

SOUTHERN LEHIGH SCHOOL DISTRICT
5775 Main Street
Center Valley, PA 18034

TO: Southern Lehigh School Board
FROM: Board Policy Committee
SUBJECT: Second and Final Reading of Revised Policies
DATE: November 14, 2016

The following revised policies are being sent to the Board for a second and final reading:

<i>Policy No.</i>	<i>Title</i>
Policy 019	Local Board Procedures: Grievance Procedure for Federal or State Laws and Regulations Requiring Such (Including Complaints of Sexual Discrimination)
Policy 336	Administrative Employees: Unpaid Leave
Policy 436	Professional Employees: Unpaid Leave
Policy 536	Classified Employees: Unpaid Leave
Policy 717	Property: Cell Phones
Policy 814	Operations: Copyright Material
Policy 820	Operations: Automated External Defibrillator

SOUTHERN LEHIGH SCHOOL DISTRICT

No. 019

SECTION: LOCAL BOARD PROCEDURES

TITLE: GRIEVANCE PROCEDURE FOR
FEDERAL OR STATE LAWS &
REGULATIONS REQUIRING SUCH
(INCLUDING COMPLAINTS OF
SEXUAL DISCRIMINATION)

ADOPTED: April 6, 1964

REVISED: February 23, 2002

<p>Replaces policy 8320</p>	<p>019. GRIEVANCE PROCEDURE FOR FEDERAL OR STATE LAWS & REGULATIONS REQUIRING SUCH (INCLUDING COMPLAINTS OF SEXUAL DISCRIMINATION)</p> <p>To accommodate persons having grievances arising from the implementation of laws or regulations of the Federal or State government (apart from negotiated agreements) the following procedure is to be followed:</p> <p>Step 1: Submission of grievance, in writing, to the <u>Title IX Officer</u> school-official ^{"designated"} within twenty (20) days of alleged occurrence resulting in grievance. The <u>Title IX Officer</u> school-official shall reply, in writing, with respect to such grievance within twenty (20) days after receipt of the written grievance.</p> <p>Step 2: If the grievant is not satisfied with the response obtained in Step 1, submittal of grievance, in writing, to the school superintendent within twenty (20) days of receipt of written response. The superintendent or his designated representative shall reply, in writing, with respect to such grievance within twenty (20) days after receipt of appeal.</p> <p>Step 3: If the grievant is not satisfied with the response of the superintendent, he/she may refer his/her grievance to the Board of Education at its first regular meeting occurring twenty (20) days or more after the superintendent's reply. The Board of Education shall reply, in writing, to the grievant within twenty (20) days following the meeting at which the grievance has been discussed.</p> <p>Step 4: If the grievant is not satisfied with the response of the Board of Education, he/she may refer his/her grievance to the appropriate judicial body.</p> <p>Reviewed 2/23/02</p> <p>Renumbered 9/12/07</p>
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SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: UNPAID LEAVE

