



# Penns Valley Area School District

2018-2019 Para Educator Handbook

*Empowering our students every day to reach  
individual success*

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**PENNS VALLEY AREA SCHOOL DISTRICT**



**Vision Statement:**

*Empowering our students every day to reach individual success*

**Mission Statement:**

The Penns Valley Area Area School District is a rural and progressive community dedicated to the well-being of each student. We seek to create engaged, passionate, and motivated life-long learners who will become contributing members of society. We are committed to effective communication within a supportive and trusting environment that will create a shared understanding between all members of the school community.

**Equal Employment Opportunity Statement**

We are an equal opportunity employer and educator who fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation, and gender identity or expression.

We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination. Compliance issues/questions should be directed to the Office of the Superintendent.

## **PENNS VALLEY AREA SCHOOL DISTRICT BELIEF STATEMENTS**

*We believe that...*

1. Our primary responsibility is to engage, motivate and impassion learners.
2. A safe, caring, nurturing and comfortable environment promotes learning.
3. The educational process is best served when we respect and embrace the differences among all people.
4. Our partnered school community shares the responsibility for quality education and high performing schools.
5. Excellence is best-achieved and maintained by inspiring our staff through effective leadership, teamwork and the appropriate provision of resources.
6. A culture of continuous improvement promotes student achievement.
7. Learning happens in different ways, from different starting points, and becomes a life-long process.



# Penns Valley Area School District

## BUILDING INFORMATION

### Penns Valley School District Administration Office

4528 Penns Valley Road  
Spring Mills, PA 16875

Office hours 7:30 am - 4 pm

Name	Title	Phone	e-mail
Dr. Brian Griffith	Superintendent	422-2000	bgriffith@pennsvalley.org
Dr. Sherri Connell	Assistant Superintendent	422-2000	sconnell@pennsvalley.org
Dr. Holly Sawyer	Director of Student Support Services	422-2000	hsawyer@pennsvalley.org
Dr. Nate Althouse	Athletic Director	422-2000	nalthouse@pennsvalley.org
Mr. Robert Miller	Director of Physical Plant	422-2000	rmiller@pennsvalley.org
Mr. Cody Wian	Director of Technology	422-2000	cwian@pennsvalley.org
Ms. Lynn Naugle	Business Manager	422-2000	lnaugle@pennsvalley.org
Mrs. Cheaney Stover	Executive Assistant/Superintendent & Human Resources	422-2000/office ext. 2540	cstover@pennsvalley.org
Ms. Jodi Reed	Executive Assistant/Payroll	422-2000/office ext. 2523	jreed@pennsvalley.org
Mrs. Krissy Derugen	Executive Assistant/Director of Student Support Services	422-2000/office ext. 2500	kderugen@pennsvalley.org
Mrs. Shelly Weaver	Executive Assistant/Assistant Superintendent/Transportation/Director of Athletics & Community Relations	422-2000/office ext. 2524	sweaver@pennsvalley.org
Mrs. Amy Niewinski	Executive Assistant/Business Office and Director of Physical Plant	422-2000/office ext. 2524	aniewinski@pennsvalley.org

### Penns Valley Elementary & Intermediate School (PVEI)

4528 Penns Valley Road  
Spring Mills, PA 16875

Office hours 7:30 am – 3:45 pm

Name	Title	Phone	e-mail
	Principal	422-2000/office	@pennsvalley.org
Mrs. Deb Stover	Secretary/District Registrar	422-2000/office ext. 2532	dstover@pennsvalley.org
Mrs. Lisa Auman	Clerk/Typist	422-2000/office ext. 2000	lauman@pennsvalley.org

## **Centre Hall-Potter Elementary School (CHP)**

211 North Hoffer Avenue  
Centre Hall, PA 16828

Office hours 7:30 am – 3:30 pm

Name	Title	Phone	e-mail
Mr. Kurt Nyquist	Principal	422-2000/office	knyquist@pennsvalley.org
Mrs. Carrie Rishel	Secretary	422-2000/office ext. 4000	crishel@pennsvalley.org

## **Miles Township Elementary School (MTE)**

80 Town Lane Rd.  
Rebersburg, PA 16872

Office hours: 7:30 am - 3:30 pm

Name	Title	Phone	e-mail
Mr. Kurt Nyquist	Principal	422-2000/office	knyquist@pennsvalley.org
Mrs. Christin Martz	Secretary	422-2000/office ext. 6000	cmartz@pennsvalley.org

## **Penns Valley High School (PVHS)**

4545 Penns Valley Road  
Spring Mills, PA 16875

Office hours 7:30 am - 4 pm

Name	Title	Phone	e-mail
Mr. Dustin Dalton	Principal	422-2000/office	ddalton@pennsvalley.org
Ms. Jane Gessner	Assistant Principal	422-2000/office	jgessner@pennsvalley.org
Mrs. Tammy Glasgow	Secretary	422-2000/office ext. 3000	tglasgow@pennsvalley.org
Mrs. Michele Breon	Secretary	422-2000/office ext. 3103	mbreon@pennsvalley.org
Mrs. Mindy Gensimore	Secretary	422-2000/office ext. 3102	mgensimore@pennsvalley.org
Mrs. Karen Myers	Secretary/Guidance	422-2000/office ext. 3095	kmyers@pennsvalley.org

## **824 MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES**

ADOPTED: May 18, 2016

It is the policy of the District that all adult (non-student) employees, volunteers, student teachers, and independent contractors shall and are expected to maintain appropriate professional, moral, and ethical contacts, relationships, and boundaries with District students, both in and outside of the school environment. Such contacts, relationships, and boundaries shall be conducive to an effective, safe, and positive learning environment.

The Board hereby directs the Administration to develop administrative regulations and take other appropriate action to carry out this policy, and more specifically to provide training and guidance to affected parties pertaining to conduct that would be prohibited and potential disciplinary action for any violation, and make them aware of the policy's existence and its accompanying administrative regulations.

This policy and its accompanying administrative regulations shall be included in the Faculty and Student Handbooks, posted on the District website, and communicated to affected parties by other appropriate means.

The building principal, or other appropriate District personnel, shall be available to answer questions about behaviors or activities that may violate professional boundaries as addressed in this policy, and defined in the accompanying administrative regulations.

Independent contractors doing business with the District shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.

### **Maintaining Professional Adult/Student Boundaries**

Policy 824 and these Administrative Regulations apply to adult (non-student) District employees, volunteers, and student teachers, and to independent contractors and their employees who interact with students or are present on school grounds. For purposes of the Policy and these Administrative Regulations, such individuals are referred to collectively as adults. The term adults as used in the Policy and these Administrative Regulations, does not apply to District students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical contacts, relationships, and boundaries with District students that are conducive to an effective, safe, and positive learning environment. The Policy and these Administrative Regulations address a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

These Administrative Regulations are intended to inform affected adults and to provide guidance to them of and about conduct that is prohibited, and the disciplinary actions that may be applied for violation of the Policy and these Administrative Regulations.[1]

The Policy and these Administrative Regulations are not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the District, nor are they intended to interfere with participation in civic, religious or other outside organizations that include District students.

### **Definition**

For purposes of the Policy and these Administrative Regulations, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's job duties and responsibilities.

### **Delegation of Responsibility**

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of the Board Policy and these Administrative Regulations through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal, or other appropriate administrative personnel, shall be available to answer questions about behaviors or activities that may, or could be construed or interpreted to violate professional boundaries as defined in the Policy and these Administrative Regulations.

Independent contractors doing business with the District shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of the Policy and these Administrative Regulations.[2]

### **Guidelines**

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by the Policy or these Administrative Regulations. Adults should be, in addition, aware of behavior that creates the appearance of prohibited behavior, and/or could be construed or interpreted as behavior that is prohibited.

