.

§7.5.4.2 The term does not include briefly holding, without force, a student or eligible young child to calm or comfort him, guiding a student or eligible young child to an appropriate activity, or holding a student's or eligible young child's hand to safely escort her from one area to another.

§7.5.4.3 The term does not include hand-over-hand assistance with feeding or task completion and techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's or eligible young child's parents and specified in the IEP. Devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices are examples of mechanical restraints which are excluded from this definition, and governed by 22 Pa. Code, §14.133.

§7.5.4.4 Restraints to control acute or episodic aggressive or self-injurious behavior may be used only when the student is acting in a manner as to be a clear and present danger to himself, to other students or to employees, and only when less restrictive measures and techniques have proven to be or are less effective.

§7.5.4.5 A teacher or other employee with supervisory responsibility for a student shall report the use of restraints to control aggressive behavior of a student to the parent or guardian in writing of the use of restraint.

§7.5.4.5.1 The Principal shall, in accordance with 22 Pa. Code §14.133, call a meeting of the IEP team within 10 school days of the inappropriate behavior causing the use of restraints, unless the parent or guardian, after written notice, agrees in writing to waive the meeting.

§7.5.4.5.2 At this meeting, the IEP team shall consider whether the student or eligible young child needs a functional behavioral assessment, reevaluation, a new or revised

positive behavior support plan, or a change of placement to address the inappropriate behavior.

§7.5.4.6 The use of restraints may only be included in a disabled student's IEP when the following conditions apply:

§7.5.4.6.1 The restraint is utilized with specific component elements of positive behavior support.

§7.5.4.6.2 The restraint is used in conjunction with the teaching of socially acceptable alternative skills to replace problem behavior.

§7.5.4.6.3 Staff are authorized to use the procedure and have received the staff training required.

§7.5.4.6.4 There is a plan in place for eliminating the use of restraint through the application of positive behavior support.

§7.5.4.6.5 The use of prone restraints is prohibited. Prone restraints are those in which a student or eligible young child is held face down on the floor.

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

§7.5.4.6.7 Mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents. Mechanical restraints shall prevent a student from injuring himself or others or promote normative body positioning and physical functioning.

§7.5.5 The following aversive techniques of handling behavior of any child are prohibited:

§7.5.5.1 Corporal punishment.

§7.5.5.2 Punishment for a manifestation of a student's disability.

§7.5.5.3 Placement in locked rooms (including rooms held shut completely or partially by any employee or means), locked boxes or other structures or spaces from which the student cannot readily exit.

§7.5.5.4 Exposure to noxious substances or to noises to which the student is known to be sensitive.

§7.5.5.5 Deprivation of basic human rights, such as withholding meals, bathroom privileges, water or fresh air.

§7.5.5.6 Treatment of a demeaning nature.

§7.5.5.7 Electric shock.

ARTICLE VIII. Reporting Inappropriate, Unlawful or Suspicious Conduct.

§8.1 Any employee who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student that may indicate abuse or grooming behavior, shall immediately notify the Superintendent, principal, or other administrator.

§8.2 All employees who have reasonable cause to suspect that a child is the victim of child abuse shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy. Report should be made by telephoning the Pennsylvania ChildLine and Abuse Registry at (412) 473-2000 or 1-800-932-0313.

§8.3 An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.

§8.4 If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.

§8.5 The required reporting form may be found at PDE's Professional Standards & Practices Commission website. Educator Misconduct Complaint Form (PDE-348).

§8.6 It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

ARTICLE IX. Health and Safety Rules.

All employees must comply with all health and safety rules in place. Including rules relating to: (a) masks; (b) social distancing; (c) gloves; (d) self-quarantine; and (e) any other requirement applicable at the time.

ARTICLE X. Consumption of Alcoholic Beverages.

§10.1 The possession or consumption of alcoholic beverages at work is prohibited.

ARTICLE XI. Computer Rules.

§11.1 Definitions. The following terms, when set forth in this section of Code of Conduct (relating to Computer Offenses) in capital letters, shall have the meaning set forth in the following definitions unless the context clearly indicates otherwise:

§11.1.1 “Access” shall mean to intercept, instruct, communicate with, store data in, retrieve data from or otherwise make use of any resources of a computer, computer system, computer network or database.

§11.1.2 “Address(es)” shall mean and include residential addresses, work addresses, School District addresses, school address, email addresses, text addresses, or any other “address” or “handle” of any person or entity.

§11.1.3 “A.I.” or “Artificial Intelligence” shall mean the ability of a digital computer or computer-controlled robot to perform tasks commonly associated with intelligent beings. The term is frequently applied to the project of developing systems endowed with the intellectual processes characteristic of humans, such as the ability to reason, discover meaning, generalize, or learn from past experience.

§11.1.4 “Cloud Application” shall mean any service or resource available on the internet, including such services or resources as virtual servers or any electronic storage that is outside of the School District’s firewall, such as a Google™ or Google Chrome™ account; My Drive™; Skydrive™; Adobe Creative Cloud™; Dropbox™; Evernote™; and other similar services.

§11.1.5 “Computer(s)” shall mean any computer and electronic device and Includes School District owned, leased, operated or provided: (i) desk tops; (ii) workstations; (iii) electronic readers or devices in the nature of an iPad or tablet; (iv) laptops; (v) servers; (vi) routers; (vii) WiFi hotspots and apparatus; (viii) digital switches; (ix) smart phones; (x) PDA’s; (xi) STORAGE DEVICES and (xii) any other digital device in the nature of or with the functionality of any of the foregoing. The word “Computer(s)” means and includes an electronic, magnetic, optical, hydraulic, organic or other high-speed data processing device or system which performs logic, arithmetic or memory functions and includes all input, output, processing, storage, software or communication facilities which are connected or related to the device in a system or network.

§11.1.6 “Computer data” shall mean a representation of information, knowledge, facts, concepts or instructions which is being prepared or has been prepared and is intended to be processed, is being processed or has been processed in a computer or computer network and may be in any form, whether readable only by a computer or only by a human or by either, including, but not limited to, computer printouts, magnetic storage media,

punched card or stored internally in the memory of the computer.

§11.1.7 “Computer Network” shall mean the interconnection of two or more computers through the usage of satellite, microwave, line or other communication medium.

§11.1.8 “Computer Operation” shall mean arithmetic, logical, monitoring, storage or retrieval functions and any combination thereof, including, but not limited to, communication with, storage of data to or retrieval of data from any device or human hand manipulation of electronic or magnetic impulses. In reference to a particular computer, the term also includes any function for which that computer was generally designed.

§11.1.9 “Computer Program” shall mean an ordered set of instructions or statements and related data that, when automatically executed in actual or modified form in a computer system, causes it to perform specified functions and Includes software and applications.

§11.1.10 “Computer Software” or “Software” shall mean a set of computer programs, procedures or associated documentation concerned with the operation of a computer system.

§11.1.11 “Computer System” shall mean a set of related, connected or unconnected computer equipment, devices and software.

§11.1.12 “Computer Virus” shall mean a computer program copied to, created on or installed to a computer, computer network, computer program, computer software or computer system without the informed consent of the owner of the computer, computer network, computer program, computer software or computer system that may replicate itself and that causes or can cause unauthorized activities within or by the computer, computer network, computer program, computer software or computer system.

§11.1.13 “Database” shall mean a representation of information, knowledge, facts, concepts or instructions which are being prepared or processed or have been prepared or processed in a formalized manner and are intended for use in a computer, computer system or computer network, including, but not limited to, computer printouts, magnetic storage media, punched cards or data stored internally in the memory of the computer.

§11.1.14 “Denial-of-service attack.” An explicit attempt to prevent legitimate users of a service from using that service, including, but not limited to:

§11.1.14.1 flooding a network, thereby preventing legitimate network traffic;

§11.1.14.2 disrupting connections between two computers, thereby preventing access to a service;

§11.1.14.3 preventing a particular person from accessing a service; or

§11.1.14.4 disrupting service to a specific computer system or person.

§11.1.15 “Deprive” shall mean to withhold property of another permanently or for so extended a period as to appropriate a major portion of its economic value, or with intent to restore only upon payment of reward or other compensation, or to dispose of the property so as to make it unlikely that the owner will recover it.

§11.1.16 “Data” shall mean all forms of digital or electronic data, including digital or electronic: (i) records; (ii) material; (iii) data; (iv) documents; (v) files; (vi) script; (vii) code; (viii) software; and (ix) programs.

§11.1.17 “Digital Technology” shall mean all forms of digital technology, including Data, software, hardware, the School District’s network and all components of the School District’s network; and digital services of any nature and kind, that is based on digital technology and that is (a) owned, leased or licensed to the School District; or (b) that is accessed by or through Digital Technology that is owned, leased or licensed to the School District and that is supplied by the School District to students, employees or volunteers. “Digital Technology” includes Computers; Data, servers; networks; the Internet; cell phones; beepers; PDA’S; modems; voicemail; e-mail; chatrooms; instant messaging; user groups; and such similar technologies.

§11.1.18 “Includes” and “Including” shall mean inclusive of but not limited to and/or by way of example and not limitation.

§11.1.19 “Malicious Code” shall mean any code in any part of a software system or script that is intended to or that does cause undesired effects, security breaches, degradation to system speed or functionality to or damage to a system; INCLUDING attack scripts, viruses, malware, worms, Trojan horses, backdoors, time bombs, and malicious active content.

§11.1.20 "Pornography" or "Pornographic" Includes: (1) any visual or audio depiction, including any photograph, digital image, film, video, picture, recording or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct; (2) nude pictures or images of the genitalia of any male or female or the breasts of any woman, including any photograph, digital image, film, video, picture, or computer or computer-generated image or picture of such; and (3) the definition of such terms in any federal or Pennsylvania state statute.

§11.1.21 “School District Data” shall mean any one or more of the following:

§11.1.21.1 The name or alias of any person, including any student, employee, official, parent, contractor, volunteer, visitor or other in the School District records or systems; and

§11.1.21.2 The Address(es) or telephone number of any person, including any student, employee, official, parent, contractor, volunteer, visitor or other in the School District records or systems.;

§11.1.22 “Storage Device” shall mean any device capable of storing data, code, or programs, including CD’s, thumb drives, DVD’s, floppy’s, hard drives, RAM devices or anything or item that has the function of storing or maintaining electronic data of any nature or type.