ADOPTED: 12/03/07

REVISED: 01/23/12

REVIEWED: 10/12/09

<p><i>Formerly Policy 4152.6, 4152.6AR</i></p> <p>1. Purpose</p> <p>2. Authority</p> <p>3. Procedure</p> <p>4. Pre-employment Requests</p> <p>5. Superintendent's Authority</p> <p>6. Unauthorized Leave</p>	<p style="text-align: center;">336. UNPAID LEAVE – ADMINISTRATIVE EMPLOYEES</p> <p>An employee may be granted an unpaid leave of absence upon approval of the Board of Directors, for personal purposes other than those specified in other policies.</p> <p>The Board shall vote on leave requests as necessary. All requests shall be considered on a case-by-case basis. No precedent shall be established as the result of an approved leave.</p> <p>An employee should shall request unpaid personal leave of absence in writing to his/her immediate supervisor <u>and the Superintendent</u> a minimum of sixty (60) days in advance of the planned leave. The written request should include the dates of the requested unpaid leave and the circumstances of the request.</p> <p>If the request is approved at the Supervisory <u>and Superintendent</u> levels, it shall be placed upon the Board agenda for final approval by the Board. The Supervisor may choose to deny the request based on departmental and/or District conditions or concerns, or if the request is untimely in nature.</p> <p>Should the request be denied, the employee may choose to request unpaid leave from the Board directly, or may accept the Supervisor's denial. If the employee's choice is to request unpaid leave from the Board, the request will be delivered to the Superintendent's Office immediately upon denial for inclusion to the Board's meeting agenda.</p> <p>Should an applicant request unpaid leave of absence previous to hire, or as a condition of employment, that request shall be made part of the Administration's recommendation to the Board as part of the Board's regular meeting agenda. The Board shall consider the requested absence in conjunction with all recommended hiring decisions.</p> <p>The Superintendent is invested by the Board with the authority to approve up to two days of unpaid leave upon request, provided that the approval of said days does not extend other periods which include paid time off, i.e. vacation, personal days or holidays.</p> <p>Unauthorized Leave is subject to disciplinary action according to District policy.</p>
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SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNPAID LEAVE

ADOPTED: December 3, 2007

REVISED: January 23, 2012

REVIEWED: October 12, 2009

<p><i>Formerly policy 4152.6, 4152.6 AR</i></p>	<p>436. UNPAID LEAVE</p>
<p>1. Purpose</p>	<p>An employee may be granted an unpaid leave of absence upon approval of the Board of Directors, for personal purposes other than those specified in other policies.</p>
<p>2. Authority</p>	<p>The Board shall vote on leave requests as necessary. All requests shall be considered on a case-by-case basis. No precedent shall be established as the result of an approved leave.</p>
<p>3. Procedure</p>	<p>A professional employee should <u>shall</u> request unpaid personal leave of absence in writing to his/her <u>building administrator and the Superintendent</u> immediate supervisor a minimum of sixty (60) days in advance of the planned leave. The written request should include the dates of the requested unpaid leave and the circumstances of the request.</p> <p>If the request is approved at the <u>Supervisory and Superintendent</u> levels, it shall be placed upon the Board agenda for final approval by the Board. The Supervisor may choose to deny the request based on departmental and/or District conditions or concerns, or if the request is untimely in nature.</p> <p>Should the request be denied, the employee may choose to request unpaid leave from the Board directly, or may accept the Supervisor's denial. If the employees' choice is to request unpaid leave from the Board, the request will be delivered to the Superintendent's Office immediately upon denial for inclusion to the Board's meeting agenda.</p>
<p>4. Pre-employment Requests</p>	<p>Should an applicant request unpaid leave of absence previous to hire, or as a condition of employment, that request shall be made part of the Administration's recommendation to the Board as part of the Board's regular meeting agenda. The Board shall consider the requested absence in conjunction with all recommended hiring decisions.</p>
<p>5. Superintendent's Authority</p>	<p>The Superintendent is invested by the Board with the authority to approve up to two days of unpaid leave upon request, provided that the approval of said days does not extend other periods which include paid time off, i.e. vacation, personal days or holidays.</p>
<p>6. Unauthorized Leave</p>	<p>Unauthorized Leave is subject to disciplinary action according to District policy.</p>