The Superintendent or his/her designee shall establish a training schedule for maintaining appropriate social and electronic interactions between adults and students.

### **Prohibited Conduct**

#### *Romantic or Sexual Relationships –*

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the District, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.



Prohibited romantic or sexual interaction involving students could include, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
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.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

*Social Interactions –*

Examples of prohibited conduct that violates professional boundaries could include, but is not limited to:

1. Disclosing sexual concerns or other private matters to one or more students.
2. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
3. Taking a student out of class without a legitimate educational reason.
4. Being alone with a student behind closed doors without a legitimate educational reason.
5. Sending or accompanying a student on personal errands.
6. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
7. Giving a student a ride alone in a vehicle without prior notification to parent/guardian 8.
8. Telling a student personal secrets or sharing personal secrets with a student.
9. Furnishing alcohol, drugs or tobacco to a student.
10. Being present at a function or activity where educator is aware that alcohol is being consumed by a minor student whose parent is not present.
11. Being present at a function or activity where educator is aware that illegal drugs are being used by a student.
12. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations. [3][4][5]

Examples of types of actions or activities that could be appropriate in a limited or exceptional circumstances:

1. Disclosing personal or family matters to one or more students. These matters should not be private in nature.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student as encouragement, congratulatory, or as a thank you. All gifts and notes should be appropriate in tone and subject matter.
4. Touching students without a legitimate educational reason in an appropriate manner.
5. Inviting a student to the adult's home with parent permission and administrative knowledge.
6. Going to a student's home without a legitimate educational reason. This should only occur with the student's parents present.
7. Giving a student a ride in a vehicle in a nonemergency situation. It is recommended that this never occur without another adult or student present. A student should never be given a ride in a vehicle without parental permission and administrative knowledge.
8. Addressing students with personalized terms of endearment in an educational setting.

#### *Electronic Communications –*

For purposes of this regulation, **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.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students. Electronic communication with students shall be for legitimate educational reasons only. Teachers should adhere to the following:

1. Use only district-provided email when communicating via email with students. The use of district-provided email shall be in accordance with district policies and procedures.
2. All electronic communications, (email, text) from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members. If the communication is meant for one student or the communication involves an individual student's medical or academic privacy matters, the building principal, athletic director, or another coach should also be included or aware of the communication.
3. Adults shall not follow or accept requests from any student currently enrolled the school district to be friends or connections on personal social networking sites.
4. Adults shall not create any networking site for communication with students other than those provided by the district for this purpose.

#### **Exceptions**

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set forth in the Policy and these Administrative Regulations. The adult shall be prepared to articulate the reason

for any deviation from the requirements of the Policy and these Administrative Regulations, and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of the Policy or these Administrative Regulations.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. The Policy and these Administrative Regulations is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include District students. Such community involvement is commendable, and the Policy and these Administrative Regulations are not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults 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.

#### **Reporting Inappropriate or Suspicious Conduct**

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator.  
[5]

All District employees, independent contractors and volunteers 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.[7][8]

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.[9][10]

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.[7][9][11][12][13][14][15][10][16][8]

It is a violation of the Policy and these Administrative Regulations to retaliate against any person for reporting any action pursuant to the Policy or these Administrative Regulations, or for participating as a witness in any related investigation or hearing. Investigation Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment. [5][17] It is understood that some reports made pursuant to the Policy or these Administrative Regulations will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in

disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of the Policy or these Administrative Regulations and other applicable laws, regulations and district policies. **Obstruction** includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

### **Disciplinary Action**

A district employee who violates the Policy and these Administrative Regulations may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures. [18]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates the Policy and these Administrative Regulations may be prohibited from working or serving in District schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

### **Training**

The district shall provide training with respect to the provisions of the Policy and these Administrative Regulations to current and new district employees, volunteers and student teachers.

The District, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on the Policy and these Administrative Regulations.

## **ACT 153 CLEARANCE RENEWAL**

In 2014 the Pennsylvania General Assembly made several amendments to the Child Protective Services Law, including *Act 153 of 2014: Criminal Background Checks and Child Abuse Clearances* which became effective on December 31, 2014.

Act 153 requires all current employees to secure and renew criminal background checks and child abuse clearances on a five-year cycle. The District will notify employees as the five year expiration date approaches. It is the employee's responsibility to secure new (Act 24) FBI Fingerprinting Clearances, (Act 151) Child Abuse Background Checks and (Act 34) PA State Criminal Record Checks. The Penns Valley Area School District website Employment page will provide links to the online portals for each clearance renewal.

## **BACKGROUND CHECK LAW**

Act 82 of 2012 amends Section 111 of the School Code, which provides for background checks for employees of public and private schools, intermediate units and area vocational-technical schools, who have direct contact with children. The changes to Section 111 went into effect on June 30, 2012.

Act 82 expands requirements for mandatory reporting of arrests and convictions of school employees to school administrators for certain offenses. Prior versions of this law required employees to report to school administrators arrest or convictions listed under Section 111 (e) of the School Code. Under Act 82 the reporting requirement is *NOW* expanded to include, in addition to Section 111 (e) offenses, arrest for or convictions of offenses listed under Section 111 (f.1) of the School Code. Offenses as listed under Sections 111 (e) (f.1) of the School Code are available at the following website:

<http://www.legis.state.pa.us/cfdocs/legis/LI/uconsCheck.cfm?txtType=HTM&yr=1949&sessInd=0&smthLWI nd=0&act=14&chpt=1&sctn=11&subsctn=0>

PDE has developed form *PDE-6004* to report arrests or convictions listed under Section 111(e) and Section 111 (f.1) of the School Code. Form *PDE-6004* is available at the following link:

[http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us:80/portal/server.pt/gateway/PTAR S\\_0\\_123089\\_1242147\\_0\\_0\\_18/Arrest%20or%20Conviction%20form.pdf](http://www.portal.state.pa.us/portal/http://www.portal.state.pa.us:80/portal/server.pt/gateway/PTAR S_0_123089_1242147_0_0_18/Arrest%20or%20Conviction%20form.pdf) .

Form *PDE-6004* shall also be utilized by employees to provide written notice within 72 hours after an

arrest or conviction for an offense enumerated under Section 111(e) or Section 111 (f.1) of the School Code. Completed form *PDE-6004* should be submitted to the Office of the Superintendent.

Act 82 requires that if a school administrator has reasonable belief that an employee was arrested or convicted of a Section 111 (e) or Section 111 (f.1) offense and the employee has not notified the school administrator of such arrest or conviction, the school administrator must require the employee to submit to a current Section 111 background check at the expense of the employing entity.

### **MANDATED REPORTER**

- What is a mandated reporter?

Mandated reporters are people who are required by law to report child abuse. Generally, these are people who by the nature of their jobs come in contact with children on a regular basis, such as doctors and nurses; health and social service workers; teachers and school employees; law enforcement authorities; and members of the clergy. Schools were far and away the largest single source of reports from mandated reporters.

- What is child abuse in Pennsylvania?

Pennsylvania law defines any of the following as child abuse when it is committed upon a student:

Any recent act or failure to act which causes non-accidental serious physical injury (defined as an injury that either causes the “child severe pain” or “significantly impairs the child’s physical functioning, either temporarily or permanently”);

An act or failure to act which causes non-accidental serious mental injury or sexual abuse or sexual exploitation;

Any recent act, failure to act or series of such acts or failures to act which creates an imminent risk of serious physical injury, sexual abuse or sexual exploitation;

Serious physical neglect which endangers a child’s life or development or impairs a child’s functioning.