§11.1.23 “Student Record” shall mean any item of information gathered within or outside the district that is directly related to an identifiable student.

§11.1.24 “Telecommunication Device” shall mean any type of instrument, device, machine or equipment which is capable of transmitting, acquiring, decrypting or receiving any telephonic, electronic, data, Internet access, audio, video, microwave or radio transmissions, signals, communications or services, including the receipt, acquisition, transmission or decryption of all such communications, transmissions, signals or services over any cable television, telephone, satellite, microwave, radio or wireless distribution system or facility, or any part, accessory or component thereof, including any computer circuit, security module, smart card, software, computer chip, electronic mechanism or other component, accessory or part which is capable of facilitating the transmission, decryption, acquisition or reception of all such communications transmissions, signals or services.

§11.1.25 “Terms of Service” shall mean and include Terms and Conditions, Terms of Services, Terms of Use and any other rules and conditions, by whatever name, including click-wrap agreements and browse-wrap agreements that are associated with software and websites.

§11.1.26 “Wireless Advertisement” shall mean the initiation of a telephone call or a message capable of providing text, graphic or image messages by a commercial mobile service provider, unlicensed wireless services provider or common carrier wireless exchange access service provider for the purpose of marketing goods or services. The term does not include a call or message to a person with that person's prior express invitation or permission or to a person with whom the caller has an established business relationship.

§11.1.27 “User” shall mean a student, employee or visitor who is using any Digital Technology, whether as an authorized user or not.

§11.1.28 “User ID” shall mean the identification number(s) or letter(s) that is unique and that is assigned to the individual student or employee.

§11.2 Computer Prohibitions. Employees shall not

§11.2.1 use any of the School District’s Computers or Data unless and until a confidential User ID and password has been assigned to the employee;

§11.2.2 use any of the School District’s Computers or Data without using his/her User ID and password;

§11.2.3 disclose his/her User ID or password to any other individual unless directed by a properly authorized supervisor to do so;

§11.2.4 use or utilize the User ID and/or password belonging to or assigned to any other individual, or impersonate, in any manner, any other person;

§11.2.5 open or logon to any Computer, software, program or application using, utilizing or inputting the User ID and/or password of any other individual or entity, or use any default or preset User ID and/or password without express authority;

§11.2.6 misrepresent his/her identity when using the School District’s Computers;

§11.2.7 bypass any blocking or security software that may be used or installed by the School District;

§11.2.8 intentionally, willfully, maliciously or through reckless indifference damage or corrupt the functioning of any Digital Technology or any data stored, either temporarily or permanently on any Digital Technology;

§11.2.9 visit or access pornographic websites at work or through any School District Computer or Digital Technology;

§11.2.10 when using the School District’s Digital Technology, violate any other applicable policy of the School District;

§11.2.11 when using the School District Digital Technology, engage in Sexual Impropriety, even if the acts constituting Sexual Impropriety are not related to work or work duties;

§11.2.12 use any Computers unless and until the employee has signed an acknowledgment in the form prescribed by the School District attesting to the employee’s

understanding of the rules governing the use of Digital Technology;

§11.2.13 intentionally enter or hack into any secure or confidential area of the School District's systems, network(s) or Computers without proper authority;

§11.2.14 violate the legal rights of others;

§11.2.15 accept the terms and conditions in any Terms of Service by clicking on a checkbox agreeing to the terms and conditions without first reading the terms and conditions to which the employee is agreeing;

§11.2.16 knowingly or willfully infect any Computer with any virus, malware or malicious code;

§11.2.17 knowingly or willfully placing any Malicious Code in any Computer, software, or network or network component;

§11.2.18 use any software or Internet site in violation of any applicable licensing agreement or applicable terms of use;

§11.2.19 use any Digital Technology to hack into anyone else's Computers or networks in any way or manner that is not authorized;

§11.2.20 use any data mining, robots, or similar data gathering and extraction methods in violation of any person's or entity's rights;

§11.2.21 use Digital Technology to violate any applicable law, including the Wiretap and Electronic Surveillance Control Act;

§11.2.22 fail to report to the building administrator and School District's technology administrator any time when he/she inadvertently visits or accesses a pornographic site at work or through any School District Computer or Digital Technology;

§11.2.23 violate any applicable work rule when using the School District's Digital Technology;

§11.2.24 delete or remove any program, application, security feature, or virus protection from any School District Computer without express authorization in writing from an administrator in the technology department;

§11.2.25 incur any charges or costs of any nature or type to the School District in connection with Digital Technology or your use of Digital Technology; except as specifically and expressly authorized in accordance with applicable procurement

requirements established by the School District or by Applicable Law, or telephone charges by an employee incurred for School District's purposes and consistent with the employee's authority;

§11.2.26 hack into any hardware and/or software owned or licensed by the School District for any purpose;

§11.2.27 violate any applicable criminal statute pertaining to computers, property or electronic devices, including Chapter 76 of the Crimes Code, relating to computer offenses. 18 Pa.C.S.A. §7601 *et seq.*; and/or

Note: The Crimes Code defines Computer Crimes as follows:

a) Offense defined. A person commits the offense of unlawful use of a computer if he:

(1) accesses or exceeds authorization to access, alters, damages or destroys any computer, computer system, computer network, computer software, computer program, computer database, World Wide Web site or telecommunication device or any part thereof with the intent to interrupt the normal functioning of a person or to devise or execute any scheme or artifice to defraud or deceive or control property or services by means of false or fraudulent pretenses, representations or promises;

(2) intentionally and without authorization accesses or exceeds authorization to access, alters, interferes with the operation of, damages or destroys any computer, computer system, computer network, computer software, computer program, computer database, World Wide Web site or telecommunication device or any part thereof; or

(3) intentionally or knowingly and without authorization gives or publishes a password, identifying code, personal identification number or other confidential information about a computer, computer system, computer network, computer database, World Wide Web site or telecommunication device.

(b) Grading - An offense under this section shall constitute a felony of the third degree.

18 Pa.C.S.A. § 7611

(a) Offense defined - A person commits an offense if he intentionally or knowingly engages in a scheme or artifice, including, but not limited to, a denial of service attack upon any computer, computer system, computer network, computer software, computer program, computer server, computer database, World Wide Web site or telecommunication device or any part thereof that is designed to block, impede or deny the access of information or initiation or completion of any sale or transaction by users of that computer, computer system, computer network, computer software, computer program, computer server or database or any part thereof.

(b) Grading - An offense under this section shall constitute a felony of the third degree.

18 Pa.C.S.A. § 7612

(a) Offense defined - A person commits an offense if he unlawfully accesses or exceeds his authorization to access any data from a computer, computer system or computer network or takes or copies any supporting documentation whether existing or residing internal or external to a computer, computer system or computer network of another with the intent to deprive him thereof.

(b) Grading - An offense under this section shall constitute a felony of the third degree.

(a) Offense defined - A person commits an offense if he unlawfully accesses or exceeds his authorization to access any data from a computer, computer system or computer network or takes or copies any supporting documentation whether existing or residing internal or external to a computer, computer system or computer network of another with the intent to deprive him thereof.

(b) Grading - An offense under this section shall constitute a felony of the third degree.

§11.2.29 plant any virus, Malicious Code, pornography or other prohibited content or software on anyone's Computer, Including the School District's network or Computer(s), or any component of the School District's network;

§11.2.30 disconnect any hardware from any computer without prior explicit direction to do so, except with respect to laptop computers issued with the expectation that they will have hardware, such a printer, connected and disconnected;

§11.2.31 access another's Computer for any improper or unlawful purpose, including to activate the audio or video functions of the Computer or to search the Computer's files, documents or codes, without the person's prior permission and authority;

§11.2.32 grant access to any software used by the School District to anyone other than individuals or users intended to have access to the software;

§11.2.33 use any personal electronic device, including phones, tablets or computers, to access or store any school district records, data or emails, without ensuring that the device is password protected so that it cannot open for anyone without a password that is unique and known only to the employee;

§11.2.34 impersonate on social media: (a) any school district employee, official, board member; (b) the spouse, child(ren) or parent(s) of any school district employee, official or board member; or (c) any School District student or relative of any School District student;

§11.2.35 open or create any account on social media using the name of: (a) any school district employee, official, board member; (b) the spouse, child(ren) or parent(s) of any school district employee, official or board member; or (c) any School District student or relative of any School District student;

§11.2.36 with respect to any software that is made available, to (i) transfer, assign, export, or sublicense the software or its license rights thereto to any other person, organization or entity, including through rental, timesharing, service bureau, subscription, hosting, or outsourcing,
(ii) attempt to create any derivative version thereof; (iii) remove or modify any marking

or notice on or displayed through the Software, or (iv) de-compile, decrypt, reverse engineer, disassemble, or otherwise reduce same to human-readable form;

§11.2.37 take any action to impair or that impairs the intellectual property rights of any owner of any software used by the School District; and/or

§11.2.38 claim ownership of any account, such as a telephone account or mobile phone account, that is or should be in the name of the School District or use any name for the account other than the name of the School District.

§11.3 Computer Duties. Each employee has a duty to read and to comply with the Terms of Service that applies to the software that is provided by, used by or licensed by the School District.

§11.4 Artificial Intelligence.

§11.4.1 Generally. Except as otherwise prohibited by a supervisor or a School District directive, Employees may use Artificial Intelligence at their own risk to accomplish work requirements provided that the following terms and conditions are met.

§11.4.2 Specific Requirements. Employees using Artificial Intelligence must comply with the following terms and conditions:

§11.4.2.1 An Employee's use of Artificial Intelligence does not excuse the Employee's noncompliance with any requirement of this Code of Conduct. Employees must comply with all applicable rules contained in this Code of Conduct when using Artificial Intelligence.