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: UNPAID LEAVE

ADOPTED: 12/03/07

REVISED: 01/23/12

REVIEWED: 10/12/09

<p><i>Formerly policy 4152.6, 4152.6AR</i></p>	<p style="text-align: center;">536. UNPAID LEAVE – CLASSIFIED EMPLOYEES</p> <p>1. Purpose An employee may be granted an unpaid leave of absence upon approval of the Board of Directors, for personal purposes other than those specified in other policies.</p> <p>2. Authority The Board shall vote on leave requests as necessary. All requests shall be considered on a case-by-case basis. No precedent shall be established as the result of an approved leave.</p> <p>3. Procedure An employee should shall request unpaid personal leave of absence in writing to his/her immediate supervisor a minimum of sixty (60) days in advance of the planned leave. The written request should include the dates of the requested unpaid leave and the circumstances of the request. If the request is approved at the Supervisory level, it shall be forwarded to the Human Resources Department and placed upon the Board agenda for final approval by the Board. The Supervisor may choose to deny the request based on departmental and/or District conditions or concerns, or if the request is untimely in nature. Should the request be denied, the employee may choose to request unpaid leave from the Board directly, or may accept the Supervisor's denial. If the employee's choice is to request unpaid leave from the Board, the request will be delivered to the Superintendent's Office immediately upon denial for inclusion to the Board's meeting agenda.</p> <p>4. Pre-employment Requests Should an applicant request unpaid leave of absence previous to hire, or as a condition of employment, that request shall be made part of the Administration's recommendation to the Board as part of the Board's regular meeting agenda. The Board shall consider the requested absence in conjunction with all recommended hiring decisions.</p> <p>5. Superintendent's Authority The Superintendent is invested by the Board with the authority to approve up to two days of unpaid leave upon request, provided that the approval of said days does not extend other periods which include paid time off, i.e. vacation, personal days or holidays.</p> <p>6. Unauthorized Leave Unauthorized Leave is subject to disciplinary action according to District policy.</p>
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SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: CELL PHONES

ADOPTED: December 7, 2009

REVISED:

717. CELL PHONES	
1. Purpose	The Board understands that the use of cellular phones provides for effective communication in the course of conducting district business. Furthermore, the Board recognizes the necessity of providing a mode of communication that will extend a safe learning environment for staff and students while away from school facilities.
2. Authority	The Board directs that cellular phone service be made available by the Southern Lehigh School District for use by appropriate district staff and directs the Superintendent to develop guidelines that allow for reasonable use of cellular phones. The Superintendent or his/her designee shall establish procurement procedures for cell phones that satisfy the requirements of <u>any applicable reimbursement programs for E-rate reimbursement</u> and is responsible for internal review of cell phone invoices. Cell phone users are responsible for adhering to Board policy and following administration regulations.
3. Guidelines	<p>The following guidelines have been established for cell phone use:</p> <ol style="list-style-type: none"> 1. The administration will assign use of phones based on need and availability. 2. Use of school district cell phones is for school district business. 3. Users of school district cell phones shall be responsible to pay for usage over and above the allotted phone plan minutes when personal calls are made or extra charges incur that are not included with the plan (i.e. text messages). User will pay for all personal calls capped at the amount charged for additional minutes over and above the plan amount. Misuse or inappropriate use of the phones shall lead to disciplinary action. 4. Cell phone users shall not "loan" or otherwise make available their cell phone to non-district personnel. 5. Cell phone users are responsible for all calls on their respective phones. 6. Cell phone users are responsible for the safety and security of the cell phone equipment assigned to them. All cell phone equipment must be returned to the school district upon termination, leave of absence, or the request of the school district. 7. Cell phone users are required to sign an acknowledgement and consent

agreement regarding their possession of cell phone equipment.

8. Any cost related to personal cell phone usage or resulting from the misuse of a district cell phone will be paid within thirty (30) calendar days of issuance of the invoice or the district will take steps to attach wages and reclaim the equipment.

References:

Internal Revenue Code – 26 U.S.C. Sec. 1 et seq.

SOUTHERN LEHIGH
SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: COPYRIGHT MATERIAL