### Act 126 Mandated Reporter Trainer Management

#### Purpose:

- To guide process and management of Act 126 training.
- To outline a procedure to address situations so that all employees achieve the necessary number of Act 126 hours as required by statute.

#### Administrative Responsibilities

- Upon receipt of employee verification (attendance record) of any district offered Act 126 eligible training, the office of the Assistant Superintendent will document hours.
- To receive credit from the district, Act 126 hours not offered by the district must have prior approval from the Assistant Superintendent and necessary documented evidence.
- Employees failing to meet the Act 126 deadline will be ineligible to be employed as a temporary or permanent professional employee.
- The Superintendent upon written notice from the Assistant Superintendent will notify in writing any employee who has not supplied the district with Act 126 completion notification letter, that they are disqualified for employment.
- The district will offer Act 126 training once per year.
- Beginning with the 2014-2015 school year, all current employees of the district, including bus drivers, coaches, and substitutes, professional and support, must have Act 126 training one time every five years.
- Beginning with the 2014-2015 school year, all new employees will have 1 calendar year to complete the mandated Act 126 training. The Assistant Superintendent will be responsible for arranging the training.

#### Employee Responsibilities

- The day that any Act 126 eligible training is complete, the teacher should file the evaluation form to their direct supervisor or designated individual in order to receive credit. The evaluation should be completed before leaving the activity. Late submissions of forms may not be accepted or credit given without administrative approval. The employee should sign in to verify attendance.
- It is expected that all employees maintain a personal file of their records containing Act 126 certificates.
- If receiving Act 126 training outside the district, all employees should supply the Assistant Superintendent with a copy of the Act 126 certificate immediately upon receipt.
- It is the employee's responsibility to gain the necessary number of hours. If an employee does not attend the district provided training, they must complete the training on their own time at their own cost.

## **BUSINESS OFFICE**

### **DIRECT DEPOSIT**

All Penns Valley employees must have their monthly payroll, and special stipend checks that are paid through payroll, direct deposited into a bank of the employee's choice. The bank designation is normally made at time of hire. If a District employee changes banks or opens a different account, it is the responsibility of the employee to complete a new direct deposit form. Direct deposit forms are available from the Business Office. Direct deposits are available in the employee's bank account by 12:00 noon on the payroll date.

### **FEDERAL WITHHOLDING**

The amount withheld for Federal Income Tax is in accordance with the deduction chart furnished by the Treasury Department and with the number of exemptions listed on the Form W-4 filed with the Payroll Department. This amount may be increased as desired should experience show that the amount being withheld is not sufficient to meet the annual tax obligation. To do so, complete and submit a W-4 form, which can be found in the Office of Payroll and Benefits.

### **LOCAL TAX**

A deduction, required by law, is made from the wages of all employees. Employees residing outside the district may elect a higher deduction by indicating so on a local tax form, which can be found in the Office of Payroll and Benefits.



# ORGANIZATIONAL CHART

## Refer to Policy 008

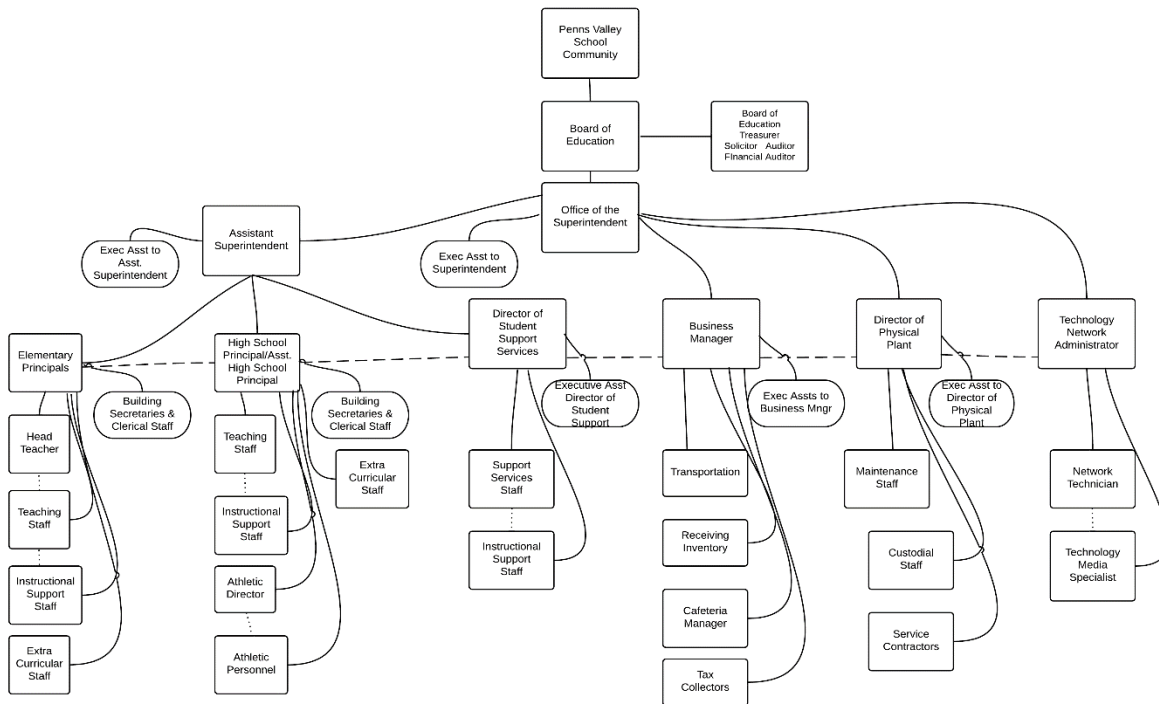
The District Organizational Chart is found in the Board Policy Manual section of the website to assist employees in understanding the chain of command of the Penns Valley Area School District.

The legal authority of the Board is transmitted through the Superintendent along specific paths as delineated in a graphic representation of operational responsibilities.

An Organizational Chart shall be prepared by the Superintendent and approved by the Board. Lines on that chart will represent direction of authority and responsibility

The Superintendent will keep the administrative structure current with needs for supervision and accountability and recommend changes in the district organizational chart for Board approval as the need arises.

Lines of authority should be viewed as cohesive and cooperative working relationships among all members of the administrative, certificated and support staffs.



## **PURCHASES**

Employees may not obligate the District for purchases prior to written approval. Any employee making a purchase for district purposes without going through the purchase order approval process will not be reimbursed. Employees may not purchase items by personal credit cards, cash, or personal check. Failure to follow the proper purchasing procedures may result in disciplinary action. Under no circumstances shall local, state or federal sales tax be reimbursed.

## **SOCIAL SECURITY**

Employees are members of the Social Security System. Social Security benefits may start as early as age 62. Benefits are available to severely disabled persons unable to work for a year or more. Medicare is also part of this Social Security package. Social Security benefits are provided to employees in accordance with law.

## **TAXABLE FRINGE BENEFITS**

**Tax Shelter Annuities [403(b)]:** Employees are eligible for the purchase of tax sheltered annuities from companies authorized to sell such annuities as authorized in accordance with the District's planned document. Under this plan the amount invested in a tax sheltered annuity may not be subject to Federal Income Tax. Contact the Business Office if you are interested in participating in the plan.

**Flexible Spending Account:** The employer shall allow employees to set aside money for dependent care and medical expenses according to IRS section 125 code. Employees may enroll in Medical and Dependent Care Flexible Spending Accounts. The plan runs from July 1 to June 30. Those interested in participating need to be sure to complete the necessary paperwork each year during the open enrollment period.