§11.4.2.2 Employees may not input or enter any of the following information into any Artificial Intelligence program, platform, software or system:

§11.4.2.2.1 School District Data;

§11.4.2.2.2 Information or data that is protected by any Applicable Law, including the Family Education Records and Privacy Act ("FERPA"), the Americans with Disabilities Act ("the ADA"), the Individuals with Disabilities Education Act ("the IDEA"), Chapter 12 of the State Board of Education, 22 Pa. Code, Chapter 12 and the privacy protections of the Pennsylvania Constitution;

§11.4.2.3 Copyrighted material or material protected by trademark, patent or trade secrets;

§11.4.2.4 Any information or data from which any person may be identified;

§11.4.2.5 Any recording of any School District activity, including recordings of meetings,

classrooms, assemblies, and plays;

§11.4.2.6 Any summary of any School District activity, including recordings of meetings, classrooms, assemblies, and plays;

§11.4.2.7 Any information or data the disclosure of which violates the rights of any person or entity, including the School District;

§11.4.2.8 Any photograph or picture of the interior or exterior of any school building or facility, or part of any school building or facility, in the School District;

§11.4.2.9 Any plans, drawings or specifications concerning any school building or facility of the School District;

§11.4.2.10 Any School District records that are exempt from disclosure under Pennsylvania's Right-to-Know Act, 65 P.S. § 67.708;

§11.4.2.11 Any photograph or picture of any student, employee, parent of any student, contractor, visitor or official of the School District; or

§11.4.2.12 Any photograph or picture of any bus or other vehicle of the School District.

§11.4.3 The Employee is fully responsible for the accuracy, suitability, quality, and appropriateness of any product developed by the Employee that is based, in whole or in part, on Artificial Intelligence.

WARNING: EMPLOYEES ARE WARNED THAT THE OUTPUT, PRODUCT OR INFORMATION PRODUCED BY ARTIFICIAL INTELLIGENCE MAY BE INACCURATE, UNSUITABLE, OF POOR QUALITY, OFFENSIVE OR OTHERWISE INAPPROPRIATE. IN ADDITION, ARTIFICIAL INTELLIGENCE MAY PRODUCE OUTPUT, PRODUCT OR INFORMATION THAT IS IN VIOLATION OF THE INTELLECTUAL PROPERTY RIGHTS OF ANOTHER OR IN VIOLATION OF RULES IN THIS CODE OF CONDUCT. ANY EMPLOYEE UTILIZING ARTIFICIAL INTELLIGENCE IS FULLY RESPONSIBLE FOR ANY INACCURATE, UNSUITABLE, INAPPROPRIATE, OFFENSIVE OR POOR-QUALITY PRODUCT PRODUCED.

§11.4.4 Any work product used by any Employee that is based in whole or in part on Artificial Intelligence shall be deemed to be the work product of the Employee as if the work product was original to or created by the Employee in whole.

§11.4.5 Failure of an Employee to comply with any of these terms and conditions may subject the Employee to discipline, including discharge, and is considered to be egregious misconduct as defined in this Code of Conduct.

ARTICLE XII. Additional Employee Duties. Subject to restrictions in any applicable collective bargaining agreement, each School District employee:

§12.1 has an obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity;

§12.2 shall ensure that every student receives the highest quality of service and maintains a high level of competence;

§12.3 shall value through words and deeds the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles;

§12.4 shall abide by the Public School Code of 1949 (24 P.S. § 1-101—27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P.S. § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this Code of Conduct;

§12.5 shall be prepared, and legally certified, in their areas of assignment;

§12.6 shall not willingly and knowingly accept assignments they are not certified or qualified to fulfill; provided, however, that this rule will be deemed not to have been violated if the employee is directed or given an assignment and the employee provides the School District with a written protest of the assignment based on his/her lack of certification or qualifications;

§12.7 shall exhibit consistent and equitable treatment of students, fellow employees and parents.

§12.8 shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest;

§12.9 shall accept the value of diversity in educational practice;

§12.10 shall impart principles of good citizenship and societal responsibility to students;

§12.11 shall exhibit acceptable and professional language and communication skills;

§12.12 shall reflect sensitivity to the fundamental human rights of dignity, privacy and

respect in their verbal and written communications with parents, students and staff;

§12.13 shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment;

§12.14 shall keep in confidence information obtained in confidence in the course of their employment unless required to be disclosed by Applicable Law or if some other legal right to make the disclosure exists;

§12.15 shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety;

§12.16 shall not engage in conduct prohibited by the act of December 12, 1973 (P.L. 397, No. 141) (24 P.S. § 12-1251—12-1268), known as the Teacher Certification Law;

§12.17 shall not engage in conduct prohibited by: (1) The Public School Code of 1949 (24 P.S. § 1-101—27-2702) and other laws relating to the schools or the education of children;

§12.18 shall not violate the applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P.L. 883, No. 170) (65 P.S. § 401—413), known as the Public Official and Employee Ethics Law;

§12.19 shall not discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional;

§12.20 shall not interfere with a student's or colleague's exercise of political and civil rights and responsibilities;

§12.21 shall not accept gratuities, gifts or favors that might impair or appear to impair judgment;

§12.22 shall not exploit a professional relationship for personal gain or advantage;

§12.23 shall not knowingly or intentionally distort or misrepresent evaluations of any student;

§12.24 shall submit grades on a timely basis;

Note: When grades are required to be submitted into a computer system, it is the responsibility of the employee to ensure that the grades were "saved" in the system. If the employee is having any difficulty entering the data or ensuring that the data is "saved" in the system, the employee must contact the help desk immediately to report the problem.

§12.25 shall check and ensure that data inputted by the employee has been properly loaded and/or saved in the system;

§12.26 shall not knowingly or intentionally misrepresent subject matter or curriculum;

§12.27 shall not knowingly or intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section;

§12.28 shall not knowingly or intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege;

§12.29 shall not knowingly or intentionally distort evaluations of colleagues;

§12.30 shall not use coercive means or promise special treatment to influence decisions of colleagues;

§12.31 shall not threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violation of law, agency regulations or standards.

§12.32 Shall handle School District money, including student activity money, in accordance with all protocols for the handling of such money and must properly account for any money handled; and

§12.33 When supervising a class trip, must provide students with adult supervision at all times and in accordance with a principal or applicable supervisor approved supervision plan for the trip.

ARTICLE XIII. Reporting Arrests, Indictments, Convictions and Pleas.

§13.1 Each employee is required to report each arrest, indictment, conviction and/or plea of any crime that is graded as a felony or misdemeanor of any degree or as otherwise required by any applicable law, including Act 24 of 2011 and Act 82 of 2012.

NOTES: All misdemeanors and felonies must be reported under this work rule. By way of information, under the Educator Discipline Act, the Superintendent is required to report to the Pennsylvania Department of Education all misdemeanor and felony arrests of certificated employees.¹ All arrests, stops or tickets (not including a summary offense) for DUI must be reported within seventy-two (72) hours, even if it is a first-time arrest, stop or ticket.

§13.2 The report must be made in writing (including email) to the Superintendent within seventy-two (72) hours of the arrest, indictment, conviction and/or plea.

Any educator who has been arrested or indicted for or convicted of any crime that is graded

a misdemeanor or felony.

For purposes of this section, the term conviction shall include a plea of guilty or nolo contendere.”24 P.S. § 2070.9a (emphasis added).

¹ The Educator Discipline Act requires, in part, as follows: “(a) The chief school administrator or his designee shall file all of the following information with the department in writing on a form prescribed by the department * * * (2)

ARTICLE XIV. Inappropriate Speech on Social Media. Employees may be subjected to discipline, including discharge, for expressive conduct on social media or otherwise, subject to whatever First Amendment rights, if any, that may exist. For example, upholding dismissal of a teacher for what she posted on social media, in the case of *Munroe v. Central Bucks School Dist.*, 2015 WL 5167011, at *17 (C.A.3 (Pa.),2015), a federal court said:

The job of a public school educator implicates a rather special set of circumstances and responsibilities. “Plaintiff worked in a school, where students ‘are impressionable and their attendance is involuntary.’ “*Munroe*, 34 F.Supp.3d at 539 (quoting *Edwards v. Aguillard*, 482 U.S. 578, 584, 107 S.Ct. 2573, 96 L.Ed.2d 510 (1987)). One generally expects that a teacher would: (1) refrain from expressing outright hostility and disgust against them on her blog (at least where the blog itself was not protected by a password and evidently could be (and, in this case, was) discovered by the media and members of the school community); (2) when confronted with her derogatory comments, publicly defended what she had said; and (3) in the process, singled out specific and identifiable students as the targets of her ire. As the PSBA helpfully notes in its amicus brief, the Pennsylvania Code of Professional Practice and Conduct for Educators states, inter alia, that professional educators are expected to value “the worth and dignity of every person, student and colleague alike,” 22 Pa.Code § 235.3, and to exercise care in maintaining confidentiality, 22 Pa.Code § 235.4(b)(9).

161718 “The position of public school teacher ‘requires a degree of public trust not found in many other positions of public employment.’ “*Munroe*, 34 F.Supp.3d at 539 (quoting *Melzer*, 336 F.3d at 198). A teacher generally acts *in loco parentis* for his or her students. *Melzer*, 336 F.3d at 199; *see also Craig*, 736 F.3d at 1119 (“The fact that Craig works closely with students at a public school as a counselor confers upon him an inordinate amount of trust and authority.” (citing *Edwards*, 482 U.S. at 584; *Melzer*, 336 F.3d at 198)). Like the Second Circuit, “[w]e acknowledge the truism that community reaction cannot dictate whether an employee's constitutional rights are protected.” *Melzer*, 336 F.3d at 199. The First Amendment generally does not permit the so-called “heckler's veto,” i.e., “allowing the public, with the government's help, to shout down unpopular ideas that stir anger.” *Id.*; *see also Craig*, 736 F.3d at 1121 (referring to “heckler's veto”

in which unpopular speech is prohibited on account of community's possible reaction). However, there is a special (perhaps even unique) relationship that exists between a public school teacher (or other educators, like a guidance counselor), on the one hand, and his or her students and their parents, on the other hand. Simply put, neither parents nor students could be considered as outsiders seeking to “heckle” an educator into silence— “rather they are participants in public education, without whose cooperation public education as a practical matter cannot function.” “*Craig*, 736 F.3d at 1121 (quoting *Melzer*, 336 F.3d at 199). We accordingly agree with the Second and Seventh Circuits that it is generally appropriate to consider the reactions of students and parents to an educator's speech under the *Pickering* balancing test.¹⁰ *Id.* (“Given the nature of this case, we think it appropriate to consider Defendants' interests in preserving a safe counseling environment at Rich Central as part of our analysis.”); *Melzer*, 336 F.3d at 199 (“Any disruption created by parents can be fairly characterized as internal disruption to the operation of the school, a factor which may be accounted for in the balancing test and which may outweigh a public employee's rights.”).