ADOPTED: 07/08/96

REVISED: 05/26/09

814. COPYRIGHT <u>MATERIAL</u>	
1. Authority 17 U.S.C. Sec 101 et seq	The Board emphasizes that federal law makes it illegal for anyone to duplicate copyrighted materials without permission. The Board acknowledges that severe penalties are provided for unauthorized copying of audio, visual, software, online or printed materials unless the copying falls within the bounds of the fair use doctrine.
2. Definition	<p>Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) standards must be considered:</p> <ol style="list-style-type: none"> 1. <i>Purpose and Character Of The Use</i> – The use must be for such purposes as teaching or scholarship and must be nonprofit. 2. <i>Nature Of The Copyrighted Work</i> – Staff may make single copies of: excerpts from a book for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers. 3. <i>Amount And Substantiality Of The Portion Used</i> – Copying the whole of a work cannot be considered fair use; copying a small portion may be considered fair use if appropriate guidelines are followed. 4. <i>Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work</i> - If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials such as consumables may be an infringement; and making multiple copies presents the danger of greater penalties.
3. Delegation of Responsibility	<p>Staff may make copies of copyrighted school district materials that fall within the established administrative regulations. Where there is reason to believe the material to be copied does not fall within the administrative regulations, prior permission shall be obtained from the principal.</p> <p>Staff members who fail to adhere to this policy may be held personally liable for copyright infringement.</p>

814. COPYRIGHT MATERIAL- Pg. 2

Staff members shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.

References:

U.S. Copyright Law – 17 U.S.C. Sec. 101 e seq.

Board Policy - 000

SECTION: OPERATIONS

TITLE: AUTOMATED EXTERNAL
DEFIBRILLATOR (AED)/
CARDIOPULMONARY
RESUSCITATION (CPR)

SOUTHERN LEHIGH SCHOOL DISTRICT

ADOPTED: April 14, 2003

REVISED:

820. AUTOMATED EXTERNAL DEFIBRILLATOR (AED)/ CARDIOPULMONARY RESUSCITATION (CPR)

1. Purpose

The Board is committed to providing a healthful environment. The purpose of this policy is to be prepared to treat victims who experience sudden cardiac arrest (SCA).

Maintaining automated external defibrillator (AED) units and staff trained in cardiopulmonary resuscitation (CPR) in the schools enables responders to deliver early defibrillation and resuscitation to victims.

2. Authority
SC 1424

Except in extenuating circumstances, each school shall have one (1) person certified in the use of cardiopulmonary resuscitation (CPR) during regular school hours when school is in session and students are present.

The automated external defibrillator (AED) units are owned by the district and shall be properly maintained and located in secure and accessible locations.

The automated external defibrillator (AED) units shall be used in accordance with approved district procedures.

3.2- Guidelines

A Core Team shall be trained in CPR and AED procedures by completing a training program offered by approved providers. Members of the team shall be provided opportunities for annual training and retraining.

Written guidelines for medical emergencies related to the use of automated external defibrillator (AED) units shall be provided to all members of the core team.

Responders' use of automated external defibrillator (AED) units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.

The Automated External Defibrillator (AED) program includes a medical emergency response team that shall consist of administrators, school nurses, athletic director, trainers, high school/middle school health paraprofessionals, and staff members who volunteer to be a part of the team. Each member must be currently certified in CPR

<p>43. Delegation of Responsibility</p>	<p>and AED by participating successfully in a nationally recognized training program to use the AED on a victim.</p> <p>Written guidelines for emergencies related to use of AEDs and CPR are provided to all members of the medical emergency response team. Annual training and re-training for new and current members shall be made available.</p> <p>The AED system will be facilitated in accordance with state guidelines. The AED units will be housed in secure and accessible locations.</p> <p>In the event the AED is used on a victim of cardiac arrest, an "Incident Report" shall be filed.</p> <p>The medical advisor of the AED program shall be the school physician. All members of the medical emergency response team who have successfully completed training or any trained volunteer responder who has successfully completed an approved CPR and AED training program and has a current successful course completion card may use the AED.</p> <p><u>References:</u></p> <p><u>School Code – 24 P.S. Sec. 1423, 1424</u></p> <p><u>Civil Immunity for Use of Automated External Defibrillator and First Aid – 42 Pa. C.S.A. Sec. 8331.2, 8337.1</u></p> <p><u>Nonmedical Good Samaritan Civil Immunity – 42 Pa. C.S.A. Sec. 8332</u></p> <p><u>Board Policy – 000, 123.2</u></p>
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