ADMINISTRATIVE  
REGULATIONS

**Acceptable Use of the Internet, Computers and Network Resources**

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with policy 815 and these administrative regulations and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes that the following materials, in addition to those stated in law and defined in this policy, are inappropriate for access by minors:

- Defamatory.
- Lewd, vulgar, or profane.
- Threatening.
- Harassing or discriminatory.
- Bullying.
- Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy and administrative regulations, or the use of software and/or online server

blocking. Specifically, the district operates a technology protection measures) that blocks or filters access to inappropriate Internet matter by minors on its computers used and accessible to adults and students while on the district's network.

Upon request by students or staff, the Superintendent or designee will review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by these administrative regulations.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

The district shall make reasonable effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about these administrative regulations through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of Board Policy 815 and these administrative regulations, and awareness that the district uses monitoring systems to monitor and detect inappropriate use. Student user agreements are part of the student handbook.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures may include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

### **Prohibitions**

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy and administrative regulations, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Product advertisement or political lobbying.
4. Bullying/Cyberbullying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.

16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Accessing the Internet, district computers or other network resources without authorization.
18. Disabling or bypassing the Internet blocking/filtering software without authorization.
19. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

#### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

#### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

#### District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies and administrative regulations.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

#### Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of these administrative regulations.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with these administrative regulations or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

## **DRESS & GROOMING**

When assigned to district duties, employees shall be physically clean, neat, well-groomed and dressed in a manner consistent with the needs of the job to be performed. Employees shall be groomed so that hair style does not cause a health or safety hazard for the employee or his/her colleagues.

Employees shall be required to utilize safety gear as appropriate.

The following are some general suggestions that project a casual, yet professional image:

- Clothing that is distressed, faded, torn or gives an unkempt appearance should not be worn. Capri pants should look professional. Spandex apparel creates a more casual look that is not suitable for professional wear. Blue jean pants are not considered casual professional dress (except for blue jean fundraiser days, or other days as designated by the Building Administrator).
- Shirts and blouses create a professional look. (Shirts with designs should be in good taste; i.e. no slang imprinting, offensive pictures. Cleavage and midriff should not be exposed.)
- Mini-skirts, bare midriffs, halter-top, exposed cleavage, leggings, caps/hats (except for designated days) are not appropriate. Skirts should be of appropriate length and within reason when above the knee. Skirts and skorts must look like skirts, not shorts.
- Athletic clothing, workout wear and sweat suits should be worn only in designated areas or by designated employees.
- With the expressed permission of the Building Administrator, dress may vary from the norm on special days (theme days) or when a special project or field trip dictates such a need.

Administrators, teachers and staff should be able to use their own judgment as to what clothing is appropriate. If administration feels that an administrator, teacher or staff member is not dressed in a professional manner, that individual should be counseled in private.

## **DRUG FREE WORKPLACE**

Refer to Policy 351

In compliance with P.L. 100-690, known as the Federal Drug-Free Workplace Act of 1988, guidelines have been established for all individuals employed by the Penns Valley Area School District.

1. It is unlawful for any employee to manufacture, distribute, dispense, possess or use alcoholic beverages or non-prescribed controlled substance in the workplace.
2. After an investigation, violations may result in disciplinary action up to and including termination proceedings.
3. Any individual who violates this policy shall be turned over to the local police department in whose jurisdiction the violation occurred.
4. Any employee convicted of a violation of the Controlled Substance Act, as defined in Schedules I through V of Section 202, must notify the employer of such arrest and/or conviction no later than forty-eight (48) hours of said conviction.
5. Appropriate personnel action may be taken against workplace substance abusers within 30 work days of the date the employer learns of a conviction of such abuse. This includes offenses relating to driving

under the influence of drugs and/or alcohol.

6. Any employee known to violate this policy shall be informed of counseling options and opportunities.
7. Under no circumstances is an employee under the influence of any drugs or alcohol permitted to operate a district vehicle or district equipment.

## **GENERAL COMPLAINT PROCEDURES**

### **Refer to policy 326**

Complaints should be discussed in a private, informal conference between the parties involved. At least one (1) private meeting should take place between the parties before the complaint is taken to the next higher level of authority.

A complainant may be represented or accompanied at the higher levels of authority by anyone s/he chooses.

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

The matter of concern shall be addressed in writing within seven (7) school days to the employee's immediate supervisor, detailing the concern, with copies to the Superintendent and Board President. Upon receipt, the immediate supervisor shall make arrangements for a personal conference to be held within seven (7) school days with the employee to address the concern.

If the concern of the employee is not resolved to the employee's satisfaction by the immediate supervisor, the employee may, within seven (7) school days, arrange a conference with the Superintendent.

If the concern of the employee is not resolved to the employee's satisfaction by the Superintendent within seven (7) school days, the employee may, within seven (7) school days thereafter, contact the Board President, requesting that the matter be included on the agenda of the next regular Board meeting for disposition.

If a disposition is not reached, the Board or a committee of the Board may arrange a conference with the affected employee before the next regular Board meeting to address the concern.

## **HARASSMENT POLICY**

### **Refer to Policy 348**

The Board strives to provide a safe, positive working climate for its employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.



For purposes of this policy, harassment of an employee consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

For purposes of this policy, sexual harassment of an employee shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Acceptance of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is a term or condition of an individual's continued employment.
2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile or offensive learning or working environment.

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of employees will not be tolerated.

Each staff member shall be responsible to maintain a working environment free from all forms of unlawful harassment.

Each employee shall be responsible to respect the rights of district staff and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal shall be designated to receive harassment complaints. If the building principal is the subject of the complaint, the complainant shall report the complaint directly to the Superintendent or designated administrator.

When an employee believes that s/he is being harassed, the employee should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the employee shall follow the established complaint procedures.

### **Complaint Procedure**

1. An employee shall report a complaint of harassment, orally or in writing, to their direct supervisor, who shall inform the employee of his/her rights and of the complaint process.
2. The direct supervisor shall immediately notify the Superintendent or designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.

3. The direct supervisor shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

### **Discipline**

Determination of the appropriate disciplinary sanctions shall be based upon the circumstance of the individual case, considering the following factors: severity of the misconduct, pervasiveness or persistence of the misconduct, effect on the victim or victims, and intent of the perpetrator.

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

If it is concluded that an employee has made false accusations, such employee shall be subject to disciplinary action, including termination.

### **Appeal Procedure**

1. If the complainant or accused is not satisfied with the supervisor's decision, the employee may file a written appeal to the Superintendent.
2. The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, direct supervisor and others directly involved, as appropriate.

### **ID BADGES, ACCESS CARDS AND KEYS**

ID badges will be distributed at the beginning of each school year after photos have been taken at the staff development. Upon retirement, resignation or termination, parking passes and ID badges must be turned into the building administrator.

The following guidelines are provided:

1. IDs may be a clip-on or on a lanyard and should be worn above the waist so they are visible.
2. Employees will be issued an ID badge.
3. Building administrators must have a visitor registration and tracking system that ensures security of badges.
4. Keys will be collected at the end of the school year and when employment ends.
5. Contact the Principal's secretary if you need to have your badge replaced.

Keys used by staff members will be given at the beginning of the school year. They are primarily for classrooms, closets and file closets. Teachers/Staff are responsible for them at all times. Loss of **any** keys should be reported immediately to the administration. Teachers/Staff must return their keys and/or Access Card when they transfer, retire or go on any leave of absence.

Teachers/Staff and/or coaches who have need for keys and/or Access Cards will have them issued by the building administrator based on need. For security reasons a limited number of keys and/or Access Cards are issued to

individuals whose assignment requires them to be in the building during periods when the building is secured. Under no circumstances may a master key be issued to someone other than a school employee without the prior written approval of the Supervisor of Buildings and Grounds and the building administrator. It is unlawful to have keys and/or Access Cards duplicated without authorization. This responsibility is only delegated to the Supervisor of Buildings and Grounds.