Although the foregoing passage spoke in terms of teachers, all employees need to be aware of these rules and the fact that discipline or discharge may be imposed as a result of statements contained by the employees on social media, even if the statements are made off of the school premises and outside of work.

ARTICLE XV. Policies, Administrative Regulations, Job Descriptions and Work Rules.

It is the duty and responsibility of each employee to read all applicable work rules, Administrative Regulations of the School District, their own Job Descriptions and School Board policies and to comply with each.

ARTICLE XVI. Rules of Construction.

§16.1 Notwithstanding anything herein to the contrary, nothing in this Code of Conduct shall be interpreted in a way that violates any applicable collective bargaining agreement or Applicable Law.

§16.2 If any provision contained in this Code of Conduct is ambiguous—i.e., capable of being given one or more reasonable interpretations—and one or more reasonable interpretations would render the provision unlawful or unconstitutional, the School District intends only those interpretations that are lawful and constitutional.

§16.3 In the event any provision of this Code is declared illegal by final decision of a court, said provision shall be deemed deleted from this Code and the remaining provisions shall remain in full force and effect if not otherwise affected by said deletion.

§16.4 The title or heading of any terms or provisions of this Code are for convenience only and shall not be deemed to limit, restrict or alter the content, meaning or effect of any provision of this Code.

§16.5 This Code may be amended only in writing issued by an authorized official of the School District. No employee may rely on any verbal waiver of any provision of this Code.

§16.6 The failure of the School District to insist in any one or more instances upon a strict compliance with any provision of this Code shall not be construed as a waiver or relinquishment of the School District's right thereafter to require compliance with such provision(s).

ARTICLE XVII. Definitions. When capitalized anywhere in these Code of Employee Conduct, the following terms shall have the meanings stated unless the context clearly indicates otherwise:

§17.1 "Applicable Law" means any applicable federal, state or local statute, ordinance or regulation, fiduciary duties, and includes applicable court precedent.

§17.2 "Board" or "School Board" means the Board of School Directors of the South Williamsport District.

§17.3 "Child Abuse" mean intentionally, knowingly or recklessly doing any of the following:

- (1) Causing bodily injury to a child or student through any recent act or failure to act.
- (2) Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to a child or student through any recent act.
- (3) Causing or substantially contributing to serious mental injury to a child or student through any act or failure to act or a series of such acts or failures to act.
- (4) Causing Sexual Abuse or Exploitation of a child through any act or failure to act. 23 Pa. C.S. Sec. 6301
- (5) Creating a reasonable likelihood of bodily injury to a child or student through any act or failure to act.
- (6) Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.

(7) Causing serious physical neglect of a child or student.

(8) Engaging in any of the following acts:

(i) Kicking, biting, throwing, burning, stabbing or cutting a child or student in a manner that endangers the child or student.

(ii) Unreasonably restraining or confining a child or student, based on consideration of the method, location or the duration of the restraint or confinement.

(iii) Interfering with the breathing of a child or student.

(iv) Causing a child or student to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.

(v) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:

(A) Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders),¹¹ where the victim of the sexual offense was under 18 years of age when the crime was committed.

(B) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors.

(C) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).

(9) Causing the death of the child or through any act or failure to act.

§17.4 “Code” means this Code of Employee Conduct.

§17.5 “Duty” means any duty established in or by: (i) Applicable Law, (ii) applicable School Board policy, (iii) applicable Code of Employee Conduct, (iv) applicable collective bargaining agreement, (v) applicable contract or administrative compensation plan, or (vi) applicable directive provided to the employee.

§17.6 “School District” means the South Williamsport Area School District.

§17.7 “Sexual Misconduct” means Prohibited dating, romantic or sexual interaction involving students includes, but is not limited to:

§17.7.1 Sexual physical contact;

§17.7.2 Romantic flirtation, propositions, or sexual remarks;

§17.7.3 Sexual slurs, leering, epithets, sexual or derogatory comments;

§17.7.4 Personal comments about a student’s body, including in classroom instruction;

§17.7.5 Sexual jokes, notes, stories, drawings, gestures or pictures;

§17.7.6 Spreading sexual or romantic rumors;

§17.7.7 Touching a student’s body or clothes in a sexual or intimate way;

§17.7.8 Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider;

§17.7.9 Restricting a student’s freedom of movement in a sexually intimidating or provocative manner;

§17.7.10 Displaying or transmitting sexual objects, pictures, or depictions.

§17.7.11 Any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or a student regardless of the age of the child or student that is designed to establish a romantic or sexual relationship with the child or student;

§17.7.12 Any sexual or romantic invitation to or with a student or child;

§17.7.13 Dating or soliciting dates with a student or child;

§17.7.14 Engaging in sexualized or romantic dialog with a student or child;

§17.7.15 Making sexually suggestive comments to any student or child;

§17.7.16 Self-disclosure or physical exposure of a sexual, romantic or erotic nature at school or with any student or child; or

§17.7.17 Any sexual, indecent, romantic or erotic contact at work or with any child or student.

NOTE: As used in this Code of Conduct, this definition applies to sexual misconduct regardless of whether it is designed to establish a romantic or sexual relationship or not. By way of example, and not limitation, engaging in sexualized dialogue or making sexually suggestive comments to a student or child is prohibited even if the statements are not intended to establish a romantic or sexual relationship. Conversely, any act or statement made to a student or child is prohibited if it is designed to establish a romantic or sexual relationship even if it does not contain sexualized statements.

§17.8 “Sexual abuse or exploitation” means any of the following:

- (1) The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - (i) Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - (ii) Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - (iii) Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - (iv) Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
 - (v) Any of the following offenses committed against a child:
 - (i) Rape as defined in 18 Pa.C.S. § 3121 (relating to rape).
 - (ii) Statutory sexual assault as defined in 18 Pa.C.S. § 3122.1 (relating to statutory sexual assault).
 - (iii) Involuntary deviate sexual intercourse as defined in 18 Pa.C.S. § 3123 (relating to involuntary deviate sexual intercourse).
 - (iv) Sexual assault as defined in 18 Pa.C.S. § 3124.1 (relating to sexual assault).
 - (v) Institutional sexual assault as defined in 18 Pa.C.S. § 3124.2 (relating to institutional sexual assault).
 - (vi) Aggravated indecent assault as defined in 18 Pa.C.S. § 3125 (relating to aggravated indecent assault).
 - (vii) Indecent assault as defined in 18 Pa.C.S. § 3126 (relating to indecent assault).
 - (viii) Indecent exposure as defined in 18 Pa.C.S. § 3127 (relating to indecent exposure).
 - (ix) Incest as defined in 18 Pa.C.S. § 4302 (relating to incest).
 - (x) Prostitution as defined in 18 Pa.C.S. § 5902 (relating to prostitution and related offenses).
 - (xi) Sexual abuse as defined in 18 Pa.C.S. § 6312 (relating to sexual abuse of children).

(xii) Unlawful contact with a minor as defined in 18 Pa.C.S. § 6318 (relating to unlawful contact with minor).

(xiii) Sexual exploitation as defined in 18 Pa.C.S. § 6320 (relating to sexual exploitation of children).

§17.9 “Sexual Impropriety” means any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, which involves any of the following characteristics;

§17.9.1 Any sexual or sexualized statements or conduct at work or in connection with work duties;

§17.9.2 Any sexual or sexualized jokes at work or in connection with work duties;

§17.9.3 Making sexually suggestive comments at work in connection with work duties;

§17.9.4 Self-disclosure or physical exposure of a sexual, romantic or erotic nature at work or in connection work;

§17.9.5 Any sexual, indecent, romantic or erotic contact at work

§17.9.6 Offensive remarks about a person’s sex or gender;

§17.9.7 Sexualized teasing or offhand comments, including comments that constitute “double entendre” at work or in connection with work duties;

§17.9.8 Sexual advances at work or in connection with work duties;

§17.9.9 Requests for sexual favors at work on in connection with work duties;

§17.9.10 Sexual or sexualized jokes at work on in connection with work duties;

§17.9.11 Sexual slurs, epithets or name calling at work on in connection with work duties;

§17.9.12 Sexual physical assaults or threats, intimidation, ridicule or mockery at work on in connection with work duties;

§17.9.13 Sexual insults or put-downs at work on in connection with work duties;

§17.9.14 Use or display of sexual objects or pictures at work or in connection with work duties; and/or

§17.9.15 Interference with work performance by others as a result of engaging any sexual or sexualized conduct.

§17.10 Notwithstanding anything herein to the contrary, “Sexual Impropriety” does not include any statement or comments made when said statement or comments are made as part of and **required** by the employee’s job, Including in the following circumstances:

§17.10.1 when teaching sexual education in accordance with the approved curriculum;

§17.10.2 when teaching a subject that requires discussion of sexual matters in accordance with the approved curriculum;

§17.10.3 if and as necessary to implement an IEP or Service Agreement;

§17.10.4 when and as necessary to make any mandatory report under Applicable Law or to file any complaint under School District policy or in accordance with Applicable Law, such as a Complaint to the Pennsylvania Department of Education or a Complaint of Sexual Harassment;

§17.10.5 when a guidance counselor or nurse, for example, or other health care professional, is appropriately providing services to a student;

§17.10.6 when an administrator or attorney representing the School District is conducting an investigation of alleged sexual matters and is reasonably required to engage in sexualized dialogue in order to conduct the investigation;

§17.10.7 when testifying at any hearing;

§17.10.8 when and only to the extent necessary to advance the legitimate business interests of the School District;

§17.10.9 when an employee is a witness or potential witness in an investigation conducted by the School District or by law enforcement; and/or

§17.10.10 when any comments are expressive conduct is protected by the First Amendment.

Note: The School District wants to make clear that not only is unlawful sexual conduct prohibited, but also sexual impropriety is prohibited even if it does not rise to the level of unlawful sexual harassment because it may not be sufficiently severe or pervasive, for example, to constitute unlawful sexual harassment. In other words, any sexual impropriety is prohibited under this Code

of Conduct, even if the sexual impropriety does not rise to the level of unlawful sexual harassment.

§17.11 Sexual harassment” shall have the definition as set forth in Applicable Law. Without limiting said definition, the definition is generally stated as and includes the following:

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the School District conditioning the provision of an aid, benefit, or service of the School District on an individual’s participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
- (3) “Sexual assault” as defined in 20 U.S.C.1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

§17.12 “Superintendent” means the Superintendent, an interim Superintendent, an acting Superintendent, or the designee of any of them.

WARNING: Your failure or refusal to comply with this Employee Code of Conduct may lead to discipline, including discharge.

I acknowledge receipt of the South Williamsport Area School District's Employee Code of Conduct and I represent that I am aware that I must comply with this Employee Code of Conduct, subject to my rights under any applicable collective bargaining agreement.

Signature: _____ Date: _____

Print Name: _____

South Williamsport Area School District



Employee Handbook

South Williamsport Area School District

EMPLOYEE HANDBOOK

INTRODUCTION

This handbook for employees is provided as a resource for all professional and non-professional staff both full-time and part-time. Although certain sections are applicable to specific classifications of employees, all staff are required to read and understand the information contained. If there are parts of this book that you are unsure of the meaning or you have questions, it is the employee's responsibility to ask their immediate supervisor for clarification.

Nothing in this is meant to interfere with rights of employees established through their respective Collective Bargaining Agreement.

All employees are required to complete the signature page at the end of this document indicating they have read and understand the guidelines and expectations of the Employee Handbook.

VERSION

Approved by Board of Directors: August 19, 2024.

Reviewed / Revised: July 16, 2024.

COMPLIANCE STATEMENT

The South Williamsport Area School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator and/or view our non-discrimination policy on our website at: www.swasd.org.

For more information regarding programs, services, activities, and facilities that are accessible to and usable by persons with disabilities or for inquiries regarding civil rights compliance, contact: South Williamsport Area School District, 515 West Central Avenue or via phone at 570-327-1581.

BOARD OF DIRECTORS

The South Williamsport Area School District is represented by a nine-member Board of Directors representing the residents of three different geographic regions. The current members and regions represented are available on the district web site at www.swasd.org.

BOARD POLICIES / ANNUAL NOTICES

All employees should be familiar with ALL board policies which can be found on the district web site under the channel "School Board" and "Board Policies".

Required Annual Policy Notices:

The specific policies listed below must be reviewed annually by all employees. Questions regarding these policies should be directed to your supervising administrator.

Policy Number	Policy
006	Meetings
103	Discrimination/Title IX Sexual Harassment Affecting Students
103.1	Nondiscrimination – Qualified Students with Disabilities
104	Discrimination/Title IX Sexual Harassment Affecting Staff
105.1	Review of Instructional Materials by Parents/Guardians and Students
113	Special Education
114	Gifted Education
123	Interscholastic Athletics
123.1	Concussion Management
138	English as a Second Language/Bilingual Program
142	Migrant Students
143	Standards for Persistently Dangerous Schools
144	Standards for Victims of Violent Crimes
146	Student Services
200	Enrollment of Students
203	Immunizations and Communicable Diseases
204	Attendance
209	Health Examinations/Screenings
209.2	Diabetes Management
210	Medications
210.1	Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
216	Student Records
218	Student Discipline
218.1	Weapons
222 and 323	Tobacco and Vaping Products – Students and Employees
226	Searches
235	Student Rights and Responsibilities
235.1	Surveys
236.1	Threat Assessment
237	Electronic Devices
246	School Wellness
247	Hazing
249	Bullying/Cyberbullying
250	Student Recruitment
312	Performance Assessment of Superintendent/Assistant Superintendent
604	Budget Adoption
619	District Audit
621	Local Taxpayer Bill of Rights
705	Safety
707	Use of School Facilities
716	Integrated Pest Management
805	Emergency Preparedness and Response
806	Child Abuse
808	Food Services

810.2	Transportation – Video/Audio Recording
823	Naloxone
824	Maintaining Professional Adult/Student Boundaries
904	Public Attendance at School Events
906	Public Complaint Procedures
918	Title I Parent and Family Engagement

Required Policy Notices Upon Employment

Upon employment with the district, all employees are given notice that the following policies exist and must be reviewed. Questions regarding these policies should be directed to your supervising administrator.

Policy Number	Policy
100	Strategic Planning (plans must be made available for inspection for 28 days)
105	Curriculum
108	Adoption of Textbooks
109	Resource Materials
113	Special Education
115	Career and Technical Education
122	Extracurricular Activities
127	Assessments
137.1	Extracurricular Participation by Home Education Students
137.2	Participation in Cocurricular Activities and Academic Courses by Home Education Students
137.3	Participation in Career and Technical Education Programs by Home Education Students
140.1	Extracurricular Participation by Charter/Cyber Charter Students
203.1 and 314.1	HIV Infection – Students and Employees
217	Graduation
218.2	Terroristic Threats
218.3	Discipline of Student Convicted/Adjudicated of Sexual Assault
220	Student Expression/Dissemination of Materials
227	Controlled Substances/Paraphernalia
233	Suspension and Expulsion
251	Students Experiencing Homelessness, Foster Care and Other Educational Instability
302	Employment of Superintendent/Assistant Superintendent
332	Working Periods
333	Professional Development
335	Family and Medical Leaves
340	Responsibility for Student Welfare
351	Controlled Substance Abuse
610	Purchases Subject to Bid/Quotation
626	Federal Fiscal Compliance

718	Service Animals in Schools
801	Public Records
810	Transportation
815	Acceptable Use of Internet, Computers and Network Resources
819	Suicide Awareness, Prevention and Response
827	Conflict of Interest
830	Breach of Computerized Personal Information
901	Public Relations Objectives
916	Volunteers

ARTIFICIAL INTELLIGENCE (AI)

Employees are prohibited from entering into AI any information that is protected under FERPA or other state/federal privacy laws.

PASSWORDS

Network passwords exist for the security of confidential information and district security. Compromised passwords pose serious internal and external threats to the district and individuals. Passwords should be memorized. If necessary, maintain a list of passwords in a secure/locked location. Never store passwords in a digital file on your computer such as on a spreadsheet. Secure password storage on web browsers or other digital password “lock-boxes” are acceptable.

USE OF SCHOOL FACILITIES AFTER SCHOOL HOURS

Use of school facilities is governed by district policy *707 Use of School Facilities*. Requests to use school facilities is only through the district’s automated scheduling platform ML Schedules.

PAYROLL

Staff Portal

General employment information relating to pay, paid time off, benefits, required trainings, etc. is accessible through the CSIU FIS Staff Portal on the district web site at www.swasd.org under the top “Staff” drop down and “Staff Portal”. Most compensation and benefit information can be updated through this portal as well.

Earned Income Tax Withholding - Act 32

Under Act 32, employers are required to withhold the higher of the employee’s resident earned income tax amount (rate of total resident EIT where they reside) vs. the employee’s municipal non-resident earned income tax amount (rate of total non-resident EIT where they are employed). All new employees are required by law to complete an Act 32 Form. This form must also be completed with any name or address change.

Failure to supply employer with this information may result in a higher tax rate being withheld than what employee is responsible for. It is very important that you provide the payroll office with your correct address and Township or Borough that you live in.

If at any time your address changes throughout the year, contact the Payroll Office for specific procedures to update your records.

Direct Deposit

Employee pay is through direct deposit only. Contact the Payroll Office at any time during the year if your direct deposit account changes.

PERSONNEL RECORDS / EVALUATIONS

The district maintains a personnel file for each employee in the district office. All personnel are evaluated annually by their supervising administrator. Evaluations are completed using the board approved evaluation instrument for each classification. Evaluations are maintained in the employee's personnel file. Employees should periodically review their personnel files.

After separation from employment, personnel records are retained and then eventually destroyed as required by the records retention policy.

CLEARANCES

The Commonwealth of Pennsylvania requires as a condition of public-school employment that all employees maintain current background clearances. Clearances must be renewed every five years. Maintenance of clearances required by the Commonwealth will be paid for by the employee and completed on non-district time. These clearances include:

- Act 34 - PA State Police
- Act 151 - PA Child Abuse
- Act 114 - FBI

Updated clearances must be submitted to the district office. Copies will be retained in personnel files. Originals will be returned to the employee.

The district may at any time require any employee to renew their clearances. In this instance, the district will provide time and expense reimbursement to obtain new clearances.

MANDATED REPORTER TRAINING

The Commonwealth of Pennsylvania under Act 126 requires that all school entities and independent contractors of school entities provide child abuse recognition and reporting training to **all employees**, including contracted substitute teachers who have direct contact with children. This training must be completed every five years.

Mandated Reporter Training (all staff)

<https://www.reportabusepa.pitt.edu/>

Teacher Track - Educator Discipline Act 126 (PDE SAS – PD Center) (teachers only)

<https://pdc.pdesas.org/Course/FilteredCourseCatalog?tab=selfpaced&courseId=521&tab=selfpaced&courseId=521>

Staff Track – Educator Discipline Act 126 (PDE SAS – PD Center) (Non-teaching staff)

<https://pdc.pdesas.org/Course/FilteredCourseCatalog?tab=selfpaced&courseId=523&tab=selfpaced&courseId=523>

Note: Upon opening the courses you have 60 calendar days to complete the course.

All district employees and subcontractors who have direct contact with children are mandated reporters. This legal requirement covers the employees and all sub-contractors at all times. If you suspect child abuse, report it immediately to Child Line at 1-800-932-0313. After reporting suspected child abuse, notify your supervising administrator.

It is not your responsibility nor are employees permitted to investigate or ask questions when abuse is suspected. Report it immediately and leave the questioning to proper authorities.

SUICIDE AWARENESS AND PREVENTION OF CHILD EXPLOITATION

The Commonwealth of Pennsylvania under Act 71 requires school entities to: (1) adopt a youth suicide awareness and prevention policy; and (2) provide ongoing professional development in youth suicide awareness and prevention for professional educators in building serving students in grades 6-12 for four hours at least every five years. Additionally, the law specifically permits school entities to incorporate curriculum on this topic into their instructional programs pursuant to their youth suicide awareness and prevention policies.