### **MONEY AND VALUABLES; COLLECTIONS AND HANDLING:**

Money and valuables should not be left in rooms. Staff members are bonded by a blanket insurance bond that covers the processing and handling of school-related funds. However, there is no insurance coverage for negligence. No staff member should leave money in an unattended classroom. Student funds should be secured in the office before the close of the school day. If for some unavoidable reason a teacher has been unable to deposit school funds, these funds should be turned over to the building administrator for safekeeping. Under **NO** circumstances shall money be left in a classroom overnight or taken home.

Staff members handling money shall keep an account of the amount received and sources of the payments that are made for items purchased, contributions or service. Every transaction made must have a receipt to bill that account for every penny spent or collected. The office will not honor any payment without a proper bill or receipt of purchase. Any item purchased from funds deposited in the school budget must have prior approval from the administrator and a properly completed purchase request order.

The Penns Valley Area School District is not responsible for personal items lost, stolen or damaged due to fire, water or vandalism. Employees who bring in personal items do so at their own risk

### **PARKING PROVISIONS**

Employees are to park only in designated areas and spaces. It is not acceptable to “double park,” illegally park in handicapped spaces, or park in restricted areas.

### **PERSONAL APPLIANCES AND PERSONAL ITEMS**

Personal appliances in school classrooms or other areas not specifically designed and intended for their use, present the potential for the loss of life and property. Unattended, or malfunctioning, electrical appliances account for countless losses annually. Bringing personal electrical appliances onto school property and using them in classrooms also presents the possibility of the use of substandard equipment and overloading of electrical circuits. Prohibited use of personal appliances includes, but is not limited to: refrigerators, microwaves, coffee makers, toaster ovens, or similar household appliances. Personal portable electric heaters, fans and candle warmers are not permitted on school property due to potential safety hazards.

The district reserves the right to remove personal appliances and large furniture items from classrooms as it deems necessary to ensure the health, safety and welfare of its students and employees. The District is not responsible for personal items that may be stolen and or damaged due to fire, water, vandalism, etc. Personal items brought to work are the responsibility of the employee.

## **PERSONNEL FILES**

Employees shall have access to their personnel file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee. In the event that an employee desires to review his/her personnel file a request to access it should be made in writing to the Superintendent.

## **TOBACCO POLICY AND REGULATIONS FOR STUDENTS AND STAFF**

Refer to Policy 323

The Board of Education recognizes that smoking presents a health hazard which can have serious consequences for both the user and the non-user. In order to protect students and staff from the safety hazards of smoking and from an environment noxious to non-smokers, the Board has set policy making the Penns Valley Area School District a “smoke free” environment. This policy prohibits smoking in school buildings, on school grounds, or at school-sponsored events. Faculty and staff are also prohibited from smoking on school buses, vans and on school-sponsored field trips.

For purposes of school discipline, the definition of “smoking” as used in this policy shall mean all uses of tobacco, lighted or unlighted cigarette, cigar and pipe, other lighted smoking product and smokeless tobacco in any form. Students are not allowed to have any tobacco products in their possession. Students who violate the tobacco policy MUST be referred to an administrator by faculty and staff.

Smoking by anyone in school buildings is forbidden. Buildings are posted as non-smoking areas.

## **USE OF SCHOOL NAME**

The name of the Penns Valley Area School District, any of its schools, any school groups, or any employees in their school-related capacity may not be used by an outsider, organization, or individual for the solicitation of advertising or any other consideration for merchants or residents of the Penns Valley Area School District without prior approval by the Building Administrator.

## **USE OF TELEPHONE**

**General:** The telephone system provided by the Penns Valley Area School District shall be used for school business only, unless emergencies arise. Personnel cell phones and data devices should not be used during unless prior permission of the building administrator with the exception of lunch and plan period.

**Pay Calls:** Employees may make toll calls related to school business. No personal long distance calls may be charged to school district telephones. Please use your personal cell phone for personal calls.

**Emergency Calls:** Outside emergency telephone calls to pupils or teachers will be forwarded to administration and handled appropriately.

**Other Messages:** Messages for pupils and teachers will be accepted and relayed to the individual by the building secretary. If a return call is in order, it may be placed by a staff member during a non-instructional period. Use of the telephone system to make personal calls is to be strictly limited to situations that cannot, under normal circumstances, be made from your home phone. If these are long distance, the staff member needs to use a calling card or obtain permission from the building administrator. A staff member should not use a cell phone for personal reasons during a teaching period.

## **SAFETY & SECURITY**

### **ACCIDENT REPORT**

Employees who are injured while performing their duties in any building, on school grounds or on a school field trip, **should make report of the accident immediately if possible, but not later than 24 hours from its occurrence.** Report shall be made on a form supplied by the school district and must be filed in the Office of the Superintendent.

### **ALL HAZARDS PLAN – STANDARD RESPONSE PROTOCOL**

The Penns Valley Area School District's commitment to safety is supported by the Commonwealth's three broad goals for education:

1. High student standards,
2. High-quality teaching and administration, and
3. A safe, secure, and supportive environment for each school and every child.

The Penns Valley Area School District has developed an All Hazards Plan which provides a framework from which the District can build a safe and secure learning environment with the ability to respond promptly and appropriately in the event of an emergency. Whether it is prevention and mitigation, preparedness, response, or recovery, the Penns Valley Area School District strives to manage every phase of emergency readiness competently and effectively.

**Standard Response Protocol (SRP):** The Penns Valley Area School District has implemented the Standard Response Protocol (SRP). A critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff.

**SRP is Action Based:** The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these actions, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- **Lockdown** is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** will be followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** in place will be followed by a type and a method and is the protocol for group and self-protection.

The protocol also allows for a more predictable series of actions as an event unfolds. An intruder event may start as a Lockdown, but as the intruder is isolated, first responders would assist as parts of the school go to an "Evacuate to the Gym and Lockdown," and later "Evacuate to the Bus Zone." Additional building level emergency preparedness information will be distributed to staff at the beginning of each school year and will be updated as needed on an ongoing basis.

**Emergency School Closings:** Staff will be informed of cancellations and closings primarily through the Penns Valley Area School District Emergency Contact System and/or building emergency phone chains. Announcements concerning cancellations, delayed openings and early closings of schools in the Penns Valley Area School District will be carried using school messenger announcements, websites and media outlets:

Emergency Closing announcements will be made as soon as a decision has been reached.

### **BUILDING SECURITY**

**Responsibility:** Every staff member is responsible to see that his/her assigned room is properly secured at the close of each instructional day or after any special event.

**Specifics:** Windows closed and locked, doors secured. The building staff and custodians shall assist with the daily routine as established by the building administrator. The hours for opening and closing a particular building must be approved by the Superintendent of Schools.

### **EMERGENCY CARE OF PUPILS BY STAFF MEMBERS**

**Emergency Information Form:** Emergency forms for each pupil, completed by the parents/guardians, are kept on file in each building.

**First Aid:** The school nurse or the health room aide in each building will be responsible for the first aid for both students and staff members. If the nurse is not in the building, she/he may be called if the injury or illness is declared an emergency. The parent, spouse or person indicated on the emergency card is to be notified of the emergency as soon as possible.

**Accident Report:** Accident forms must be reported on a school accident report form, located in the nurses office, by the teacher in charge of the pupil. Forms are to be returned to the office or school nurse within 24 hours. Teachers are to report all minor and major accidents to the school nurse. The school nurse is to file a written report of all accidents with the administrator. This report shall be filed with the building administrator by the end of the school day on the day that the accident occurred. The school nurse will also file a copy of the accident report in the student's health records.