INCLEMENT WEATHER

Decisions regarding school operations during inclement weather are based on the conditions in the South Williamsport Area School District. These decisions will typically be made by 8:00PM the night before or by 5:20AM the day of. All district staff will be notified by automated text message, phone call, or email when a closing, delay, or dismissal decision is made.

Staff unable to report to work because of inclement weather are required to use applicable contractual leave time if school is in session.

Staff should consult their collective bargaining agreements for reporting requirements during weather related closings and delays.

PUNCTUALITY

It is the responsibility of employees to ensure punctual arrival to all contractual duties. It is also the responsibility of the employee to be committed to their roles until the conclusion of their contractual time.

If an unforeseen emergency arises that requires an employee to leave employment before the end of their workday or arrive late, the employee must notify their supervising administrator immediately.

DISTRICT MAIL/EMAIL

Employees are provided with a district mailbox and email account for efficiency of communication and security. In all work-related activities, employees are required to use their district issued email account. Use of personal email accounts for district work is prohibited.

All employees should check their email at the beginning and end of their workday at a minimum and their physical mailbox daily.

CONFIDENTIALITY

Employees

The district protects confidential information of employees and only discloses this information as required by law. Information such as home address, telephone numbers, birthdates, etc. is maintained only for official employment needs and is not disseminated to other district staff. It is the responsibility of the employee to notify the District Office at any time this information changes.

Students

Student information is protected under the Federal Educational Rights and Privacy Act (FERPA). Employees are responsible to know and understand the limitations of this federal code which is accessible on the US Department of Education web site and district policy.

Student information is assumed confidential and should only be disclosed to faculty/staff who have a **legitimate educational interest AND need to know** the information in order to perform their essential job responsibilities. Only information essential to this should be disclosed.

Sharing of student grades or other evaluated academic work with identifiable names, numbers, etc. is prohibited.

In situations where safety is a concern, the administration will determine what is shared with staff on a case-by-case basis.

Any unauthorized disclosure of student information is a violation of district policy and may be a violation of student or parental rights under federal law.

FACULTY/DEPARTMENT/STAFF MEETINGS

Faculty/staff meetings are governed by applicable collective bargaining agreements. Attendance is required unless specifically excused by building administration.

Faculty/staffing meeting schedules are determined at the building level.

ATTENDANCE RECORDS

Daily student attendance reporting is required by faculty as set by building administration. For student safety, employees are obligated to report any concerns with student attendance.

PARENT-TEACHER-STUDENT CONFERENCES

Conferences serve as two-way opportunity for face-to-face communication to benefit the student; they are not only necessarily confined to reporting, but also may be planned for any occasion that will be helpful to the teacher, the child, or the parent. Whatever the purpose of the conference, it should afford an opportunity for sharing information and views designed to promote the welfare of the student. The well-designed parent-teacher conference always functions with this objective as the end result.

Faculty are recommended to maintain a record/log of all parent communications listing: date, time, method of communication, and reason for communication.

No staff is expected to endure verbal abuse or inappropriate language from a parent. In the event this occurs, do your best to deescalate the situation as best as possible, end the communication, and immediately notify your building administrator.

Only professionally certified faculty should engage with parents about student performance or other nonroutine school matters such as behavior, discipline, etc.

SUPERVISION OF STUDENTS

Employees of the school have the responsibility for providing adequate supervision of students at all times. This responsibility has its foundation in two basic principles, legal and instructional.

From a legal standpoint, unless adequate and reasonable supervision is provided for students, the teacher or principal may be found negligent in his/her duty and become involved in a legal action instituted by the child's parents.

From an instructional standpoint, the student-to-student or student-to-adult relationship may break down if adequate supervision is not provided by the staff. Since it is the responsibility of the school to provide adequate supervision, supervision should be well organized and based on realistic standards of behavior so that effective teaching-learning situations in the various classrooms will not be threatened.

MEDICATION

Employee Medication

Medication, whether prescription or over-the-counter, is regulated by district policy. All medication questions or concerns must be immediately reported to the school nurse or building administration.

District employees bear full responsibility for their own medications on school district property. Whether prescription or over-the-counter medication, it should be secured and inaccessible at all times from students, and only used in discrete manners as not to alarm students or disrupt school routines.

Federal law requires the district to maintain a drug-free workplace, at which marijuana of any kind, even if legally prescribed as medication, is prohibited.

Student Medication

Student medication includes prescription AND over the counter medications. Student medication use is addressed in district policy 210 Medications. All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.

Questions about student medication should be directed to the nurse assigned to your school building or a School District Nurse.

PA CODE OF CONDUCT – PROFESSIONAL STAFF

Pennsylvania's Code of Professional Practice and Conduct for Educators 22Pa.Code 235.1, et seq.
Authority

The provisions of this Chapter 235 issued under section (5)(a)(10) of the act of December 12, 1973 (P.L. 397, No. 141) (24 P.S. § 12-1255(a)(10)).

235.1. Mission

The Professional Standards and Practices Commission (PSPC) is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

235.2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual educator. However, in this Commonwealth, the Professional Standards and Practices Commission (PSPC) is charged with the duty to adopt and maintain a code for professional practice and conduct that shall be applicable to any educator. See section 5(a)(10) of the Educator Discipline Act (act) (24 P.S. § 2070.5(a)(10)).

(b) In recognition of the magnitude of the responsibility inherent in the education process and by virtue of the desire to maintain the respect and confidence of their colleagues, students, parents and the community, educators shall be guided in their conduct by their commitment to their students, colleagues and profession.

(c) Violations of any of the duties prescribed by this chapter may be used as supporting evidence in disciplinary proceedings conducted by or on behalf of the PSPC under the act. Violations of this chapter may also be an independent basis for a public or private reprimand. Discipline for conduct that constitutes both a basis for discipline under the act and an independent basis for discipline under this chapter shall not be limited to a public or private reprimand. Nothing in this chapter shall be construed to otherwise limit the Department of Education's authority to initiate an action under the act to suspend, revoke or otherwise discipline an educator's certificate or employment eligibility, or both.

(d) Nothing in this chapter shall be construed or interpreted to require an educator to violate any of the doctrines, tenets, policies, or practices of any religious or religiously-affiliated school in which that educator is employed.

235.3. a. Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Act—The Educator Discipline Act (act) (24 P.S. § § 2070.1a—2070.18c).

Boundaries—The verbal, physical, emotional and social distances between an educator and a student.

Educator—As defined in section 1.2 of the act (24 P.S. § 2070.1b).

Electronic communication—A communication transmitted by means of an electronic device such as a telephone, cellular telephone, computer, computer network, personal data assistant or pager, including e- mails, text messages, instant messages and communications made by means of an Internet web site, such as social media and social networking web sites, or mobile device applications.

Harm—The impairment of learning or any physical, emotional, psychological, sexual or intellectual damage to a student or a member of the school community.

School entity—As defined in section 1.2 of the act (24 P.S. § 2070.1b).

Sexual misconduct—As defined in section 1.2 of the act (24 P.S. § 2070.1b).

Unauthorized drugs—Any controlled substance or other drug possessed by a person not authorized by law to possess such controlled substance or other drug.

235.5a. Commitment to students

- (a) The primary professional obligation of educators is to the students they serve.
- (b) In fulfillment of the commitment to students, educators:
 - (1) Shall exercise their rights and powers in good faith and for the benefit of the student.
 - (2) Shall maintain appropriate professional relationships and boundaries with all students at all times, both in and outside the classroom.
 - (3) Shall not sexually harass students or engage in sexual misconduct.
 - (4) Shall exert reasonable effort to protect students from harm.
 - (5) Shall not intentionally expose a student to disparagement.
 - (6) Shall exhibit consistent and equitable treatment and shall not unlawfully discriminate against students.
 - (7) Shall not interfere with a student's exercise of political or civil rights and responsibilities.
 - (8) Shall not knowingly or intentionally distort or misrepresent evaluations of students or facts regarding students.
 - (9) Shall not knowingly or intentionally misrepresent subject matter or curriculum.
 - (10) Shall respect a student's right to privacy and comply with all Federal and State laws and regulations, and local policies concerning student records and confidential communications of students.
 - (11) Shall not be on school premises or at a school-related activity involving students, while under the influence of, possessing or consuming alcoholic beverages or illegal or unauthorized drugs.
 - (12) Shall not furnish, provide, or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, vaping products, illegal or unauthorized drugs or

knowingly allow any student or underage person to consume alcohol, tobacco, vaping products, or illegal or unauthorized drugs in the presence of the educator.

(13) Shall refrain from inappropriate communication with a student or minor, including, inappropriate communication achieved by electronic communication. Inappropriate communication includes communications that are sexually explicit, that include images, depictions, jokes, stories or other remarks of a sexualized nature, that can be reasonably interpreted as flirting or soliciting sexual contact or a romantic relationship, or that comment on the physical or sexual attractiveness or the romantic or sexual history, activities, preferences, desires or fantasies of either the educator or the student. Factors that may be considered in assessing whether other communication is inappropriate include:

(i) the nature, purpose, timing and amount/extent of the communication;

(ii) the subject matter of the communication; and

(iii) whether the communication was made openly or the educator attempted to conceal the communication.

235.5b. Commitment to colleagues

In fulfillment of the commitment to colleagues, educators:

(1) Shall not knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.

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(6) Shall not use coercive means or promise special treatment to influence professional decisions of colleagues.

(7) Shall not threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency, actual or suspected violations of law, agency regulations, or standards.

(8) Shall respect a colleague's right to privacy and comply with all Federal and State laws and regulations, and local policies concerning confidential health or personnel information.

235.5c. Commitment to the profession

In fulfillment of the commitment to the profession, educators:

(1) Shall comply with all Federal, State, and local laws and regulations and with written school entity policies.

(2) Shall apply for, accept or assign a position or a responsibility on the basis of professional qualifications and abilities.

(3) Shall not knowingly assist entry into or continuance in the education profession of an unqualified person or recommend for employment a person who is not certificated appropriately for the position.

(4) Shall not intentionally or knowingly falsify a document or intentionally or knowingly make a misrepresentation on a matter related to education, criminal history, certification, employment, employment evaluation or professional duties.

(5) Shall not falsify records or direct or coerce others to do so.

(6) Shall accurately report all information required by the local school board or governing board, State education agency, Federal agency or State or Federal law.

(7) Shall not knowingly or intentionally withhold evidence from the proper authorities and shall cooperate fully during official investigations and proceedings.

(8) Shall comply with all local, State or Federal procedures related to the security of standardized tests, test supplies or resources. Educators shall not intentionally or knowingly commit, and shall use reasonable efforts to prevent, any act that breaches test security or compromises the integrity of the assessment, including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, providing unauthorized assistance to students, unauthorized alteration of test responses, results or data, and violating local school board or State directions for the use of tests.

(9) Shall not accept or offer gratuities, gifts or favors that impair or appear to influence professional judgment, decisions, or actions or to obtain special advantage. This section shall not restrict the acceptance of de minimis gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

(10) Shall not exploit professional relationships with students, parents or colleagues for personal gain or advantage.

(11) Shall use school funds, property, facilities, and resources only in accordance with local policies and local, State and Federal laws.

WARNING: Your failure or refusal to comply with this Employee Handbook may lead to discipline, including discharge.

I acknowledge receipt of the South Williamsport Area School District's Employee Handbook and I represent that I am aware that I must comply with this Employee Handbook, subject to my rights under any applicable collective bargaining agreement.

Signature: _____ Date: _____

Print Name: _____

South Williamsport Area School District
EMPLOYEE HANDBOOK

INTRODUCTION

This handbook for employees is provided as a resource for all professional and non-professional staff both full-time and part-time. Although certain sections are applicable to specific classifications of employees, all staff are required to read and understand the information contained. If there are parts of this book that you are unsure of the meaning or you have questions, it is the employee's responsibility to ask their immediate supervisor for clarification.

Nothing in this is meant to interfere with rights of employees established through their respective Collective Bargaining Agreement.

All employees are required to complete the signature page at the end of this document indicating they have read and understand the guidelines and expectations of the Employee Handbook.

VERSION

Approved by Board of Directors: August 19, 2024.

Reviewed / Revised: August 19, 2024.

COMPLIANCE STATEMENT

The South Williamsport Area School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator and/or view our non-discrimination policy on our website at: www.swasd.org.

For more information regarding programs, services, activities, and facilities that are accessible to and usable by persons with disabilities or for inquiries regarding civil rights compliance, contact: South Williamsport Area School District, 515 West Central Avenue or via phone at 570-327-1581.

BOARD OF DIRECTORS

The South Williamsport Area School District is represented by a nine-member Board of Directors representing the residents of three different geographic regions. The current members and regions represented are available on the district web site at www.swasd.org.

BOARD POLICIES / ANNUAL NOTICES

All employees should be familiar with ALL board policies which can be found on the district web site under the channel "School Board" and "Board Policies".

Required Annual Policy Notices:

The specific policies listed below must be reviewed annually by all employees. Questions regarding these policies should be directed to your supervising administrator.

Policy Number	Policy
006	Meetings
103	Discrimination/Title IX Sexual Harassment Affecting Students
103.1	Nondiscrimination – Qualified Students with Disabilities
104	Discrimination/Title IX Sexual Harassment Affecting Staff
105.1	Review of Instructional Materials by Parents/Guardians and Students
113	Special Education
114	Gifted Education
123	Interscholastic Athletics
123.1	Concussion Management
138	English as a Second Language/Bilingual Program
142	Migrant Students
143	Standards for Persistently Dangerous Schools
144	Standards for Victims of Violent Crimes
146	Student Services
200	Enrollment of Students
203	Immunizations and Communicable Diseases
204	Attendance
209	Health Examinations/Screenings
209.2	Diabetes Management
210	Medications
210.1	Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
216	Student Records
218	Student Discipline
218.1	Weapons
222 and 323	Tobacco and Vaping Products – Students and Employees
226	Searches
235	Student Rights and Responsibilities
235.1	Surveys
236.1	Threat Assessment
237	Electronic Devices
246	School Wellness
247	Hazing
249	Bullying/Cyberbullying
250	Student Recruitment
312	Performance Assessment of Superintendent/Assistant Superintendent
604	Budget Adoption
619	District Audit
621	Local Taxpayer Bill of Rights
705	Safety
707	Use of School Facilities
716	Integrated Pest Management
805	Emergency Preparedness and Response
806	Child Abuse
808	Food Services

810.2	Transportation – Video/Audio Recording
823	Naloxone
824	Maintaining Professional Adult/Student Boundaries
904	Public Attendance at School Events
906	Public Complaint Procedures
918	Title I Parent and Family Engagement

Required Policy Notices Upon Employment

Upon employment with the district, all employees are given notice that the following policies exist and must be reviewed. Questions regarding these policies should be directed to your supervising administrator.

Policy Number	Policy
100	Strategic Planning (plans must be made available for inspection for 28 days)
105	Curriculum
108	Adoption of Textbooks
109	Resource Materials
113	Special Education
115	Career and Technical Education
122	Extracurricular Activities
127	Assessments
137.1	Extracurricular Participation by Home Education Students
137.2	Participation in Cocurricular Activities and Academic Courses by Home Education Students
137.3	Participation in Career and Technical Education Programs by Home Education Students
140.1	Extracurricular Participation by Charter/Cyber Charter Students
203.1 and 314.1	HIV Infection – Students and Employees
217	Graduation
218.2	Terroristic Threats
218.3	Discipline of Student Convicted/Adjudicated of Sexual Assault
220	Student Expression/Dissemination of Materials
227	Controlled Substances/Paraphernalia
233	Suspension and Expulsion
251	Students Experiencing Homelessness, Foster Care and Other Educational Instability
302	Employment of Superintendent/Assistant Superintendent
332	Working Periods
333	Professional Development
335	Family and Medical Leaves
340	Responsibility for Student Welfare
351	Controlled Substance Abuse
610	Purchases Subject to Bid/Quotation
626	Federal Fiscal Compliance

718	Service Animals in Schools
801	Public Records
810	Transportation
815	Acceptable Use of Internet, Computers and Network Resources
819	Suicide Awareness, Prevention and Response
827	Conflict of Interest
830	Breach of Computerized Personal Information
901	Public Relations Objectives
916	Volunteers

ARTIFICIAL INTELLIGENCE (AI)

Employees are prohibited from entering into AI any information that is protected under FERPA or other state/federal privacy laws.

PASSWORDS

Network passwords exist for the security of confidential information and district security. Compromised passwords pose serious internal and external threats to the district and individuals. Passwords should be memorized. If necessary, maintain a list of passwords in a secure/locked location. Never store passwords in a digital file on your computer such as on a spreadsheet. Secure password storage on web browsers or other digital password “lock-boxes” are acceptable.

USE OF SCHOOL FACILITIES AFTER SCHOOL HOURS

Use of school facilities is governed by district policy *707 Use of School Facilities*. Requests to use school facilities is only through the district’s automated scheduling platform ML Schedules.

PAYROLL

Staff Portal

General employment information relating to pay, paid time off, benefits, required trainings, etc. is accessible through the CSIU FIS Staff Portal on the district web site at www.swasd.org under the top “Staff” drop down and “Staff Portal”. Most compensation and benefit information can be updated through this portal as well.

Earned Income Tax Withholding - Act 32

Under Act 32, employers are required to withhold the higher of the employee’s resident earned income tax amount (rate of total resident EIT where they reside) vs. the employee’s municipal non-resident earned income tax amount (rate of total non-resident EIT where they are employed). All new employees are required by law to complete an Act 32 Form. This form must also be completed with any name or address change.

Failure to supply employer with this information may result in a higher tax rate being withheld than what employee is responsible for. It is very important that you provide the payroll office with your correct address and Township or Borough that you live in.

If at any time your address changes throughout the year, contact the Payroll Office for specific procedures to update your records.

Direct Deposit

Employee pay is through direct deposit only. Contact the Payroll Office at any time during the year if your direct deposit account changes.

PERSONNEL RECORDS / EVALUATIONS

The district maintains a personnel file for each employee in the district office. All personnel are evaluated annually by their supervising administrator. Evaluations are completed using the board approved evaluation instrument for each classification. Evaluations are maintained in the employee's personnel file. Employees should periodically review their personnel files.

After separation from employment, personnel records are retained and then eventually destroyed as required by the records retention policy.

CLEARANCES

The Commonwealth of Pennsylvania requires as a condition of public-school employment that all employees maintain current background clearances. Clearances must be renewed every five years. Maintenance of clearances required by the Commonwealth will be paid for by the employee and completed on non-district time. These clearances include:

- Act 34 - PA State Police
- Act 151 - PA Child Abuse
- Act 114 - FBI

Updated clearances must be submitted to the district office. Copies will be retained in personnel files. Originals will be returned to the employee.

The district may at any time require any employee to renew their clearances. In this instance, the district will provide time and expense reimbursement to obtain new clearances.

MANDATED REPORTER TRAINING

The Commonwealth of Pennsylvania under Act 126 requires that all school entities and independent contractors of school entities provide child abuse recognition and reporting training to **all employees**, including contracted substitute teachers who have direct contact with children. This training must be completed every five years.

Mandated Reporter Training (all staff)

<https://www.reportabusepa.pitt.edu/>

Teacher Track - Educator Discipline Act 126 (PDE SAS – PD Center) (teachers only)

<https://pdc.pdesas.org/Course/FilteredCourseCatalog?tab=selfpaced&courseId=521&tab=selfpaced&courseId=521>

Staff Track – Educator Discipline Act 126 (PDE SAS – PD Center) (Non-teaching staff)

<https://pdc.pdesas.org/Course/FilteredCourseCatalog?tab=selfpaced&courseId=523&tab=selfpaced&courseId=523>

Note: Upon opening the courses you have 60 calendar days to complete the course.

All district employees and subcontractors who have direct contact with children are mandated reporters. This legal requirement covers the employees and all sub-contractors at all times. If you suspect child abuse, report it immediately to Child Line at 1-800-932-0313. After reporting suspected child abuse, notify your supervising administrator.