Advisors, coaches, athletic trainers are to file a written "Accident Report" with the administrator within 24 hours following an accident in the sport or co-curricular activity that they are directing.

Reportable accidents are those accidents that occur during the time that the student is in school, while the student is going to or returning from a school sponsored event, or while the student is engaged in any co-curricular activity for which the school district is responsible.

**Illness - School Hours:** If the child becomes ill during school hours, the nurse, health room aide, building administrator or office secretary may call the home to request the parent transport the pupil home.

**Transportation:** Transportation of pupils who are ill or injured is the parent's responsibility. An ambulance should be used in emergency cases.

**Pupils Returned to Home:** Once a student is picked up by a parent/guardian/designee they are the responsibility of that individual.

**Adult Identification:** Adults picking up a student must be positively identified by teacher, office personnel, administrator or school nurse.

**Medication:** Medications will be administered by the school nurse, substitute nurse, or health room aide with a medical license only. Parent/guardian/or parent designee (non-school employee) may come to school and directly administer medication to a student if necessary. Students will be permitted to possess and use asthma inhalers or an Epi-pen independently in school with written permission from a physician or parent/guardian. This is only to permit immediate access to these emergency medications in order to prevent a life threatening crisis.

**Chronic Disease:** The school nurse will update Health Alerts in an electronic database at the beginning of each school year and throughout the year as new medical information is received. Each teacher will review individual Health Alerts in the electronic database for each student on his/her rosters. Teachers will familiarize themselves with students with a Medical 504 Plan and a Service Agreement for chronic illnesses including, but not limited to diabetes, cardiac disease, epilepsy or seizures, food allergies with epi-pens prescribed, and hearing or vision problems. The school nurse will keep teachers informed during the school year about students with new medical concerns/diagnoses.

**Head Lice:** The current information regarding head lice is available in “School Health” on the district website. The nurse is not required to perform head checks on the entire classroom.

### **HEALTH POLICIES AND STANDING ORDERS**

The Health Policies and Standing Orders for use in the Penns Valley Area School District are provided for nurses, health room assistants, teachers, athletic coaches, bus drivers and other school personnel:

- A. To eliminate any misunderstanding about administering first aid in emergencies of sickness or injury.
- B. To instruct school personnel as to the nature of their duties in managing emergencies or injury.
- C. The Health Policies and Standing Orders apply to the student body, the professional staff and the non-professional staff.

### **Responsibility of School Personnel:**

1. Responsibility for rendering immediate care or treatment due to illness or accident shall be placed upon the school nurse, health aide, other qualified staff members (those with current first aid certification, current CPR certification, EMT), or the teacher and administrator immediately concerned. At the discretion of the school nurse and under his/her direction, minor care may be rendered by the health aide. At times, the office staff may need to render first aid under the direction of the school nurse. When the school nurse is present, he/she shall be primarily responsible; otherwise, as the situation merits, the nurse will be contacted by telephone for advice or called to the school to handle the situation.
2. When an accident or illness occurs, the following steps should be taken by the person responsible:
  1. Notify County Control (911) when necessary. If a life threatening emergency exists, immediately activate EMS (Emergency Medical System). If a victim is unconscious and not breathing, immediately activate the school’s Emergency Response Team.
  2. Consult and review the contact information obtained from the Student Emergency Card and/or

- the Student Health Record.
3. Give immediate emergency care.
  4. Notify parent/emergency contact person.
  5. Arrange for transportation
  6. Guide parents to sources of treatment when necessary.

### **LOCKDOWN PROCEDURES**

Occasionally, situations arise that make it necessary for us to secure the building. It will be called a **Lockdown.**

#### **Lockdown: (Teachers with Students)**

1. Remain calm.
2. Check hallway – quickly direct students to nearest classroom.
3. Close and lock doors and windows immediately.
4. Turn off lights.
5. Instruct students to remain silent.
6. Reassure students that they are safe.
7. Place students on the floor against a wall out of view from the door.
8. Take attendance of all students in the room.
9. Do not use telephone or cell phone.
10. Locked doors must not be opened until they have been unlocked for you.

#### **Lockdown: (Teachers/Staff without Students)**

1. Sweep through hallways and bathrooms to gather students who are not in classrooms.
2. Keep these students with you and move quickly to a secure room.
3. Close and lock doors and windows immediately.
4. Turn off lights.
5. Instruct students to remain silent.
6. Reassure students that they are safe.
7. Place students on the floor against a wall out of view from the door.
8. Take attendance of all students in the room.
9. Do not use telephone or cell phone.
10. Locked doors must not be opened until they have been unlocked for you.



## **MEDICAL EMERGENCY PROCEDURES**

**Emergency Response Team (Purpose):** To assist the Certified School Nurse, if additional help is needed for medical assistance and/or triage in the event of multiple injuries and/or medical emergencies.

### **Emergency Response Procedure:**

1. Contact the main office. Secretary will be advised of location, name(s), grade and condition.
2. Secretary will:
  - a. Dispatch school nurse/nursing assistant/health room aide to location of concern for primary assessment.
  - b. Alert building administrator that health room staff was called to assess medical emergency.
  - c. In the event of multiple injuries, advance to the Emergency Response Team Procedures.
  - d. Log phone calls, time and communication.
3. School nurse/nursing assistant/health aide will determine whether to activate Emergency Response Team and make second call to the office via walkie-talkies.
  - a. Cancel emergency - no Emergency Response needed, . . . OR
  - b. Activate Emergency Response Team.

### **Emergency Response Team Procedures . . . *If medical lockdown is Activated:***

- Office personnel will:
  - a. Announce medical lockdown and location.
  - b. “Students should remain in their classrooms.”
  - c. Dial 911 and call for ambulance giving necessary information, as appropriate.
  - d. Contact closest school nurse (If C.S.N. is not in building).
  - e. Notify district administration building of situation.

## **PROTECTIVE MEASURES - PHYSICAL CONTACT WITH STUDENTS**

Under the “in loco parentis” doctrine, teachers and school officials may administer protective measures to quell a disturbance. The following conditions are examples of such protective measures:

- a. Risk of safety to self or others.
- b. To obtain possession of weapons or other dangerous items.
- c. For the purpose of self-defense.

## **SEVERE WEATHER DRILL/ALERT**

The following guidelines are to be followed during a Severe Weather Drill/Alert:

**Signal:** The drill/alert will be conveyed to the staff and students by a public address announcement. Should this system not be operating, office personnel shall alert classes through the use of a bullhorn.

### **Immediate Action:**

1. Windows and doors are to be closed and lights are to be off.
2. Students are to follow the directions of the classroom teacher and/or other school officials.
3. After students leave their classrooms, they are to proceed to the hall corridors and other designated areas, sit down and face away from any exit. They should place their hands over the back of their

heads.

4. **Doors are to be closed. When possible, students must be 20 feet from any exterior wall whenever possible.**
5. Staff personnel and students outside the school building should be directed to lay face down, hands over their head in ditches, culverts or ravines if they cannot be relocated in a safe area in the school building.

#### **Accountability of Student and Staff:**

1. Teachers who have students under their charge during the drill/alert should take attendance.
2. Staff not assigned to students during drill/alert are to assist as needed.

#### **Important Guidelines to Follow During a Drill/Alert:**

1. Locate persons in safe areas like passage tunnels under solid floors, next to interior wall, basements or inner hallways.
2. Do not locate persons in large rooms such as gymnasiums or auditoriums with wide-span roofs.
3. Hallways or interior walls that are not parallel to an approaching tornado are safer than interior walls or hallways that are parallel to an approaching tornado.
4. Persons outside should be directed to lie down, hands over heads, in ditches, culverts or ravines if they cannot be relocated in a safe area within the building.
5. Windows and doors should remain closed and lights turned off.

### **SUICIDE PREVENTION**

**General:** The Penns Valley Area School District is concerned with the total well-being of each student and staff member. As a result, it is the districts intention to provide an avenue of communication if the possibility of a self-destructive act seems to exist.

#### **Responsibility of School Personnel:**

1. Any individual who suspects a student/staff member is depressed or suicidal must report the situation to a counselor, building administrator or school nurse **IMMEDIATELY**.
2. The counselor, building administrator and/or nurse shall be responsible for calling the parent and determining if a need for other resources exists, based on the seriousness of the threat.

If the threat occurs after the regular school day, the teacher or advisor should contact the parents and call or text the building administrator's mobile phone as soon as reasonably possible.

### **WORKERS' COMPENSATION BENEFITS**

Employees of the Penns Valley Area School District are protected by Workers' Compensation Insurance for any accident that may occur to them while on school property and/or during their performance of their job responsibilities. In the event of such an accident, a report should be filed with the Business Office within twenty-four (24) hours of the accident. Reports may be obtained from the school nurse or the Business Office.

## **SPECIAL EDUCATION**

### **AMERICANS WITH DISABILITIES**

The Penns Valley Area School District endorses the Americans with Disabilities Act and makes every effort to make facilities and job positions available to individuals without regard to disability or physical limitations. The school district does acknowledge that certain positions do require a specific level of physical competence in order to complete the responsibilities of the position.

### **EXCEPTIONAL STUDENTS**

Staff are obligated by federal law to comply with Individualized Educational Programs (IEPs) developed for students who need special education supports. Staff must also adhere to Chapters 14, 15 and 16, as well as Section 504 Service Agreements (medical and educational). As required by law, the Special Education staff must work with the regular education teachers to be sure they are aware of their responsibilities in meeting the student's IEP/GIEP/504 needs and goals.

A Record Access Form is to be maintained in each special education student record folder on which the name, date of access, and purpose of use shall be recorded for anyone other than a "school official who is authorized" by the District to examine the contents of the folder. An "authorized school official" is defined as a person with direct responsibility for the student in that the person has the student on their schedule, case load, roster, or a building or special education administrator for the student. This is also referred to as a "legitimate educational interest" in the need to review the material.

### **SPECIAL EDUCATION AS RELATED TO PARA EDUCATORS**

Para Educators will be able to access a student's Individualized Education Program (IEP) from the case manager or the student's special education teacher. Information about the student's disability, specially designed instruction (SDI), and testing accommodations is important to review continually. SDIs must be followed by any staff working with that student. IEPs will be updated when new IEPs are written or reviewed throughout the school year.

There are times that input from staff is valuable to planning for a special education student. When input for writing IEPs/GIEPs, FBA/PBSP, or other items is necessary, the staff should return the requested information by the requested date or as soon as possible.

Any time a para educator is having difficulty with a special education student, he/she may request specific information or a meeting to consult with the Special Education teacher or the Director of Student Services.

## **Penns Valley Area School District**

### **JOB DESCRIPTION**

#### **Position: Para Educator Personnel**

Category: Classification I

Immediate Building

Supervisor: Building Principal Assignment: All Buildings

#### **Qualifications:**

Education: Must have completed at least two years of postsecondary study, or possess an associate degree or higher (in any subject), or meet a rigorous standard of quality as demonstrated through a state or local assessment (highly qualified test). Possess and maintain up to date CPR/AED and First Aid certifications.

Clearances: Submission of the following original documents: criminal history from the PA State Police, Section 111 of PA School Code; federal criminal history record and PA Child Abuse History (all processed within one year). All records must indicate no violations as prescribed under the law as defined in school code or deemed unacceptable by the administration.

Alternatives: Such alternatives to the above qualifications as the Board may find appropriate and acceptable. Para educators, each school year, shall provide evidence of 20 hours of staff development activities related to their assignment.

Can demonstrate an aptitude for doing the work listed below using appropriate skills properly and efficiently; Can demonstrate the physical capability to perform assigned tasks; Can relate well and communicate effectively with administrators, instructional and non-instructional personnel, students, parents and members of the community; Can temper strictness with kindness and fairness when dealing with students; Can interpret and follow directions; Can perform assigned tasks with thoroughness, initiative and responsibility; Can acquire additional skills deemed necessary by the Board.

#### **Conditions of Employment:**

Up to thirty seven and one half (37.5) hours per week; work days apply in accordance with the support collective bargaining agreement; overtime requires prior approval from the direct supervisor.

#### **Job Summary:**

An instructional Para Educator is a school employee who works under the direction of a certificated staff member to support and assist in providing instructional programs and services to children with disabilities or other eligible children. The support and assistance includes one-on-one or group review of material taught by certificated staff, classroom management and implementation of positive behavior support plans. Para Educators provide one-to-one support and assistance to a student, including support and assistance in the use of medical equipment (for example, augmentative communication devices; activities of daily living including personal hygiene; and monitoring health and behavior). A Para Educator may provide support to more than one

student. Services may be provided in a special education class, regular education class or other instructional setting as provided in the student's IEP.

**Duties & Responsibilities:**

1. Escort student(s) to and from class, restrooms, cafeteria, bus and other areas and provide support during these activities as needed.
2. Assist the classroom teacher(s) with the presentation of learning materials and activities as needed.
3. Assist the teacher in achieving instructional objectives by working with individual students or small groups.
4. Tutor students individually to reinforce and follow up learning activity.
5. Help students attend to tasks, complete seat work and carry out responsibilities in the classroom.
6. Attend to the personal needs of any student(s) which could include personal hygiene, physical restraint, IEP goals, etc.
7. Work with individual students or small groups to reinforce planned objectives or skills development.
8. Assist the teacher in providing special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests and abilities.
9. Operate and care for equipment used in the classroom for instructional purposes.
10. Assist with independent study, enrichment work and remedial work planned by the teacher.
11. Assist with the supervision of students during emergency drills, assemblies, recess, lunch periods and field trips.
12. Maintain the same level of ethical behavior and confidentiality of information about students as expected of professional educators.
13. Participate in in-service training programs as assigned.
14. Perform other work as assigned by the teacher/direct supervisor/Director of Student Support.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Adopted: 1/19/2011

### **Submitting Timesheets:**

Must be done on a weekly basis. At the end of each week (Friday or Saturday depending on your schedule) after your final time swipe out, you need to submit your time sheet through the Aesop/Veritime website. This must be completed between the final time out swipe and the end of the day on the following Monday.

Should you fail to swipe in or out on any day, you must notify your supervisor immediately.

To submit your timesheet, use the following process:

- Login to Aesop
- Click on the Veritime tab
- Click on Time Sheets
- Click on the calendar *button* next to “Weekly Approvals”
- Using the dropdown box next to the dates listed; choose the most recently completed week from the listing that you are to submit and click the Change Date button
- Review the daily hours listed; to see the detailed in and out times for the day, click the down arrow to the right (to add a comment for your Supervisor for that day type your message in the Comment box and click the Save Changes button)
- Click on the Submit button to view the list of days to be submitted and add any other notes for your Supervisor
- Click the Continue button
- Click the Submit Timesheet button

The status of the time sheet should change from “Pending” to “Submitted”. The timesheet is now ready for your Supervisor to approve.

Paid holidays and absences previously entered into Aesop will be automatically included in your weekly timesheet. These days and weeks must also be submitted using this process. For example, if you have taken a full 5 days of vacation time, Monday through Friday, you must still submit the weekly timesheet.