It is not your responsibility nor are employees permitted to investigate or ask questions when abuse is suspected. Report it immediately and leave the questioning to proper authorities.

SUICIDE AWARENESS AND PREVENTION OF CHILD EXPLOITATION

The Commonwealth of Pennsylvania under Act 71 requires school entities to: (1) adopt a youth suicide awareness and prevention policy; and (2) provide ongoing professional development in youth suicide awareness and prevention for professional educators in building serving students in grades 6-12 for four hours at least every five years. Additionally, the law specifically permits school entities to incorporate curriculum on this topic into their instructional programs pursuant to their youth suicide awareness and prevention policies.

INCLEMENT WEATHER

Decisions regarding school operations during inclement weather are based on the conditions in the South Williamsport Area School District. These decisions will typically be made by 8:00PM the night before or by 5:20AM the day of. All district staff will be notified by automated text message, phone call, or email when a closing, delay, or dismissal decision is made.

Staff unable to report to work because of inclement weather are required to use applicable contractual leave time if school is in session.

Staff should consult their collective bargaining agreements for reporting requirements during weather related closings and delays.

PUNCTUALITY

It is the responsibility of employees to ensure punctual arrival to all contractual duties. It is also the responsibility of the employee to be committed to their roles until the conclusion of their contractual time.

If an unforeseen emergency arises that requires an employee to leave employment before the end of their workday or arrive late, the employee must notify their supervising administrator immediately.

DISTRICT MAIL/EMAIL

Employees are provided with a district mailbox and email account for efficiency of communication and security. In all work-related activities, employees are required to use their district issued email account. Use of personal email accounts for district work is prohibited.

All employees should check their email at the beginning and end of their workday at a minimum and their physical mailbox daily.

CONFIDENTIALITY

Employees

The district protects confidential information of employees and only discloses this information as required by law. Information such as home address, telephone numbers, birthdates, etc. is maintained only for official employment needs and is not disseminated to other district staff. It is the responsibility of the employee to notify the District Office at any time this information changes.

Students

Student information is protected under the Federal Educational Rights and Privacy Act (FERPA). Employees are responsible to know and understand the limitations of this federal code which is accessible on the US Department of Education web site and district policy.

Student information is assumed confidential and should only be disclosed to faculty/staff who have a **legitimate educational interest AND need to know** the information in order to perform their essential job responsibilities. Only information essential to this should be disclosed.

Sharing of student grades or other evaluated academic work with identifiable names, numbers, etc. is prohibited.

In situations where safety is a concern, the administration will determine what is shared with staff on a case-by-case basis.

Any unauthorized disclosure of student information is a violation of district policy and may be a violation of student or parental rights under federal law.

FACULTY/DEPARTMENT/STAFF MEETINGS

Faculty/staff meetings are governed by applicable collective bargaining agreements. Attendance is required unless specifically excused by building administration.

Faculty/staffing meeting schedules are determined at the building level.

ATTENDANCE RECORDS

Daily student attendance reporting is required by faculty as set by building administration. For student safety, employees are obligated to report any concerns with student attendance.

PARENT-TEACHER-STUDENT CONFERENCES

Conferences serve as two-way opportunity for face-to-face communication to benefit the student; they are not only necessarily confined to reporting, but also may be planned for any occasion that will be helpful to the teacher, the child, or the parent. Whatever the purpose of the conference, it should afford an opportunity for sharing information and views designed to promote the welfare of the student. The well-designed parent-teacher conference always functions with this objective as the end result.

Faculty are recommended to maintain a record/log of all parent communications listing: date, time, method of communication, and reason for communication.

No staff is expected to endure verbal abuse or inappropriate language from a parent. In the event this occurs, do your best to deescalate the situation as best as possible, end the communication, and immediately notify your building administrator.

Only professionally certified faculty should engage with parents about student performance or other nonroutine school matters such as behavior, discipline, etc.

SUPERVISION OF STUDENTS

Employees of the school have the responsibility for providing adequate supervision of students at all times. This responsibility has its foundation in two basic principles, legal and instructional.

From a legal standpoint, unless adequate and reasonable supervision is provided for students, the teacher or principal may be found negligent in his/her duty and become involved in a legal action instituted by the child's parents.

From an instructional standpoint, the student-to-student or student-to-adult relationship may break down if adequate supervision is not provided by the staff. Since it is the responsibility of the school to provide adequate supervision, supervision should be well organized and based on realistic standards of behavior so that effective teaching-learning situations in the various classrooms will not be threatened.

MEDICATION

Employee Medication

Medication, whether prescription or over-the-counter, is regulated by district policy. All medication questions or concerns must be immediately reported to the school nurse or building administration.

District employees bear full responsibility for their own medications on school district property. Whether prescription or over-the-counter medication, it should be secured and inaccessible at all times from students, and only used in discrete manners as not to alarm students or disrupt school routines.

Federal law requires the district to maintain a drug-free workplace, at which marijuana of any kind, even if legally prescribed as medication, is prohibited.

Student Medication

Student medication includes prescription AND over the counter medications. Student medication use is addressed in district policy 210 Medications. All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.

Questions about student medication should be directed to the nurse assigned to your school building or a School District Nurse.

PA CODE OF CONDUCT – PROFESSIONAL STAFF

Pennsylvania's Code of Professional Practice and Conduct for Educators 22Pa.Code 235.1, et seq.

Authority

The provisions of this Chapter 235 issued under section (5)(a)(10) of the act of December 12, 1973 (P.L. 397, No. 141) (24 P.S. § 12-1255(a)(10)).

235.1. Mission

The Professional Standards and Practices Commission (PSPC) is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

235.2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual educator. However, in this Commonwealth, the Professional Standards and Practices Commission (PSPC) is charged with the duty to adopt and maintain a code for professional practice and conduct that shall be applicable to any educator. See section 5(a)(10) of the Educator Discipline Act (act) (24 P.S. § 2070.5(a)(10)).

(b) In recognition of the magnitude of the responsibility inherent in the education process and by virtue of the desire to maintain the respect and confidence of their colleagues, students, parents and the community, educators shall be guided in their conduct by their commitment to their students, colleagues and profession.

(c) Violations of any of the duties prescribed by this chapter may be used as supporting evidence in disciplinary proceedings conducted by or on behalf of the PSPC under the act. Violations of this chapter may also be an independent basis for a public or private reprimand. Discipline for conduct that constitutes both a basis for discipline under the act and an independent basis for discipline under this chapter shall not be limited to a public or private reprimand. Nothing in this chapter shall be construed to otherwise limit the Department of Education's authority to initiate an action under the act to suspend, revoke or otherwise discipline an educator's certificate or employment eligibility, or both.

(d) Nothing in this chapter shall be construed or interpreted to require an educator to violate any of the doctrines, tenets, policies, or practices of any religious or religiously-affiliated school in which that educator is employed.

235.3. a. Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Act—The Educator Discipline Act (act) (24 P.S. § § 2070.1a—2070.18c).

Boundaries—The verbal, physical, emotional and social distances between an educator and a student.

Educator—As defined in section 1.2 of the act (24 P.S. § 2070.1b).

Electronic communication—A communication transmitted by means of an electronic device such as a telephone, cellular telephone, computer, computer network, personal data assistant or pager, including e- mails, text messages, instant messages and communications made by means of an Internet web site, such as social media and social networking web sites, or mobile device applications.

Harm—The impairment of learning or any physical, emotional, psychological, sexual or intellectual damage to a student or a member of the school community.

School entity—As defined in section 1.2 of the act (24 P.S. § 2070.1b).

Sexual misconduct—As defined in section 1.2 of the act (24 P.S. § 2070.1b).

Unauthorized drugs—Any controlled substance or other drug possessed by a person not authorized by law to possess such controlled substance or other drug.

235.5a. Commitment to students

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- (b) In fulfillment of the commitment to students, educators:
 - (1) Shall exercise their rights and powers in good faith and for the benefit of the student.
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 - (5) Shall not intentionally expose a student to disparagement.
 - (6) Shall exhibit consistent and equitable treatment and shall not unlawfully discriminate against students.
 - (7) Shall not interfere with a student's exercise of political or civil rights and responsibilities.
 - (8) Shall not knowingly or intentionally distort or misrepresent evaluations of students or facts regarding students.
 - (9) Shall not knowingly or intentionally misrepresent subject matter or curriculum.
 - (10) Shall respect a student's right to privacy and comply with all Federal and State laws and regulations, and local policies concerning student records and confidential communications of students.
 - (11) Shall not be on school premises or at a school-related activity involving students, while under the influence of, possessing or consuming alcoholic beverages or illegal or unauthorized drugs.
 - (12) Shall not furnish, provide, or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, vaping products, illegal or unauthorized drugs or

knowingly allow any student or underage person to consume alcohol, tobacco, vaping products, or illegal or unauthorized drugs in the presence of the educator.

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(3) Shall not knowingly assist entry into or continuance in the education profession of an unqualified person or recommend for employment a person who is not certificated appropriately for the position.

(4) Shall not intentionally or knowingly falsify a document or intentionally or knowingly make a misrepresentation on a matter related to education, criminal history, certification, employment, employment evaluation or professional duties.

(5) Shall not falsify records or direct or coerce others to do so.

(6) Shall accurately report all information required by the local school board or governing board, State education agency, Federal agency or State or Federal law.

(7) Shall not knowingly or intentionally withhold evidence from the proper authorities and shall cooperate fully during official investigations and proceedings.

(8) Shall comply with all local, State or Federal procedures related to the security of standardized tests, test supplies or resources. Educators shall not intentionally or knowingly commit, and shall use reasonable efforts to prevent, any act that breaches test security or compromises the integrity of the assessment, including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, providing unauthorized assistance to students, unauthorized alteration of test responses, results or data, and violating local school board or State directions for the use of tests.

(9) Shall not accept or offer gratuities, gifts or favors that impair or appear to influence professional judgment, decisions, or actions or to obtain special advantage. This section shall not restrict the acceptance of de minimis gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

(10) Shall not exploit professional relationships with students, parents or colleagues for personal gain or advantage.

(11) Shall use school funds, property, facilities, and resources only in accordance with local policies and local, State and Federal laws.

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Signature: _____ Date: _____

Print Name: _____