### **Para Educator Professional Development Hours**

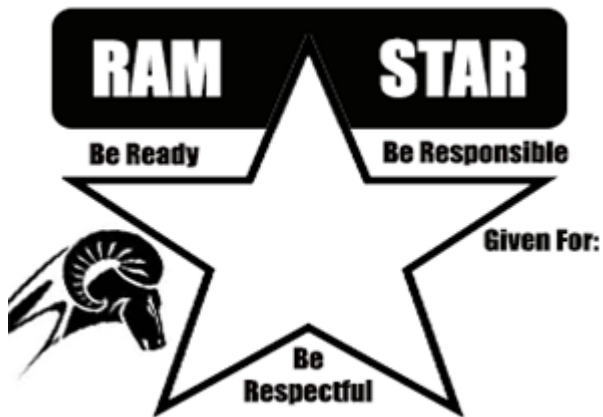
- Each school entity, charter school and cyber charter school must provide evidence of **20 hours** annually of staff development activities related to a paraprofessional's assignment.
- The paraprofessional will be responsible for showing documentation of the 20 hours to the employing public entity annually.
- This requirement applies to all paraprofessionals including instructional assistants, personal care aides and behavior aides.

Para educators should have their hours completed by the beginning of the school year. If hired after the school year has started; you will need to work with the Director of Student Support, Assistant Superintendent, or your Principal for ways to obtain your hours.

Training dates and topics may change from year to year. Before the school year starts, there will be information sent on when trainings are. In August, there are two mandatory in-service days that will offer trainings and there will be a Para educator Conference that you can attend.

### School-wide Positive Behavior Support

RAM Stars are positive behavior reinforcement indicator that is given to students by any adult at PVE. All staff members will recognize students who demonstrate the school wide expectations to Be Ready, Be Respectful, and Be Responsible. The names of students earning RAM Stars will be entered into weekly and monthly raffles which could be school-wide or classroom based. In addition, students who have earned RAM Stars are entered in a drawing to be announced on the morning announcements.





### **Personal Care Aide Log (not MA eligible)**

Personal Care Aides should maintain daily activity logs for your assigned student. See Student Support Office for form and instructions.

### **Personal Care Aide – ACCESS Log Procedures:**

Pa.leaderservices.com

Enter user name & password.

Click on Professional Service Logs.

Click on Personal care assistant services.

Click on Diagnosis/symptoms (only need to do 1<sup>st</sup> of the month)

Enter all information for that day – click: add record.

Reference the following for covered services:

Definition	Personal care is a one-to-one service provided to beneficiaries with physical or mental impairments or conditions in accordance with a plan of treatment and prescribed by a physician.
Prescription	Services must be prescribed/ordered by a licensed MD or licensed DO enrolled in the MA Program within the scope of his or her practice under state law.
Provider Qualifications	An individual must meet all of the following criteria to be a qualified provider: <ul style="list-style-type: none"><li>• 18 year of age or older; and</li><li>• Not a legally responsible relative; and</li><li>• High school diploma or general equivalency diploma (GED); and</li><li>• Current certification in first aid; and</li><li>• Current certification in cardiopulmonary resuscitation (CPR).</li></ul>
Individual or Group	Individual only
Examples of Services	All services must be face-to-face with the student in order to be compensable: <ul style="list-style-type: none"><li>• Assist the student to use equipment.</li><li>• Assist the student to use and maintain augmentative communication devices.</li><li>• Assist a student to ambulate, position, and transfer.</li><li>• Range of motion and other exercises.</li><li>• Assist with Activities of Daily Living (ADL), such as feeding, grooming, bathing, toileting, etc.</li><li>• Monitor the incidence and prevalence of designated health problems or medical conditions, e.g., seizure precautions or extreme lethargy.</li><li>• Accompany student on school bus or other vehicle per the IEP.</li><li>• Cuing, redirecting or monitoring to ensure the individual performs ADL tasks because a cognitive impairment prevents an individual from knowing when or how to carry out the task. For example, an individual may not be able to dress without instruction on how to do so or reminders of what to do and when.</li><li>• Observation/monitoring and redirection/intervention to assist with completion of ADLs.</li><li>• Cuing the student to pay attention, participate in activities, and complete tasks.</li></ul> Personal Care Services are not to be used to help students with educational activities.
Units of Service	Service: 15-minute Unit, Max. 64 units per Day
Forms	Personal Care Assistant Daily Log

## INSTRUCTIONAL TIMES

### Normal Instructional Day

<b>Penns Valley Area Elementary</b>	Student Hours:	8:10 a.m. – 2:45 p.m.
<b>Centre Hall-Potter Elementary</b>	Classes:	8:10 a.m. – 2:45 p.m.
<b>Miles Township Elementary</b>	Breakfast Offered:	7:50 a.m. – 8:05 a.m.
<b>Penns Valley Intermediate</b>	Student Hours:	8:10 a.m. – 3:05 p.m.
<b>Penns Valley Area High School</b>	Student Hours:	8:07 am – 3:15 pm

<b>Period</b>	<b>Time</b>
1	8:07 am – 8:55 am
2	8:59 am – 9:39 am
3	9:43 am – 10:23 am
4	10:27 am – 11:07 am
“A” Lunch	11:09 am – 11:39 am
5B	11:11 am – 11:51 am
5A	11:41 am – 12:21 pm
“B” Lunch	11:52 am – 12:22 pm
6C	11:55 am – 12:35 pm
6	12:25 pm – 1:05 pm
“C” Lunch	12:36 am – 1:06 pm
7	1:10 am – 1:50 pm
8	1:55 pm – 2:35 pm
Ram Time	2:35 pm – 3:15 pm

### 2 Hour Delay

<b>Elementary Schools</b>	10:05 a.m. – 2:45 p.m.
<b>Intermediate School</b>	10:05 a.m. – 3:05 p.m.
<b>Penns Valley Area High School</b>	10:07 a.m. – 3:15 p.m.

### 3 Hour Delay

11:05 a.m. – 2:45 p.m
11:05 a.m. – 3:05 p.m
11:07 a.m. – 3:15 p.m

**\*\*Para Educators are to report at 9:00 am on 2 and 3-hour delays.**

**\*\*Appointments:** Paras may leave 15 minutes early for an appointment with prior approval from an Administrator.

## **IMPORTANT CONTACT INFORMATION**

Penns Valley Area School District	814-422-2000
Penns Valley Area High School	814-422-2000 ext 3000
Penns Valley Intermediate School	814-422-2000 ext 2000
Penns Valley Area Elementary School	814-422-2000 ext. 2000
Centre Hall-Potter Elementary School	814-422-2000 ext 4000
Miles Township Elementary School	814-422-2000 ext 6000
Student Registrar	814-422-2000 ext 2532
Transportation	814-422-2000 ext 2528
Athletic Office	814-422-2000 ext 3109
Superintendent's Office	814-422-2000 ext 2540
Business Office	814-422-2000 ext.2523
Facilities	814-422-2000 ext 2524
Student Support Services	814-422-2000 ext 2500
High School Guidance	814-422-2000 ext 3095

Penns Valley Area School District Website

*[www.pennsvalley.org](http://www.pennsvalley.org)*

## **BOARD OF DIRECTORS**

Mr. Chris Houser, President

Mrs. Kerri Kubalak, Vice President

Mrs. Melissa Krum

Mrs. Holly Hawkins

Ms. Victoria Brennan

Mr. Carl Gaffron

Dr. Jeff Hyde

Mr. BT Schwier

Mr. Darren Narber

Dr. Scott Etter, Esq., Board Solicitor

**PENNS VALLEY AREA SCHOOL DISTRICT  
EMPLOYEE NOTIFICATION**

*I have received a copy of the 2018-2019 Para Educator Handbook.*

**EMPLOYEE NAME (Please Print):** \_\_\_\_\_

**BUILDING:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please complete this Employee Notification Form and return to the Main Office as soon as possible.

